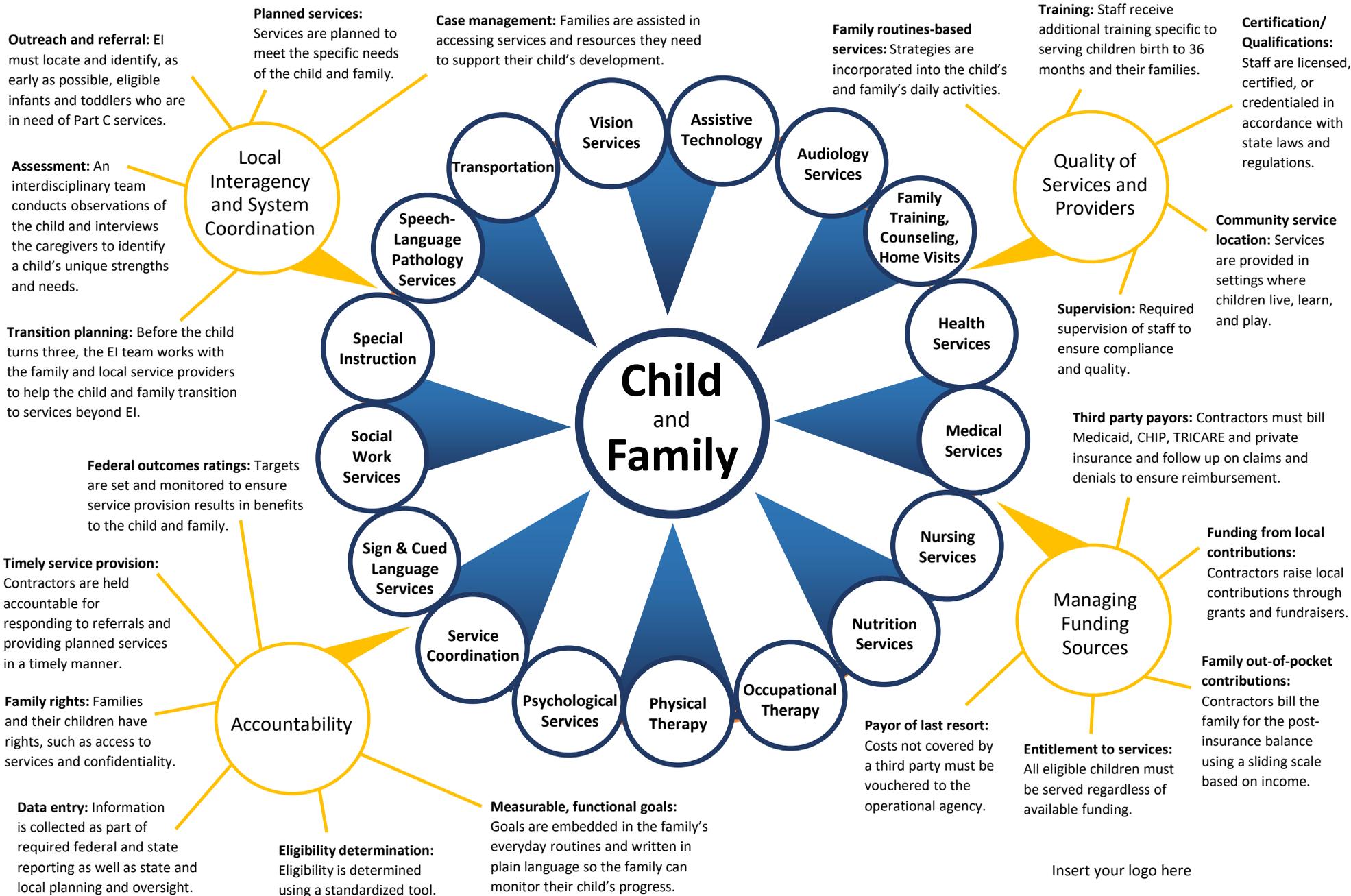


# Operation of an Early Intervention Program



# ***Operation of an Early Intervention Program Infographic***

## **Editing Instructions**

This document shows the complexities involved in running an early intervention program.

### ***General Information***

The document is:

- In PowerPoint.
- Uses the Calibri font, which is standard on all Windows operating systems.
- Is letter size.
- Has no margin when viewed in PowerPoint or saved as a PDF.
- Has a margin when the document is printed so the information will not be cut off.

