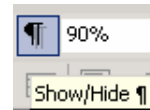
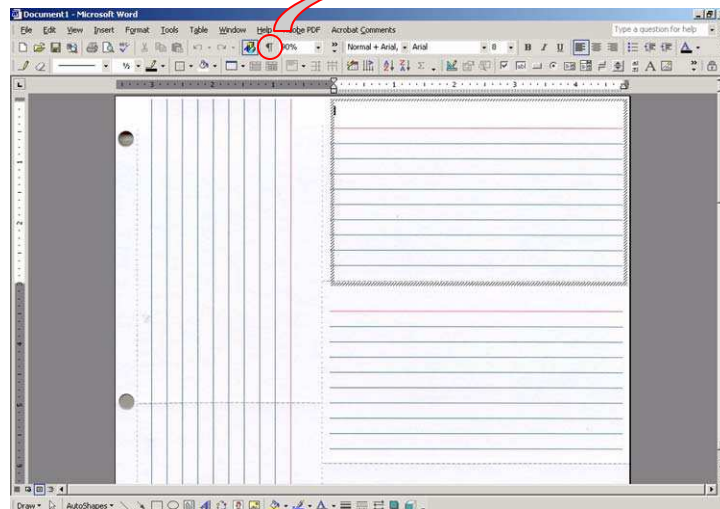


Five Star Index Card Template Instructions

The Five Star Index Card Template will download as a .dot (*template*). As a template each time you open the file, it will create a new document for use. Save just like any document to continue updating or save for future use.



When the document opens the image of the FSIC (Five Star Index Card) will be visible. The cursor will be on the first card with the frame showing around the index card. To see the beginning locations in the other index cards click the Show/Hide ¶ button. The button shows the paragraph/formatting information on the document.



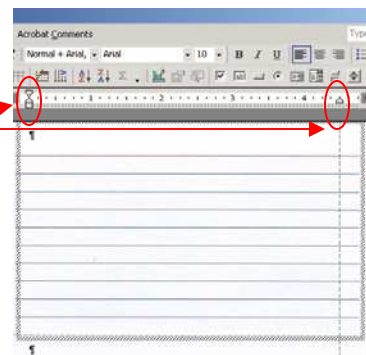
Options for moving around the document



The index cards are set up with frames on each card. Each frame is set just like a document with all the formatting functions (fonts, paragraphs, spacing, etc.). When you mouse down to the next card, the frame will appear around the index card. To move around on the document using the *mouse* is the best option. The *arrow keys* are another option (but work somewhat randomly - the down and up work to go in a row, the side moves to the upper card, but not the bottom). *Will not tab from frame to frame* (tab is a formatting function within the frames).

Margins are adjusted and can be changed within the frames.

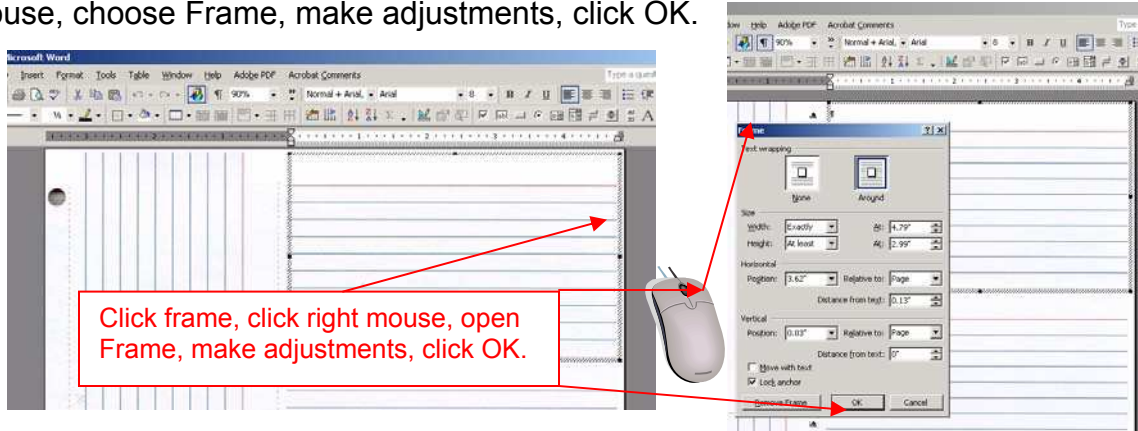
Click in frame and adjust margins as needed. This will assist in alignment of printing the information (prevents cut-offs from printing).



