

Please be aware that these materials are developed for use with Microsoft Word software. Using other software to customize and print the template may result in formatting and page layout problems.

Instructions for word-processing your directory

1. Open the file, “3 Drop-in-the-Facts Guide.doc”. As you will notice, this file is “read only”. Therefore, you will need to save a second copy of the file. To do so, with the file (3 Drop-in-the-Facts Guide) open, click FILE on your menu bar, then select SAVE AS on the File drop down menu. Select the new file location (i.e., desktop), type in a file name then click the SAVE button.
2. Begin customizing the template by revising or changing the title. To do this, type in your community name where prompted, or highlight the current title “*LET’S GO! A Directory of Transportation Options in [your Community]*” and type over the text with a new title.
3. A sample Table of Contents^{*}, topic headings and subheadings are included in the template. Replace these headings and text throughout by following the same process: highlight the text then type over the highlighted text with titles and information of your choosing. Remember to delete the suggestions listed under each topic and replace it with information you feel will be helpful to the directory’s audience. Alternately, you may wish to delete an entire topic from the directory, which is done so by highlighting the text then pressing DELETE.

Add as much information to each section as you feel appropriate. The pages will advance to accommodate the volume of information you provide. You may find using the Program Profile (file: 5 program profile survey.doc) to be helpful in gathering information for your directory.

For your convenience, information for national organizations are included in the transportation resources section of the guide.

4. To add more blank pages, you can either hit ENTER until your cursor goes to the next page, or while your cursor is at the bottom of the page, insert a page break by clicking INSERT on your menu bar, then selecting BREAK. Click the PAGE BREAK button then click OK.
5. To add more formatted pages, highlight all the contents of a page of your choosing (ex. Pg. 1), and click COPY on the EDIT drop down menu. Place your cursor at the start of a new blank page, then click PASTE on the EDIT drop down menu.

If you accidentally delete text or type in the wrong text, simply undo the error by clicking UNDO on the EDIT drop down menu.

Remember to SAVE often!!!

^{*} Within the Table of Contents, common subject headings are provided for you as well as placeholders for page numbers. Once you have completed entering the content of your directory, remember to return to the Table of Contents to insert corresponding headings, subheadings, and page numbers.

Instructions for printing your directory

Some printers have a default margin setting resulting in some of the text being “cut off” when printed. To avoid this:

1. Click PRINT in the FILE drop down menu.
2. Then click on PROPERTIES next to the printer you plan on using.
3. Within properties, if your printer allows you to print beyond the default margins, choose the “maximum printable area” option. Then click OK. (NOTE: Not all printers have a default margin, so this may not be an issue for you.)

In-House Printing

1. The cover page should be printed on heavy card stock to aid in prevention of wear and tear. To print the cover page: while your cursor is on the cover page, click PRINT on the FILE drop down menu. Under Page Range, click the CURRENT PAGE button then click OK. Be sure a sheet of card stock is loaded in your printer. Do the same for the back cover.
2. To print the body of the directory, again, click PRINT from the FILE drop down menu. Under Page Range, click PAGES: then type in the page numbers after the cover page to the end of the document before the back cover page (i.e., 2-10). Please note that the content will print one-sided – this allows proper pagination.

To print two-sided, you will need to manually insert the pages into the printer. After the first page of the content is printed, flip it over and reinsert it into the manual feed tray. If your printer has multiple paper feeds, remember to select “Manual Paper Feed” from print properties (click FILE, then PRINT, then PROPERTIES). It may be helpful to involve a volunteer.

Professional Printing

You may decide to have your completed Transportation Options Directory printed by a professional. It is helpful to the print company for you to supply the following:

1. A sample COLOR, hard copy of your directory. Review it thoroughly. Providing the print company with a hard copy will ensure that any discrepancies that may arise electronically (i.e., fonts not loading properly, variations in color, pagination) will be caught and remedied.
2. The finalized directory in electronic form (CD or floppy disk). Also include electronic files of any graphics/pictures that you use (i.e., company logo). Logos of the partner organizations who brought you this guide are provided for you on the CD (folder: Partner logos). Additionally, if you use a different font than was originally set up in the template, you may need to supply that electronic file as well.
3. Any special instructions that may be helpful – for example: binding style, paper weight, page format, etc.