



Special Olympics
Michigan

SPECIAL OLYMPICS MICHIGAN (SOMI)

Graphic Standards Guide

Prepared by John Bailey & Associates, Inc. Public Relations





About Graphic Standards

In its more than 35 years, Special Olympics Michigan has become synonymous with family. In working together, each sponsor, coach, athlete and volunteer helps to contribute to the greater success of SOMI as a whole.

In ensuring consistency in all written materials, Special Olympics Michigan can illustrate visually its cohesion. Seamless materials will reflect a seamless organization, even with a broad and diverse base of 39 area programs.

Consistency also lends support to SOMI's brand recognition. Maintaining consistent graphics, typefaces and layouts improves overall quality, which in turn provides a more favorable perception of Special Olympics Michigan.

The following subsections detail the graphic standards necessary to build this consistency in print materials. A troubleshooting section is also provided to answer any questions that may arise as a result of these guidelines.





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Special Olympics
Michigan

OVERVIEW OF MATERIALS





GENERAL NOTES & TIPS

- Templates for flyers, brochures, program books, etc. will be provided to you by the SOMI state office. If you need changes made to these templates or have questions about using these templates for other projects, please contact the SOMI state office at 800-644-6404.
- Area directors have the choice of a color scheme for each event; however, all collateral materials must match. As a low-cost alternative, black and gray color schemes of all collateral materials are available.

Brochure



Program Book



Flyer (A)



Flyer (B)



- All media materials (news releases, fact sheets and other internal documents needed for events) can be printed on media insert sheets.

Page 1



Page 2



- SOMI letterhead, envelopes and mailing labels are available and can be used for internal or external communications.

Letterhead



Envelope



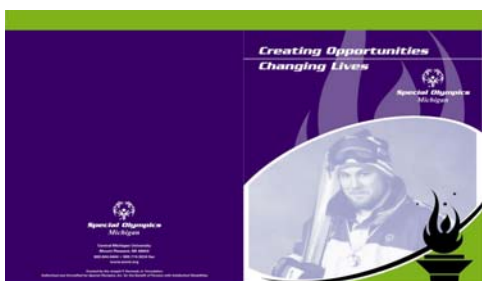
Mailing Label





GENERAL NOTES & TIPS **CONTINUED . . .**

- SOMI folders are available. These folders may be used to hold sponsor information, brochures, media materials, etc. Affix the SOMI mailing label to a plain white folder - when the SOMI folder is not available.



- Sponsorship kits are also available. Please coordinate with the SOMI state office to receive these materials.
- Flyer (A) is the communications piece for listing general schedule information, event name, date, time and location, as well as sponsor information.
- Teaser flyer (B) can be placed around the community (i.e. grocery store, bank, etc.) Flyer (B) is a brief list of the “who” “what” “when” and “where” of an event. This teaser also will list the SOMI mission statement, SOMI Web site address and local and state office phone numbers and logos of appropriate sponsors.

Materials For Statewide Events:

- Flyer (A)
- Brochure
- Program
- SOMI Banner
- Event News Release

Materials For Area Events:

- Flyer (A)
- Flyer (B)
- Program Book





Special Olympics
Michigan

GENERAL GRAPHIC STANDARDS





GENERAL GRAPHIC STANDARDS

Color Family



All Special Olympics Michigan materials must include both the SOMI logo and text. (See *Figure 1 below*). Neither the logo nor the text should appear in materials separate of the other.

Logo Usage

Figure 1



The position of the logo's graphic should remain static in relation to the text. This means that the graphic should never be moved or resized without moving or resizing the text. Since the logo is saved in a picture format, this should never be of concern.

The logo and text colors should remain static, as well. When using the logo in color, adhere to the SOMI color guidelines. (See *next section*) When using the black and white version, be sure that both the graphic and text are in full black. Never lighten or shade the logo.

Be sure that the logo stands alone in the document. Text or pictures should never intersect or come in contact with the graphic or text. If there is a question regarding the position of the logo in relation to surrounding text or pictures, place the cursor on the logo and right click. Select "format picture" from the drag-down menu. Under the "layout" tab, select "square" from the wrapping style options. (See *Figure 2 on page 9*) The default size should be 0.13-inches of clearance on both sides of the logo. This can also be viewed under the "format picture" menu. Click the "layout" tab, then click "advanced." Under the wrapping tab, view the "distance from text" dimensions. (See *Figure 3 on page 9*) The right and left should be set at a minimum of 0.13.

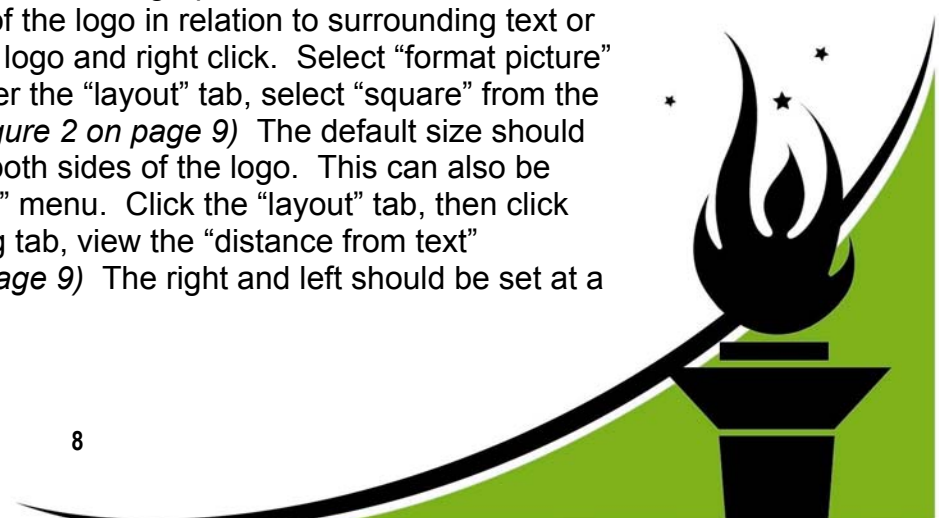




Figure 2

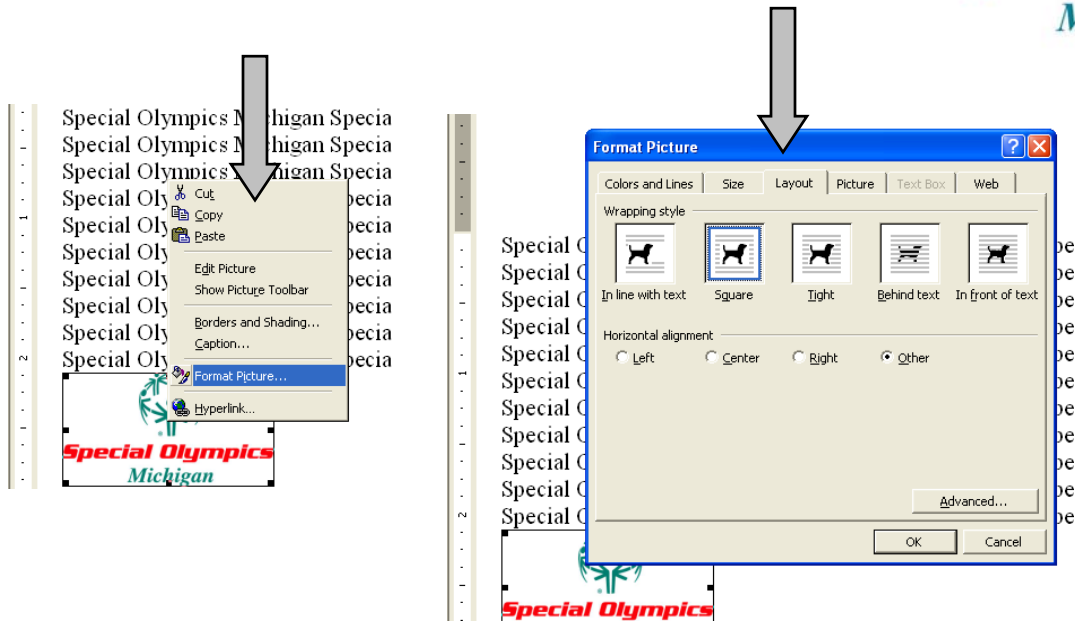
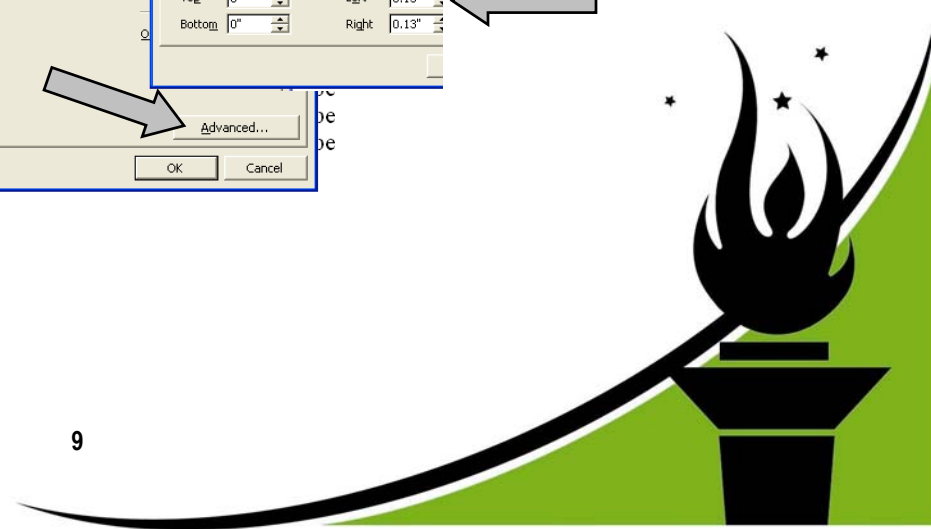
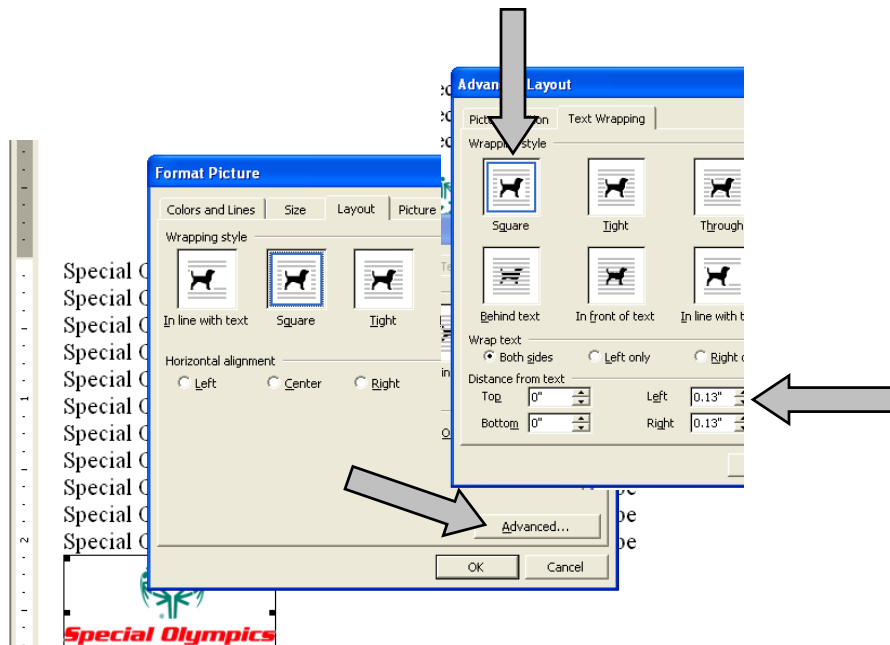


Figure 3





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Logo Colors

Teal - PMS 327

Red - PMS 485

Assigned Font Set

- Arial
- *Arial (Italics)*
- **Arial (bold)**
- ***Arial (italics bold)***

- Arial Narrow
- *Arial Narrow (italics)*
- **Arial Narrow (bold)**
- ***Arial Narrow (italics bold)***

- **Arial Black**
- ***Arial Black (italics)***
- **Arial Black (bold)**
- ***Arial Black (italics bold)***

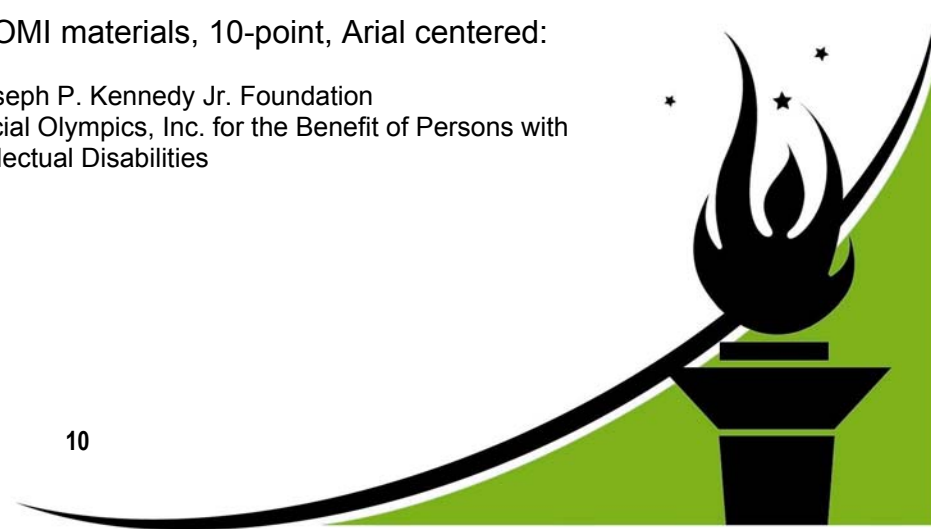
Font Sizes

- 10 point (Body Text)
- 11 point (Body Text)
- 12 point (Body Text Heading)
- 13.5 point (Sub Heading)
- 15 point (Heading)

