Notes For Making an NTI Toolkit
1.29.2007 revised

General Style Notes

NTI terms	Use acronym NTI; not NTICCHC, and do not include "the" before NTI Refer to graduates and those in training as NTI Trainers (Trainers is always capitalized in this instance and NTI should always precede it when referring to NTI graduates. When referring to trainers in the abstract, no need to capitalize.) Do not refer to CCHC trainers unless specifically referencing trainers who have not graduated from NTI. Use "child care facilities" or "child care" to describe all locations where children are cared for by someone other than their own parents/caregivers. Use other terms only when needed: e.g., "Describe the disease prevention benefits of out-of-home child care" or "high quality out-of-home child care." Unless a header, do not capitalize child care health consultant.
Margins	Page margins should be set at 1" all around.
Hyphenation	Certain words should always be hyphenated. Examples: -Out-of-home -Train-the-trainer -Three-year-old (all ages)
Bulleted lists	Please use the bullet tool for all lists, including checkboxes. Bullets (round bullet mark) should be set at .1" and text indented at .3". Sub-bullets (dash or numbers) should be set at .3" and text indented at .5". The first word in a bulleted list should be capitalized. When possible, use the same style of wording for all items in a list (i.e., parallel phrasing) (e.g., if one or more items begins with an action verb then all items in the list should be revised to start with an action verb). Unless the items in a list are complete sentences, no punctuation should be used at the end of each item.

	Key phrases or topics may be bolded to highlight them, for example:
	
	• The three key elements are:
	  - **Accessibility**: The care should be available in the community
	  - **Continuity**: The care should be available from infancy through adulthood
	  - **Compassion**: The care should be provided with the well-being of the family as top-priority
	
	Do not use a bullet if there is only one item in a list/section.

Numbered lists	All numbered lists should use the automatic numbering feature found in MS Word. Numbered lists should be used to denote a list of steps, directions or procedures (i.e., when order or sequence is important)
Spaces	There should be only one space after periods (between sentences); not two. Use spaces (hard returns) between paragraphs. Do not indent the first word of each paragraph.
Referring to other NTI materials	When another toolkit component or module is referenced, the component or module's complete title (or name) should be used and italicized. The type of document, i.e., Toolkit, Trainer's Guide, Training Module, etc. should always be capitalized. These words should not be italicized. Please note that participant's packet should not be capitalized (unless in a heading) because it is not an official NTI document. Example 1: See NTI's *Building Curriculum Development and Training Skills* Training Module for ideas about introductions and icebreaker activities. Example 2: Please see page 25 of this Trainer's Guide for the activity. References to sections of documents should be in quotation marks, such as: For more information, please see Module section, "What the CCHC Should Know: Cultural Competency." Activities should also be in quotation marks when referred to in the document.

Saving documents	File name should consist of the abbreviated module title plus the reviewer's initials and date of review. Example: The file name for Tobie's edits to the *Building Consultation Skills* Module would be: consultmodule[tb]01_17_06.doc.

Trainer's Guide Formatting Notes

The template	The template, "Toolkit Template 3_29_07.doc" can be used as the foundation for your new toolkit. Open this document and resave it with a new file name (so that you can save changes without saving over the template).
Using the built-in styles	In order to access the styles for the Trainer's Guide, open the template and select the "Format" menu from the top of the page, then select "Styles and Formatting." In most Word programs, the list of available styles will open at the right-hand side of your screen, although some version of Word have a drop-down menu that appears in the toolbars at the top of the screen. You *should* only see the styles that I have created for the template. These include: Title, Header, footer, Heading 1 and 2, Normal, Body text Bold, Body text Italics, footnote text, copyright text, and some bullets. If you see more than this, you might be able to customize what appears in your list by changing which styles are shown. If you select "Formatting in use" you should see only the styles used in the template. Some of the styles are only used in the last couple of pages (such as "36 pt, Centered" and various 10pt text styles). If you want to hide these, you can create a custom list of which styles are shown. Please try to format your document by selecting the appropriate style rather than by highlighting text and using all of the formatting options in the toolbars. This will help to keep the document clean and free from bugs/formatting glitches. If you do have to create your formatting, that's fine, but make an effort to use what's already there. Please note that Heading 1 and 2 are the same. Heading 1 should only be used for items that you want to appear in the table of

	contents. Heading 2 should be used for all other sub-heads, etc. If you are copying and pasting text from another document into the template, please paste it unformatted and then format according to the styles. To paste unformatted text, go to the "Edit" menu and select "Paste Special" and then "Unformatted text."
Version number	All Toolkits start at version 1, regardless of the version number of the module they are based on.
Page numbering	Copyright and "Notes to Trainer" page numbers should be small roman numerals: I, ii; numbered pages start at "Table of Contents". All pages have a page number except for the final page (the Participant's Packet Cover Page).
Header and footer	The Header should contain the name of the document, the version number, and the date created or revised. Example: *Cultural Competency and Communication Skills Trainer's Guide version 1, 1/20/2007* The Header should be italicized and should not exceed one line. Make sure to check that the Header has been updated throughout the document. If there are section breaks, it may need to be updated in a couple of spots. The Footer contains the NTI copyright: © The National Training Institute for Child Care Health Consultants, UNC-CH, 2007 and the page number. The page number should be aligned to the right. See the template for font size and styles.
Copyright page	Update the title, date updated, and suggested citation.
Note to Trainer	This section should be used to explain the Toolkit (briefly) and its relationship to other NTI Modules or Toolkits.
Table of Contents	Please use the automated table of contents function (found under the Insert menu → Reference → Index and Tables); please let me know if you need help with setting this up. The table of contents should only list Heading 1 items (see template and prototype for examples).

