

## **INSTRUCTIONS FOR CUSTOMIZING HHS POSTER**

This poster - <http://www.acf.hhs.gov/downloads/helpsonline.pdf> - has been designed so that it can be customized with local contact information for DHHS programs that do not use one central help line. Here's how to customize the poster for your local needs:

- The file has three drop-down lists which must be used to customize the poster for local use. All three have the title "(SELECT STATE FROM DROP-DOWN LIST)." These three drop-down lists contain current help line numbers for: Temporary Assistance to Needy Families (TANF), Medicaid, and the State Children's Health Insurance Program (SCHIP).
- For each list, click on the right-hand side of the list (Look for a down triangle) scroll to the information for your state, and then select the state with a mouse click.
- If local phone number information changes, you may manually edit the phone information. Formatting should be maintained (i.e., full state name, dashes for phone numbers, 800 numbers to start with a "1-", etc.).

NOTE: Changes to the file can be saved ONLY if you have Adobe Acrobat Standard or Professional. Otherwise you will need to repeat the steps above each time the file is opened. The file is compatible with Adobe Acrobat version 5.0 and greater, and has successfully been tested with version 3.01.