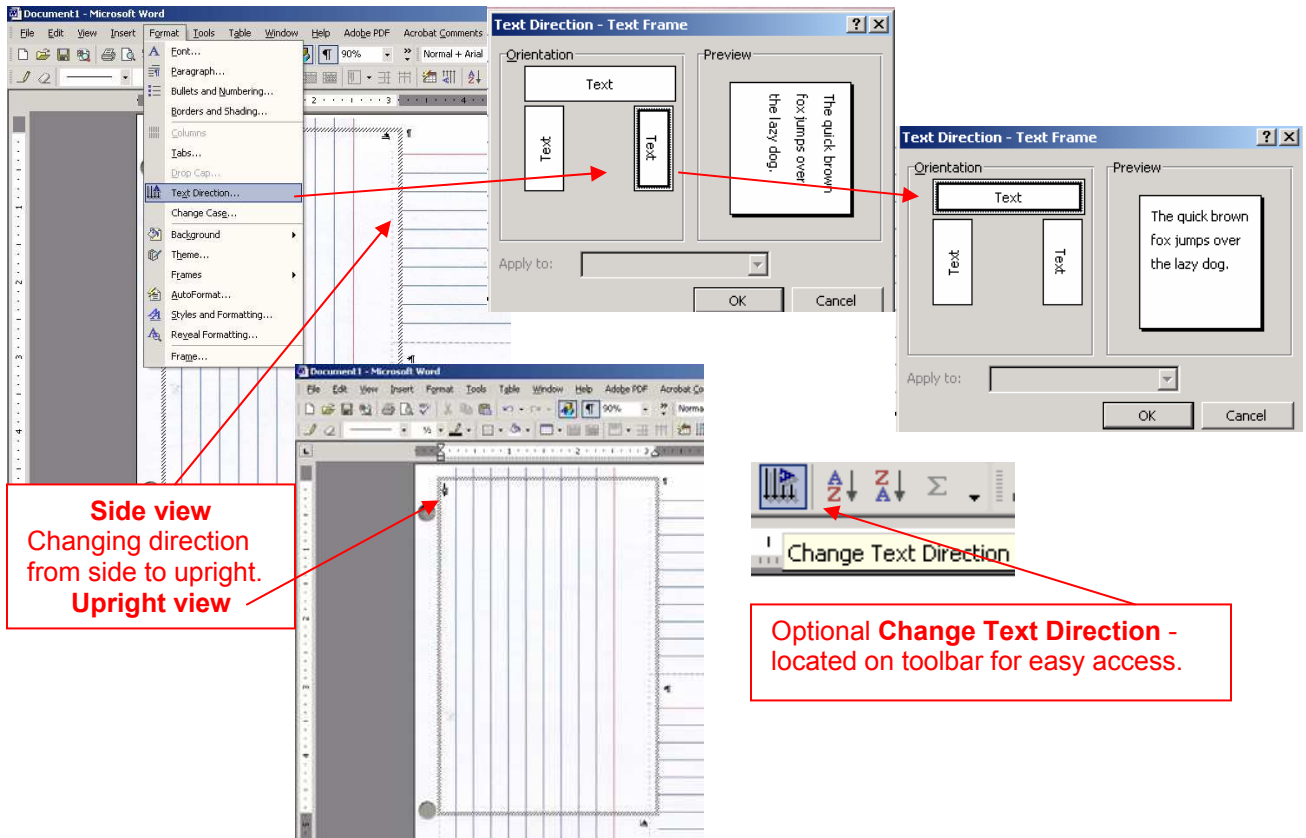
Five Star Index Card Template Instructions

Assistance in adjustments to the frames (moving to fit with printer and text directional for side cards).

