

October 1988

# TextFrame

## Policies and Instructions for Producing Presentation Materials

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# Foreword

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The Office of Publishing and Communications (OPC) developed the software program TextFrame (TF) to enable GAO to economically and efficiently develop presentation materials. A proficient user of WordPerfect (WP) can use TF on an IBM PC to produce the text for 35-mm slides, handouts, transparencies, and presentation boards. To automatically convert the words and data on a computer diskette to this wide range of presentation media, OPC established consistent design specifications that are compatible with various hardware and software components. These two features, consistency and compatibility, enable GAO to automate production by using the customer's keystrokes to make all the presentation materials.

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## Advantages of Automation

Automating production offers two important benefits; it enables GAO to

- save considerable staff-hours that were formerly consumed in rekeying information and proofing it again (e.g., turnaround time for producing slides through TF has decreased from 5 days to 24 hours if the submitted disk is in final form) and
- use internal computer-graphics technology to replace expensive, labor-intensive manual production of materials (e.g., the cost of each narrative slide has decreased from about \$35, the former cost for vending, to less than \$1, for those produced internally).

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## Importance of Quality Assurance

The quality of presentation materials greatly affects how well a speaker can communicate a message. Their appearance and content reflect on both the speaker and the organization. OPC has developed this guidance to enable GAO's presentation materials to achieve the same standards of excellence that apply to published reports. By using TF and following these instructions and procedures, your presentation materials will have a visual identity that is consistent with the Visual Communication Standards. TF automatically provides such features as the logo, the number and placement of lines, the correct colors, and the location of bullets.

You, the customer, are responsible for ensuring that your text communicates clearly and that your message adheres to GAO editorial policy. To help you, chapter 3 of this manual, "Preparing Your Presentation in TF," explains the GAO writing and editing policy that all presentation materials must follow. You will save time if you become familiar with these standards before you start drafting your text. Carefully reviewing your text to ensure that it adheres to these standards before requesting a

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**Foreword**

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product from OPC's Production Management Unit will enable you to most efficiently produce a high-quality product.

A handwritten signature in black ink, reading "Larry E. Rolufs". The signature is written in a cursive style with a large initial "L" and a long horizontal stroke at the end.

Larry E. Rolufs, Director  
Office of Publishing and Communications

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**Abbreviations**

DOS	disk operating system
DOS.TXT	disk operating system text file
GAO	General Accounting Office
IBM	International Business Machines
OPC	Office of Publishing and Communications
PC	personal computer
TAG	Technical Assistance Group
TF	TextFrame
WP	WordPerfect

# Getting Started

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## Process Overview

- Use your IBM PC to produce a draft of all narrative frames. If your show contains any frames with tables (tabular material will not align in TF), charts, photographs, or illustrations, these frames must be sent to a commercial contractor and require a turnaround time of 5 workdays.
- Read chapter 3, "Preparing Your Presentation in TF." Ensure that the entire product is in final form by having it reviewed, edited, and proofed before submitting a request for OPC services.
- If you need your product on the same day, use the laser printer in the Publishing and Communications Service Center (rm. 4827, 275-5917) to produce handouts of narrative frames. The center also has a transparency maker with which you may make one-color, overhead transparencies from handouts.
- If you need slides, contact the customer service desk of the Production Management Unit (PM Unit) in room 4834, 275-5590. To process a request for slides, the PM Unit must receive the entire product.
- If all your frames are narrative, slides can be produced within 24 hours (depending on the already scheduled work load).

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## How to Obtain the TF Program From the Center

You can duplicate the TF program and pick up copies of these instructions from OPC's Service Center. Bring a blank, formatted disk to the center and follow the directions below. (See your unit's Technical Assistance Group [TAG] if you need help in formatting a disk or if you want to use a "system" disk to run the program because your computer does not have a hard disk.)

- Put your blank, formatted disk in disk drive "b."
- When a menu appears on the screen, select the number corresponding to "Transfer Program to Your Computer."
- Select "TextFrame" and follow the screen's instructions.

When you have completed these instructions, the disk in drive "b" contains the program.

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## How to Copy and Use TF If Your IBM PC Has a Hard Disk

To load the program, follow the directions in the Workstation Handbook. (See ch. 2, p. 1.) For example, type **copy b:tf.exe** after the "c" prompt.

