

Unit Handbook and Manual in MS Word: How-to-Use Guide

The Unit Handbook and Unit Manual are similar except for the amount of information you would add. The Unit Handbook is a “quick and easy” version for new or small Medical Reserve Corps units providing basic information to volunteers. The Unit Manual is an “in-depth” version for established or larger Medical Reserve Corps units with more developed policies, procedures, and related reference materials.

The templates are designed to easily insert a unit’s specific information. Included are sections about the Medical Reserve Corps and the MRC Core Competencies. This information is taken directly from the Medical Reserve Corps web site.

To insert information:

- Single click on any shaded area to enter information. The shaded area will turn black when clicked on. Type to add information to that area. The gray shading and boxes will not show up when printing.

To remove or add page breaks:

- Single click on the paragraph symbol (¶) on the Standard Toolbar to view page breaks. Page breaks can be deleted to lessen the amount of white space on the page moving the next section to that page.
 - To delete a page break:
 - Highlight the entire page break line
 - Press “Delete” on your keyboard
 - To add a page break elsewhere:
 - Click on the beginning of the line where you would like the page break. It should be an empty line.
 - Use Ctrl + Enter on your keyboard **OR**
 - Go to “Insert” on the top toolbar
 - Click on “Break”
 - Choose “Page Break” in the dialog box that appears
 - Click “OK”

To delete template sections:

- Single click on the paragraph symbol (¶) on the Standard Toolbar to view page breaks and other formatting.
- Highlight entire section you wish to delete, including page breaks.
- Press Delete on your keyboard or the scissors icon on your Standard Toolbar.

To save your handbook/manual:

- This document was created in template format (.dot). Once you make changes, save it as a Word document (.doc, .docx).
 - Click “File”
 - Click “Save As” to open the Save As dialog box
 - Use the scroll-down box for Save As Type to choose the document format

To send this document via email or to post on web site:

- Recommend saving as a PDF (.pdf) file
- If you need a PDF converter, PrimoPDF (www.primopdf.com) is free and easy to use. PrimoPDF shows up as a Print option.
 - Save your document
 - Click “File”
 - Click “Print” to open Print dialog box
 - Use the scroll-down box for Printer and choose “PrimoPDF” to open PrimoPDF dialog box
 - Click “Create PDF” button to open Save As dialog box
 - Save document as PDF
- A new PDF must be created each time the MS Word document is modified. It will not automatically update.