Adjusting the frame - click on the edge of the frame (all points should show when the frame is selected) drag the frame with the mouse or change size by going to the frame properties. To use frame properties - click the frame, right click mouse, choose Frame, make adjustments, click OK.

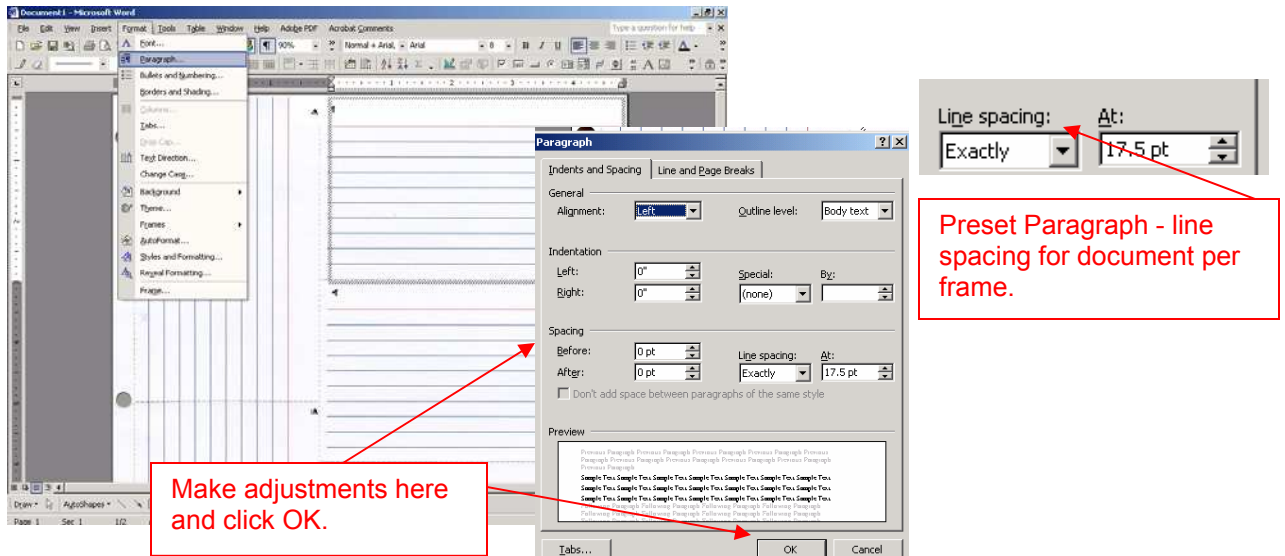


Side Card Directional Adjustment - click in the side index card, click Format, Text Direction, change to the upright position and click OK. *(Note: Need to turn the text back to check for alignment and before printing).*



