**2016-17 Annual Report Instructions**

**Changing the county on SC map (page 2)**

You can copy and paste your map from last year’s annual report. Or, the SC map template is available on the SCFS web site under Partnership Annual Reports, with instructions provided.

**Changing your partnership logo:**

The easiest way is to right click on the Abbeville FS logo, select “Change Picture” and select the logo file on your computer. This way, all of the picture settings for the current Abbeville FS logo stay the same. Or, you can choose to copy/paste your logo from last year’s annual report. It is important to make sure the “Wrap Text” option is set correctly to “in front of text” so that your logo sits on top of the page border line without shifting any objects around it – right-click on the image, select Wrap Text and select the correct option.

**Adding/changing pictures and other images:**

Follow the same instructions as above. For the “Wrap Text” option, use whichever setting is appropriate. For other logos or items you want to sit ON TOP OF other items, then choose “in front of text” as the option. If you want text to wrap around the image, then select either “square” or “tight”. Limitation: text located WITHIN a text box (as opposed to the base document) cannot wrap around an image. That is why on the Community Impact pages the text is not in a text box, so the photos can wrap around your story. More on this subject under “text boxes.”

If you want to add MORE pictures than the template has available, I recommend first copying/pasting an existing picture that has the settings you want (border color/thickness, wrap text option, etc.), moving the new image to where you want, and then right-clicking on the image and select “change picture” to add the photo you want.

**ALWAYS** make images larger or smaller by clicking/dragging at the CORNERS. This keeps the image ratio the same. Otherwise you end up with stretched out looking graphics.

**How to work with text boxes:**

Not all, but most of the text you will type in the Annual Report template will be in a text box. Text boxes enable you to do a lot more with the appearance and layout of a document, but they do, literally, add a layer of complexity to your document and can be tricky. Most of the pages in the annual report have multiple text boxes on them. This is a box you create to hold text, that you can then add features to such as background colors, borders, etc. These boxes sit on top of the base document (the place where you normally type on a Word document).

To work with a text box is fairly easy but you need to follow clues. If you want to add/change text within the text box**, click within the box** (not on the border). You see that the text box border, as well as the small line sticking up at the top of the text box, is DOTTED. That means you can edit the contents of the box but not move it or change the settings.



If you want to **move** the box, **delete** the box, or **change the settings** via right-clicking (color, border, text wrapping, etc.) you have to **click on the border** of the box until you get a SOLID line around the text box. See how this image has the solid line around the box and on the small line sticking up at the top.

* To move the box, drag it with the mouse or use the up/down/left/right arrow keys
* To change the shape of the box, hover over a point on the box’s edge, then drag using the mouse
* To edit the box appearance, right-click and select from the options available

A trick to moving the box just a little bit, is using the arrow keys on your keyboard.

**What to do if a text box image, or other object is covering up or hiding behind other material**:

Text boxes and images float as layers over a document, therefore sometimes you need to tell Word how you want those layers to behave using the “Bring to Front”/”Send to Back” commands. Click on the border of the text box or image so the edge becomes a solid line. Right-click and choose either “Bring to Front” or “Select to Back” depending on what you need.

**How to ADD or REMOVE pages:**

The template includes program pages for all of the most common partnership strategies. Therefore, you will need to delete the pages you don’t need. Also you may need to move pages around or insert a page.

I recommend that you first turn on “show invisibles”. This is the icon in the menu bar that looks like this: . When turned on, all of the invisible characters are displayed, such as spaces, paragraph and line breaks, and section and page breaks.

To select a page to copy, move or delete, start at the BOTTOM-RIGHT corner of the PREVIOUS page, click and hold the left mouse button and drag down the page. Make sure every element on the page – each text box, each image, etc. – is highlighted. This may take a few tries to accomplish successfully. Then perform the operation you want:

1. To delete the page: hit “Backspace” on your keyboard. The page should delete and subsequent pages move up without messing up any formatting. If this doesn’t happen correctly, click “undo” and try again.
2. To move the page to a new location: before you select your page to move, create a buffer by inserting a Page Break between where you want the page to go, and the next page. This helps prevent you from accidentally affecting other pages. Then select your page (see above for instructions) and select “Cut” either from the menu bar or by clicking “Ctrl+X” on your keyboard. Don’t right-click to choose “Cut” or you will likely de-select everything you just highlighted. Then move to the location where you want the page to go – be mindful of the page break location - and click on top left corner of that location with your mouse. You should see a blinking cursor. Select “Paste” from the menu bar or via “Ctrl+V” on your keyboard and the page should insert itself and all subsequent pages should move down correctly. You can then delete the extra page by deleting the Page Break.
3. To copy the page to a new location: follow the instructions above except select “Copy” from the menu bar, or click “Ctrl+C” on your keyboard.

