



ERIAS

European Refugees Integration Action Scheme

Integration Check List Template

User Guide

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Fonts

Sheet title:

Number sheet: ARIAL BLACK 40 -
WHITE
Text: ARIAL NARROW 24
BOLD - WHITE

Section title: ARIAL NARROW 12 BOLD -

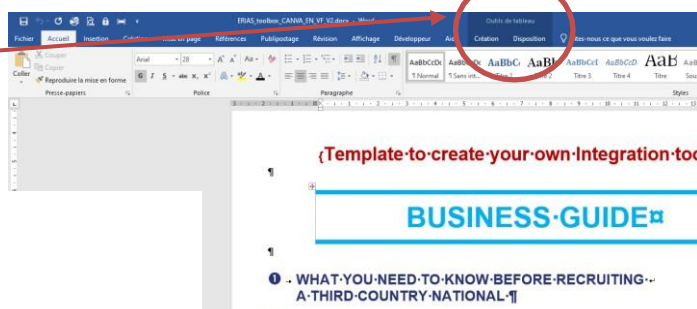
BLUE
Section text: ARIAL 10 or 9 –
BLACK

Template characteristics

All the sheets have the same frame: the "TABLE" mode has been favored to simplify the integration of your data and to facilitate the addition of texts that correspond to the specificities of your country.

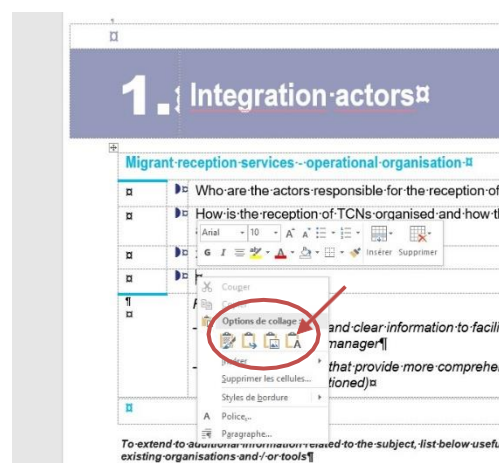
Before starting to create your toolbox, you must configure the display in Word to properly identify the outlines of the sections and lines in each form:

- ⇒ Go to page 3
- ⇒ Place your cursor (or click with the mouse) on the "Business Guide" area
- ⇒ The "Table Tool" Word tab appears on the ribbon
- ⇒ Click on « Layout » then on « Show gridlines »

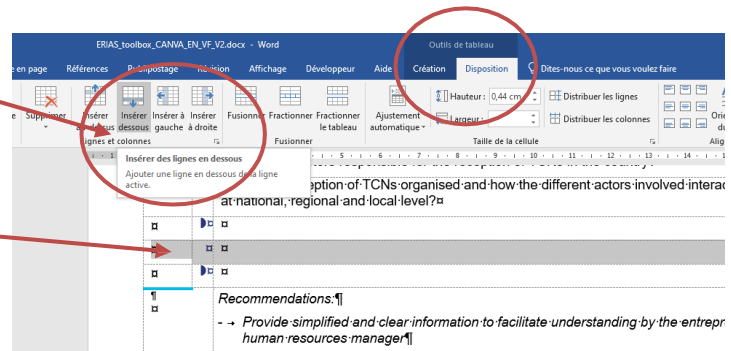


Integration of your data

- ⇒ You write your text as you go directly in the template: no major difficulty, the formatting is respected.
- ⇒ You introduce your data from another document: it is better to **proceed line by line/bullet**. You can do a simple copy/paste but if you have formatting difficulties, copy/paste with the paste option "keep only text" which removes the original formatting from your data (usually, the paste option is activated by clicking on the right button of the mouse or the touchpad of the computer).



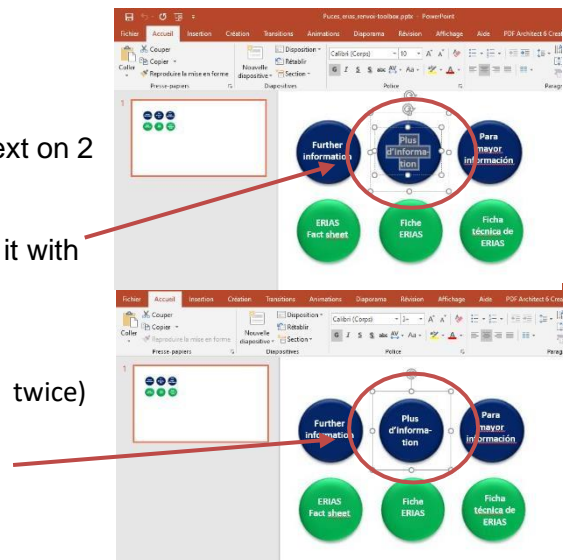
- ⇒ If you need additional text lines in a section, you just have to insert them (Table Tool / Layout / Insert Rows) and copy / paste the blue bullets.



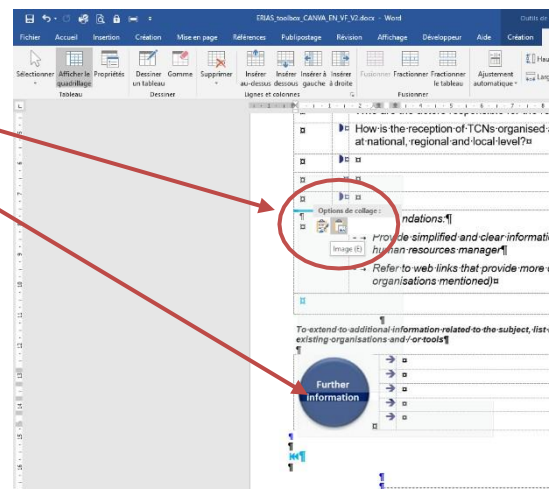
Stickers

Stickers models have been prepared **with Powerpoint**. It's up to you to choose the model that meets your needs: text on 2 or 3 lines.

- ⇒ Click on the sticker, then select the text and replace it with your data
- ⇒ When you have integrated your data, click again (once or to select the complete image, and finally click on "copy" twice)



- ⇒ In your toolbox (Word file), position the cursor in the space reserved for the sticker, delete the existing sticker, then click on the right button of the mouse and select paste option "picture": the sticker is positioned automatically.



Note:

The template of the toolbox allows you to add diagrams, tables, images: do not hesitate to take inspiration from the English version of the French toolbox.