

How to:

- Fill Check Box Form Fields
- Insert a PDF map into a Microsoft Word document.
- Submit your Payco Project.

Check Box Form Fields

1) Double click on an empty check box.

**SECURE RURAL SCHOOLS AND COMMUNITY SELF-DETERMINATION ACT OF 2000
PUBLIC LAW 110-343
TITLE II PROJECT SUBMISSION FORM
SIUSLAW RESOURCE ADVISORY COMMITTEE**

13. Project Type

a. Check all that apply: (check at least 1)

<input type="checkbox"/> Road Maintenance	<input type="checkbox"/> Trail Maintenance
<input type="checkbox"/> Road Decommission/Obliteration	<input type="checkbox"/> Trail Obliteration
<input type="checkbox"/> Other Infrastructure Maintenance (specify):	
<input type="checkbox"/> Soil Productivity Improvement	<input type="checkbox"/> Forest Health Improvement
<input type="checkbox"/> Watershed Restoration & Maintenance	<input type="checkbox"/> Wildlife Habitat Restoration
<input type="checkbox"/> Fish Habitat Restoration	<input type="checkbox"/> Control of Noxious Weeds
<input type="checkbox"/> Reestablish Native Species	<input type="checkbox"/> Fuels Management/Fire Prevention
<input type="checkbox"/> Community Economic Benefit	<input type="checkbox"/> Other Project Type (specify):

b. Primary Purpose (select only 1):

Check Box Form Fields

2) In the *Check Box Form Field Options* select Checked. Select OK.

The image shows a software interface with a dialog box titled "Check Box Form Field Options". The dialog box is overlaid on a form titled "SECURE RURAL... ON ACT OF 2000". The form has a section "13. Project Type" with a list of checkboxes. The dialog box has several sections:

- Check box size:** Auto, Exactly: 10 pt
- Default value:** Not checked, Checked
- Run macro on:** Entry: [dropdown], Exit: [dropdown]
- Field settings:** Check box enabled, Calculate on exit

Red arrows point from the "13. Project Type" section to the "Default value" section and from the "Add help text..." button to the "OK" button.

Check Box Form Fields

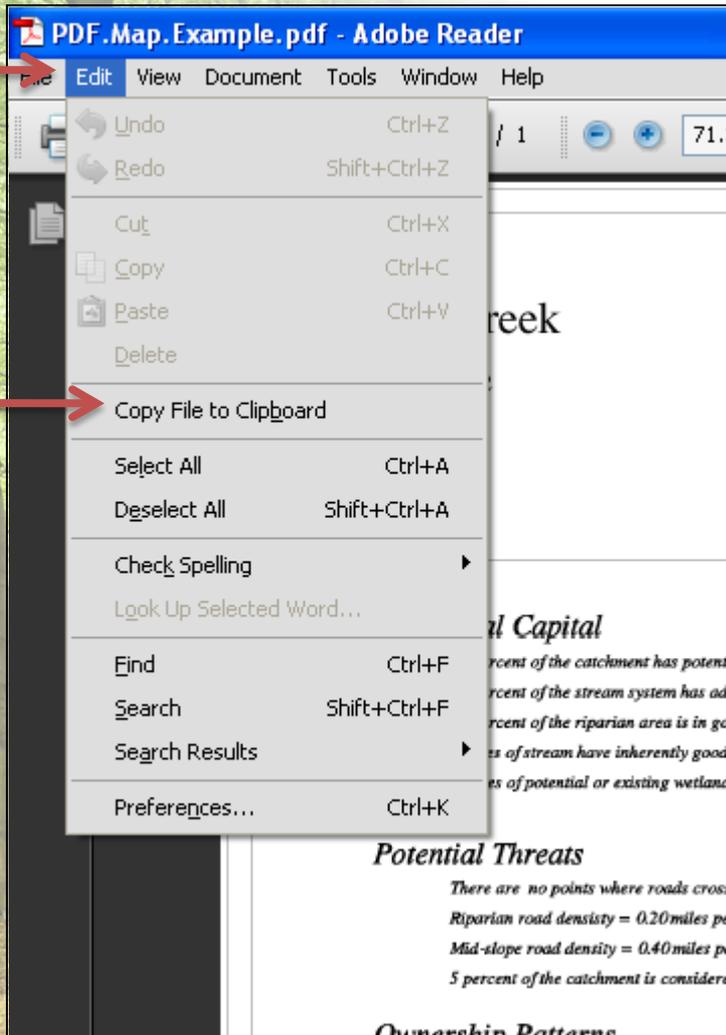
Incorrect:

