

Profile Page Cheat Sheet

This work sheet contains instructions for using Adobe to create profile pages using in Monitoring and Evaluation

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Opening the file

The default program for this file type is already preset on your computer to be Adobe Reader.

1. Locate the file on our computer
2. Double click the file to Open

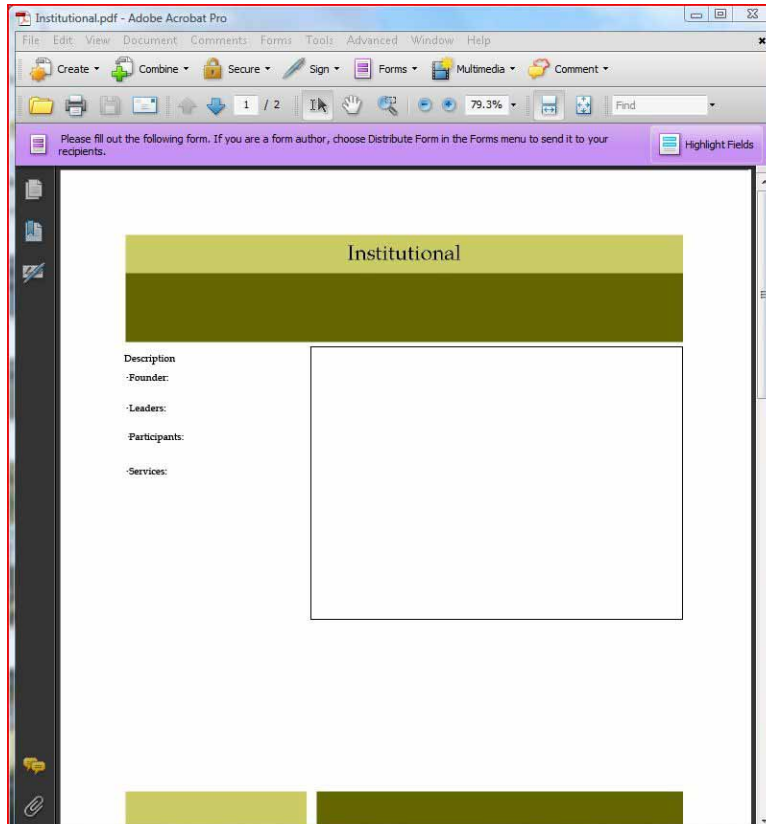


Figure 1: This is an example of what the program should look like when it is first opened

If it opens in a different program and doesn't look like the image above,

1. Close the program
2. Open Adobe Reader
3. Go to **File > Open**,
4. Select the file off your computer.

Notes: Near the top of the Window is an option to highlight all of the text boxes. This is useful because it can help you see where information is still needed. The highlights will not appear on the final copy. They are simply guides in the editing mode.