To use the program, do the following:

- Exit to DOS when the applications menu appears on the screen.
- Insert a formatted disk in "a" drive.

- Enter **tf** after the "c" prompt. (Our instructions for TF usually refer to using disk drive "a"; if you use drive "b," substitute that letter in the commands.)

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### How to Use TF If Your IBM PC Does Not Have a Hard Disk

- Place the TF program disk into the "a" drive.
- Type **a:tf** to run the program.

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### How to Exit the Program

- Press **F7** to go back to the main menu.
- Press **F7** to quit.
- To retain new work or revisions, save the show (with a new name) or replace the show (with the former name) before exiting. Be sure to specify which drive (e.g., **a:filename**) you are using.

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### Whom to Contact for More Information

For help using the TF program, contact the hotline in the Publishing and Communications Service Center (275-5917, rm. 4827).

For programming issues, contact Joe Carmel, OPC's Applied Technology Unit (275-1145, rm. 4411).

For design issues, contact Kim Wheeler, OPC's Graphic Design Branch (275-0003, rm. 4432), or Jane Ervin, OPC's Automated Services Branch (275-5279, rm. 4432).

For writing issues, contact Jean Brady, OPC's Writing Resources Branch (275-8593, rm. 4528).

For production issues, especially concerns about vending out frames containing tables, charts, photographs, or illustrations, contact Julio Luna, OPC's Production Management Unit (275-7311, rm. 4832).

# Using the TF Program

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## TF Features

TF allows you to produce concise narrative for presentation materials, such as slides, transparencies, and handouts. You cannot produce tables or charts using TF. If your show contains tables, charts, photographs, or illustrations, these frames must be sent to a commercial vendor. (See pp. 23-24.)

TF does not underline or right justify; it uses the insert (rather than typeover) mode.

TF's main menu links the program's three secondary menus. To move to any of the three secondary menus, you must first return to the main menu. Use the **F7** key to return to the main menu and to leave the TF program. (TF's menu structure is illustrated on p. 9.)

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## Depth of Frame

Each frame allows a maximum of 2 lines for the heading, which follows the GAO logo, and a maximum of 12 lines for text. TF prevents you from typing more than 12 lines in each frame.

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## Line Length

The number of characters per line varies because all TF products (except the PC-printed draft) use proportional spacing (the width of the letters differs, e.g., an "i" is thinner than an "m"). Thus, the right margin on the PC screen differs from line to line, depending on the widths of the particular letters in that line.

To help you produce a draft, a counter appears at the top of the screen (not on the product itself). As you enter text on each line, the counter numbers increase. A single tone warns you when the total equals the maximum line length. You cannot add more characters after the tone sounds.

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## Appearance of the Screen Image

After you "press any key to begin," a blank first frame for entering your draft text appears on the screen. The screen's top line, which does not appear on the product, indicates

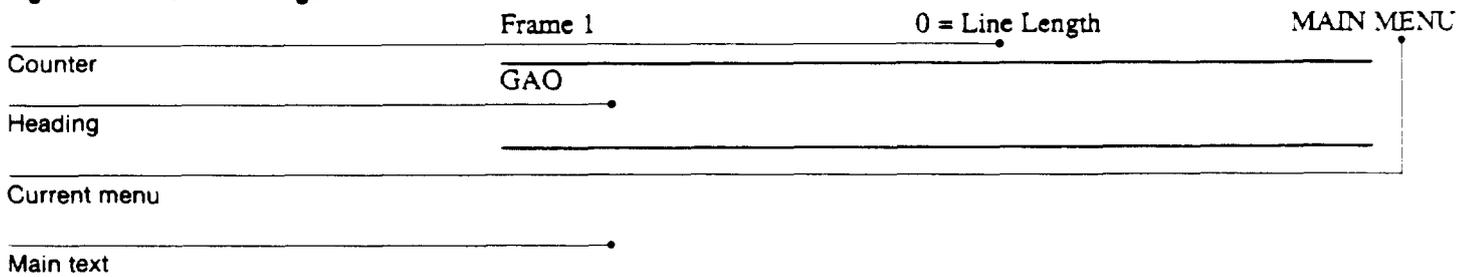
- the number of the current frame (at the left-hand corner);
- the total number of units (in the center of the top line) used up by the characters on the current line; and
- the current menu (at the right-hand corner).