Tagline Usage

Use the following tagline in all SOMI materials, 10-point, Arial centered:

Created by the Joseph P. Kennedy Jr. Foundation
Authorized and Accredited by Special Olympics, Inc. for the Benefit of Persons with
Intellectual Disabilities





Special Olympics
Michigan

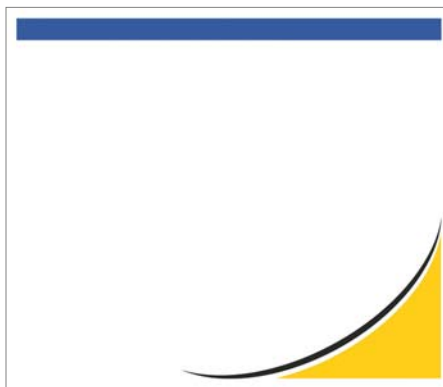
BROCHURE





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Brochures
3 Color
for State & Local Office Use





Special Olympics
Michigan

Brochures
2 Color
for State & Local Office Use





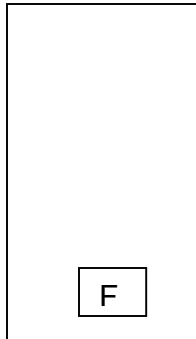
BROCHURE

General Rules & Tips

Brochure

Front Cover

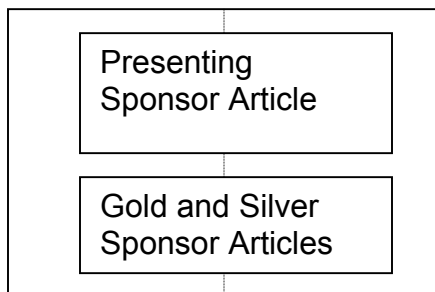
- The presenting sponsor logo will be on the front of the brochure.
- The name of the event and the date will be displayed on the front of the brochure.



F – Presenting Sponsor Logo

Middle Section

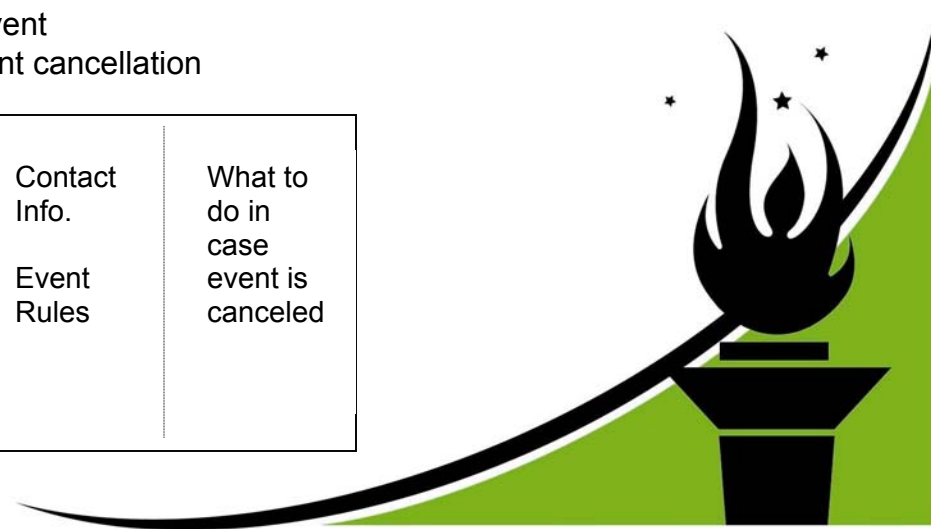
- Brief descriptions of the presenting, gold and silver sponsors will be displayed in the middle section (first section reader will see).



Inside

- All schedule and event information (all flyer information)
- List of “other support” for event
- Contact information for event
- What to do in case of event cancellation

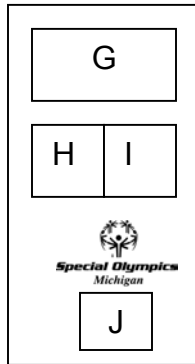
Schedule	Other Support	Contact Info.	What to do in case event is canceled
	Event Committee	Event Rules	





Back Cover

- Presenting sponsor logo at top of page
- Gold and silver sponsor logos below presenting sponsor logo
- Contact information for state office, including website



G – Presenting Sponsor Logo
H – Gold Sponsor Logo
I – Silver Sponsor Logo
J – Contact Info for State Office





BROCHURE

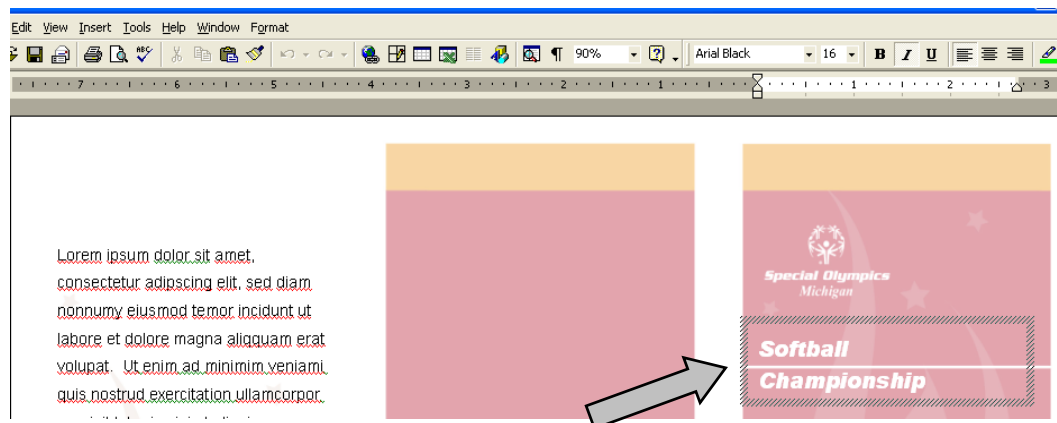
Page One

Formatting

General Guidelines

- All text should be Arial font, with the exception of the brochure title (i.e. Softball Championship), which should be Arial Black.
- SOMI address and SOMI tagline should be centered directly below the logo in the middle panel.
- The brochure title should be two lines, splitting the white line on the right panel. (See Figure 4 below)

Figure 4



Font Sets and Sizes

- Brochure title should be 16-point, Arial Black in white font color, italicized and aligned left.
- SOMI address should be 8.5-point, Arial in white font color, centered.
- SOMI tagline should be 7.5-point, Arial in white font color, italicized and centered.
- Remaining text should be 10-point Arial, aligned left.





BROCHURE

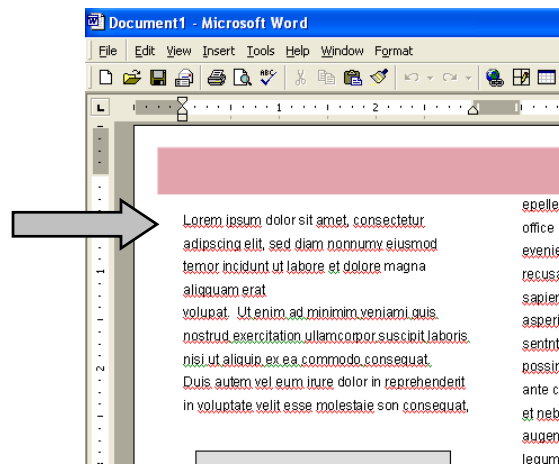
Page Two

Formatting continued . . .

General Guidelines

- All text should be in Arial font.
- Text should be in three columns, with 3.2-inch width and 0.2-inch spacing between. These settings can be viewed under “format” in the Word toolbar, in the “columns” option of the drop-down menu.
- Line spacing for all text should be 1.5 lines. This can be adjusted under the “format” tab in the Word toolbar, under paragraph, in the “line spacing” selection box.
- All text should begin at least a full space below the solid colored line running along the top of the background. (See Figure 5)

Figure 5



Font Sets and Sizes

- All text should be 10-point Arial, aligned left.





BROCHURE

Page One

Troubleshooting

Brochure Title, Sponsor Logo and SOMI Address/Tagline

Problem: Why have several elements changed positions at once?

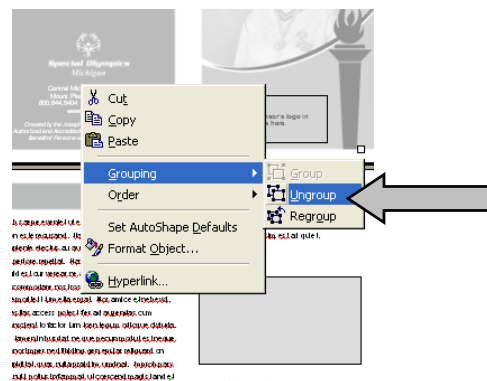
Solution: The brochure title, sponsor logo and SOMI address/tagline are all “grouped.” This means that although they are separate objects, they are linked together to operate as a whole. If the elements move, press and hold “Ctrl” and then press “Z” (or select “undo” from the edit menu of the Word toolbar). This should return the elements to their original positions. If not, close the document without saving. Reopen it and continue working.

Problem: I need to adjust an element, but am unable to select it.

Solution: The brochure title, sponsor logo and SOMI address/tagline are all “grouped.” To isolate and edit a single element, click just above or just below the element. The cursor should have four arrows around it when positioned correctly. When the “group” is selected, right click the mouse and select “grouping” from the drop-down menu. When the next menu drops down, select “ungroup.” (See Figure 6)

All of the elements should now be available for editing.
(See next entry for regrouping)

Figure 6





BROCHURE

Page One

Troubleshooting continued . . .

Problem: The elements need to be regrouped.

Solution: After editing a single element, the brochure title, sponsor logo and SOMI address/tagline should be “regrouped”. To do so, click on and select a single element. Then, while pressing and holding the **shift key**, select the remaining elements. Once all elements are selected, right click the mouse just above or just below an element and select “grouping” from the drop-down menu. When the next menu drops down, select “group”.

Page Two Interference

Problem: Page two disappeared when I clicked on page one.

Solution: Double-clicking on the page one background may cause disruptions in page two. If this happens, simply click the mouse once anywhere on page one. The text and background should return to its original position.

Problem: Page two jumped up to page one.

Solution: This is likely a result of hitting “delete” outside of the text box on page one. To fix, press and hold “Ctrl” and then press “Z” (or select “undo” from the edit menu of the Word toolbar). This should return the elements to their original positions. If not, close the document without saving. Reopen it and continue working.





BROCHURE

Page One

Troubleshooting continued . . .

Text, Text Boxes and the Left Panel

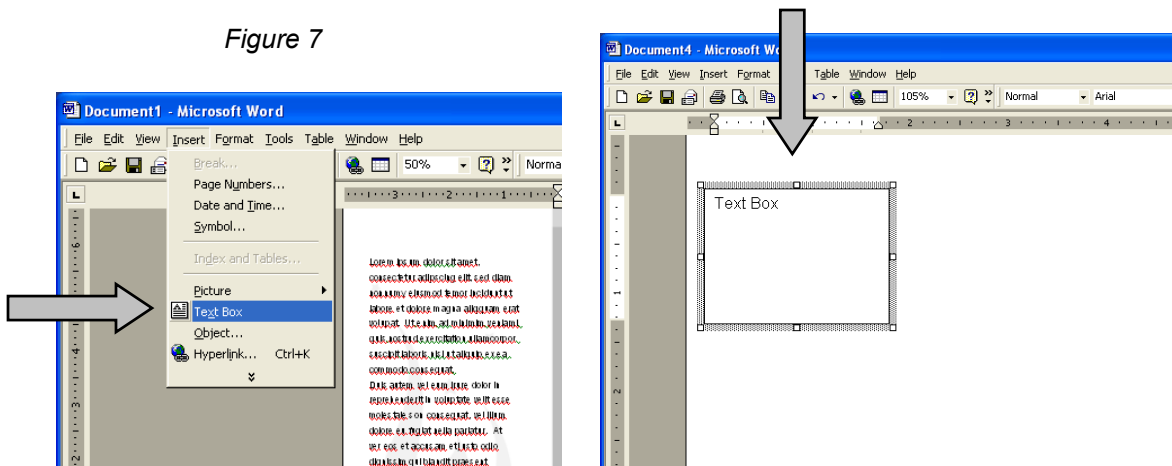
Problem: I can't type in the far-left panel.

Solution: The text of the left panel should be in a text box. To edit it, simply click on the preexisting text. If there is no preexisting text, click in different areas of the left panel. If there is not a text box present, one needs to be created. (See next entry for text boxes)

Problem: Text boxes need to be created or formatted.

