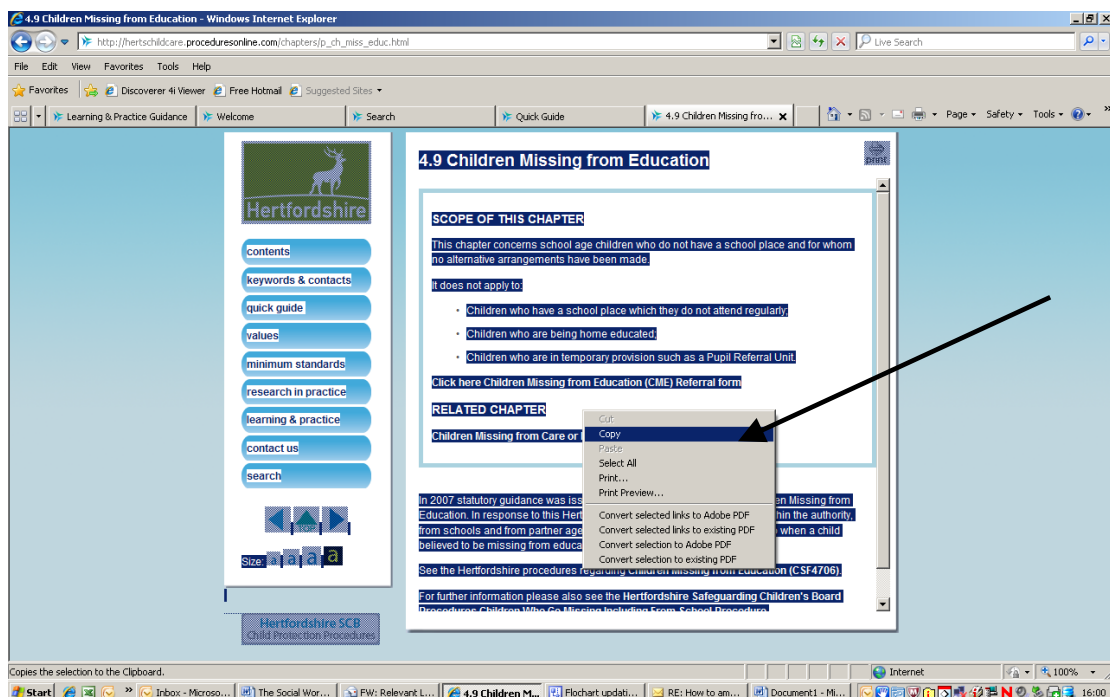


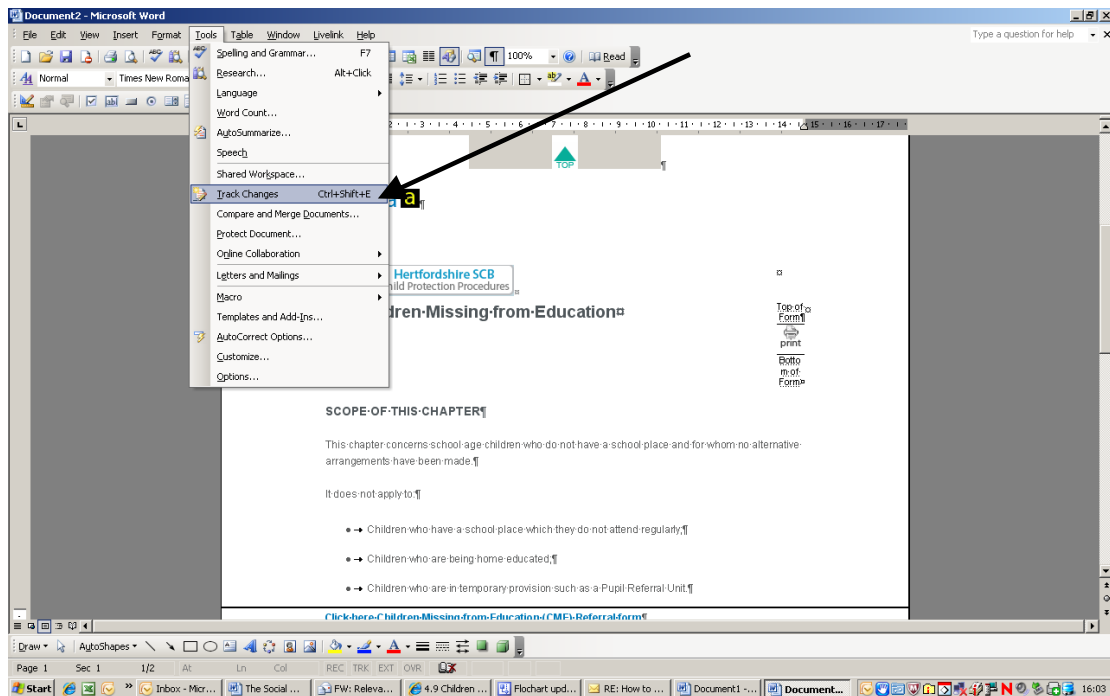
## How to Prepare an Update for a Social Work Procedures Manual