A frame consists of

- a heading area, designated by horizontal rules above and below the GAO logo, in which you must type a heading not to exceed 2 lines;
- a main text area, in which you may type no more than 12 lines; and
- a bottom rule.

The screen's bottom line, which does not appear on the product, shows the specialized functions available to you in the current menu.

Figure 2.1: TF Screen Image



Functions • F1 FILE F2 WORK F3 ASSEMBLE F7 QUIT

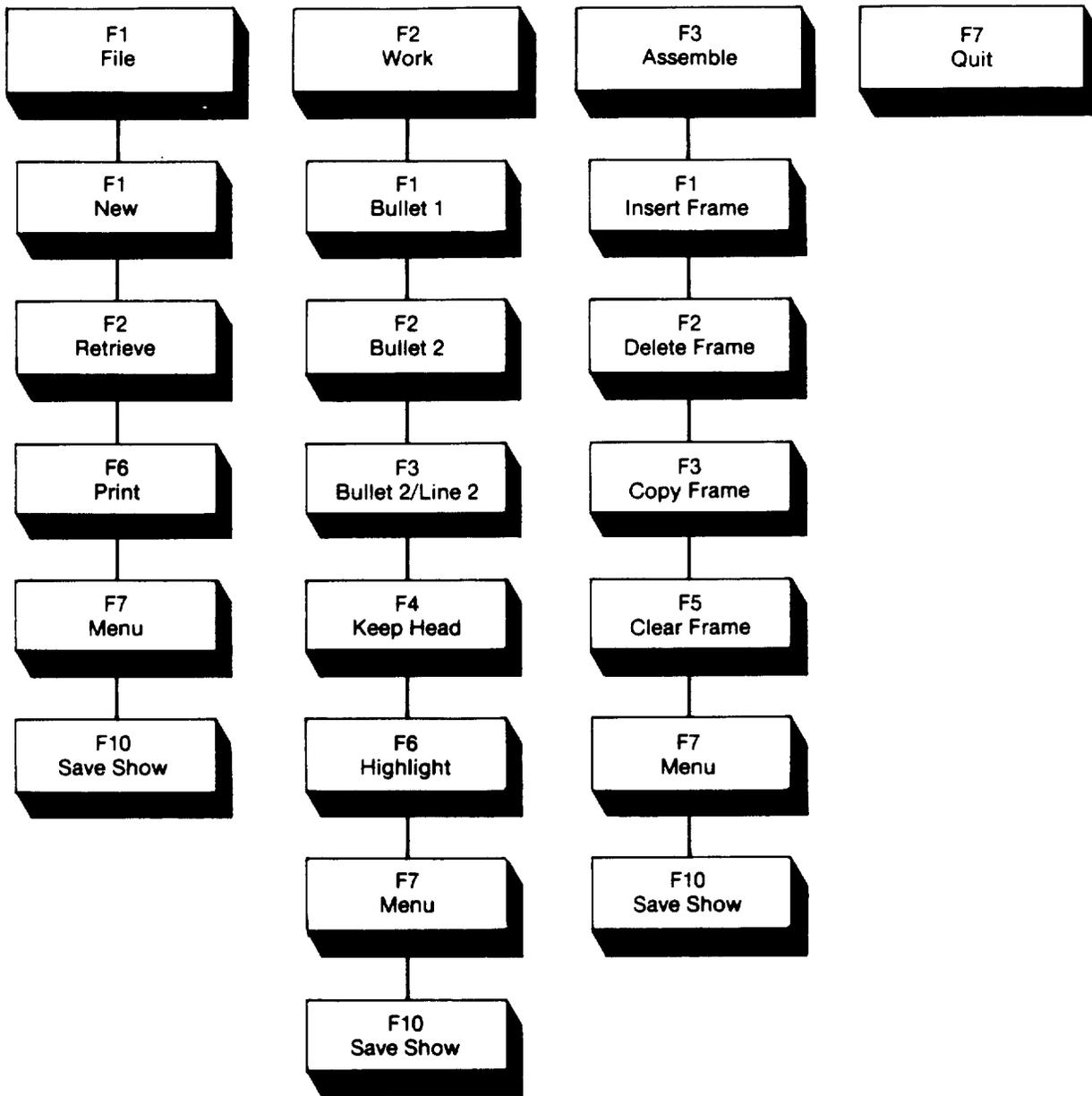
## Functions of the Four Menus

To access the functions within TF's four menus, use the function keys on the left pad of the computer keyboard.