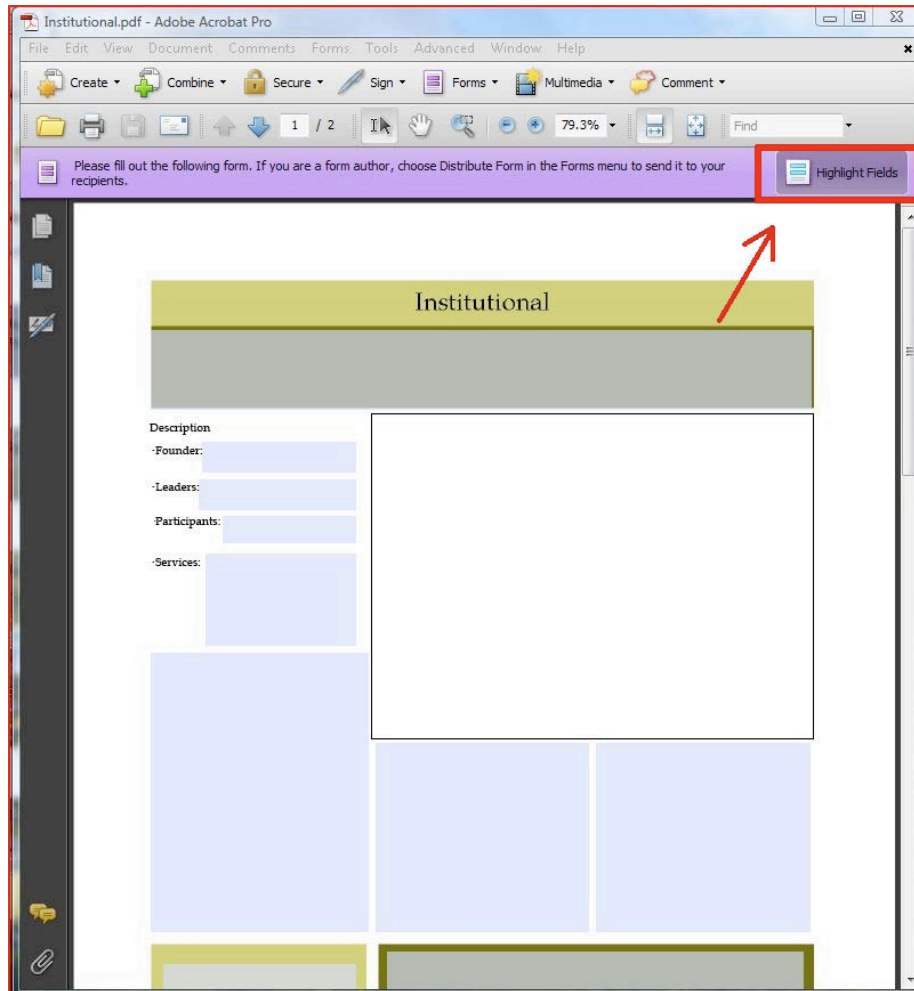


Figure 2: this is an example of what the page will look like with the highlighting turned on

Adding Information

Adding Text

The font and font size have already been pre-set. To add text click on a text box and start typing.

Notes: When you reach the **bottom of a box**. It will allow you to continue typing, but that information will **not be displayed** in the printed version. Click on the next box in line and continue typing if you want the information to be included.

Adding Photos

1. Click on the desired picture box
2. A 'Select Image File' Window will open up.

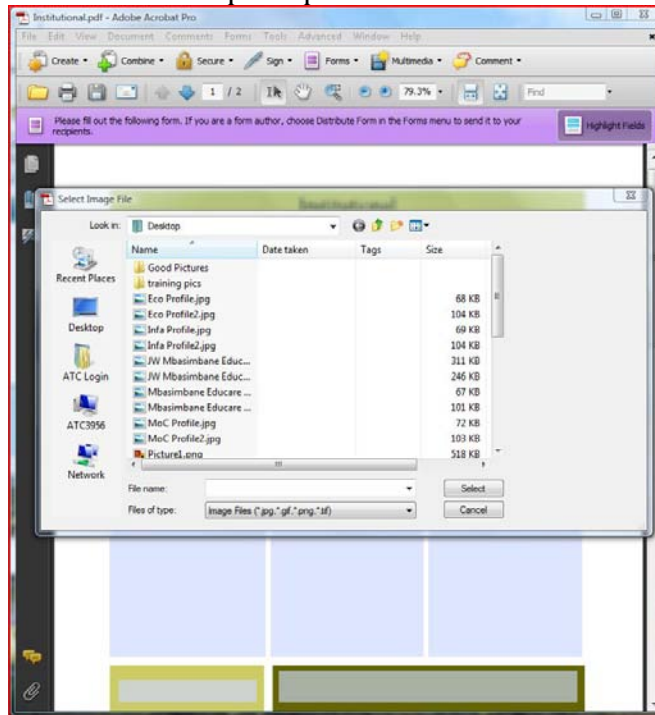


Figure 3: After clicking on the Picture box your screen should look like this

3. Find the desired picture on your computer. An example of where to find a photos is:
Documents > Assets > Monawabisi Park > 2010 > Institutional > Crèches > Photos

