

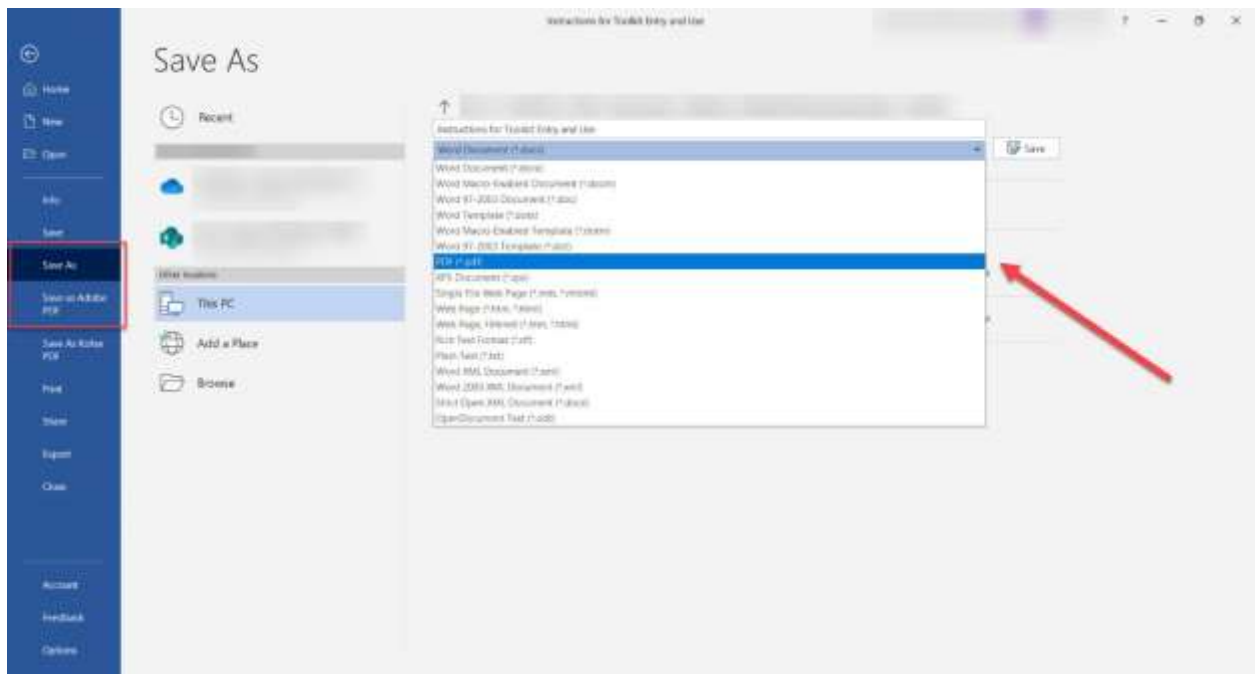
Instructions for Outreach Documents

How to Enter County-Specific Information and Save as a PDF

1. Open the Primary Care, Dental Care, or Mental Health Care outreach document.
2. Click “Enable Editing” shown in the yellow toolbar.



3. Click anywhere inside of the document, then press “Tab” on the keyboard. This will automatically take you to the first field which needs to be entered. Alternatively, you can navigate to page 2 and click the first fill-in box which states, “Enter county name.”
4. You can press “Tab” to automatically move to the next field or you can click on each field to type in the necessary information. There are 10 fields which should be entered on page 2.
5. Once you have completed all fields you may save the document.
6. Save the current file in Word format to make updates to the document if information changes.
7. If you intend to use the toolkit as an educational document, through communications, or send to a recipient who will not be editing the file, you should also save as a PDF. There are two options to convert to this file type.
8. Click “File” at the top left corner of Word, move your cursor down the blue banner on the left and click “Save As.” Click the dropdown tab shown in the screenshot below to select “PDF (*.pdf).” Then click “More options...” just below this dropdown tab to select your file destination. Finally, click “Save.”



9. Alternatively, you can click “File” navigate down the blue banner and select, “Save as Adobe PDF.” Select the file destination, then click “Save.” The Word file will take a moment to convert to an Adobe PDF.
10. Creating a PDF for the **Cover Letter Template for Outreach Documents** after making your edits may also be achieved in steps 8 and 9.