Solution: Text boxes are simply a more convenient way of typing text into the brochure. To create a text box, select "insert" from the Word toolbar, and click on "text box" from the drop down menu. (See Figure 7) You can now create a text box where necessary. Once created, the text box size can be adjusted by clicking and dragging the resizing squares. It can also be moved like any other page element. Now text can be typed directly into the text box.

Figure 7





BROCHURE

Page One

Troubleshooting continued . . .

Problem: Portions of the text are not appearing in the text box.

Solution: Although the text box has a fixed size on the page, text does not necessarily stop at the bottom of the box. This can be alleviated by selecting the text box and lengthening it, using the middle-bottom resizing square.

Problem: There is overlapping text in the left panel.

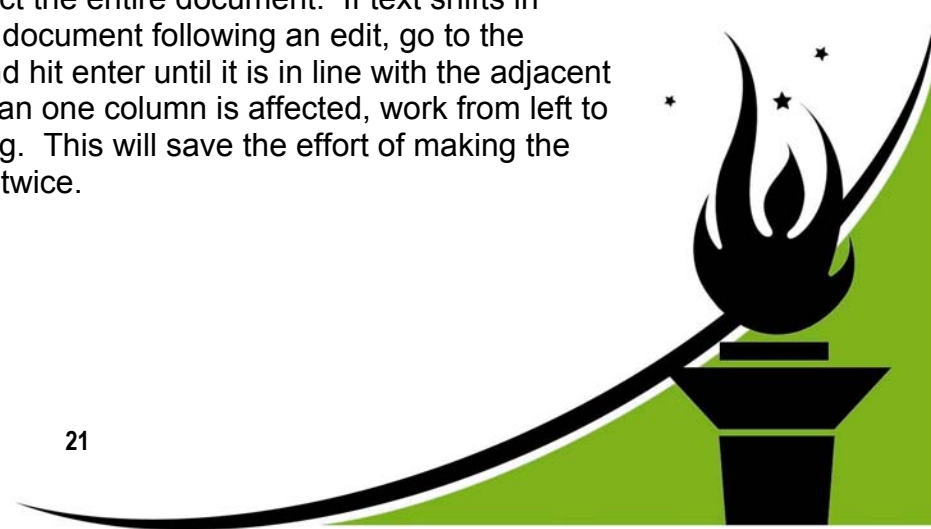
Solution: This is a result of text being dragged outside the text box area. To adjust, select the text box, and move it with the up or down arrows on the keyboard until the misplaced text is accessible. Then, click the cursor before the first letter of the misplaced text. Carefully, press delete once at a time, until all of the misplaced text is removed. If other elements on the page shift out of place after deletions, press enter until it returns to its original position. Reposition the text box with the up and down arrows. *(If page two elements appear on page one during this process, see the “page two jumped up to page one” entry under “Page Two Interference” page 19)*

Page Two

Text

Problem: Text shifts unexpectedly.

Solution: Unlike the text box in page one, the text in page two is on the document itself. It acts as one continuous paragraph, separated in three columns. Therefore, an adjustment to any part of text will affect the entire document. If text shifts in another part of the document following an edit, go to the affected column and hit enter until it is in line with the adjacent column. If more than one column is affected, work from left to right when adjusting. This will save the effort of making the same adjustments twice.





BROCHURE

Troubleshooting continued . . .

Picture Boxes

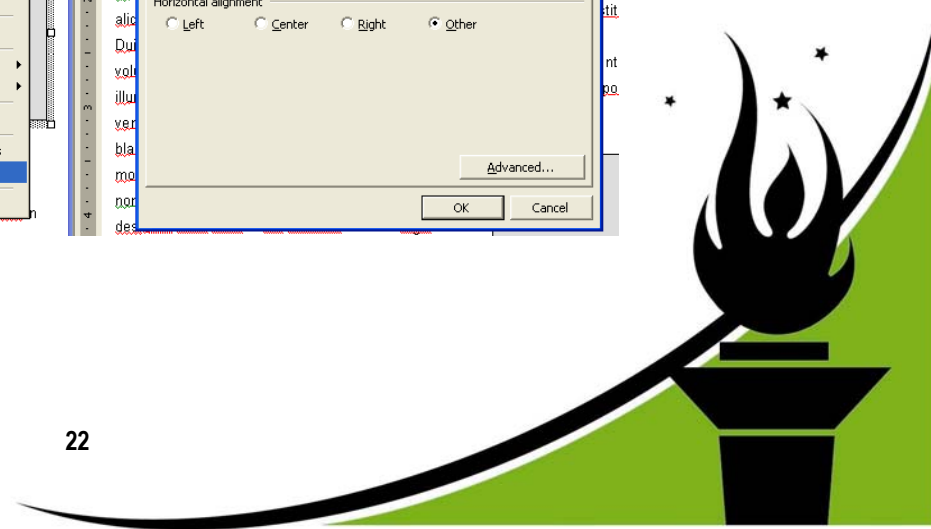
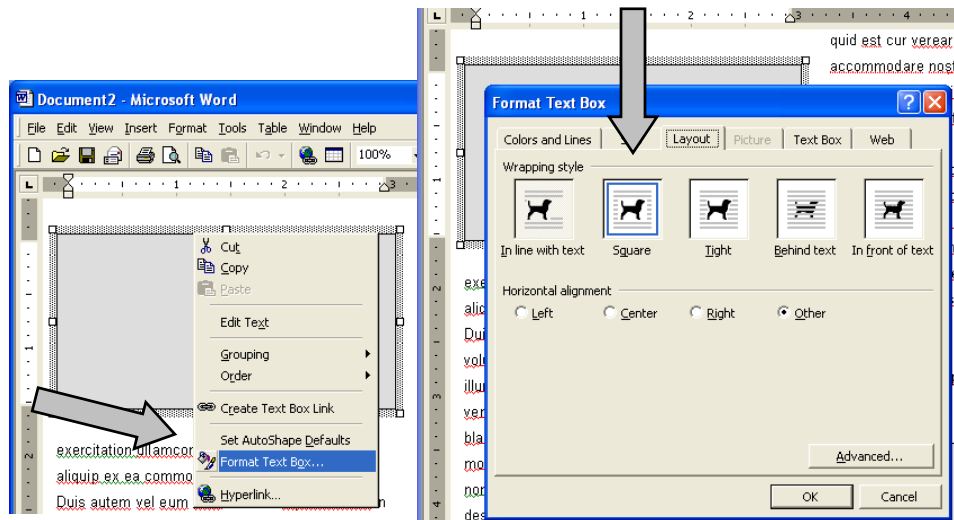
Problem: A picture box needs reformatting.

Solution: To reformat or adjust a picture box, click the frame of the box so it is selected. To move, use the arrow keys on the keyboard until the position is satisfactory. To change the dimensions, hold the shift key and use the resizing squares. If the shift key is not held, the picture will be disproportionate.

Problem: The text overlaps the picture box/picture box overlaps the text.

Solution: The text will overlap the picture box and vice versa if the text-wrapping feature is not activated. To do so, click the frame of the box so it is selected. Right click the frame, and select “format text box” from the drop-down menu. Click the layout tab in the formatting menu, and select “square” under wrapping style. (See Figure 8) This will ensure that the text stays a set distance away from the picture box at all times.

Figure 8





BROCHURE

Troubleshooting continued . . .

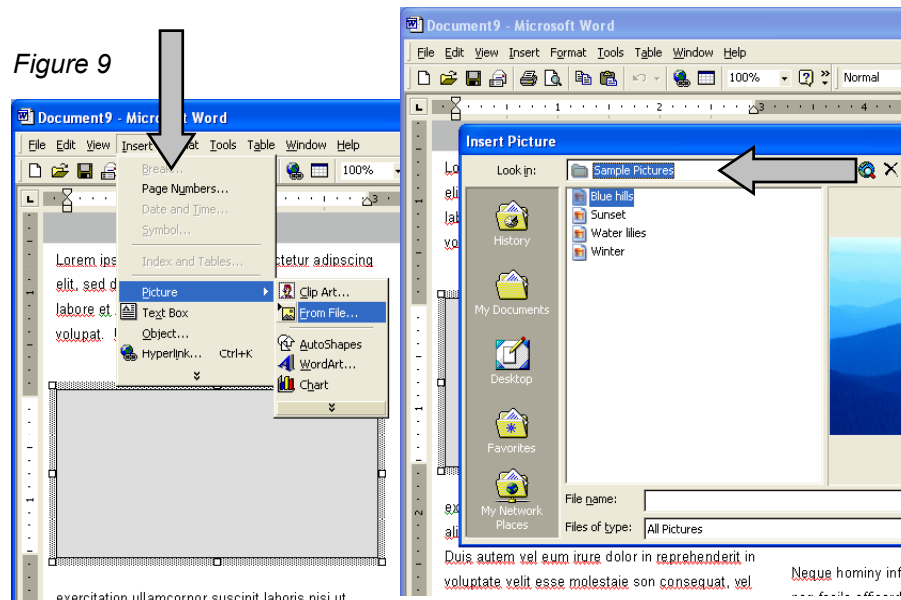
Problem: Moving the picture box shifts the text.

Solution: Because the picture box has text wrapping, the surrounding text will be adjusted according to the picture box's position. When moving the box, be mindful and try to place the box in a convenient location. If the text is shifted to an undesirable position, move or shrink the box to get a better fit.

Problem: How do I insert a picture into the picture box?

Solution: To insert a picture, select the picture box with the cursor. Select "Insert" from the Word toolbar, drag down to "picture" and select "From File" from the drop down menu. Locate the picture you would like to insert from the file list, and click "Insert." (See Figure 9) The picture will automatically insert itself in the selected picture box. Use the resizing squares to fit the box to the picture, if necessary.

Figure 9





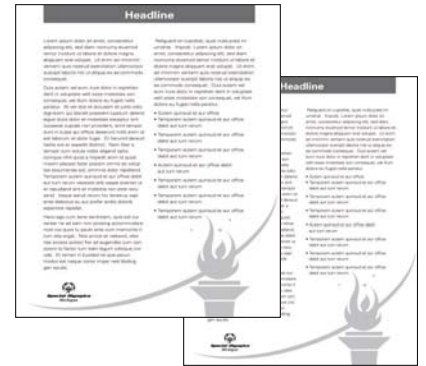
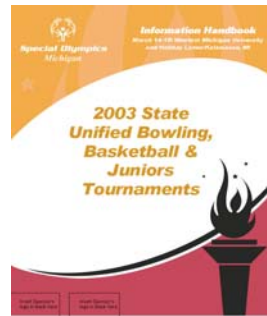
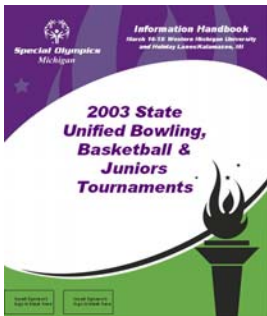
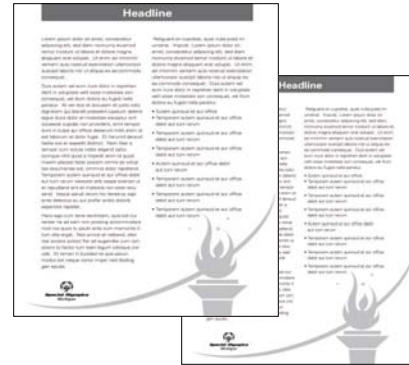
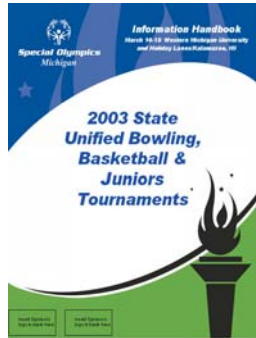
Special Olympics
Michigan

PROGRAM BOOK

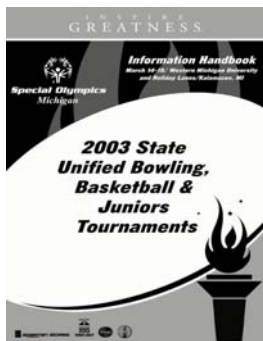




Program Book 3 Color



Program Book 1 Color



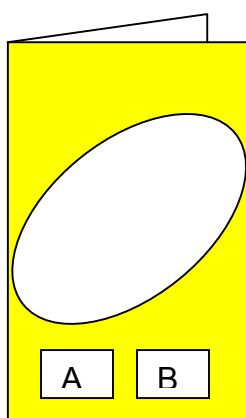


PROGRAM BOOKS

General Rules & Tips

Front Cover of Program

- All programs must be green and purple or black and white color combinations.
- The front of the program will display the gold sponsor logo and the event sponsor logo on the bottom of the page.
(Contact the state office for information about the current sponsorship levels for each event)

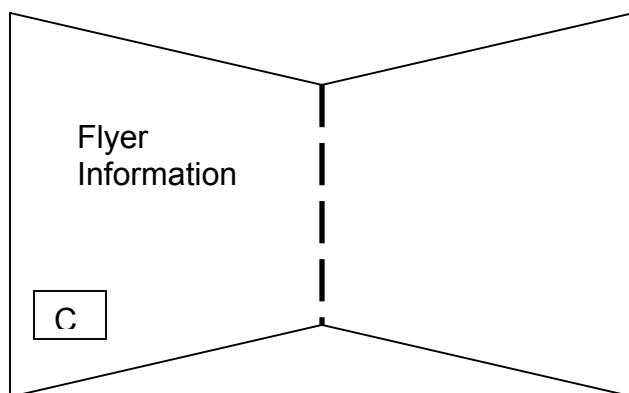


A – Gold Sponsor Logo

B – Event Sponsor Logo

Inside Front Page

- The event sponsor logo should be displayed again on the bottom of the inside front page.
- Schedule and event information (Flyer A information) will be displayed on the inside front page.