Chapters are updated every 6 months. Required changes must be submitted to the PPDO at the end of January and July

- a) Open the Social Work Procedures Manual to the relevant chapter. Place cursor on some of the words, left click and drag, highlighting a few lines, right click, put cursor on Select All, left click, right click, put cursor on Copy and left click.



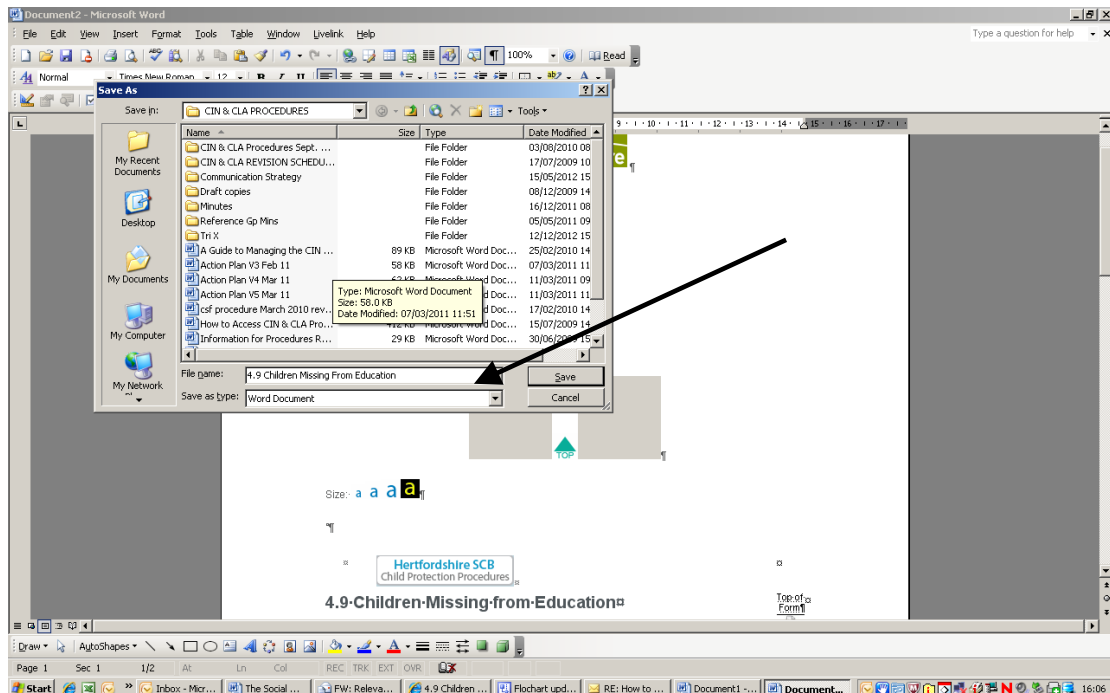
- b) Open a new word document. Place cursor on Paste, on tool bar on top of screen, and left click. Place cursor on Tools, left click, place cursor on Track Changes and left click. Make required changes to the text, or if it is a new chapter create, new heading and put in red **New Chapter**



- If you want to add an electronic link to another section of the Manual e.g. to Chapter 4.9 Children Missing from Education, go to the chapter and go to top of page and highlight the URL (web page address) and copy



- Type the words in the text as you want them e.g. ‘consult chapter regarding Children Missing From Education’
  - Add the instruction ‘Trix add link to’ and paste URL(website address) e.g. [http://hertschildcare.proceduresonline.com/chapters/p\\_ch\\_miss\\_ed\\_uc.html](http://hertschildcare.proceduresonline.com/chapters/p_ch_miss_ed_uc.html)
- c) If you want to add an electronic link to an external link, or a link to a form on Compass you carry out the same steps as above.
- d) Save the document with number and title of the chapter e.g. 4.9 Children Missing from Education.



- e) If it is a minor change e.g. updating following changes in names of managers from team manager to practice manager, email directly back to Sue Goff, PPDO. If it is more significant see Section 1. Roles and Responsibilities.