RE-CREATING THE NAO ONE-PAGER FOR YOUR STATE/PROGRAM

Step 1

Open up the following files that accompanied this document:

Excel file: NAO Flyer template_Work in progress

Word document: NAO Legislative Template_to be filled out

Step 2

In Section 1 of the excel document, enter in the numbers for each gray row based on what you reported to NAO in the semi-annual data collection reports (marked with an X below). The totals should automatically pre-populate.

	Period 1	Period 2	Total
Total number of rotations facilitated:	You enter X	You enter X	Total will appear here

Period one is for July 1-December 31, 2014. Period 2 is for January 1 – June 30, 2015.

If you did not report anything in a specific section, leave it blank.

Step 3

In Section 2 of the excel document, all of your numbers should have automatically popped up from Section 1.

You will need to take the numbers in each identified section of the word document with the one-page template.

The row in the excel file may look like this:

Pipeline programs expose students to health careers and develop intent to pursue post-secondary education in primary healthcare professions.

XXX,XXX

grades 9-16 participants (many thousands more participated at the K-8 level)

16,378

So you will find the same graphic in the one-page word template and replace the XXX,XXX with **16,378.**

Pipeline programs expose students to health careers and develop intent to pursue post-secondary education in primary healthcare professions.

XXX,XXX
grades 9-16 participants
(many thousands more participated
at the K-8 level)

Note: you can manually change the graphs by right-clicking your mouse on the graph and selecting "edit data". For purposes of the template, they are all set at a 50/50 ratio.

It is recommended that you turn your one-pager into a pdf document before distributing to others.

Step 4

This is your document so customize as needed. If you have a section without any numbers, by all means update your personal document to exclude that section. If you wish to include K-8 numbers, by all means include them. If you have data that is special to your state and you want to include it, add it. Make it so that it truly represents the work of your program.

Any questions, feel free to contact NAO CORE Co-chairs Jennifer Taylor (jtaylor8@iupui.edu / 317-274-3769) or Detra Brown (detbrown@gru.edu / 404-992-6559).