### ***Instructions to Make Edits***

Below are instructions on how to customize the document using your organization's logo and data.

#### **Inserting Your Logo**

- Click on the text "Insert your logo here".
- Click on the dotted line that appears as the edge of the text box.
- Hit the delete key.
- Click on Insert on the top menu bar.
- Click on Pictures, find your logo file on your computer, highlight the file and click the Insert button.
- If PowerPoint inserts the logo in the middle of the page, click on the logo and move it to the bottom right-hand corner.
- To resize your logo **always** click on a **corner point**, and while holding down your left-click mouse button, move your mouse to enlarge or shrink the logo. Using a corner point keeps your logo (or any image) proportional so it won't look distorted. If you click and move one of the horizontal middle or vertical middle points, then your logo will become distorted and look strange.

#### **Changing or Deleting Text**

- If text is not needed, click inside the text.
- Click the dotted edge of the text box to make it solid.
- Hit the delete key and the entire text box is deleted.
- To edit just the text, click inside a text box.
- Write copy that better reflects your program's activities.

#### **Changing the Circles and Lines Coming Off the Circles**

The circles, lines coming off the circles, and the blue circles and triangles in the middle are located on the Slide Master.

- Click on View in the top menu bar.
- Click on Slide Master.
- The circle graphics appear.
- To delete a line coming off a circle, click on the line and hit the delete key.
- After all edits are made, click on the Close Master View in the top toolbar.

## **General Helpful Functions**

### ***CHANGING COLOR SCHEME***

- Click on View in the top menu bar.
- Click on Slide Master.
- Click on Colors.
- Choose a new color scheme from the drop-down menu. The items in the document will be assigned a color based on Microsoft default programming.
- Click on the Close Master View in the top toolbar.

### ***CHANGING COLOR ON INDIVIDUAL ITEMS***

The color of individual items can be changed manually. However, if you then change the color scheme, those items will retain the color you manually chose for it.

- Right-click on the item.
- Choose Format Shape from the drop-down menu that appears.
- Click on the arrow next to the word Fill.
- Choose the Solid fill option.
- Choose a color from the drop-down menu that appears.
- Click anywhere on the page to deselect the item.

### ***GROUP***

If you have objects that need to be moved as one unit, select all the items and Group them together.

- Select each item by clicking on one item.
- Hold down the Shift key and select the other items you want in the group.
- If you mistakenly select an item you don't want in the group, continue to hold the Shift key down, click on the unwanted item again to unselect it, then continue selecting the items you want in the group.
- Once all the items are selected, click on the Arrange icon in the toolbar at the top of the page.
- Choose Group from the drop-down menu that appears.

### ***UNGROUP***

- Click on the grouped item.
- Click on the Arrange icon in the toolbar.
- Choose Ungroup from the drop-down menu that appears.

### ***ALIGN OBJECTS***

- Click one item.
- Hold down the Shift key.
- Click on each item you want to align with the first item.
- Click on the Arrange icon in the toolbar.
- Choose Align in the drop-down menu that appears.
- Choose the alignment you want when the Align drop-down menu appears.

### ***SPACING OBJECTS***

- Click one item.
- Hold down the Shift key.
- Click on each item you want to space evenly with the first item.
- Click on the Arrange icon in the toolbar.
- Choose Align in the drop-down menu that appears.

- Choose either Distribute Horizontally or Distribute Vertically depending on how you want the items spaced out from one another.

#### ***INSERTING A PICTURE***

- Click on Insert on the top menu bar.
- Click on Pictures, find the picture you want to insert, highlight the file and click the Insert button.
- Move the picture to the area where you want it to go.
- To resize your picture **always** click on a **corner point**, and while holding down your left-click mouse button, move your mouse to enlarge or shrink the picture.
- If the area where you want the photo to go and the size of the photo do not fit well together, then you can crop the photo. It is best to **not** resize the photo to fit the area by pulling on a side point. That will distort the photo, so the image will look stretched or squished. Crop the picture instead.
  - Right-click on the picture.
  - Choose Crop from the pop-up menu that appears.
  - Thick black edges will appear on the sides and the corners of the picture.
  - Hover over a black edge until your cursor turns into a cropping icon, then left-click your mouse onto that new icon.
  - Move your mouse and the picture will show how the crop will look.
  - Click off the photo once you have the photo cropped as you wish.