Instructions to create a communications tree

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# Introduction

These instructions will assist you with amending the provided communications tree template to suit your situation.

You should have downloaded the relevant template document.

It is recommended that you first manually sketch out your communications tree on paper, so that you can see how it should look before you start. This will minimise the amount of manipulation you need to do.

Given you have the basic structure in the template, you just need to:

* Open the template document.
* Edit existing boxes to set titles/names and phone numbers.
* Duplicate text boxes to add more to the tree.
* Duplicate lines to connect more boxes.
* Move boxes and lines as needed.

Once you have completed the tree in the template document, you can save it, and then copy the contents into your final EM Plan document’s Communications tree section.

# Edit existing boxes to set titles/names or phone numbers

|  |  |
| --- | --- |
| * Select the text to be changed by clicking and dragging your mouse over the text.   To quickly select all the text, click once in the box on the text, then press **Ctrl+A**.   * Change the text by overtyping the selected text. |  |

# Duplicate text boxes to add more to the tree

|  |  |
| --- | --- |
| * Choose a box that is closest to what you want (for instance, most of the text is the same).   Click anywhere on the box sides to select it (you will see icons at the corners). |  |
| * Press **Ctrl+C** to copy the box. |  |
| * Press **Ctrl+V** to paste the box.   A new copy should be displayed close to the one you copied. |  |
| * **Click and hold** your mouse on the edge of the box, then **drag** it to its new position. |  |

# Duplicate lines to connect more boxes

|  |  |
| --- | --- |
| * Choose a line to copy.   It can be one in the same direction as what you want, but you can change the direction or length easily later.  Click on the line to select it (you will see icons at the ends). |  |
| * Press **Ctrl+C** to copy the line. |  |
| * Press **Ctrl+V** to paste the line.   A new copy should be displayed close to the one you copied. |  |
| * **Click and hold** your mouse on the line, then **drag** it to its new position. |  |

**To change the direction or length of a line:**

|  |  |
| --- | --- |
| * Click on the line to select it (you will see icons at the ends). |  |
| * **Click and hold** on the end to be moved (the icon at the end). * **Drag** the line to where you want it to end. |  |

# Move boxes and lines as needed

|  |  |
| --- | --- |
| * Click on the line/box edge to select it (you will see icons at the ends/corners). |  |
| * **Click and hold** your mouse on the edge of the box, then **drag** it to its new position. |  |
| * **Click and hold** your mouse on the line, then **drag** it to its new position. |  |

# Copy the tree into your EM Plan document

To copy the entire tree:

|  |  |
| --- | --- |
| * Click somewhere on the document page to ensure it has ‘focus’. |  |
| * Press **Ctrl+A** – this should select everything. |  |
| * Press **Ctrl+C** to copy the tree. |  |
| * Swap to your EM Plan document. |  |
| * Locate the Tree page, and remove the greyed text. |  |
| * Click just below the heading, and then press **Ctrl+V**. The tree should appear. |  |