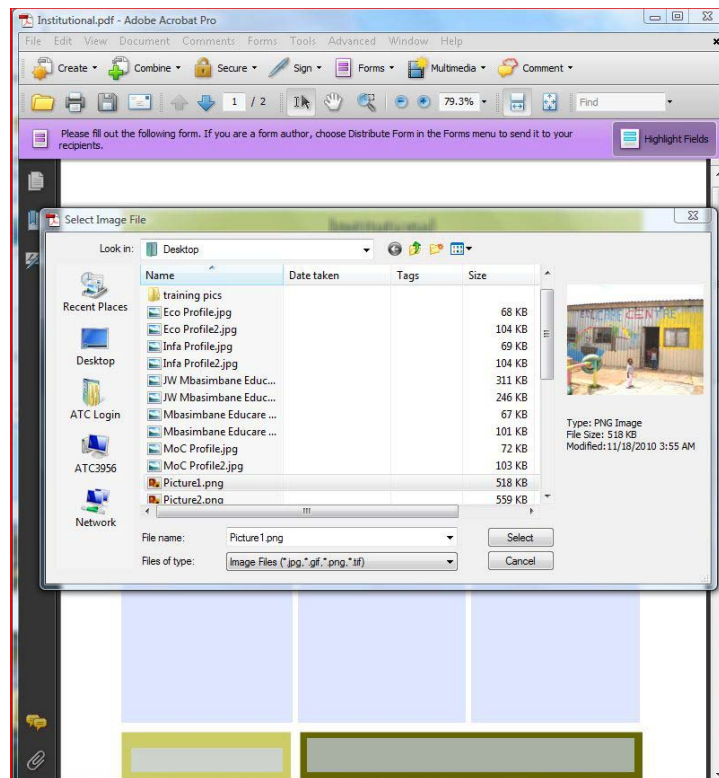


Figure 4: After you have found the Photo you are looking for your screen should look similar to this