Below is a picture of TF's menu structure. The **F7** key is the central link to the main menus. The TF program structure is analogous to a main hallway leading to three separate rooms that are each equipped to perform specialized functions. The only entrance to each of these rooms is through a hallway with **F7** as the key. Once you are in the hallway, **F7** lets you leave the TF program.

While you are using the TF program, a message in the upper right corner of the screen indicates which menu (hallway or room) you are in.

Figure 2.2: TF Menus



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## Main Menu

The main menu enables you to select one of the three following secondary menus:

- **F1** moves you to the file menu.
- **F2** moves you to the work menu.
- **F3** moves you to the assemble menu.

Note: F7 enables you to “quit” the TF program.

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## File Menu

By entering the file menu, you can work on an entire show by using the following functions:

- **F1** clears the present show from the screen and enables you to start a new show. (When you enter TF, you automatically have a new screen.)
- **F2** retrieves a show from the disk. You must indicate whether the file is in “a” or “b” drive before entering your show’s name (e.g., **a:showname**).
- **F3** prints all or selected frames in your show.
- **F7** returns you to the main menu.
- **F10** saves the show on the disk.

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## Work Menu

By entering the work menu, you can easily draft or revise individual frames by using any of the following features:

- **F1** creates a first-level bullet.
- **F2** creates a second-level bullet.
- **F3** aligns carryover lines with second-level bulleted items.
- **F4** repeats the header on the next slide automatically.
- **F6** highlights (Hghlt) text so it will appear bolded on handouts and white on a slide.
- **F7** returns you to the main menu.
- **F10** saves the show on the disk.

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## Assemble Menu

By entering the assemble menu, you can work on the structure of the entire show by using the following functions:

- **F1** inserts a frame.
- **F2** deletes a frame.
- **F3** copies a frame whose number you supply.
- **F5** clears a frame.

- **F7** returns you to the main menu.
- **F10** saves the show on the disk.

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## Essential Keystrokes

Press **Enter** to begin each new line; TF does not “wrap” text.

To delete, use the following commands:

- **Backspace** deletes the character immediately to the left.
- **Del** deletes the character above the cursor.
- **Ctrl + End** deletes to the end of the line.

To move around in the text, use the following commands:

- **Home** moves the cursor to the beginning of a line.
- **Ctrl + Left or Right Arrow** moves the cursor word by word.
- **End** moves the cursor to the end of the line.
- **PgDn** moves the cursor to the next frame.
- **PgUp** moves the cursor to the previous frame.
- **Ctrl + PgUp** moves the cursor to the first frame. (Home + Home + Up will not work.)
- **Ctrl + PgDn** moves the cursor to the last frame.
- **Ctrl + Home** and then **frame number + Enter** moves the cursor to a specific frame.

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## Utility and Printing Functions

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### Save a Show

- Press **F10** (from any secondary menu).
- If a current file name appears, press **Enter** to keep that name.
- To change the name or enter a new name, after the prompt “Enter File Name?” enter the appropriate disk drive followed by a colon and the file name (e.g., **a:filename**). If a file already has this name, this prompt will appear: “File Already Exists.” Press **Y** in response to the question “Replace a:filename (Y or N)?”.

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### Retrieve a Show Previously Created

- Go to the file menu. (Press **F1** if you are in the main menu.)
- Press **F2** (retrieve).
- Type **a:filename** after the prompt “Enter File Name.”

- Press **Enter**.
- 

### Start a New Show on the Same Disk

- Go to the file menu.
  - Press **F1** (new).
  - Press **Y** in response to the prompt "Clear This Show?" (The screen will provide a blank first screen and indicate that you are in the work menu.)
- 

### Copy a Frame

- Go to the assemble menu.
- Press **F3** (copy frame).
- After the prompt "Copy Frame #?" **enter number of frame** you want to copy.
- After the prompt "Copy Frame #?" **enter number of frame** you want it to become.
- If you want to see that frame, press the **Ctrl + Home** keys and enter the appropriate frame number.