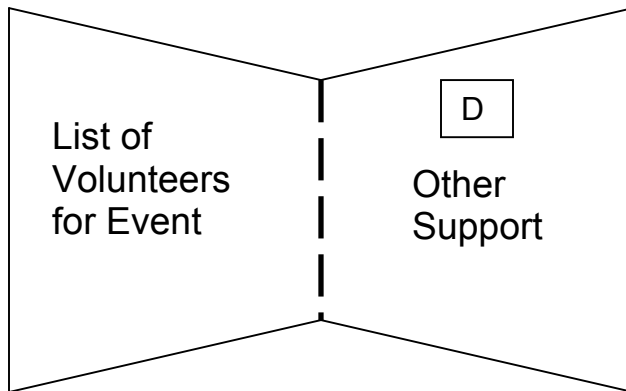
C – Event Sponsor Logo





Inside Back Page

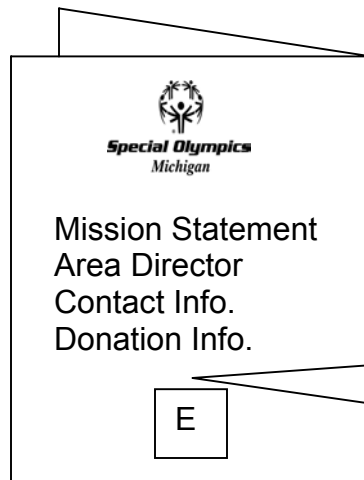
- The bronze sponsor logo will be placed at the top of the back inside cover.
- Listed below is “other support” that SOMI receives from in-kind donations, state sponsors and venue sponsors. The bottom of this page will also mention the Shop and Support program from the national office.
- The opposite page will list all of the volunteers from the event.



D – Bronze Sponsor Logo

Back Cover

- The silver sponsors logo will be displayed on the bottom of the back page.
- The back page will display the SOMI mission statement in the center of the page.
- On the bottom of the back page, above the silver sponsor logo, place contact information, SOMI web address and donation information



E – Silver Sponsor Logo

Donations to SOMI
can be made at
(800) 644-6404 or
via the Web at
www.somi.org.





Other Pages of Program

- Full page article about the gold sponsor company
(at all state competitions)
- Half page article about the silver sponsor company
(at all state competitions)
- Quarter page article about the bronze sponsor company
(at all state competitions)
- Full page ad for the State Games Events Package Sponsor
(at only three state competitions)
- SOMI fact sheet
- List of eight signature events





PROGRAM BOOK

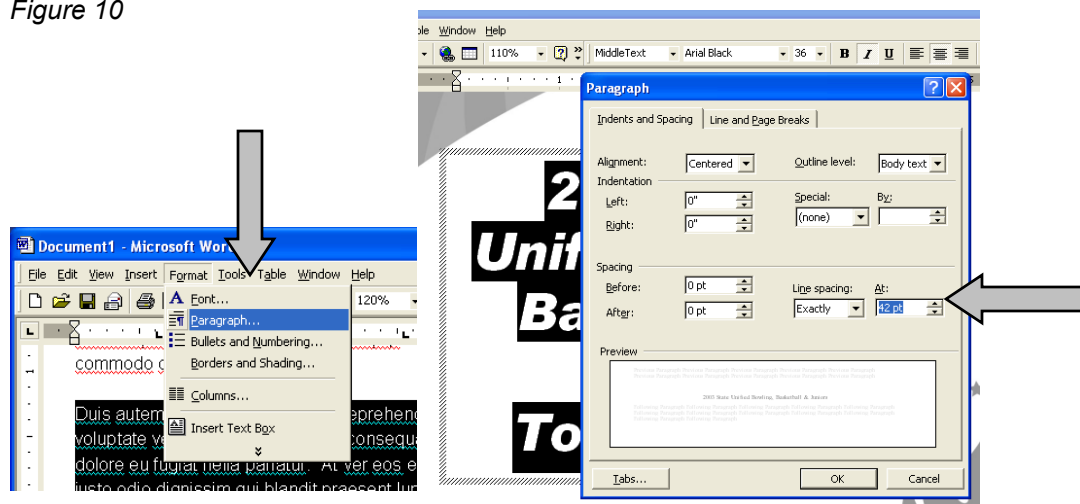
Page One

Formatting

General Guidelines

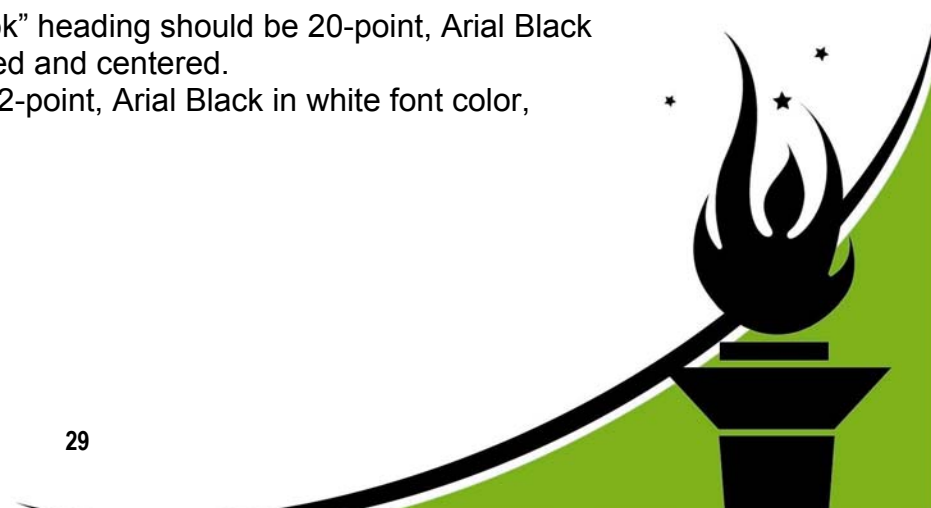
- The “information handbook” heading and program date/location should be centered between the top and bottom of the SOMI logo.
- The booklet title should be centered on the page, in the middle of the white oval.
- Line spacing for the booklet title should be “exactly” 42-point. This can be adjusted under the “format” tab in the Word toolbar, under paragraph, in the “line spacing” selection box. The line spacing should read “Exactly” and the “at” box should read “42 pt.” (See Figure 10)

Figure 10



Font Sets and Sizes

- Booklet title should be 36-point, Arial Black font, italicized and centered.
- The “information handbook” heading should be 20-point, Arial Black in white font color, italicized and centered.
- Date/location should be 12-point, Arial Black in white font color, italicized and centered.





PROGRAM BOOK

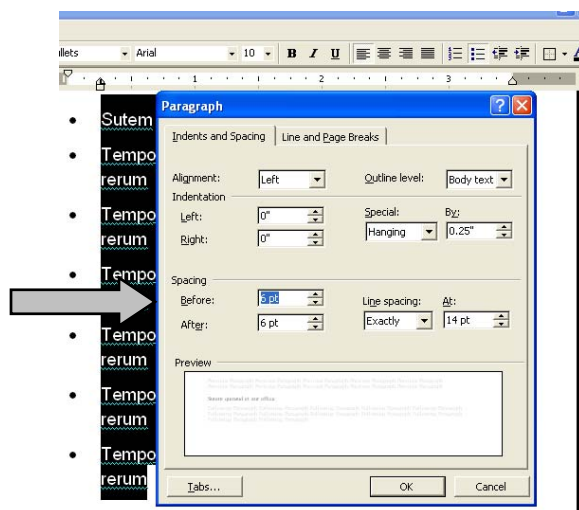
Page Two and Three

Formatting continued . . .

General Guidelines

- All text should be Arial font.
- Text should be in two columns, with 3.5-inch width and 0.5-inch spacing between. These settings can be viewed under “format” in the Word toolbar, in the “columns” option of the drop-down menu
- Line spacing for all text should be “exactly” 14-point. (See *Page One General Guidelines; Figure 10*)
- All text contained within bullet points should have a spacing of 6 points before and 6 points after. This setting can be viewed under the “format” tab in the Word toolbar, under paragraph, in the “spacing” selection boxes. The “before” box should read “6 pt” and the “after” box should read “6 pt.” (See *Figure 11*)

Figure 11



Font Sets and Sizes

- All text should be 10-point Arial, aligned left.





PROGRAM BOOK

Page One

Troubleshooting

Booklet Title, Sponsor Logos and Other Elements

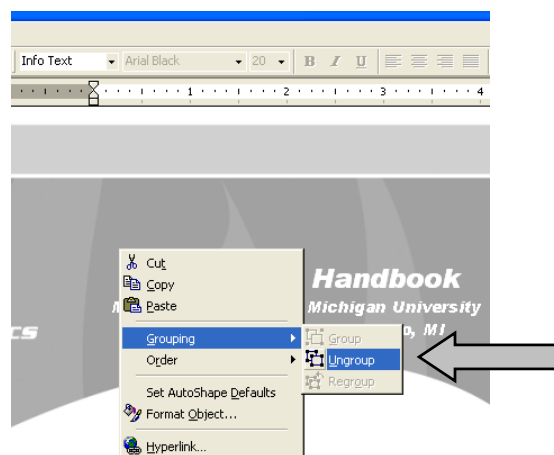
Problem: Why have several elements changed positions at once?

Solution: The booklet title, sponsor logos and “information handbook” box are all “grouped.” This means that although they are separate objects, they are linked together to operate as a whole. If the elements move, press and hold “Ctrl” and then press “Z” (or select “undo” from the edit menu of the Word toolbar). This should return the elements to their original positions. If not, close the document without saving. Reopen it and continue working.

Problem: I need to adjust an element, but am unable to select it.

Solution: The booklet title, sponsor logos and “information handbook” box are all “grouped.” To isolate and edit a single element, click just above or just below the element. The cursor should have four arrows around it when positioned correctly. When the “group” is selected, right click the mouse and select “grouping” from the drop-down menu. When the next menu drops down, select “ungroup.” (See *Figure 12*) All of the elements should now be available for editing. (See *next entry for regrouping*)

Figure 12





PROGRAM BOOK

Page One

Troubleshooting continued . . .

Problem: The elements need to be regrouped.

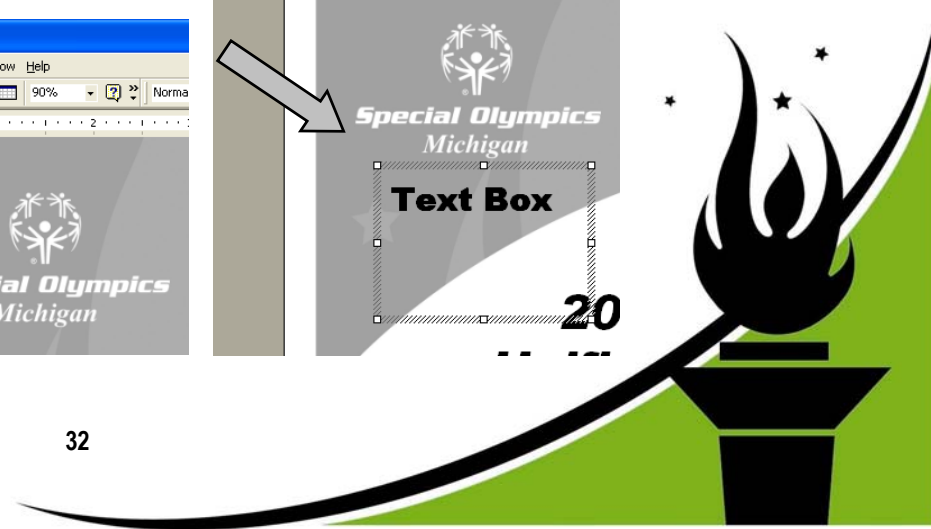
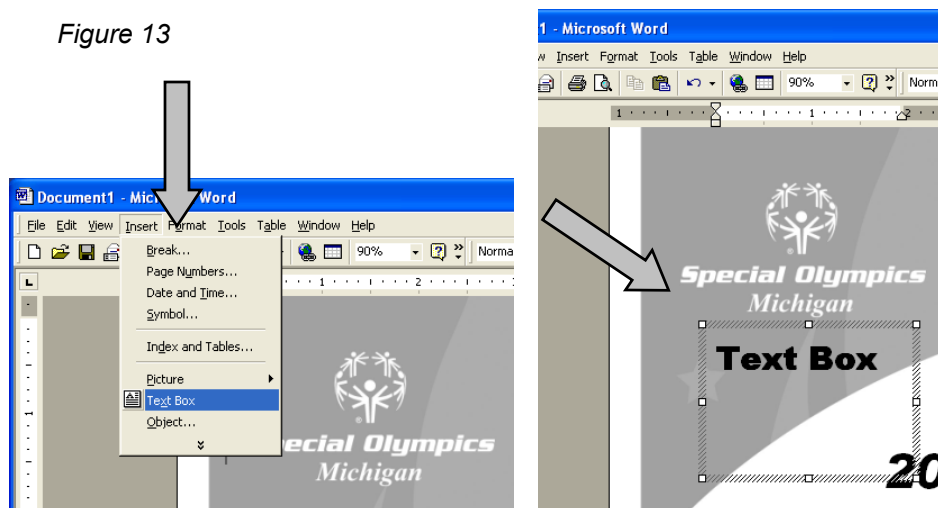
Solution: After editing a single element, the booklet title, sponsor logos and “information handbook” box should be “regrouped.” To do so, click on and select a single element. Then, while pressing and holding the shift key, select the remaining elements. Once all elements are selected, right click the mouse just above or just below an element and select “grouping” from the drop-down menu. When the next menu drops down, select “group.”