Preparation Checklist	Update the titles of Modules and other materials referenced here.
	In the "Preparation" section of the Preparation Checklist, instruct trainers to copy any module appendixes that are relevant as handouts for the participants.
	List all equipment and supplies needed for the activities (including supplemental activities). Make sure to list which activity the materials listed are for.
	Remember to use the bullet tool. The box bullet and indented box bullet have been set up in the "Styles and Formatting" menu (found under "Format") in Word.
Overview of Training Session	Update with specific times, topics, and methods.
	You may want to add time for a review section, before the closing presentation.
	If the "Learning Assessment" is a test, add time at the beginning for taking a pre-test version as well.
Trainer's Outline	Fill in the template as needed. Use the "Table" menu in Word to add or delete cells as needed.
	Remember, only use the bullet (available in the "Styles and Formatting" menu) if there is more than one item in a section.
	Add a hard return at the end of each section, except for "Time" and "Method."
	Place the slide images in the "Talking Points" section, to the right of the text (see below for further instructions).
	Cells from the tables should not bleed from one page to the next. Insert a page break ("Insert" menu→Break→Page break).
	Each new topic in the training should start on a new page (the Assessment and Evaluation sections are an exception, since those are so short).
	See the template and prototype for models of this section.
Materials for Participant's Packet	This page lists all the remaining materials in the document. Update the activities section to include any activities included in the training.

Activities	These are for the trainers to print and include in participant's packets, so the activities should include any instructions, worksheets, etc. that are needed.
	List possible discussion points and answers in the Trainer's Outline. You might also want to include a completed sample worksheet in the Trainer's Outline (see the p. 21 of the prototype for an example).
	Include the "required" activities first, followed by any supplemental activities.
Evaluation of Trainer	This form should not be edited.
Cover Page	Update this page with the title of the training session.

PowerPoint Formatting Notes

Sally John's template	Please use the Sally John's template for all slide presentations.
	All text should be in the central, dark area of the slide and should be formatted so that it doesn't bleed onto the areas of other colors.
	Text size should be large enough to be clearly legible, but may vary from slide to slide depending on the content. Approx. 44pt. in the title and 36 pt. in the body of the slide is a good starting point—adjust as needed.
	All text should be white (use underline and bold for emphasis rather than another color of text).
	Make sure the page number is in black text—otherwise it is not visible.
	Photos and images can be placed outside of the dark area, if needed.
	Please make sure any photos or images are directly related to the text.
Inserting the slide images into a Word document	1. Finalize the slides in PowerPoint using the new template. 2. In the PowerPoint program select the File menu→Send to→Microsoft Office Word.

		3. You will be prompted to select a layout, such as with notes or blank lines; any of these will work except for "Outline only." If you want to copy and paste the notes from an existing PPt. into the Trainer's guide, use of the notes options to transfer any notes as well. Also make sure to select the "Paste" option, not "Paste link."
		4. A new Word document should open, with images of all your slides. Save this document (you won't need to save this permanently, but you may want a saved copy on case of any crashes, or so you can have the slide images available over time.)
		5. When you are ready to put the slide images into your Trainer's Guide, open both the Word document with the slides that you just sent from PowerPoint and the Trainer's Guide document. You will be switching back and forth between these.
		6. Right click on the slide image that you want, and select either "Copy" or "Cut" (Ctrl-C or Ctrl-X).
		7. Now, go to the place in the Trainer's Guide and place your cursor where you want to paste the slide and select "Paste" from the edit menu (or use the Ctrl-V shortcut).
		8. Right click on the image and select "Format object." Select the "square" layout option and under "Horizontal alignment" select the "other" option. The size should be 45% of the original (this was the automatic size after sending the images to Word; you probably won't have to change it).
		9. Right click on the newly pasted image and select "Borders and Shading" from the menu that appears. Please click on the "none" option and click "Okay."
		10. That's it! You may need to readjust your talking points text a bit to fit nicely around the slide. Also, if you are scrolling back and forth through the pages, you may notice that the slide images don't always appear, but they are there—it just takes Word a while to process images.
		11. Other instructions that have worked and may be useful: -To format the picture in the cell, go to Format, scroll down to Object -Choose Layout, then choose Wrapping Style: Square -Choose the Horizontal alignment: Right -Click OK
		12. Save your document a few times while you are

	placing the slides so you don't lose all your work if the program crashes.
	13. Also, please remember to make note of any slides that have special animation.