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Creating a Notice With the Macro Form

Part 1 – Downloading and Opening the Macro
Part 2 – Step-By-Step Agency Notice Macro Instructions

If you require further assistance regarding the Agency Notice Macro Form, please contact the HELP DESK at (202) 712-1234. If you have any questions pertaining to creating and distributing an Agency Notice, please call Cynthia Staples, M/AS/IRD, (202) 712-0798 or the Notice Shop at (202) 289-6455.

Part 1 – Downloading and Opening the Macro

A. Downloading the Agency Notice Macro Form

To download the Agency Notice macro, go to the USAID intranet home page and click on the “USAID Forms” link. **(Only people with access to USAID’s intranet can access this web site.)**

Click on “**Forms (Listed Alphabetically)**.” Click on "**Agency Notice.**" This will produce one of two results:

1. A note will appear on your Browser asking whether you'd like to save the document to a disk or open it. We suggest you save the file to your C:\ drive for future use.

2. Your browser will automatically save the file into a previously designated drive; if you wish to save it to a specific folder and/or drive you may do so. Just remember where it was saved!

REMEMBER! Even though these copies of the Agency Notice Macro Form are permanent, changes may need to be made to the macro. M/AS/IRD will issue a USAID/General Notice when changes are made to the macro. You will then have to download the new version to your system.

B. Opening the Agency Notice Macro Form Once You Have it Saved

Step 1. Open Microsoft Word.

Step 2. Click on **View**, click on **Toolbars**, and make sure there is a check mark in front of **Standard**. If not, click on **Standard**.

Note: This step allows you to view a **"Happy Face"** icon in your toolbar. This icon is necessary for completing the macro.

Step 3. Click on **File** and click on **Open.** Open the file, **notice.doc**, and click on **Enable Macros** or **Yes**.

Part 2– Step-By-Step Agency Notice Macro Instructions

Tip: Use the **TAB key**, not the ENTER key, to move from gray field to gray field. You may also use your mouse to fill in any field out of order.

1	**Choosing Your Audience**	Click on the down arrow of highlighted area in the top right-hand corner. Please choose to whom this Notice should be sent, USAID/W (Washington only) or USAID/General (Washington and overseas). Press (TAB) to advance to the next cell.
2	**Picking a Category**	Click on the down arrow of the highlighted area. Please choose a Notice Category (Administrator*, Executive Message**, Information, Personnel, Policy***, Policy Reminder, or Training). Press the TAB key to advance to the next cell.
3	**The Office Symbol**	What office is issuing this Notice? Please type in that Office Symbol here. Press (TAB) to advance to the next cell.
4	**The Subject Line**	Please type in the Subject of your Notice. The Subject line is usually no more than two lines long. Press (TAB) to advance to the next cell.
5	**Allowable Codes & Unallowable Codes**	A message box will pop up. This message box describes the **ALLOWABLE CODES/UNALLOWABLE CODES** for the body of your Agency Notice. After reading the list, click **OK**.
6	**Inserting a File OR Typing the Notice Body**	The system then asks if you'd like to insert a file. The document you insert may not have any of the UNALLOWABLE CODES. Answer **Yes** or **No**. If **Yes**, the system will prompt you to choose which file you want to insert. After choosing the file, click **Open**. If **No**, the system will instruct you to type in your Notice. Press (TAB) to advance to the next cell.
7	**Point of Contact Name & Office Symbol**	Please type in the name of the Point of Contact for your Notice. Press (TAB) to advance to the next cell. Please type in the Point of Contact's Office Symbol using capital letters. Press (TAB) to advance to the next cell.
8	**Point of Contact Phone Number**	Please type in the Point of Contact's Phone Number (area code and seven digit number) and/or e-mail address. Press (TAB) to advance to the next cell.
9	**The Completion Box**	The **INSTRUCTIONS FOR COMPLETION OF THIS NOTICE** Message Box will pop-up. After reading the information, click **OK**, but remember to type in your Point of Contact's phone number in Step 9 before completing the macro form.
10	**Additional Points of Contact**	The system then asks you if you'd like to add more points of contact. Answer **Yes** or **No**. If **Yes**, enter information the same way that you did in Steps 7-10. If **No,** go to Step 11.
11	**Checking Your Spelling**	Use **CTRL + B** to spell check the document. Answer **Yes** in order to spell check the whole document.
12	**Saving Your Notice**	When you are finished filling in all the fields, you must **save and rename** the file. This file must be saved as a Word file. This file will now have a **.doc** extension (e.g., irdmtg.doc).
13	**The Happy Face Icon**	After saving the file, you must then click the **Happy Face** icon, located on your top toolbar. Your computer screen will flash several times and a text **(.txt**) file will be created (e.g., irdmtg.txt). This text file has the same name as the Word file. You will find the .txt file in the same folder or directory as your .doc file. **Send ONLY the TEXT (.txt) file to the appropriate Authorized Sender. Do not send the Word macro file. M/AS/IRD will not open it since macros often transmit viruses.**

***** Administrator Notices must be approved and sent by the Office of the Executive Secretariat (ES).

****** Executive Messages can only be sent by Daryl Daniels, ES; David Johnson, Bureau for Management (M/AA), Jean Jackson is his back-up. Bureau for Management, Office of Administrative Services (M/AMS); Cynthia Tucker, Bureau for Legislative and Public Affairs (LPA); and Cynthia Staples, Bureau for Management, Office of Administrative Services, Information and Records Division (M/AS/IRD). See the Authorized Sender reference for a listing of additional back-up names.

******* Policy Notices must receive ADS clearance before being released as a Notice or Cable. Additionally, M/AS/IRD must receive a completed AID 3-252 form before publishing. (See ADS 501 for details on ADS clearance and issuance.)