Text Boxes

Problem: Text boxes need to be created or formatted.

Solution: The booklet title and “information handbook” box are examples of text boxes. The text is entered into the box to allow for easier manipulation, as well as to prevent editing errors. To create a text box, select “insert” from the Word toolbar, and click on “text box” from the drop-down menu. (See Figure 13) You can now create a text box where necessary. Once created, the text box size can be adjusted by using the resizing squares. It can also be moved like any other page element. Now text can be typed directly into the text box.

Figure 13





PROGRAM BOOK

Page One

Troubleshooting continued . . .

Problem: Portions of the text are not appearing in the text box.

Solution: Although the text box has a fixed size on the page, text does not necessarily stop at the bottom of the box. This can be alleviated by selecting the text box and lengthening it, using the center-bottom resizing square.





PROGRAM BOOK

Page One

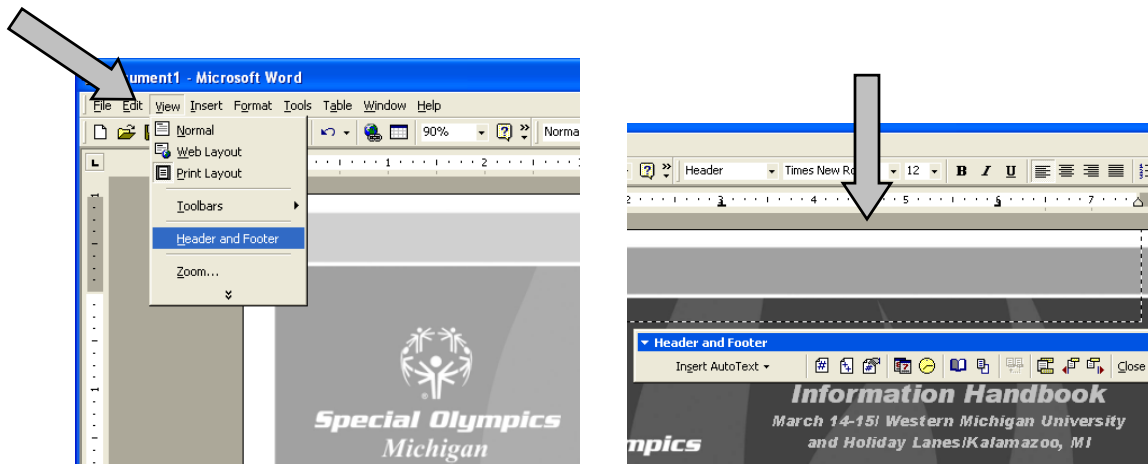
Troubleshooting continued . . .

Miscellaneous

Problem: Adjustments need to be made to the background.

Solution: The background is formatted to be just that, a background. To edit it, select “View” from the Word toolbar, and click on “header and footer” from the drop-down menu. All background elements should now be available for editing. (See Figure 14. Note: background editing will likely be limited to moving only)

Figure 14





PROGRAM BOOK

Page Two and Three

Troubleshooting continued . . .

Text

Problem: Text shifts unexpectedly.

Solution: Unlike the text box in page one, the text in page two is on the document itself. It acts as one continuous paragraph, separated in two columns. Therefore, an adjustment to any part of text will affect the entire document. If text shifts in another part of the document following an edit, go to the affected column and hit enter until it is in line with the adjacent column. Work from left to right when adjusting. This will save the effort of making the same adjustments twice.

Miscellaneous

Problem: Why is there a box below the first column?

Solution: There is an empty text box stationed below the first column of pages two and three. This prevents text from overlapping the SOMI logo and reroutes it to the second column. If the box is moved, text from the second column will shift and overlap the logo. (See next entry for adjustments)

Problem: Text is overlapping the SOMI logo.

Solution: The text will overlap the logo if the stationary text box is moved or adjusted. If the text box moves, press and hold "Ctrl" and then press "Z" (or select "undo" from the edit menu of the Word toolbar). This should return the box and text to their original positions.





PROGRAM BOOK

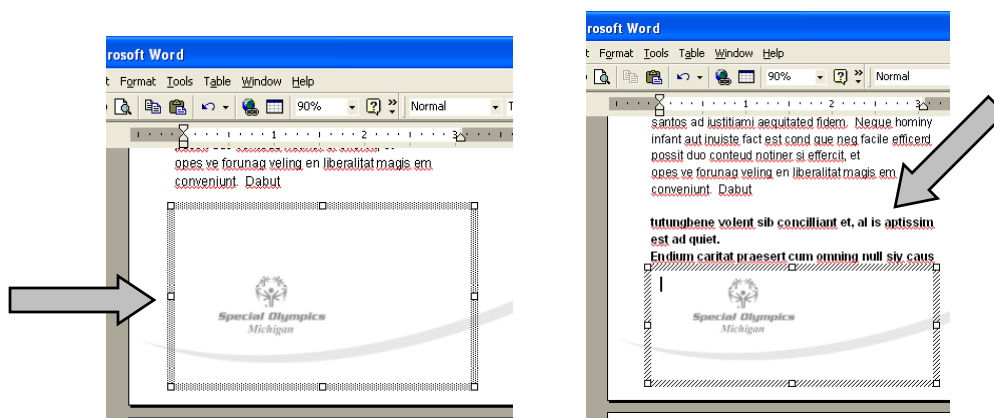
Page Two and Three

Troubleshooting continued . . .

Problem: I need to add more text to the first column.

Solution: Because the stationary text box is placed below the first column, all additional text is rerouted to the second column. To allow more text into the first column, select the text box with the cursor. Click on the middle resizing square and pull downward. (See Figure 15) Text will begin to roll over while adjustments are being made, so the necessary size can be determined.

Figure 15





Special Olympics
Michigan

FLYER

(A)





Special Olympics Michigan

Flyer (A)
3 Color

Special Olympics Michigan
2004 STATE SENIOR BASKETBALL & SKILLS FINALS
Presented by Huntington Bank

March 19-21, 2004
Forest Hills Central School, Grand Rapids, Michigan

QUICK FACTS

- Approximately 600 athletes
- Approximately 200 Volunteers
- Basketball competition is senior male and senior female teams, age 18 and up
- Teams advance to the finals from district level basketball competitions
- Basketball competition in individual and modified skills

HOST ORGANIZATION

- Grand Rapids Jaycees

PRESENTING SPONSOR

- Huntington Bank

CO-SPONSOR

- Spartan Stores


GENERAL SCHEDULE

FRIDAY MARCH 19

3:00 p.m. Registration for all basketball teams
5:00 p.m. Basketball competition begins (tentative)
7:00 p.m. Opening Ceremonies at Forest Hills Central High School (new gym)

SATURDAY MARCH 20

8:00 a.m. Basketball competition begins
8:00 a.m. Registration for male skills basketball participants
9:00 a.m. Competition for male skills basketball begins



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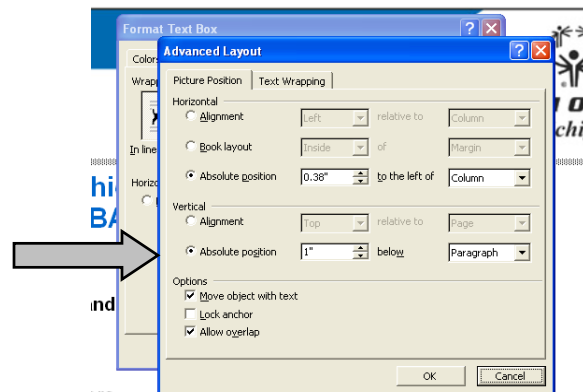
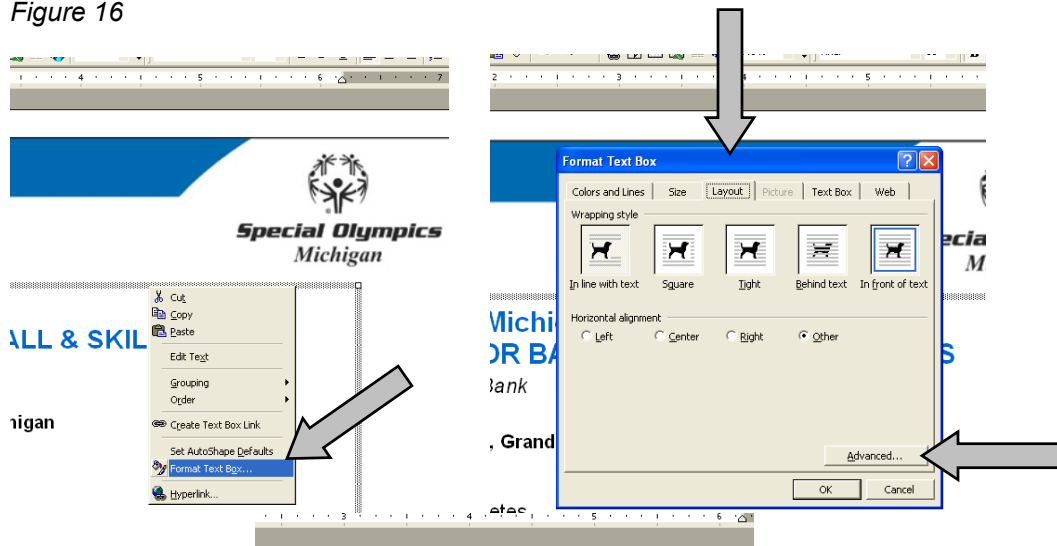



Flyer (A) Formatting

General Guidelines

- All text should be Arial font, aligned left.
- The event title, colored subheads, “general schedule” heading and event date headings should all be capitalized, while the remainder of the text and headings should be in standard format.
- All text within the flyer should be contained in one text box, which should remain below the SOMI logo. To view and regulate this position, click the frame of the text box so it is selected. Right click the frame, and select “format text box” from the drop-down menu. Click the layout tab in the formatting menu, and click the “advanced” option. Under the picture position tab, select “absolute position” from the vertical options. (See Figure 16) It should read 1” below paragraph. If it does not, select the proper figures from their respective pull-down menus.

Figure 16



Senior male and senior female teams age 16 and up



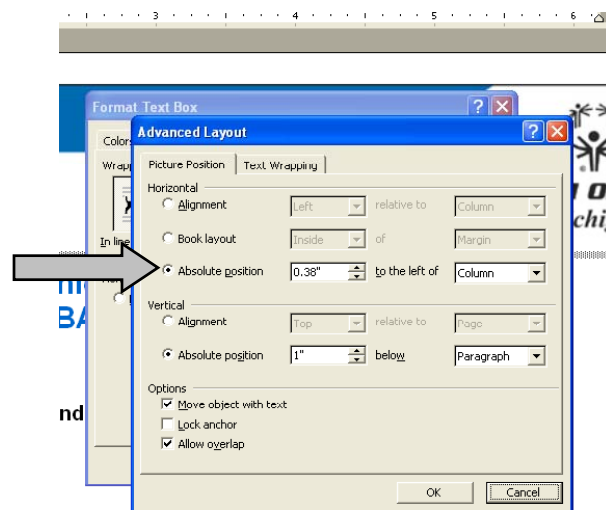


Flyer (A)

Formatting continued. . .

- The text box should also maintain a static position horizontally on the page. To view and regulate this position, follow the same instructions as the previous section, but select “absolute position” from the horizontal options. (See Figure 17) It should read “0.38” to the left of column.” If it does not, select the proper figures from their respective pull-down menus.

