

# Missouri Hospital Association Board of Trustees Orientation Manual Instruction Guide

The Missouri Hospital Association's *Board of Trustees Orientation Manual* has been designed to make it easy for you to develop and customize an Orientation Manual to your hospital. The document is a Microsoft Word template that enables you to quickly and easily add and delete content to modify the manual to your organization's unique needs.

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## Customizing the Orientation Manual

To customize the document, simply follow the steps outlined below. "Please note: Instructions may vary depending on your version of Microsoft Word."

- **Open** the document on your computer (it should open in Microsoft Word).
- **Select "Save As,"** and choose the location where you want to save the file and the name you want to save it as. This will ensure that you do not replace the existing template in case you need to reference the original document at another time. After you perform the "save as" function, you may press the save button at any time to save the most current version of your edited document in the location you specified. It is strongly suggested that you save your document after every step in the process to ensure that you don't lose any of your revisions.
- **Find and replace** [Hospital Name] with your hospital's name. To use the "find and replace" function, select "Replace" from the Microsoft Word home tab. When the pop-up window appears, type [Hospital Name] in the "find what" box. Type your hospital's name into the "replace with" box. Make sure you include the brackets ( [ ] ), not parentheses, around "Hospital Name" to ensure that you replace the correct placeholders. Do not put brackets around your hospital's name. For example, if your hospital name were Anytown Community Hospital, you would complete the form as follows.
  - Find what: [Hospital Name]
  - Replace with: Anytown Community Hospital
- **Replace all gray text areas with your organization's specific information.** As you scroll through the document, you will see sections highlighted in gray, indicating an area in which you need to insert your organization's information. For example, under "Our Mission, Vision and Values," there is a gray area that says, "[Insert your mission statement here]." Click on the gray area, and begin typing. The gray area and prompt text will disappear, and your text will appear in its place. You will find these gray areas throughout the document. Make sure you scroll through the entire document to ensure that all gray boxes have been replaced with your information.
  - There may be sections within the document that are not relevant to your organization. When this occurs, simply delete the sections that do not apply.
- **Change the document headers and footers.** Edit the document headers and footers by selecting "View – Header and Footer" from your Microsoft Word menu.

- If you have not already done so, replace the “[Hospital Name]” in the header with your organization’s name.
- Scroll down to the bottom of the page, and replace the word “[Date]” with the correct date.
- **Remove any sections that do not apply to your organization.** Review the document to ensure that all sections included in the manual apply to your hospital and board. Delete any sections or subsections that are not applicable.
- **Update the table of contents** to reflect the accurate page numbers and section headers, based on the edits you made to the document. If you removed any sections, make sure you delete those sections from the table of contents as well. It is strongly recommended that you print the document to verify that the table of contents reflects the correct page numbers.
- **Spell check** the entire document by selecting “Review – Spelling and Grammar” from your Microsoft Word menu.
- **Print** the document, and review it carefully before printing.

### About the Orientation Manual Document

- The Orientation Manual uses various sizes and styles of Times New Roman type font.
- Page breaks are inserted between each section. If you unintentionally remove a page break, you may add a new page break by placing your cursor at the end of the section where you want the page break to appear, and selecting “Insert – Page Break” from the Microsoft Word menu.
- The Manual uses “line spacing” to create the spaces between paragraphs. To edit the line spacing, highlight the section you want to modify, right click and select “Paragraph.” Look under the section titled “spacing,” and increase or decrease the amount of line spacing in the “after” section.
- To insert an image (such as board members’ pictures or an organizational chart), place the cursor where you want the image to appear and select “Insert – Pictures” from the Microsoft Word menu. Use the pop-up window to find the image in your files you want to insert, select the picture and press insert.
- To add or remove rows from a table, use the Table menu option.
  - To delete a row, place your cursor inside the row you want to delete. Select “Table – Layout – Delete – Rows,” and the row(s) you have highlighted will delete.
  - To add a row, place your cursor in the row you want to add another row above or below. Select “Table – Layout – Insert Above or Insert Below,” depending on whether you want the new row to appear above or below the row your cursor is in.

If you have questions about the document or need assistance, please contact Dana Dahl at [ddahl@mhanet.com](mailto:ddahl@mhanet.com) or 573/893-3700, ext. 1314.