

Tips for using the FYR FactSheet Template in Microsoft Word

Though we suggest you limit text and image size to fit within the space provided in the template, you may need to make minor adjustments such as slightly expanding a text box or shifting headers up/down. Below are some tips for altering text boxes, headers and images within the fact sheet template.

Tips for adjusting headers or text boxes

1. To shift the position of a header or text box, click to highlight the header/text box and move it by either dragging your mouse or using the arrow keys. Once you shift a header/text box it may no longer be in line with header/text box in the adjacent column.
2. To re-align headers/text boxes after you have moved them, hold down the shift key and click to highlight the headers you want to align. When you highlight a header a "Drawing Tools" tab will appear in the tool bar. Select the "Format" tab under the Drawing Tools option.
3. Select the "Align" drop down menu to re-align headers/text boxes.

Tips for inserting images into the Five Year Review factsheet:

1. Save the image as a picture (.png, .jpg, .gif, .tif, .bmp).
2. Before inserting the image, make sure the cursor within the template is not inside a text box. Select the "Insert" tab and choose the "Picture" icon. Select the image you wish to insert.
*Note: Headers and textboxes may shift when the picture is initially inserted into the template.
3. Click on the image and a "Picture Tools" tab will appear in the tool bar. Select the "Format" tab under the Picture Tools option.
4. Under the "Wrap Text" drop down menu select the "Square" option. Once you complete this step you can drag the image anywhere within the document. Headers and text boxes will return to their original position when you move the image.

Tips for adjusting images:

- To adjust the size of an image either:
 1. Click on the image and manually adjust the image size by dragging the mouse.
 2. Click on the image and adjust the size by entering a specific height and width measurement (top right) under the "Picture Tools" tab.
- Suggested image sizes:
 - Federal Agency Logo in Fact Sheet Header:
Height: 1.14"
Width: 1.14"
 - Site Map:
Height: ≤ 4.68"
Width: ≤ 4.2"

- Logos in Contact Information box:
Height: ≤ .95"
Width: ≤ .95"

- Distribute, line up or center multiple images:
 1. Hold down the shift key and select the images you want to arrange.
 2. Line up, center or distribute (horizontally or vertically) images by selecting the "Align" drop down menu under the "Picture Tools" tab.

- When placing images or text boxes close together, such as a site map and the corresponding legend, you may need to position one on top of another. To do this, highlight the image you wish adjust and select either the "Bring Forward" or "Send Backward" dropdown menu under the "Picture Tools" tab.