List of Standard Documents

- Calling Card Template
- Daily Sign-In Form
- Letterhead (for Meeting Agendas, Newsletters, Field Correspondences)
- Participant Certificate
- Participant Evaluation
- Presentation Template
- Relocation Logo Usage Instructions
- Relocation Logos
- Report Template
- Sponsorship Request Form
- Workshop Sign-In Form

These files were developed to be compliant with Section 508 of the Rehabilitation Act to be accessible to people with disabilities. In order to preserve their accessibility, maintain the original file types (docx, dotx, pptx or potx) and limit edits to text updates, without changing the structure of a document.

Here are some tips for making the most of these documents:

- **Calling Card Template**

  Mail Merge and printing instructions using Microsoft 2010*

  1) Open the Excel file named RAP_Calling_Card_Mail_Merge_db.
  2) Replace the placeholder information with your own and then copy and paste the row into all 10 rows.
  3) Save the RAP_Calling_Card_Mail_Merge_db Excel file and close the file in preparation for merging the data.
  4) Open the Calling Card Word template named RAP_Calling_Card.
  5) Go to the Mailings tab, click the "Start Mail Merge" button, then select "Step by Step Mail Merge Wizard."
  6) In Step 3 of the Wizard, select "Use an Existing List," then click "Browse" to open the RAP_Calling_Card_Mail_Merge_db data source.
  7) Click "Ok" through the next screens.

8) Skip forward to Step 5 of the Wizard and click "Preview Your Labels."
9) Confirm that everything looks correct and then click "Complete the Merge."
10) Save the document with a new name.
11) Print on Avery Business Cards with item numbers 5371, 8371 or 8871.

- **Fillable Forms**

   Files such as the Participant Evaluation and the Sponsorship Request Form are designed to be either printed and filled out by hand, or filled out electronically, through Microsoft Word. In order to make the forms usable, the documents have been locked. If you need to make any edits to the text, follow these steps to unlock the document. Remember to lock the form back down again before using it.

   1) Open the Word file.
   2) Go to the File tab, click on "Protect Document" and select "Restrict Editing."
   3) When the Permissions side column appears, click the "Stop Protecting" button at the bottom of the column.
   4) Make any necessary edits to the text and save the document.
   5) In the Permissions side column, check the boxes under Formatting Restrictions and Editing Restrictions, and then click "Yes, Start Enforcing Protection." Then click "Ok" without assigning a password.
   6) Save the file. It is now locked and ready to distribute as a fillable form.

*If you are using a version other than Microsoft 2010, use the Help tool to find specific instructions.