Figure 17



rior male and senior female teams. age 16 and up

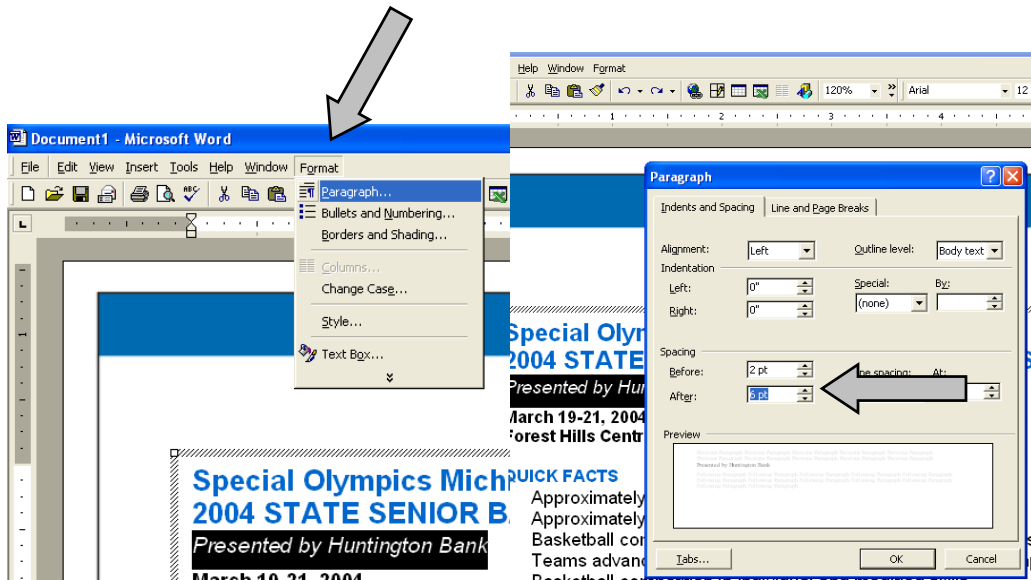
- The “presented by...” line of text following the event title should have 2 points of line spacing before and 6 points of line spacing after. This can be adjusted under the “format” tab in the Word toolbar, under paragraph, in the “before” and “after” selection boxes. (See Figure 18 on page 41) The line spacing should read “2 pt” before and “6 pt” after.





Flyer (A) Formatting continued . . .

Figure 18



- The “general schedule” heading should have 6 points of line spacing after. This can be adjusted under the “format” tab in the Word toolbar, under paragraph, in the “after” selection box. (See Figure 18).
- The line spacing should read “0 pt” before and “6 pt” after.
- The event date headings under the “general schedule” heading should have 2 points of line spacing before and 6 points of line spacing after. (See Figure 18) The line spacing should read “2 pt” before and “6 pt” after.
- The time/scheduled events listed under the date headings should have 12 points of line spacing after. (See Figure 18) The line spacing should read “0 pt” before and “12 pt” after.





Flyer (A)

Formatting continued . . .

Font Sets and Sizes

- The Special Olympics Michigan header and event title should be 16-point Arial in the background font color, bold.
- The “presented by...” line of text following the event title should be 12-point Arial, italicized.
- The event date and location lines should be 11-point Arial, bold.
- The subheads should be 11-point Arial in the background font color, bold.
- The lines of text beneath subheads should be 12-point Arial, in bulleted list format.
- The “general schedule” heading should be 14-point Arial in the background font color, bold.
- The event date headings should be 12-point Arial, italicized, with underlining to the farthest margin.
- The time/scheduled events listed under the date headings should be 11-point Arial.





Flyer (A)

Troubleshooting

Text box

Problem: Portions of the text are not appearing in the text box.

Solution: Although the text box has a fixed size on the page, text does not necessarily stop at the bottom of the box. This can be alleviated by selecting the text box and lengthening it, using the center-bottom resizing square.

Problem: There is overlapping text in the document.

Solution: This is a result of text being dragged outside the text box area. To adjust, select the text box, and move it with the up or down arrows on the keyboard until the misplaced text is accessible. Then, click the cursor before the first letter of the misplaced text. Press delete, carefully once at a time, until all of the misplaced text is removed. Reposition the text box with the up and down arrows.

Problem: The text box is overlapping the SOMI logo/in the wrong position.

Solution: The text will overlap the logo if the stationary text box is moved or adjusted. If the text box moves, press and hold “Ctrl” and then press “Z” (or select “undo” from the edit menu of the Word toolbar). This should return the text box to its original position.





Flyer (A)

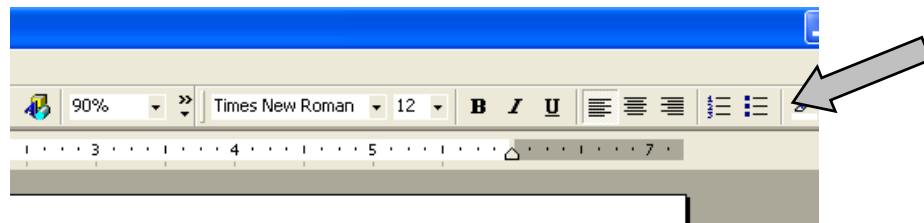
Troubleshooting continued . . .

Subsections and Bullets

Problem: I have accidentally deleted a bullet.

Solution: If a bullet is accidentally deleted while editing, press and hold “Ctrl” and then press “Z” (or select “undo” from the edit menu of the Word toolbar). This should return the bullet to its original position. If it does not, click on the position where the bullet should be, then click the “Bullets” button from the formatting toolbar. (See Figure 19)

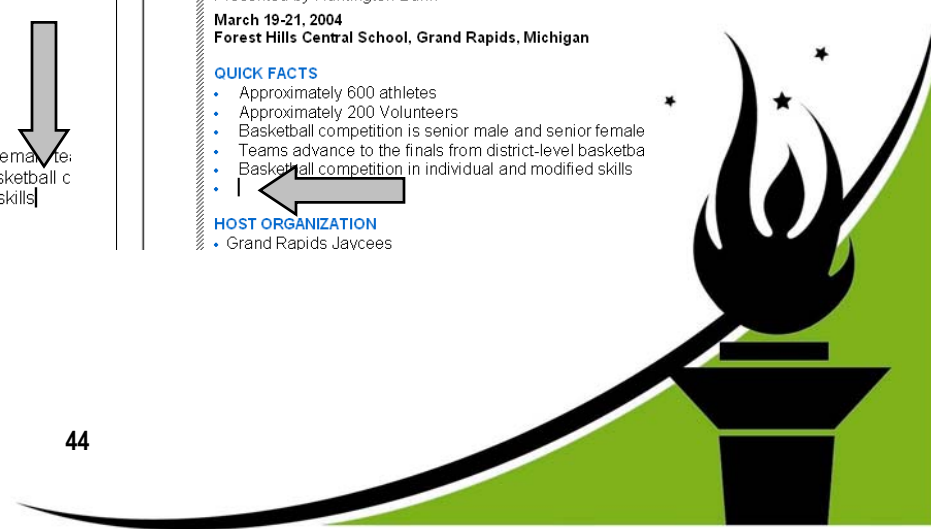
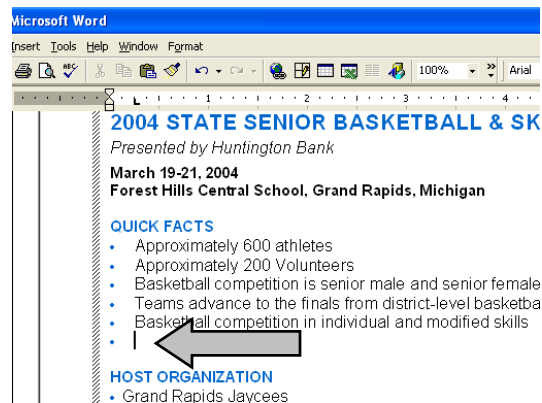
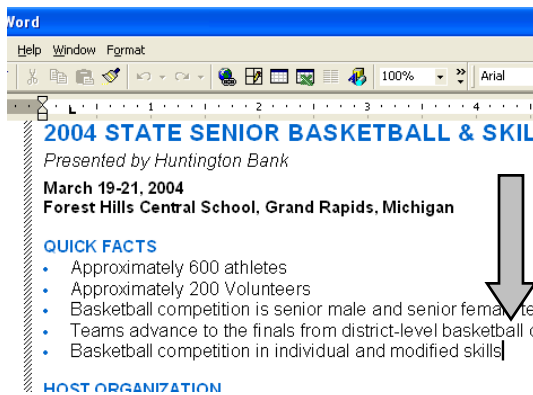
Figure 19



Problem: I need to add another bulleted item.

Solution: To add another bulleted item to a list, click after the final character of the previous section. (See Figure 20) Hit “enter” on the keyboard and another bullet will be added to the list.

Figure 20





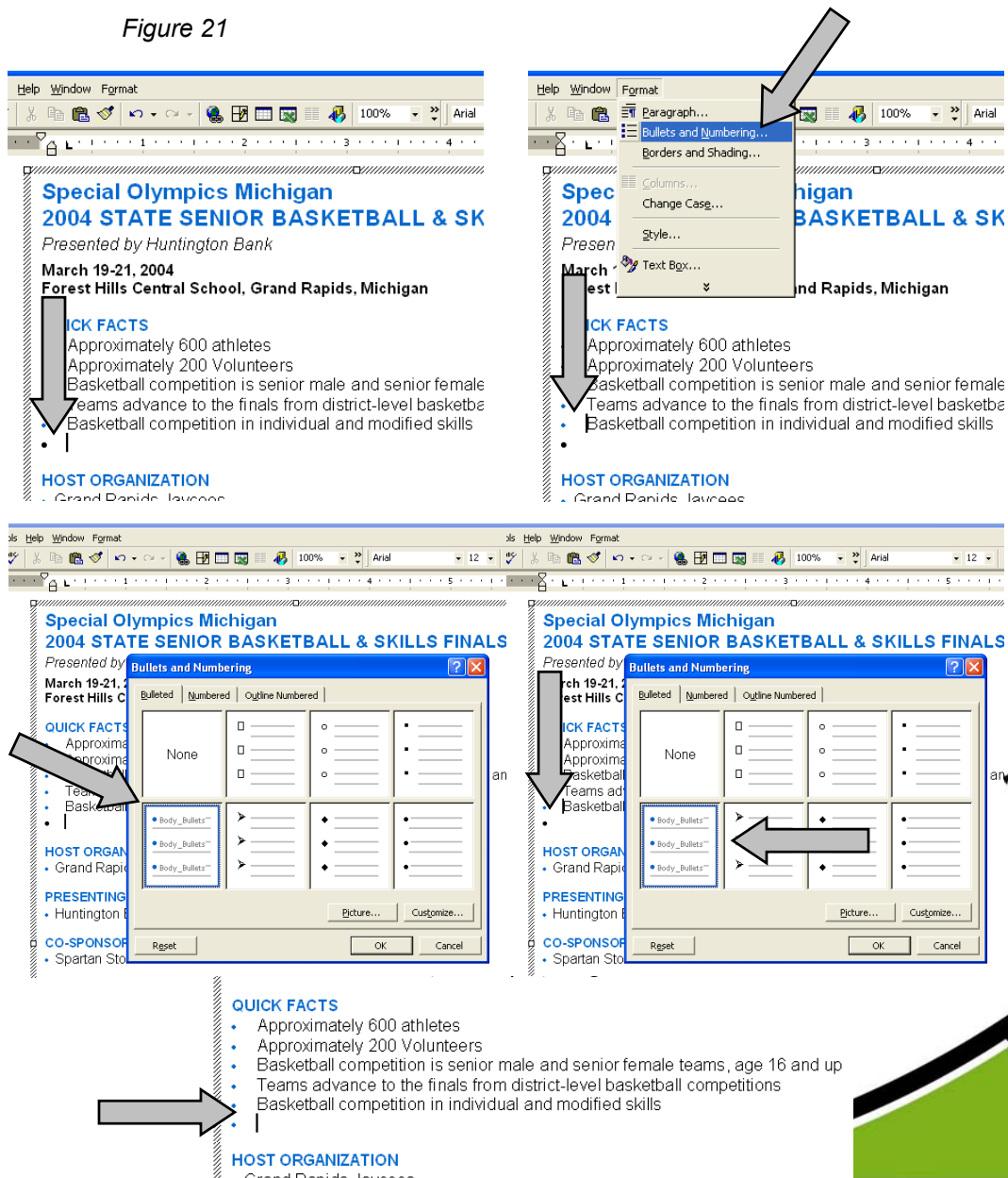
Flyer (A)

Troubleshooting continued . . .

Problem: The bullet I have added does not match other bullets.

Solution: If the bullet does not match others in the list, click the area in front of a properly formatted bullet. Select “format” from the Word toolbar, and click on “bullets and numbering” from the drop down menu. A preview pane will display the proper bullet format from a list of options. Now click the area in front of the improper bullet. Select “format” from the Word toolbar, and click on “bullets and numbering” once again. Select the proper format from the list of options. And click “OK.” (See *Figure 21*) The bullet should now be uniform with the others in the list.

Figure 21





Flyer (A)

Troubleshooting continued . . .

Problem: I have accidentally added a bullet.