13. Project Type a. Check all that apply: (check at least 1)
<input checked="" type="checkbox"/> Road Maintenance
<input type="checkbox"/> Road Decommission/Obliteration
<input checked="" type="checkbox"/> Other Infrastructure Maintenance (specify):
<input type="checkbox"/> Soil Productivity Improvement
<input type="checkbox"/> Watershed Restoration & Maintenance
<input type="checkbox"/> Fish Habitat Restoration
<input type="checkbox"/> Reestablish Native Species
<input checked="" type="checkbox"/> Community Economic Benefit
b. Primary Purpose (select only 1):

Correct:

13. Project Type a. Check all that apply: (check at least 1)
<input checked="" type="checkbox"/> Road Maintenance
<input type="checkbox"/> Road Decommission/Obliteration
<input checked="" type="checkbox"/> Other Infrastructure Maintenance (specify):
<input type="checkbox"/> Soil Productivity Improvement
<input type="checkbox"/> Watershed Restoration & Maintenance
<input type="checkbox"/> Fish Habitat Restoration
<input type="checkbox"/> Reestablish Native Species
<input checked="" type="checkbox"/> Community Economic Benefit
b. Primary Purpose (select only 1):

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1) In an open PDF select Edit.

Select

Copy File to Clipboard.

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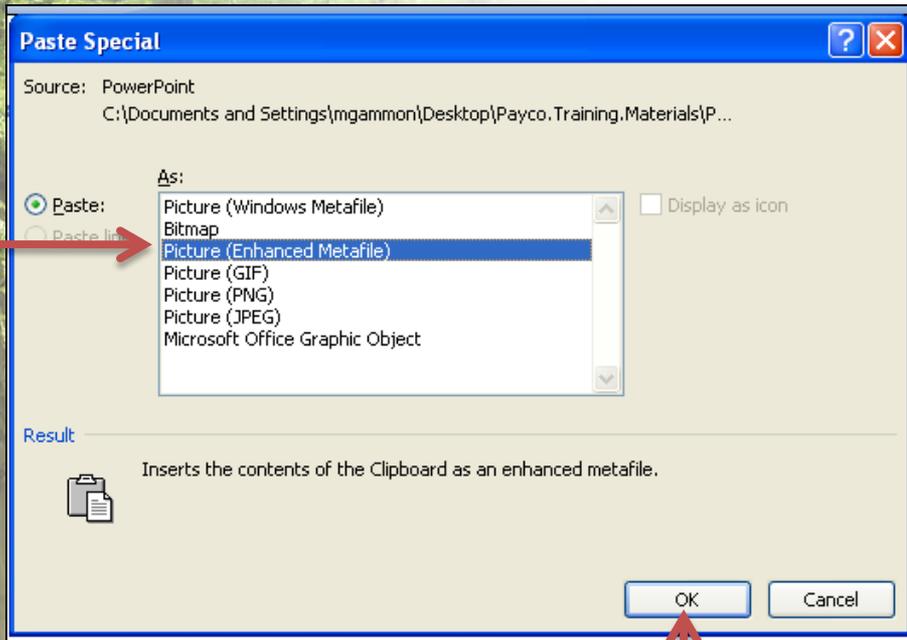
2) In a Word 2007 or later, under the Home tab select Paste, select Paste Special.



*If the version of Microsoft Word is earlier than 2007, select Edit, select Paste Special.

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3) In the Paste Special box select Picture (Enhanced Metafile). Select OK.



Your map is now inserted into the Word document.

How to submit your project:

Forest Service Employees: Please save your project on the “O” Drive.

- Go to O:\NFS\R06\Collaboration\siuPaycoProposalsFY2012\FY14 and save your project in the file for the county the project is in.
- Email us to let us know you submitted a project. We will respond confirming we got your submission

Partners: Please email your project to Joni Quarnstrom at jquarnstrom@fs.fed.us. We will respond confirming the receipt of your project.

Questions: contact Joni Quarnstrom prior to submitting your project at jquarnstrom@fs.fed.us or 541.750.7075

For technical assistance filling in the form, please contact Katie Sapp at ksapp@fs.fed.us or 541.750.728