Note: The frame number appears on the screen's upper left-hand corner. The TF program automatically renumbers frames. Currently, TF moves slides individually rather than by groups.

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### Delete a Frame

- Go to the assemble menu.
  - Press **F2** to delete the frame from its former position.
  - Type **Y** after the prompt "Delete Frame (Y or N)?".
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### Move a Frame

- Follow the steps for copying a frame.
  - After the prompt "Go to Frame #?" **enter number for former frame position**.
  - Follow the first two steps for deleting a frame.
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### Obtain Files Directory

- Exit the TF program.
- Use either of the following: (1) put the cursor on the appropriate selection in the menu or (2) use the DOS command (e.g., **dir a:**).

Note: Showing the files directory makes you leave the TF program. To resume using TF, type **TF** at the "c" prompt.

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## Print a Draft of Your Show at the PC

- Go to the file menu.
- Press **F3** (print).
- At the prompt "Which Frames (e.g., 1-5 or \* for all)?" enter **specific frame numbers** or \* for entire file.
- Press **1** (dot matrix printer) or **2** (letter-quality printer).
- Align paper's top edge in printer to "set printer."
- Press any key.

Note: The text for three frames will fit on each page. To cancel a print command, press **Esc** and follow the directions on the screen. (WP cancellation instructions will not work.)

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## Duplicate a Disk or a File

- Enter **DOS**.
- Put original disk in drive "a."
- Put formatted disk in drive "b."
- After any prompt, type (with correct spacing) either of the following commands:
  - **copy a:\*.b:** (which copies an entire disk) or
  - **copy a:filename b:** (which copies a file).
- Press **Enter**.

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## Use of WordPerfect Speller

- Exit **TF**.
- Enter **WP**.
- Use "text in/text out" to retrieve the file you wish to check.
- Use **Shift + F10** to access WP speller. (See Workstation Handbook, ch. 4.)
- Scroll through the document. Do not make any changes to the file while you are in **WP**. Mark any changes on your draft hard copy.
- Exit **WP** and enter **TF**.
- After you have entered all revisions, save your show.

Note: **TF** creates a **DOS.TXT** type file with a number in the beginning of each line, followed by the text for that line. The number identifies the type of line (e.g., bold or bullet). Although the **WP** speller can be used, make your revisions within the **TF** program to ensure proper file storing.

