

Wisconsin Education for Homeless Children and Youth (EHCY)
Community Information Directory (8 1/2" x 11")

Directions on How to Fill Out Electronically

1. Go to the EHCY webpage at <http://dpi.wi.gov/homeless>.
2. In the left navigation bar (green panel) select FORMS, APPLICATIONS AND GUIDANCE.
3. Scroll down the page to “McKinney-Vento Handbook for Homeless Liaisons” - “Community Information Directory” link. Save the power point slide “com_info_dir.ppt” to your computer.
4. Open the file “com_info_dir.ppt” using Microsoft PowerPoint.
5. To insert contact information such as a person’s name and phone number:
Go to INSERT on the menu bar.
Click on TEXT BOX and then place your cursor in the appropriate box and right click.
Type the appropriate contact information.
6. Suggested font is Arial size 18 pt.
7. Continue this for each box until each one has a contact name and number.
8. Print by selecting COLOR even though this is a black and white document. The reverse text (These people can help you!) located within the house at the top of the page will not print unless it is printed with color selected. *This does not mean it has to be printed on a color printer.*

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