**How to complete the Financial Page:**

The financial page of the template has 2 Excel spreadsheets embedded within it – one to create the pie chart, and a 2nd one to create the expenditures table. You will receive in September, a set of Ethority reports that provide your official expenditures by program and fund, as well as your matching funds amount and percentage. Please use these numbers when updating your annual report so that your local annual reports match state level reporting.

1. **To Change the Pie Chart:**
	1. **Word 2007/2010 Users**: Click anywhere within the box containing the pie chart, which should then activate the “Chart Tools” menu above. Within that menu, approximately the 5th icon from the left, is an icon that has the Excel logo in it titled “Edit Data”. Click that icon and a spreadsheet will appear. You can also right-click within the pie chart and select “Edit Data” from the menu. The area of the spreadsheet that is contained by a blue border is the data that appears in the pie chart. Edit only that data within the blue border with the correct financial numbers for your county. Do not use the dollar sign ($) or commas – the numbers will format automatically. The spreadsheet also calculates for you the total expenditures and state funds leveraged amounts – these do not appear in the pie chart graphic, but you will enter those numbers directly below the chart where indicated so make a note of them. Close the spreadsheet (click the “X” at the top of the spreadsheet window) and you should see your county’s data within the pie chart. Change the county nameby clicking once over the title of the pie chart, which will activate a text box.
	2. **Word 2003 Users**: Double-click on the pie chart and the box should turn into a mini-Excel document with two tabs, labeled “Chart 1” and “Sheet 1”. If you click on the “Sheet 1” tab you should see a spreadsheet like the one described above. Edit your financial numbers as described above. When you are done editing your numbers, click back to the “Chart 1” tab and click once over the chart title, which should activate a text box for you to change the county name. Click outside the pie chart box when you are done.
2. **To change the “Expenditures by Strategy” Table:**

Double-click within the table, and the table should turn into a mini-spreadsheet. Edit your financial numbers but do not enter anything into the totals at the right and at the bottom – those will calculate automatically. Do not enter dollar signs, commas, etc. You can insert or delete rows by right-clicking on the row number at the left and selecting “Insert” or “Delete”.

When you are done entering your data**, make sure that the spreadsheet window is exactly the size of your data, plus the total columns at the right and bottom**. If you have added or deleted rows, you are probably going to have to resize the window so that all of the data appears and there are no extra rows or columns showing. To resize the window, double-click it so it becomes a spreadsheet. Along the borders there are larger black dots in the middle of each side – hover over one with your mouse and the cursor turns into directional arrows. Click and drag to make your spreadsheet larger or smaller.

**EVERYTHING IN BLUE MUST BE UPDATED!!!**

Before submitting, double-check your annual report to make sure there are no remaining items highlighted in blue.

Questions? Contact your TA or Betty Gardiner

**Additional Program Descriptions: Early Steps and PCH**

**EARLY STEPS**

Early Steps to School Success (ESSS) is a language and pre-literacy development program operated by Save the Children, a leading international nonprofit helping children in need. ESSS is the birth-to-five component of a continuum of Save the Children programs which focus on literacy and language development, physical fitness and nutrition programs for children birth to age 12. ESSS provides early childhood education services to pregnant women and children birth to five years of age, education services to their parents, and ongoing staff training to the community early childhood educators involved with the program.

Program Components

1. Home visits at least twice monthly from a trained early childhood educator
2. Parent/child education groups in school and community settings
3. Child play groups and storybook hours
4. Raising a Reader book bag lending program
5. Transition to school activities
6. Community referrals and follow-up

Program Outcomes

* Increasing children’s language and pre-literacy skills essential for school success;
* Increasing parent knowledge of how to support their child’s language development and pre-literacy education;
* Fostering positive home/school connections early in the child’s life;
* Transitioning children successfully to pre-school or kindergarten; and
* Increasing early childhood knowledge and expertise throughout the community.

**PARENT-CHILD HOME**

The Parent-Child Home Program (PCHP) is an innovative home-based literacy program serving families challenged by poverty, low levels of education, language barriers and other obstacles to educational success. The program emphasizes the parent-child verbal interaction critical to developing early language and literacy skills. The curriculum is designed to support two critical aspects of young children’s early literacy: their social emotional development and language development. Home visiting services are provided to families of children who are 2 and 3 years old on a twice- weekly basis for a period of two years.

Program Components

1. Intensive, hands-on home visits from trained Home Visitors twice a week over a two year period
2. Books and educational toys are given as gifts to families weekly to help create a language rich environment in the home
3. Referrals and connections to other social and educational services
4. Assistance with transition to the next educational step for the program child

Program Goals

* Increase parent- child verbal and non-verbal interactions
* Build positive parenting skills
* Promote children’s social-emotional development and language development
* Develop a Language rich home environment that promotes literacy, school readiness, and school success