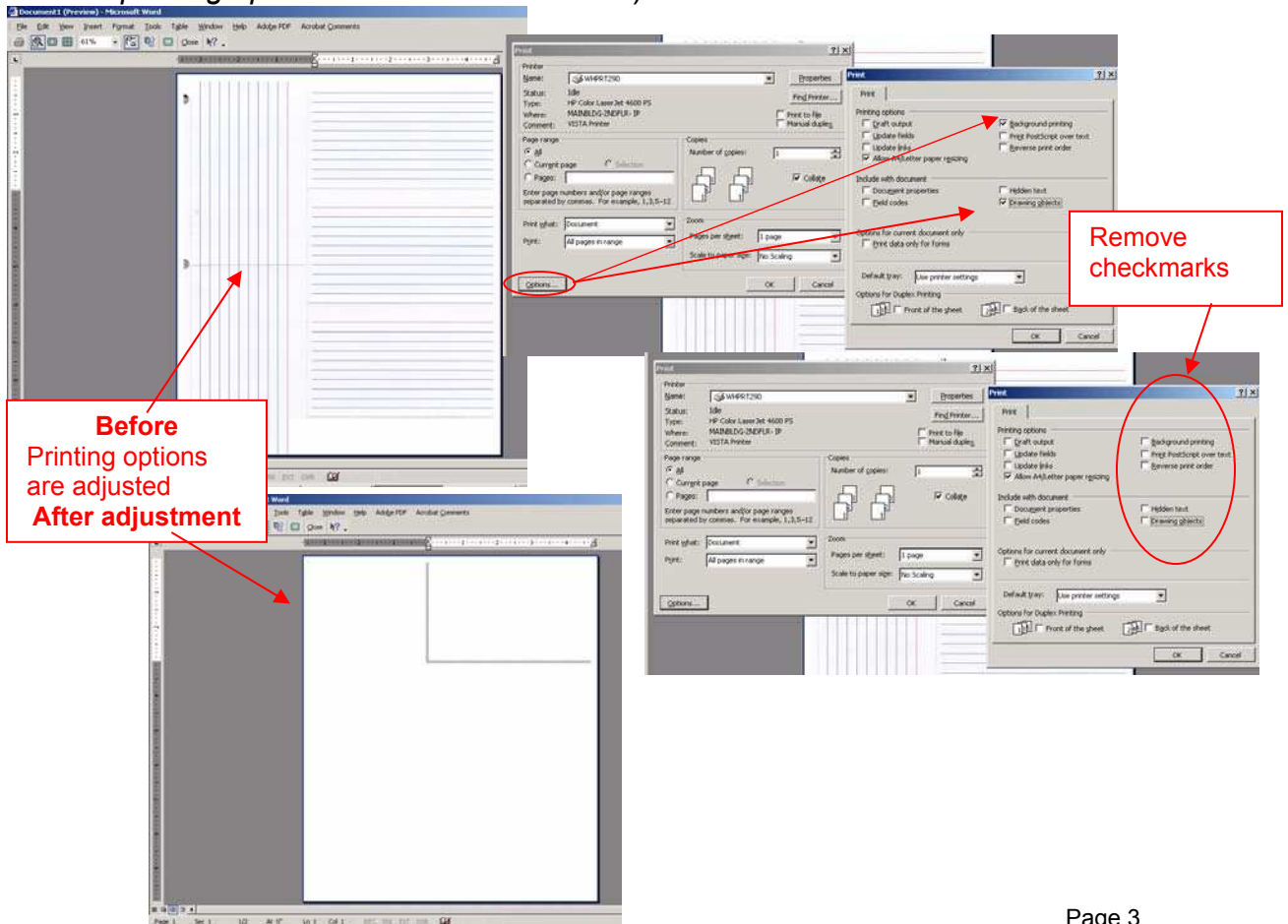
Five Star Index Card Template Instructions

Preset Frame Paragraph (tested for line-up to printer) - how to change if needed. Click in the frame, click Format, click Paragraph (*please note: Line spacing is Exactly 17.5 pt*), make adjust to fit the printer being used.



The screenshot shows the Microsoft Word interface with the Paragraph dialog box open. The 'Line spacing' dropdown is set to 'Exactly' and the 'At' value is '17.5 pt'. A red box highlights the 'Line spacing' and 'At' fields with the text 'Preset Paragraph - line spacing for document per frame.' Another red box highlights the 'OK' button with the text 'Make adjustments here and click OK.'

Printer set-up - Go to Print, Options, make sure the Background printing and Drawing objects is not clicked. To check go to Print Preview, if the index card lines show then the options need to be adjusted. Should have a blank background and just the text information. (*Note after using document remember to reset printing options for other documents.*)



The screenshots show the Print dialog box in Microsoft Word. The 'Options' tab is selected, and the 'Background printing' and 'Drawing objects' checkboxes are unchecked. A red box highlights the 'Options' tab with the text 'Before Printing options are adjusted' and another red box highlights the unchecked checkboxes with the text 'After adjustment'. A third red box highlights the 'Background printing' and 'Drawing objects' checkboxes with the text 'Remove checkmarks'.