

## INSTRUCTIONS FOR USING TEMPLATES TO CREATE LOCAL DATA FLYERS

*The flyer "Adolescent Alcohol Use in Arkansas" provides readers with a quick look at underage drinking rates in AR and some of the consequences. Data on this document is protected and cannot be changed. The companion document is a **template** that can be modified to display local data. It is ideal to use both documents together, preferably in a front/back format. This allows readers to see the scope of the problem in Arkansas, along with some talking points for parents, and then see how that compares to their own community.*

**Step 1: Review your local APNA data.** Local data results are provided at the region, county, school district and building levels. Use the most appropriate Arkansas Prevention Needs Assessment (APNA) report to find your own local data. The reports can be viewed at [http://www.arkansas.gov/dhs/dmhs/adap\\_survey.htm](http://www.arkansas.gov/dhs/dmhs/adap_survey.htm) (note: there is an underscore between 'adap' and 'survey'). Once you have "your" report, you need to review and locate the following items: 30 day alcohol use, binge drinking, perceived risk of harmfulness, perceived parental disapproval, and age of first use (age of onset). You also need to review the risk and protective factor profiles for each grade.

**Step 2: Modify the template charts.** To do this, double click on the white space within any of the charts. A small spreadsheet should open automatically. (If the spreadsheet does not open, click on "view" then "datasheet.") On the spreadsheet, you will see the values for the chart. Where you see the name of the example county or region, type over it with the name of your data area (e.g. Pope County, or Murfreesboro School District). In that same row, enter the appropriate values. For example, if you are working on the "binge drinking" chart, you'll enter the binge drinking rates for 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> grades (which you found in your APNA report). Once you have entered your local data, click on the red "X" to close the spreadsheet. You should now see your local data on the chart, and the name of your county or district listed on the key. Repeat the process to change the other charts.

**Step 3: Modify the risk/protective factor information.** The bottom half of the flyer (below the charts) should be used to highlight the specific issues facing your community. The APNA data should help you identify risk and protective factors most critical to your locale. To enter these, simply click anywhere within the text box and replace the existing sample text with your own. Note about risk and protective factors: Your goal is to have HIGH levels of protection and LOW levels of risk. The flyer is currently set to highlight areas where your school or community is doing WELL in terms of protection, and areas of CONCERN for risk factors.

**Step 4: Modify the text box to the bottom right.** Click anywhere within the box to replace the sample text with your own. If age of first use isn't what you want to emphasize, choose something else. This is your document for educating your community about its specific issues.

**Step 5: Modify all identifying information.** Wherever on the template the name of the example area is identified, you will need to correct it to reflect the area your data represents. Specifically, revise:

Top of the page:

- Title of flyer - change to your location
- Subtitle of flyer - change to your location

Bottom of the page:

- Change the "created on" document to the current date; if you're working on a revision, change "created on" to "revised on" and include the current date
- Change the contact information and logo to your coalition/agency/organization's

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For assistance using templates, please contact Alison Rose at (501) 352-0549 or [blissarose@hotmail.com](mailto:blissarose@hotmail.com).