

# Directions/Instructions for Member Activities Tri-Fold

## System Requirements

Microsoft Publisher Software 2008

(Hint: The quickest way to find out if you have this software on your computer is to double click on the What We Do Tri-Fold\_Generic Ver\_2.pub file on this CD.)

At least 1 – 2MB of available storage. This version of the Tri-Fold was produced with MS Publisher 2007 which significantly reduced the file size.

To accommodate some requested changes to this generic tri-fold, the space on the back of the tri-fold now contains information about the USPS University. The description on the inside of the tri-fold that previously described USPS courses was significantly reduced because the new USPS University information describes many educational efforts of USPS. A new item inside the brochure lists some Member Benefits and where USPS members can see more benefits on the National USPS web site.

## Directions

**First** load/open the generic tri-fold, “What We Do Tri-Fold\_Generic Ver\_2.pub”, and save a copy (Save As) with a different name on your computer so you will always have an original copy to use. After you make some changes to the generic file, save it with a name you’ll remember. Microsoft Publish automatically adds the \*.pub extension to the file name.

These “directions” assume you have some familiarity with graphics software and terminology.

Read and change items in **red** in the Generic Tri-Fold file as appropriate for your squadron.

Some text and activities remain in the generic tri-fold from the original Sebastian Inlet Sail and Power Squadron tri-fold on the assumption that these words and activities are the same for all USPS organizations. If this assumption is inaccurate, please change the text and activities to meet you squadron requirements.

Insert any pictures in the Picture Frame Object boxes you feel are more appropriate for your squadron. Picture files with an extension of \*.jpg or \*.gif can be used with this version of MS Publisher.

A copy of the Sebastian Inlet Sail and Power Squadron’s “Description of Member Activities” tri-fold is included on this CD. The file name is:

## What We Do Tri\_Fold-Final-Ver-12.pub

Some icons display that you may not recognize. You can always put your pointer on the icon and usually text displays stating the meaning/purpose of the icon.

### **What Happened?**

If all the text shifts from one column to another, it is likely that one or more lines were added or deleted. When this occurs, simply add blank lines (or delete lines) until the spacing returns to the original sample. In some cases, you may need to get “creative” with your wording to keep the line and column spacing from shifting. On the other hand, if you are an experienced graphics person, make whatever changes to the format you wish.

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R/C Note: Anyone needing assistance with formatting this brochure should contact Jim Ford directly.

Connie Beckman is available for assistance using Publisher at [conniebeckman@rapidsys.com](mailto:conniebeckman@rapidsys.com)

Please advise if you have any suggestions for updates by sending an email to [rdougherty@simcare.net](mailto:rdougherty@simcare.net) .