

Using the TB Manual Template

GENERAL INSTRUCTIONS

The TB manual template is a set of Word documents. The 00_contents file is the table of contents for the entire template. The files for each section is named starting with its section number (01_, 02_, etc.).

Each document is fully editable—your jurisdiction can add, delete, or revise any item in it. The manual is very comprehensive and may include topics you don't need to include in your jurisdiction's manual. You can delete any topic you do not want to include.

We have identified the areas where states would most likely want to modify the information. These areas are highlighted yellow and enclosed in << >>: <<This is a sample customization instruction.>>

TRACKED CHANGES

If you want to mark the revisions you input, hold them pending approval or review, and identify who made which change, use the Track Changes feature in Word. When Track Changes is on for a file, the text you add is underlined, and your deletions are saved. Also, the person who input each change can be identified. After all revisions are made, each change can then be individually accepted or rejected. If you are satisfied with all of the changes, all changes can be accepted at one time.

To turn on/off Track Changes:

Word 2003: Click Tool/Track Changes to toggle the feature on and off. When change tracking is on, the Track Changes menu item is highlighted in the drop-down menu.

Word 2007: Click the Review tab then the Track Changes button to toggle the feature on and off. When change tracking is on, the button is highlighted gold.

For more information, search the Word help for topics on “tracked changes”

PAGE NUMBERING

The page numbers at the bottom of each page are set to number automatically starting at 1.

To change the footer is different in Word 2003 and 2007:

Word 2003: Click View/Header and Footer.

Word 2007: Click Insert, Footer, Edit footer.

For more, see the Word Help topic “Change Headers or Footers.”

At the start of each section, the page numbers in the Contents list need to be set manually. Once you have that done, copy and paste the contents lists from all sections to build the table of contents in the 00_contents file.

ENDNOTES

You can move text together with its associated endnotes.

To move both text and its endnote:

1. Highlight the text and the superscripted endnote number.

For example, highlight this sentence plus the superscripted endnote number “1”:
Improvement in the detection of TB cases is essential to progress toward elimination of TB in the United States.¹

2. Press the Control-X keys to delete the text and its endnote number from the current location.
3. Go to the new location and single left click the mouse to display the insertion point.
4. Press the Control-V keys to paste the text and its endnote number into the new location

If you want to delete an endnote, highlight the endnote’s superscript number in the main body of the text (not in the endnotes list) and press the Delete key.

To retain citation information when text is moved or when it is deleted, all endnote citations in the template are full entries. After you have finished revising the text of the main body of a section, you may want to create shortened entries for second and subsequent citations of a work. The template’s endnotes are editable. To edit them, go to the list of endnotes at the end of each section and edit their text just as you do other text in the document.

HYPERLINKS

The template includes hyperlinks, which allow readers to move quickly to other pages, documents, or Web sites simply by clicking text onscreen. Hyperlinks are usually indicated by underlined text. Just point to and click the hyperlink text, and your computer will go to another place in the same document, a place in another document, or a Web page on the Internet.

Hyperlinks are created in Word and in Adobe Acrobat Professional (or other PDF-creation software).

Word

For more information on creating hyperlinks in Word, search on “hyperlink” in Word help.

As you edit the template in Word, you can create hyperlinks to Web pages or to PDFs on external Web sites (such as the CDC guideline PDFs). When you convert your Word files to PDF, these hyperlinks will be automatically saved.

Adobe Acrobat Professional

However, if you want to create hyperlinks inside your manual (*i.e.*, linking pages in the same section or between sections), you will need to use Adobe Acrobat Professional. It's very important also to consult with your Web site administrator to make sure that you have the correct address and rights. Using Adobe Acrobat Professional, here's how to create a hyperlink between two sections of your manual.

First, in the PDF file you want to hyperlink TO:

1. Open the document that you want to hyperlink TO and convert it to a PDF.
2. Put the cursor at the destination, which is the place where you want the hyperlink to take the reader.
3. Click View/Navigation Tabs/Destinations.
4. In the Destinations Tab of the new small window, click Options/New Destination.
5. Type the destination name and press Enter/OK as prompted -- keep the name as short as possible, use no spaces, use only numbers and letters.
6. Save the PDF -- keep the filename as short as possible, use no spaces, and use only numbers and letters.

Second, in the PDF file you want to hyperlink FROM:

1. Open the source document that you want to hyperlink FROM and convert it to a PDF.
2. Go to the place where you want to hyperlink FROM
3. Add a hyperlink that includes the full web address and filename of the PDF file you want to link TO. Include the “.pdf” extension and “#nameddest=” the destination name you created.
 - a. Example:
<http://www.nationaltbcenter.edu/tbmanual/9contact.pdf#nameddest=Outbreak> (not posted/working)
4. Save the PDF -- keep the filename as short as possible, use no spaces, use only numbers and letters.
5. Post the documents to your website and test the link.

