

1. **Click** the HBCC Guide Sheet Template (click to download)
2. The template will automatically be downloaded to your computer
3. You must open the newly downloaded template using the **Word application**; if you open the template in the Word browser (the internet) you will not be able to use the template!

#### On a Mac

1. Go to your Downloads folder.
2. Right-click the file (or Control-click).
3. Choose Open With → Microsoft Word.

#### On a PC

1. Go to your Downloads folder.
2. Right-click the file.
3. Select Open With → Word.

4. If you are copying and pasting an image, **avoid distorting that image by only using the upper left arrow to re-size**; you can see the image below is smaller but not distorted



5. **\*\* Early Learning State Guidelines-** this is still being created at National Center. If you know your state Early Learning Guidelines/Pre-K State Standards, please insert. If not, you can delete this section on the Guide Sheet until it becomes available.
6. Continue to add or remove any content you choose