4. Click the 'Select' Button in the lower right-hand corner or the 'Select Image File' window

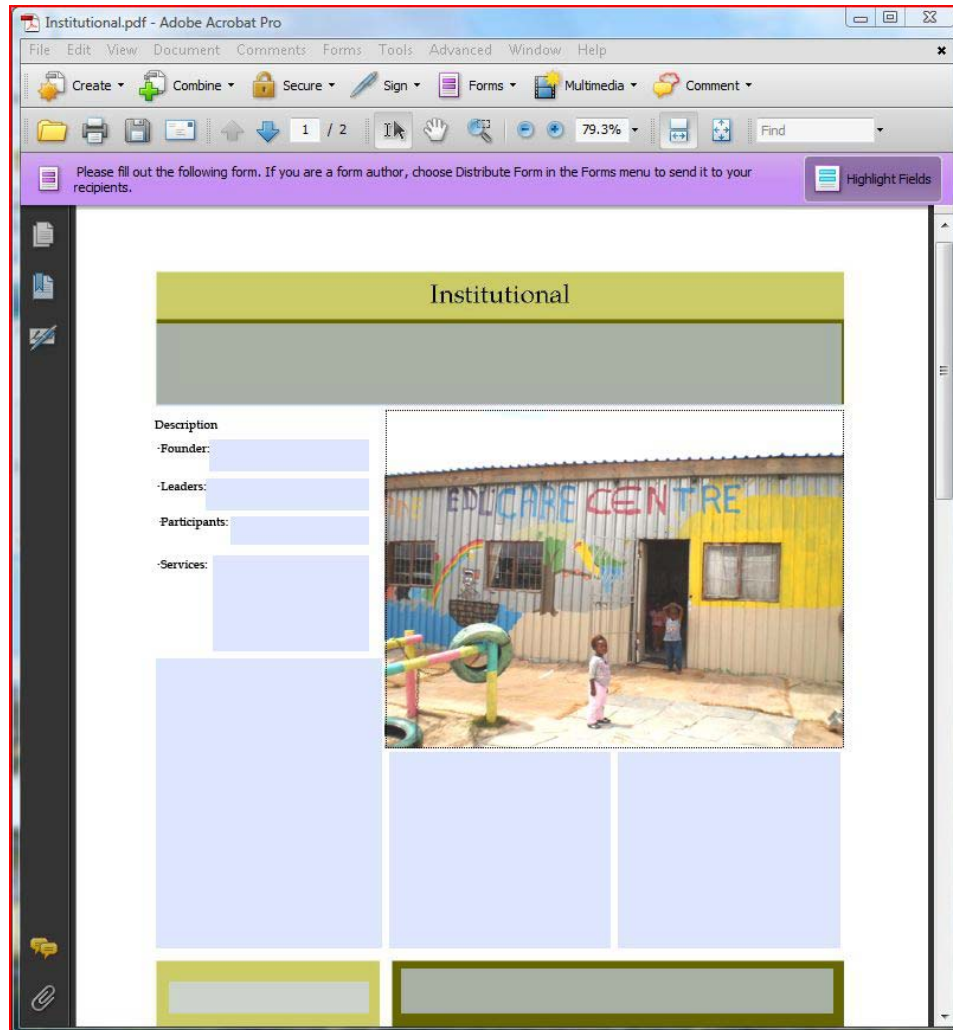


Figure 5: An Example of what it should look like after the picture has been successfully inserted

Notes: The Picture will be automatically sized to fit into the Picture Box. However if you insert a Horizontal Picture (a picture that is wider than it is tall) in to a Vertical Picture Box (a box that is taller than it is wide), then the picture will end up looking very small and have extra white space on the top and bottom. This problem will also occur if you place a Vertical Picture in a Horizontal Picture Box.

Adding Bullet Points

One nice way of organizing a list of points associated with a particular asset is to make a bullet point list. To Insert a Bullet point, **hold down the 'Alt' key and type '0' '1' '4' '9'** then release the 'Alt' key. Or press the 'Alt' key and the number 7 at the same time. **The 'Alt' key is located in the lower left hand side of the keyboard directly next to the space bar.**

Adding Stars to the Map

The Map of Monawabisi Park on the top of the second page is to provide future readers a **general** sense of the location of this particular Asset. To add a star to the map, click its approximate location.

