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# Creating Agency Notices Without the Macro Form

If you wish, you may create an Agency Notice without using the Agency Notice Macro Form (located on the Agency Forms web site). These Notices must still conform to the Agency Notice format. Following the steps below will help you create a Notice in the proper format.

**1.** **Page Setup -** Open a new document in MS Word 97 and format the page.

**a.** First, set the **margins**. To do this, click on File on your menu bar. Then click on Page Setup. On the Margins tab, change the left margin to .92" and the right margin to 1.92". Click OK.

**b.** Now set **tabs** for your document. Click on Format on your menu bar. Then click on Tabs. In the field called Tab stop position, type .5. Now click on Set. Now in the field called Tab stop positions, type 1. Click on Set. Repeat these steps at .5" increments until you get to 5.5. Once you have all of these tab stops entered, click OK.

**c.** Now set your **font**. On your Formatting toolbar click on the Font drop down menu. Find Courier New and click on it. Now on the Font Size drop down menu, find 10 and click on it. Click OK.

**2.** **Line One -** On the first line of your document, tab seven times to 3.5" on your ruler. (Do not use the "Align right" button.) Insert the **Notice audience** (USAID/W or USAID/General Notice (ALL USAID Employees). Press the Enter key.

**3.** **Line Two**

**a.** On the second line of your document, tab four times to 2" on your ruler. (Do not use the "Center" button.) In all capital letters, insert the **category of the Notice**. The seven categories of Notices are

- ADMINISTRATOR[i]
- EXECUTIVE MESSAGE[ii]
- INFORMATION
- PERSONNEL
- POLICY[iii]
- POLICY REMINDER
- TRAINING

**b.** Tab two more times to 3.5" on your ruler. In all capital letters, insert the **office symbol** of the originating office. Press the Enter key.

**4.** **Line Three -** On the third line of your document, tab seven times to 3.5" on your ruler. (Do not use the "Center" button.) Insert the **date** (mm/dd/yyyy). Press the Enter key twice.

**5.** **Line Five -** Beginning at the left margin type "Subject:" and then type the **subject** of your Notice. Ideally, the subject should not be more than two lines long. Press the Enter key twice.

**6.** **Line Seven -** Please begin the **body of the Notice** on line seven. The body may not be in all capital letters and must be left justified.

**Remember the rules**

- Indent, Bold, Italics, Underline, Footers/Headers, Footnotes, AutoNumbering, and AutoFormatting are NOT allowed.
- ALL Cables MUST be converted to initial capitals (i.e., do not send a cable that is in all capital letters. It MUST be converted before you send it to your Authorized Sender or Notice Mailbox.).
- The Notice may not be longer than five pages.

**Exception to the rules**

If your Notice is over five pages long, has charts, tables, graphs, databases (e.g., Microsoft Excel), or requires heavy formatting, you must create a one-page cover Notice, stripped of all codes except TAB. Use the body of the cover Notice to describe what your Notice is about. E-mail both the cover Notice and your original document to your Authorized Sender.

**ALL Notices (including attachments) must be compliant with Section 508 of the Rehabilitation Act Amendments of 1998.**

**7.** **End of document –** Press the Enter key twice after the last line of the body of your Notice. Beginning at the left margin, type "Point of Contact:" and then insert the **point of contact** for your Notice. The point of contact information must include the point of contact's full name, office symbol, and full phone number or external e-mail address.

**8.** **Saving your document –** Save your document as a Word file. Then, click on File, then Save As. At the bottom of the popup menu, next to "Save as type:" click the down arrow and choose MS-DOS Text With Line Breaks file. Then click the Save button. This will create a text (.txt) version of your Word document. Send the .txt version of the document to the Authorized Sender.

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[i] Administrator Notices must be approved and sent by the Office of the Executive Secretariat (ES).
[ii] Executive Messages can only be sent by Daryl Daniels, ES; Robert Ward, Bureau for Management, Administrative Management Staff (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).

[iii] 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.)