



## **Manual for the IHMA template “Port Information Guide”**

By following this 4-page manual, you install the IHMA template on your computer. This procedure has to be done only once, the template is then ready for first use and for (monthly) re-use. It is important to install the template on your computer and to follow the described steps when filling out the template. When you follow these steps you will find that the resulting PDF file contains the elements that are at first not visible, such as the name of your port and date of last update. Good luck!

- **If you download the template from the IHMA website: start with step A)**
- **In case you use a USB (distributed at congress): start with step C). Advantage of the USB is that steps A) and B) can be skipped and firewalls don't hamper your work**
- **Please use the manual step by step, it saves a lot of time**
- **See J) if you want your computer menu's in English, you may find this more easy when using this manual.**

### **A) To install the template on your computer (this has to be done only once)**

- 1) Go to the IHMA website, select the template and open the document
- 2) Press “file”
- 3) Press “save as”
- 4) Select “C” in the menu “save in:”
- 5) Select “Documents and settings”
- 6) Select your windows inlog name
- 7) Select “application data”
- 8) Select “Microsoft”
- 9) Select “Templates”
- 10) Save your template with a name you desire
- 11) Close down by choosing “file” and “exit”

### **B) To use the template**

- 1) Start word program
- 2) Press “file”
- 3) Select “sjabloon”
- 4) Select the IHMA template that now has the name you gave it
- 5) Template will open
- 6) Save the file with a name you desire and on a PC location of your choice
- 7) It is now a word document that one can work in by entering or copying text



- 8) When finished, save the document as any other normal document. One can use this document again when one wants to continue entering text

PS: the document will correct the name of the port, page numbers, table of content etc. automatically after printing it as a PDF!! (See K)

**C) To enter the name of your port, date, name of the website and table of content (this has to be done only once)**

- 1) Press "file"
- 2) Select "properties"
- 3) Select "custom"
- 4) Enter the name of your port, date etc, by choosing one by one each of the 6 options under "properties". Always confirm the new name, date etc. by pressing "modify"
  - at "harbour" enter name of your port, e.g. Southampton (not "Port of Southampton") in the box "value". Press "modify"
  - at "document" enter month and year, e.g. May 2010 in the box "value". Press "modify"
  - at "document" enter name of website of Port Information Guide, e.g. [www.portofrotterdam.com/en/information\\_services/shipping/seashipping/index.jsp](http://www.portofrotterdam.com/en/information_services/shipping/seashipping/index.jsp), in the box "value". Press "modify"
  - at "document" enter version number, e.g. 0.1, in the box "value". Press "modify"
  - at "document" enter day, month and year, e.g. May 1<sup>st</sup> 2010, in the box "value". Press "modify"
  - at "harbour" enter name of website of the port, e.g. [www.portofrotterdam.com](http://www.portofrotterdam.com), in the box "value". Press "modify"
- 5) Names will be edited and page numbers will be corrected after one has printed the document as a PDF document. This will be done when the guide is finished.
- 6) You are now ready to enter text in the document. The table of content will be adjusted automatically with the correct page numbers when making a PDF version (see K). You need not to work on the table of content yourself.

**D) To copy text of one document to the IHMA template**

- 1) Select the desired text
- 2) Press the "AA" (Styles and formatting) button on your toolbar
- 3) Select "clear formatting"
- 4) Press right mouse click and select copy
- 5) Go to IHMA template, and go to the desired position for the text
- 6) Press right mouse click and select paste



#### **E) To enter names of subparagraphs**

- 1) Type the name of the subparagraph one desires
- 2) Select the text
- 3) Press the “AA” (Styles and formatting) button on your toolbar
- 4) Select **TITLE 3** (which is Arial 12, bold, dark blue, all caps)

#### **F) To enter names of sub-subparagraphs**

- 1) Type the name of the sub-subparagraph one desires
- 2) Select the text
- 3) Press the “AA” button on your toolbar
- 4) Select **TITLE 4** (which is Arial 12, light blue, all caps)

#### **G) To enter names of sub-sub-subparagraphs**

- 1) Type the name of the sub-sub-subparagraph one desires
- 2) Select the text
- 3) Press the “AA” button on your toolbar
- 4) Select **title 5** (which is Arial 12, light blue)

#### **H) To insert figures and photo's (this has to be done only one time)**

- 1) Open the word document
- 2) Choose “Insert”
- 3) Select “Picture”
- 4) Select “From file”
- 5) Select the desired picture and double click on it, the picture will show up on the Port Information Guide
- 6) Right mouse click
- 7) Select “Format picture” and “Lay out”
- 8) Select “Behind text” and “Advanced”
- 9) Select “horizontal”, absolute position, 0,0 cm, page
- 10) Select “vertical”, absolute position, 0,0 cm, page
- 11) Select options: “allow overlap” and “layout in table cell”
- 12) Press ok
- 13) Press ok
- 14) Move edges of picture or photo over entire page
- 15) Right mouse click, select order, send to back
- 16) Click on grey area in the right bottom corner
- 17) Delete



**I) To insert a logo on the front page (this has to be done only one time)**

- 1) Open the word document
- 2) Choose "Insert"
- 3) Select "Picture"
- 4) Select "From file"
- 5) Select the desired logo
- 6) Left mouse click on logo (selecting the logo)
- 7) Right mouse click
- 8) Select "Format picture"
- 9) Select "Lay out"
- 10) Select "In front of text"
- 11) Press ok
- 12) Left mouse click in "replace this figure with your harbour logo"
- 13) Press delete
- 14) Left mouse click and move to desired position

**J) Selecting English for your computer menu's (if you find this more easy when using this manual)**

- 1) Select "Control panel" on start menu
- 2) Select "regional and language options"
- 3) Select "Languages"
- 4) Select "Languages used in menu's and dialogues"
- 5) Select "English"
- 6) Press ok
- 7) Restart the computer

**K) Make a PDF when your guide is finished**

- 1) Open the word document
- 2) Press "File" and "Print"
- 3) Choose as printer name PDF-Creator and store the PDF on a location of choice
- 4) In case you use Acrobat Distiller; choose as printer name Acrobat Distiller and press ok
- 5) Store the file, f.i. on your desktop, with a name you desire and press ok
- 6) Open the new .prn file on the location where you stored it
- 7) Wait a few seconds until your system transfers the .prn into your .pdf format (on the same location)