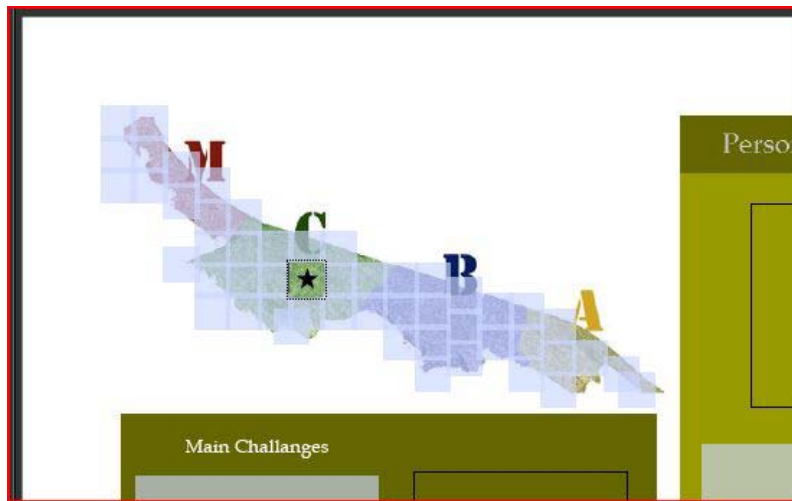


Figure 6: Location Map with a star added

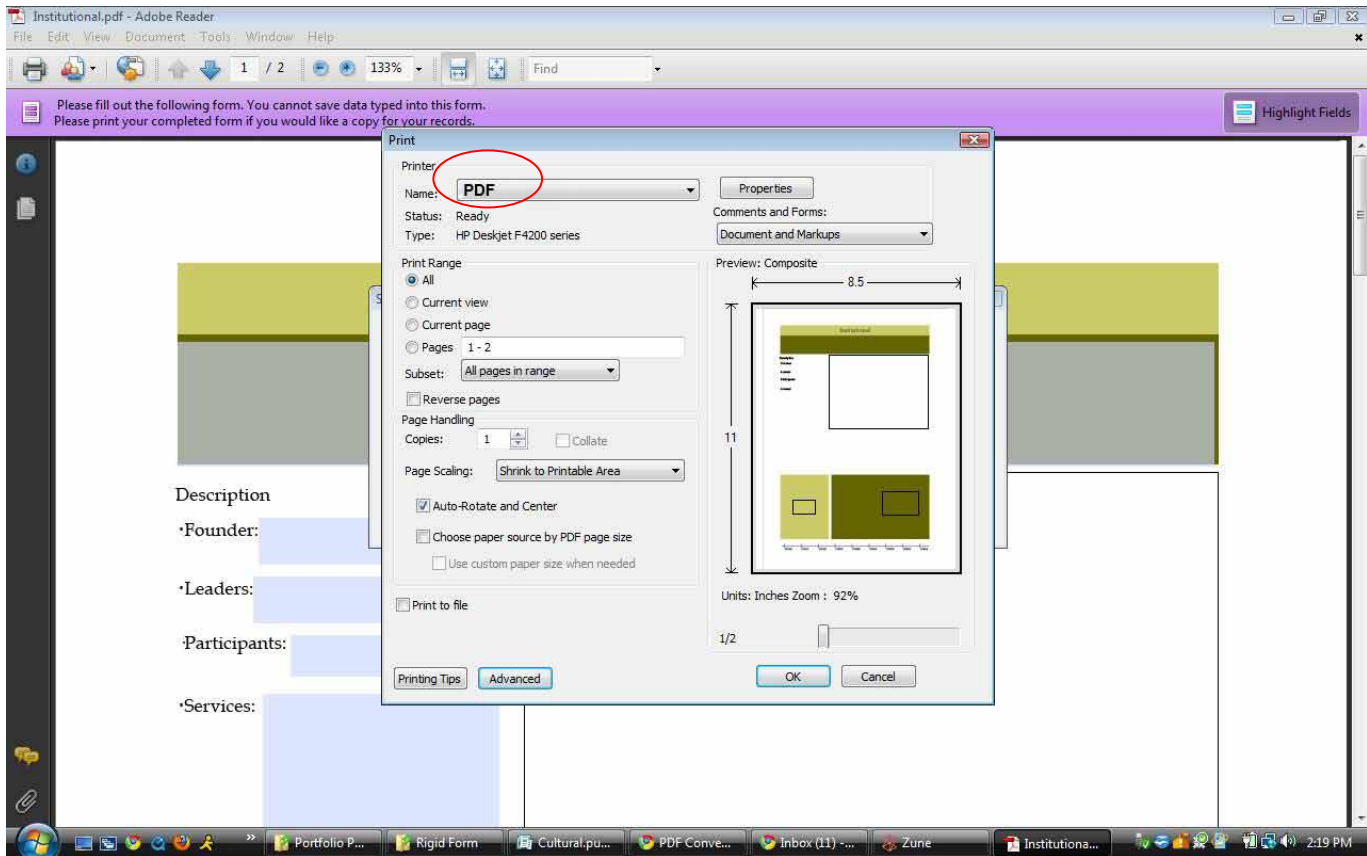
Checking off Skills

You can find full definition of each of the skills on the Skills Check list. To check off skills, click on the boxes to the left of each skill.



Saving Profile

1. First go up to **File > Save Copy**
2. Click Print. **Don't click "save blank copy"**
3. **Next select PDF as the printer**



4. Give the page a new name. Example “St. John’s Church”
5. An **example** of where to save it under is **Documents > Assets > Monawabisi Park > 2010 > Institutional > Crèches > Photos**

Notes: Be careful to never save over the original blank file. When saving for the first time **always** use “Save One Copy”

Merging files together

1. Select the two files you would like to combine by holding down the **Shift Key** and single left clicking both files.
2. Next right click the files and go down to Combine in Adobe

