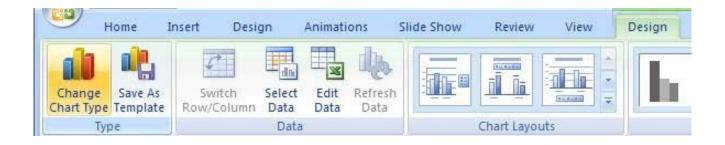
NUTRITION CLUSTER MS WORD DASHBOARD TEMPLATES TUTORIAL

EDIT CHARTS' FORMAT

- Use the chart Templates collected in a folder "CHART_TEMPLATES".
- Copy the files (.crtx) to the local disk (C:\Users\User'sname\AppData\Roaming\Microsoft\Templates\ Charts), in order to change the charts to the defined templates.

After this, change the charts to the defined model by doing the following steps:

- Click on the chart you want to edit.
- On the Design tab, in the Type group, click Change Chart Type.



• Click Templates' Folder, and then click the chart template you want to use in the second box (note: these chart templates must be in the local disk).

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EDITABLE TEXT

There are some areas of text that are not supposed to be editable.

For example: "NUTRITION CLUSTER PROGRESS TOWARDS HUMANITARIAN RESPONSE PLAN"— in template "NC HRP progress dashboard" is protected against editing, so it can't be changed.

To edit this text, follow these steps:

- Click the File > Options > Customize Ribbon
- In the "Customize the Ribbon" column select "Developer" check box.

General Display Proofing Save Language Advanced Customize Ribbon Quick Access Toolbar Add-Ins Trust Center	Word Options Image: Customize the Ribbon and keyboard shortcuts. Choose commands from: ① Popular Commands Image: Company and Second Seco	Customize the Ribbon: ③ Main Tabs v Main Tabs v Image: Clipboard v Image: Clipboard Font Image: Clipboard Image: Clipboard Ima
	A Font Color	

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• To unlock editing, select the box you want to unlock, and then click the Properties button on the Developer tab.

Layout Refere	ences Mailin	gs Review	View	Develope	er Q 1	Tell me wi	hat you want
Word COM Add-Ins Add-Ins	Aa Aa 🖾 🎬			Mapping Pane	Block Authors -	Restrict Editing	Document Template
Add-Ins	C	ontrols	M	lapping	Prot	ect	Templates

• In the Content Control Properties dialog box below, unselect the option of "Content control cannot be deleted" and unselect the option of "Contents cannot be edited"; Click the OK button.

Content Control Properties
General
<u>T</u> itle:
Tag:
Show as Bounding Box 💌
<u>c</u> olor:
Use a style to format text typed into the empty control
Style: Default Paragraph Font
[™] ™_Mew Style
<u>Remove content control when contents are edited</u>
Locking
Content control cannot be <u>d</u> eleted
Contents cannot be <u>e</u> dited
OK Cancel

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DELETE CLUSTER OBJECTIVE OR ACTIVITY

The template has the flexibility to allow users to delete a cluster objective or activity chart within a cluster objective.

To delete one cluster objective:

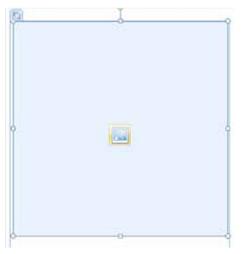
- Select the column that you want to delete by clicking the column's top gridline or border.
- Right-click, and then click Delete Columns on the shortcut menu.

To delete one or more activities:

• Select the respective chart and then delete it. The elimination of activities implies the elimination chart to chart, that is, it needs to be done one chart at a time.

INSERT MAP PICTURE

In the maps editable field, it's possible to insert the images of maps by clicking on the image icon.



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