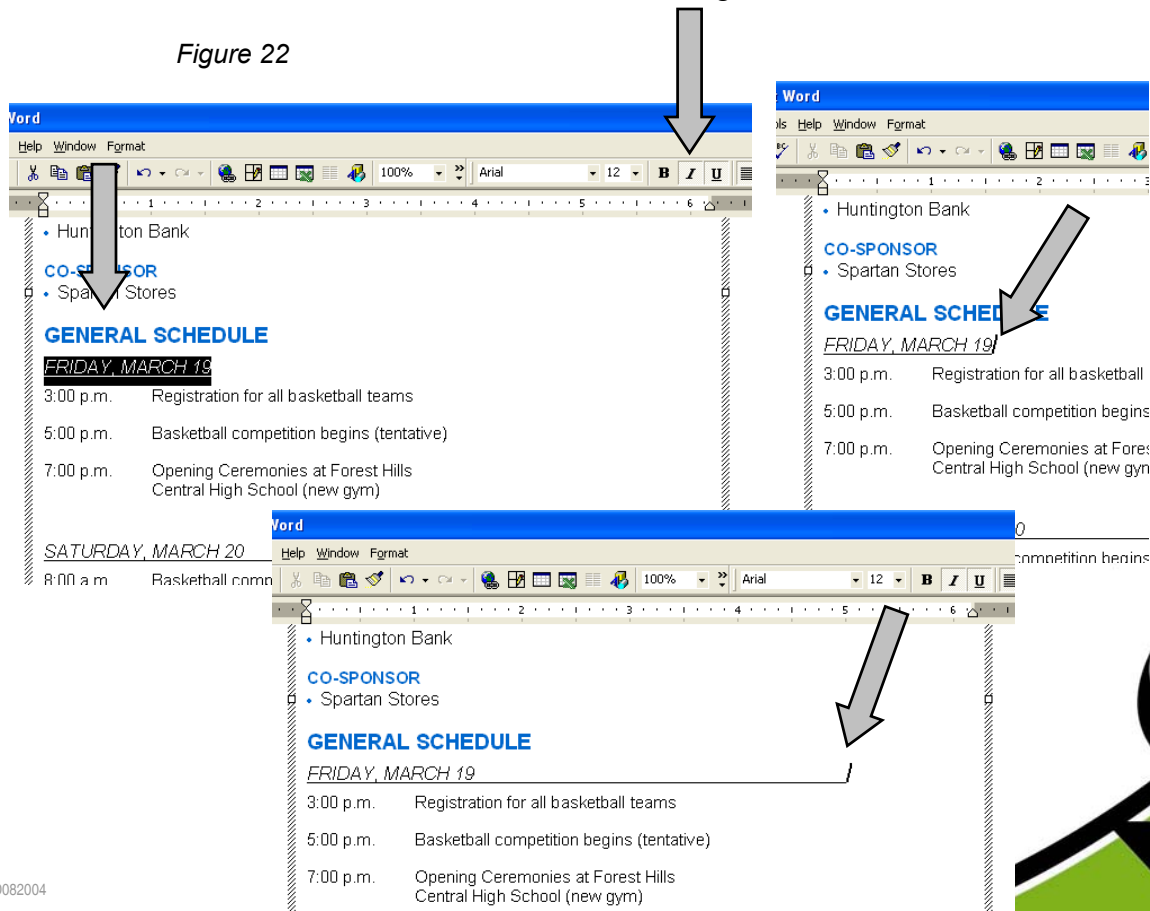
Solution: If a bullet is accidentally added while editing, press and hold “Ctrl” and then press “Z” (or select “undo” from the edit menu of the Word toolbar). This should remove the unnecessary bullet. If it does not, click the area in front of the bullet, then click the “Bullets” button from the formatting toolbar. (See *Figure 19 on page 44*)

Event Date Headings

Problem: I have edited the event date heading, and now there is no underlining to the margin.

Solution: If the event date heading you’ve edited is not underlined, select it by highlighting the text, and click the “underline” button from formatting toolbar. (See *Figure 22*) Now that it is underlined (or if it already was), click after the final character of the heading. Make sure the “underline” button on the formatting toolbar is selected. If it is not, do so. Now hit the “tab” button until the underline reaching its desired location.

Figure 22





Special Olympics
Michigan

FLYER

(B)





Flyer (B)
2 Color Teaser


Softball Championship

**Nos amice et nebevol.
olestias access potest
fier ad augenda ne
que praid tat.**

Duis autem vel eum irure dolor in reprehenderit profer
rum his an etuy sagi
et diletus an aut
magna.




Softball Championship

**Nos amice et nebevol.
olestias access potest
fier ad augenda ne
que praid tat.**

Duis autem vel eum irure
dolor in reprehenderit profer
rum his an etuy sagi
et diletus an aut
magna.




Softball Championship

**Nos amice et nebevol.
olestias access potest
fier ad augenda ne
que praid tat.**

Duis autem vel eum irure
dolor in reprehenderit profer
rum his an etuy sagi
et diletus an aut
magna.




Softball Championship

**Nos amice et nebevol.
olestias access potest
fier ad augenda ne
que praid tat.**

Duis autem vel eum irure dolor
in reprehenderit profer rum his
an etuy sagi et diletus an aut
magna.
March 25, 2004





Softball Championship

**Nos amice et nebevol.
olestias access potest
fier ad augenda ne
que praid tat.**


Duis autem vel eum irure dolor
in reprehenderit profer rum his
an etuy sagi et diletus an aut
magna.
March 25, 2004




Softball Championship

**Nos amice et nebevol.
olestias access potest
fier ad augenda ne
que praid tat.**

Duis autem vel eum irure dolor
in reprehenderit profer rum his
an etuy sagi et diletus an aut
magna.
March 25, 2004





Flyer (B) Formatting

General Guidelines

- All text in the main, or primary, text box should be aligned center.
- The primary text box should be centered horizontally with the Special Olympics Michigan logo at the top of the page. (See Figure 23) To view and regulate this position, click the frame of the text box so it is selected. Right click the frame, and select “format text box” from the drop-down menu. Click the layout tab in the formatting menu, and click the “advanced” option. Under the picture position tab, select “absolute position” from the vertical options. (See Figure 16 on page 39) It should read “1.75” below paragraph.” If it does not, select the proper figures from their respective pull-down menus.

Figure 23



- The primary text box should also be positioned vertically so that it is between the SOMI torch and the logo. (See Figure 24 on page 50) To view and regulate this position, follow the same instructions as the previous section, but select “absolute position” from the horizontal options. (See Figure 17 on page 40) It should read “0.75” to the left of column.” If it does not, select the proper figures from their respective pull-down menus.





Flyer (B)

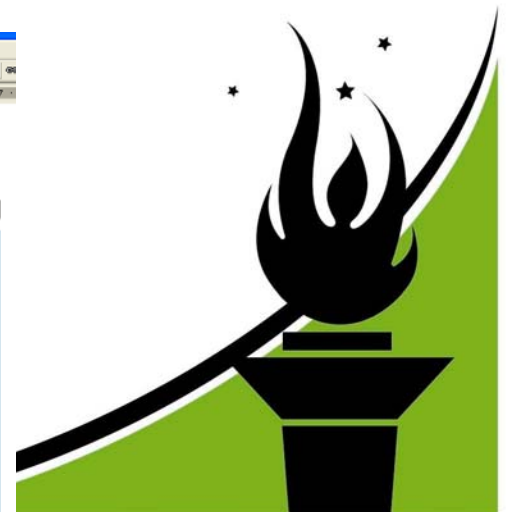
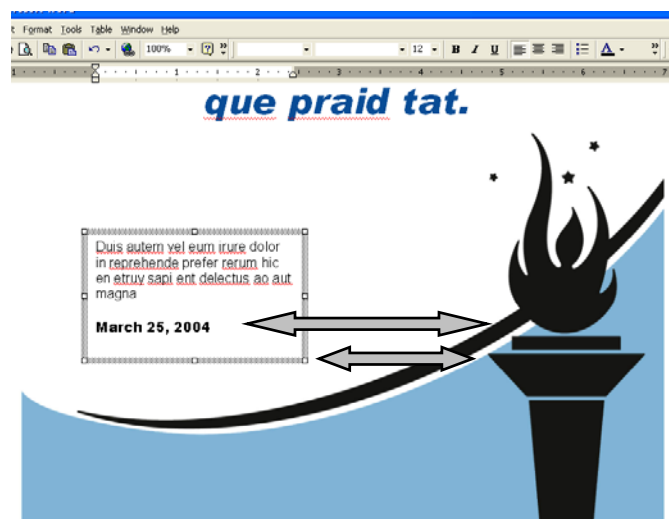
Formatting continued . . .

Figure 24



- All text in the secondary text box should be aligned left.
- The secondary text box should be positioned roughly parallel with the trapezoid-like base of the torch, with the date line of the text positioned roughly parallel with the base of the flame. (See Figure 25) To view and regulate this position, click the frame of the text box so it is selected. Right click the frame, and select “format text box” from the drop-down menu. Click the layout tab in the formatting menu, and click the “advanced” option. Under the picture position tab, select “absolute position” from the vertical options. (See Figure 16 on page 39) It should read “6.63” below paragraph.” If it does not, select the proper figures from their respective pull-down menus.

Figure 25





Flyer (B)

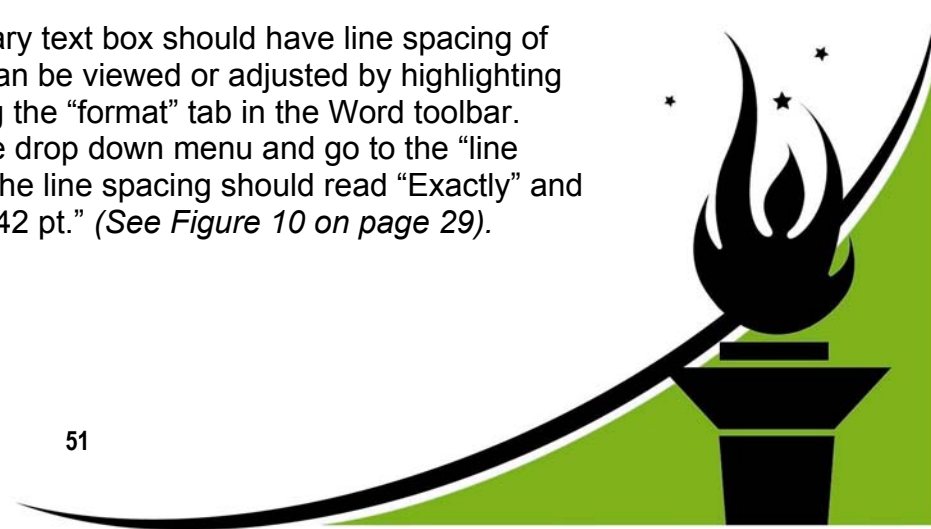
Formatting continued . . .

- The secondary text box should also be positioned horizontally so that it spans from the left margin of the page to roughly left-center of the SOMI logo. (See Figure 26) To view and regulate this position, follow the same instructions as the previous section, but select “absolute position” from the horizontal options. (See Figure 17 on page 40) It should read “0.63” to the left of column.” If it does not, select the proper figures from their respective pull-down menus.

Figure 26



- The body text in the primary text box should have line spacing of “exactly” 42-point. This can be viewed or adjusted by highlighting the body text, and clicking the “format” tab in the Word toolbar. Select paragraph from the drop down menu and go to the “line spacing” selection box. The line spacing should read “Exactly” and the “at” box should read “42 pt.” (See Figure 10 on page 29).





Flyer (B)

Formatting continued . . .

Font Sets and Sizes

- The event title in the primary text box should be 28-point Arial Black font, italicized and centered.
- The body text in the primary text box should be 32-point Arial Black in the background font color, italicized and centered.
- The body text in the secondary text box should be 12-point Arial, aligned left.
- The date line of text in the secondary text box should be 12-point Arial Black.





Flyer (B)

Troubleshooting

Text boxes

Problem: Portions of the text are not appearing in the text box.

Solution: Although the text box has a fixed size on the page, text does not necessarily stop at the bottom of the box. This can be alleviated by selecting the text box and lengthening it, using the middle-bottom resizing square.

Problem: There is overlapping text in the document.

Solution: This is a result of text being dragged outside the text box area. To adjust, select the text box, and move it with the up or down arrows on the keyboard until the misplaced text is accessible. Then, click the cursor before the first letter of the misplaced text. Press delete, carefully once at a time, until all of the misplaced text is removed. Reposition the text box with the up and down arrows.

Problem: The text box is overlapping the graphics/in the wrong position.

Solution: The text will overlap the graphics if the stationary text box is moved or adjusted. If the text box moves, press and hold "Ctrl" and then press "Z" (or select "undo" from the edit menu of the Word toolbar). This should return the text box to its original position.





Flyers (B)

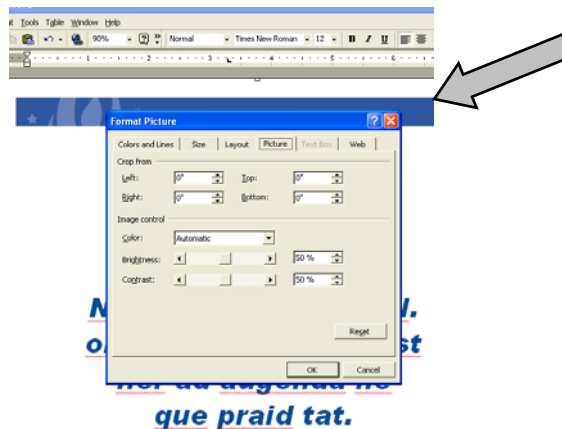
Troubleshooting continued . . .

Miscellaneous

Problem: I have accidentally opened a “format picture” dialogue box.

Solution: If any area outside of the two text boxes is double-clicked, a “format picture” dialogue box may appear. (See Figure 27) If the box appears, do not make any selections or changes. Click cancel to return to the document, or click the close button. If you do mistakenly make a change, press and hold “Ctrl” and then press “Z” (or select “undo” from the edit menu of the Word toolbar). This should negate any changes you have made.

