



Instructions for Using the Template

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

Instructions for word-processing your booklet

1. Open the file, "3 Transportation Options Booklet Template". 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 Transportation Options Booklet Template) open, click FILE on your menu bar, then select SAVE AS on the File drop down menu. Select the new file location, type in a file name then click the SAVE button.
2. Begin customizing the template by changing the title. To do this, highlight the current title "A Guide for Seniors: Finding the Right Transportation Option for You" and type over the text with a new booklet 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 booklet's audience. Alternately, you may wish to delete an entire topic from the booklet, which is done so by highlighting the text then pressing DELETE.

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

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 doing the following steps:

- Click EDIT on your menu bar
- On the EDIT drop down menu Click UNDO

Remember to SAVE often!!!

Instructions for printing your booklet

As you will notice, the template is formatted in such a way that only one side of the page contains text. This allows the pages to be paginated correctly for a 5.5 x 8.5 booklet.

Also, 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.)

To print, use the following steps:

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 somewhere 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 one sheet of card stock is loaded in your printer.
2. To print the body of the booklet, 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 (i.e., 2-10).

Once printed, cut the pages of the booklet along the dotted line. Stack the cut pages in order (cover, 1, 2, 3, etc.) with all of the pages aligned neatly. Staple the cover and the cut pages together at the places marked on the cover.