Source: PDF Open Parameters:

<http://partners.adobe.com/public/developer/en/acrobat/PDFOpenParameters.pdf>

TABLES

Sometimes tables in a document that has had a lot of changes can become corrupted. You can tell if they are corrupted when they don't display properly or when you cannot enter data into a table. If you suspect that your document has a corrupted table, take the following steps to repair the document:

Word 2003 and 2007:

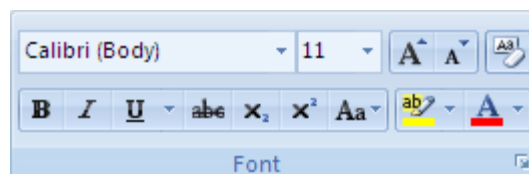
1. Close out all Word files, and close the Word application.
2. Re-open the Word application.
3. Click File/Open to view the Open dialog box.
4. Navigate to the file you want to open, and click on it ONLY ONCE. It should be highlighted in blue.
5. On the lower right of the Open dialog box, click the down arrow on the Open button. A submenu should open.
6. On the submenu, click Open and Repair. Your repairs are done, and the file should open.

REMOVING TEXT HIGHLIGHT COLORS

You may have text with colored backgrounds in the template files from two sources: the <<customization instructions>> and your staff's revision work.

The customization instructions are a style. To remove the text highlight color from customization instructions:

1. Click and drag the cursor to highlight the text.
2. Do either:
 - a. Select another style or
 - b. Click the arrow next to the Text Highlight Color button then click the color you want. (In Word 2003, this button is located in the toolbar on the top of the window. In Word 2007, this button is located in the Home tab, in the Font group.)



To remove text highlight colors that your staff added, follow the instructions under step 2 above.

COPYING FORMATTING

When you copy and paste information from another document into the template, ask Word to match the destination formatting:

At the end of the text you copied, click on the Paste Options icon.

In the Paste Options list, click Match Destination Formatting.

STYLES

The document is formatted with styles. Each style can include settings such as a font, its size, whether it's bold or italic, the amount of space before and after the text, whether it's a bulleted or numbered list, whether there is a rule above or below the text. Styles are accessed differently in Word 2003 and Word 2007.

Word 2003: Open the styles pane by clicking Format/Styles and Formatting. Highlight the text you want to format and click on the style in the styles pane.

Word 2007: Open the styles pane by clicking the Home tab, then the down arrow in the Styles group. Highlight the text you want to format and click on the style in the styles pane.

If text isn't displaying the style you want, three things seem to help:

1. If the style doesn't apply correctly, click it twice again.
2. If it still doesn't apply correctly, apply the Clear Formatting style then apply the style you want.
3. If it STILL doesn't apply correctly, put a hard return (using the Enter key) before and after the text you want to format (if it is a separate line or paragraph) and apply the style you want.

On the following pages are examples of the styles in use.

Heading 1 (Chapter Title)

TOC 1ST LEVEL

TOC 2nd level.....0.0

TOC 3rd level.....0.0

Heading 2 (Topic Title)

HEADING 3

Body copy body copy body copy body copy *body copy italic* body copy body copy body copy body copy **body copy bold** body copy body copy body copy body copy body copy body copy body copy body copy.

- Bullet copy 1
- Bullet copy 1
- Bullet copy 1
 - Bullet copy 2
 - Bullet copy 2
 - Bullet copy 2

Heading 4

Body copy body copy body copy body copy *body copy italic* body copy body copy body copy body copy **body copy bold** body copy body copy body copy body copy body copy body copy body copy body copy.

4. Numbered list (level 1)
5. Numbered list (level 1)
 - a. Numbered list (level 2 – select Numbered list and click Increase Indent on the toolbar)
 - b. Numbered list (level 2 – select Numbered list and click Increase Indent on the toolbar)

<<Customization instructions>>

[Hyperlink](#)

TABLE NUMBER: **TABLE TITLE¹**

Table – column header – Gray 65%	
Table – column header - Black	Table – column header
<ul style="list-style-type: none"> ▪ Table – bullet list 1 ▪ Table – bullet list 1 ▪ Table – bullet list 1 <ul style="list-style-type: none"> • Table – bullet list 2 • Table – bullet list 2 • Table – bullet list 2 <ul style="list-style-type: none"> ▪ Table – bullet list 3 ▪ Table – bullet list 3 ▪ Table – bullet list 3 	<p>Table – body table – body table – body table – body table – body table – body table – body table – body bold table – body table – body table – body table – body</p> <p>table - hyperlink</p>
<p>* table - notes † table - notes § table - notes ¶ table - notes</p>	

Endnote endnote endnote endnote endnote endnote endnote endnote endnote endnote endnote endnote endnote endnote
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TABLE NUMBER: **TABLE TITLE²**

Table – column header	Table – body table – body table – body table – body table – body table – body table – body bold table – body table – body table – body table – body - table - hyperlink
Table – column header	<ul style="list-style-type: none">▪ Table – bullet list 1▪ Table – bullet list 1▪ Table – bullet list 1<ul style="list-style-type: none">• Table – bullet list 2• Table – bullet list 2• Table – bullet list 2<ul style="list-style-type: none">▪ Table – bullet list 3▪ Table – bullet list 3
<p>* table - notes † table - notes § table - notes ¶ table - notes</p>	

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REFERENCES

¹ Endnote
² Endnote