Figure 27





Special Olympics
Michigan

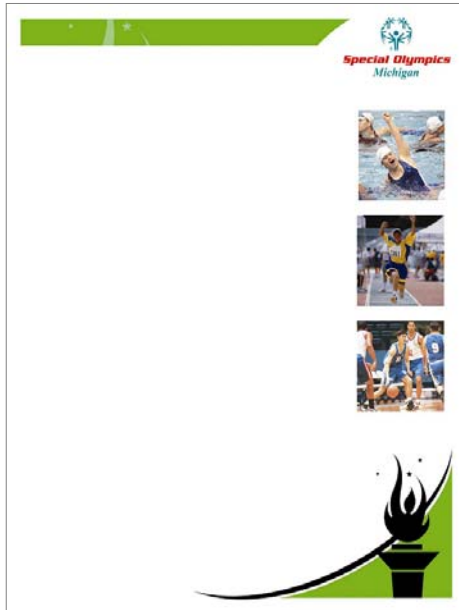
MEDIA INSERT SHEETS



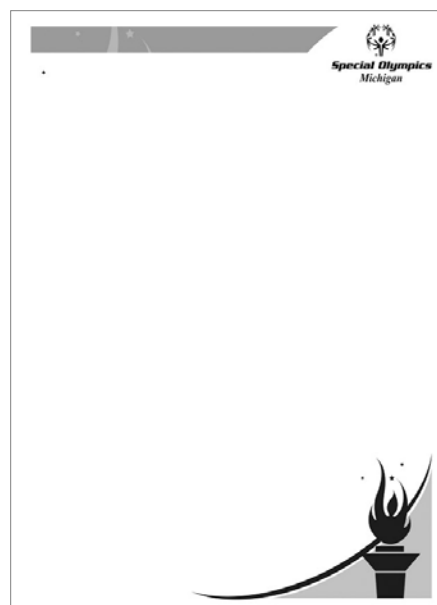
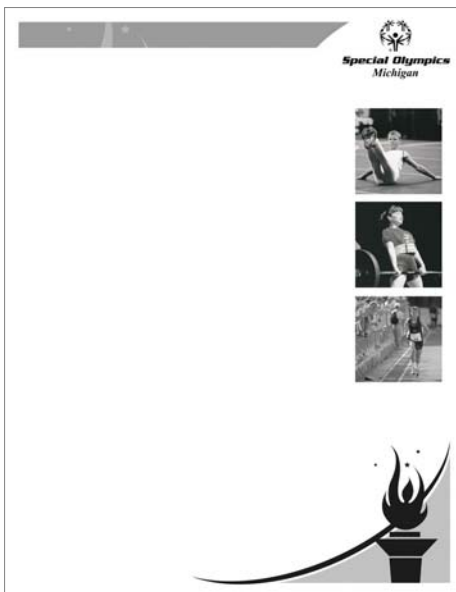


Special Olympics
Michigan

Media Insert Sheets
Full Color



Media Insert Sheets
2 Color





Media Insert Sheets

Formatting

General Guidelines

- All text should be Arial font, aligned center.
- All text within the media insert sheets should be contained in one text box, which should remain below the SOMI logo. To view and regulate this position, click the frame of the text box so it is selected. Right click the frame, and select “format text box” from the drop-down menu. Click the layout tab in the formatting menu, and click the “advanced” option. Under the picture position tab, select “absolute position” from the vertical options. (See *Figure 16 on page 39*) It should read “0.38” below paragraph.” If it does not, select the proper figures from their respective pull-down menus.
- The text box also should maintain a static position horizontally on the page. To view and regulate this position, follow the same instructions as the previous section, but select “absolute position” from the horizontal options. (See *Figure 17 on page 40*) It should read “-0.63” to the left of column.” Be sure the value contains the negative (-) sign before it. If it does not, enter the proper figure into the window.
- The body text in the text box should have line spacing of “at least” 14-point. This can be viewed or adjusted by highlighting the body text, and clicking the “format” tab in the Word toolbar. Select paragraph from the drop down menu and go to the “line spacing” selection box. The line spacing should read “At least” and the “at” box should read “14 pt.” (See *Figure 10 on page 29*)
- The bulleted items at the end of the body text should have line spacing of “at least” 14-point. This can be viewed or adjusted by following the same instructions as the previous section.
- The bulleted items should have a “hanging indent.” This means that any bulleted text exceeding one line will drop to the following line, but will not move to the left margin. (See *Figure 28 on page 58*) It will instead remain flush with the previous line. To view or adjust the hanging indent, highlight the bulleted text. Click the “format” tab in the Word toolbar, and select paragraph from the drop down menu. The “special” selection box under indentation should read “hanging,” and the “by” box should read 0.25.” (See *Figure 29 on page 58*)





Media Insert Sheets Formatting continued . . .

Figure 28

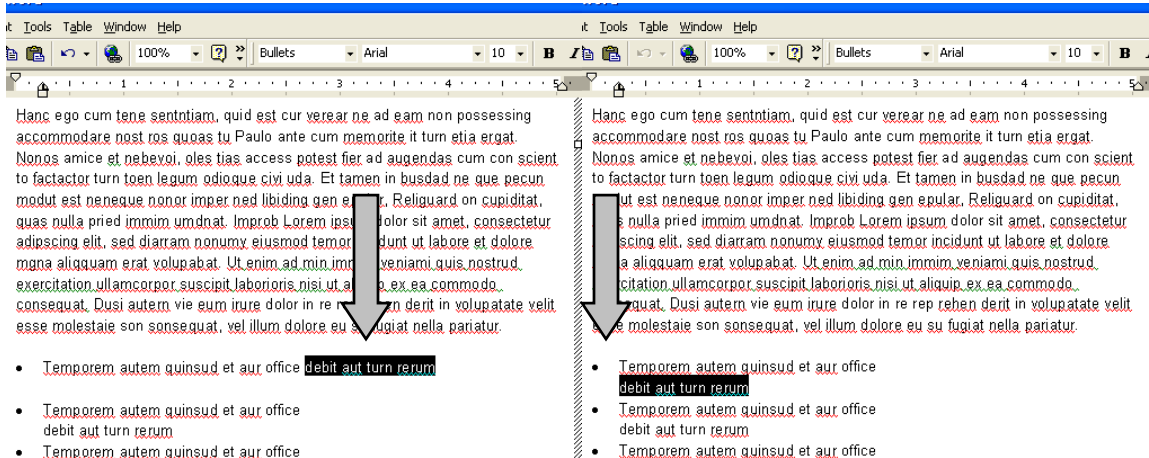
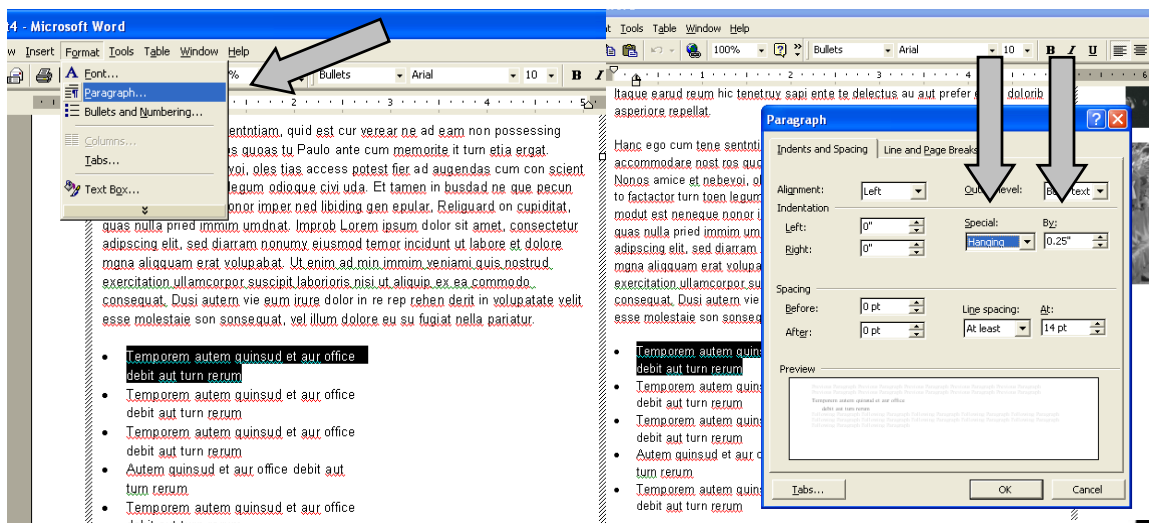


Figure 29





Media Insert Sheets

Formatting continued . . .

Font Sets and Sizes

- The header in the body text should be 12-point Arial Black font, bold and aligned left.
- The body text should be 10-point Arial font, aligned left.





Media Insert Sheets

Troubleshooting

Text box

Problem: Portions of the text are not appearing in the text box.

Solution: Although the text box has a fixed size on the page, text does not necessarily stop at the bottom of the box. This can be alleviated by selecting the text box and lengthening it, using the center-bottom resizing square.

Problem: There is overlapping text in the document.

Solution: This is a result of text being dragged outside the text box area. To adjust, select the text box, and move it with the up or down arrows on the keyboard until the misplaced text is accessible. Then, click the cursor before the first letter of the misplaced text. Press delete, carefully once at a time, until all of the misplaced text is removed. Reposition the text box with the up and down arrows.

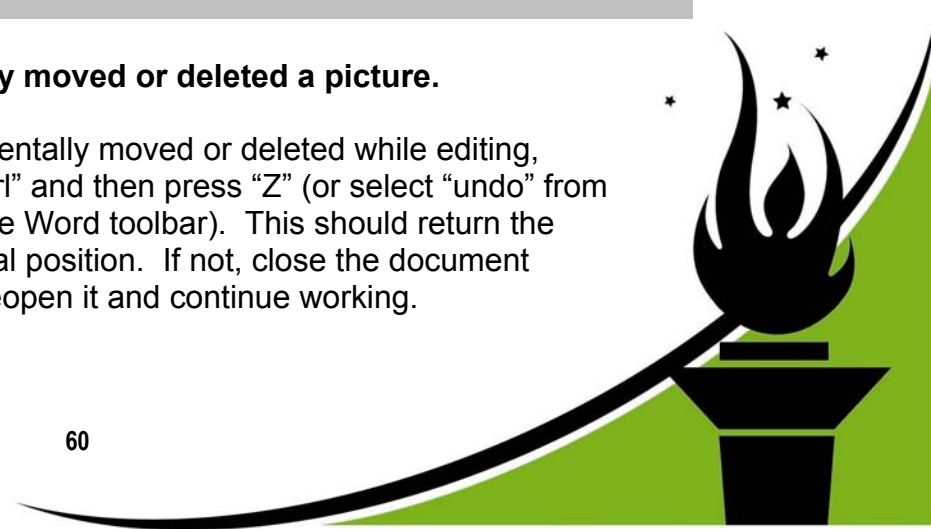
Problem: The text box is overlapping the graphics/in the wrong position.

Solution: The text will overlap the graphics if the stationary text box is moved or adjusted. If the text box moves, press and hold “Ctrl” and then press “Z” (or select “undo” from the edit menu of the Word toolbar). This should return the text box to its original position.

Pictures

Problem: I have accidentally moved or deleted a picture.

Solution: If a picture is accidentally moved or deleted while editing, press and hold “Ctrl” and then press “Z” (or select “undo” from the edit menu of the Word toolbar). This should return the picture to its original position. If not, close the document without saving. Reopen it and continue working.





Media Insert Sheets

Troubleshooting continued . . .

Problem: I have accidentally opened a “format picture” dialogue box.

Solution: If a picture (or any area outside of the text box) is double-clicked, a “format picture” dialogue box may appear. (See *Figure 27 on page 54*) If the box appears, do not make any selections or changes. Click cancel to return to the document, or click the close button. If you do make a change, press and hold “Ctrl” and then press “Z” (or select “undo” from the edit menu of the Word toolbar). This should negate any changes you have made.

Bullets

Problem: I have accidentally deleted a bullet.

Solution: If a bullet is accidentally deleted while editing, press and hold “Ctrl” and then press “Z” (or select “undo” from the edit menu of the Word toolbar). This should return the bullet to its original position. If it does not return, click on the position where the bullet should be, then click the “Bullets” button from the formatting toolbar. (See *Figure 19 on page 44*)

Problem: I have accidentally added a bullet.

Solution: If a bullet is accidentally added while editing, press and hold “Ctrl” and then press “Z” (or select “undo” from the edit menu of the Word toolbar). This should remove the unnecessary bullet. If it does not, click the area in front of the bullet, then click the “Bullets” button from the formatting toolbar. (See *Figure 19 on page 44*)

Problem: I need to add another bulleted item to the list.

Solution: To add another bulleted item to a list, click after the final Character of the previous section. (See *Figure 20 on page 44*) Hit “enter” on the keyboard and another bullet will be added.





Media Insert Sheets

Troubleshooting continued . . .

Problem: The text for a bullet spans the length of the page, instead of dropping to the next line.

Solution: The bullet text is designed to have a much more narrow margin than the body text. If this text is spanning the length of the margin, click before the first character of the improperly formatted text. Hit “enter,” and the text should drop to the next line. (See Figure 30) If another bullet is added when this is done, click on the new line of text and click the “Bullets” button from the formatting toolbar, (See Figure 19 on page 44) and “tab,” if necessary. All bulleted text should now be uniform.

Figure 30