# Preparing Your Presentation in TF

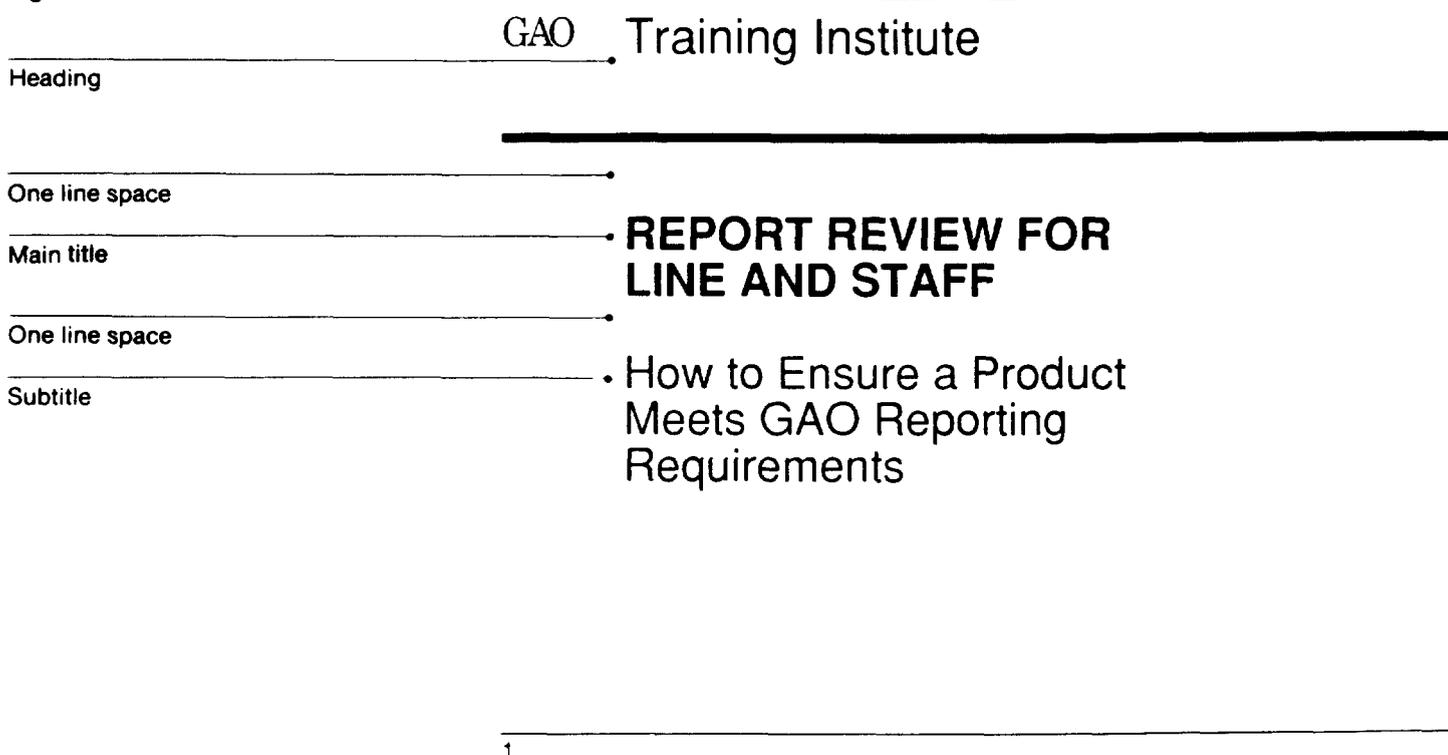
## Making TF Work Best for You

TF is designed to be used with short, concisely conveyed ideas. Express your ideas as key phrases; you need not use complete sentences. Use well-known acronyms and abbreviations; verbally identify them when you make your presentation.

## Setting Up Your First Frame

The first frame in TF provides your presentation's title.

Figure 3.1: Title Frame



In the heading area, after the GAO logo, type the name of the sponsoring organization, group, or presenter.

- Limit the length to two lines. (TF will not let you type more than two lines in the heading area.)
- Use headline style of capitalization. Capitalize the first letter of all important words, such as all nouns, verbs, adjectives, adverbs, and

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prepositions with four or more letters. (See GAO's Editorial Style Manual, p. 21, and Words Into Type, pp. 146-48.)

- Do not highlight (bold) any text typed in the heading area. (TF prevents highlighting in the heading area.)

On the second line in the main text area, type your presentation's title.

- Limit the length to two lines.
- Use all capital letters. Make sure you capitalize the "s" in possessive acronyms, as in "HUD'S XYZ PROGRAM." (See the Editorial Style Manual, p. 5.)
- Use **F6** to highlight your title in the text area.

If your title consists of two parts, insert one blank line before your subtitle. Limit the subtitle to three lines. Capitalize the first letter of each important word. Do not highlight the subtitle or use a colon to separate it from the main title.

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## Typing Your Text

Successive frames contain the text of your show. Press **PgDn** to go to the next frame.

In the heading area after the GAO logo, type the heading (i.e., name) for that particular section of your presentation.

- Limit the line length to two lines. (TF will not let you type more than two lines in the heading area.)
- Capitalize the first letter of all important words.
- Your heading should stand alone; it should not be a lead to bulleted items. However, the text that follows the topic named in a heading may be bulleted without an introductory lead to help an audience distinguish between the items and to emphasize their equality.
- Do not bold any part of heading.
- Use **F4** to automatically repeat your heading for a series of related frames. (See fig. 3.3, p. 17.)

In the text area of each frame, type your narrative in concise statements. Start entering text on the first line, and double-space between statements or bullets.

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Figure 3.2: First Frame With Text

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Heading

GAO Criteria

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Running text

- Paper Work Reduction Act requires OMB to perform 20 different tasks. GAO concluded OMB did not complete the 20 tasks and therefore was deficient.

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- Capitalize the first word of each statement, even if it is not a sentence, and all proper nouns and adjectives.
- Do not continue a single line of text or split a bulleted item from one frame to the next.
- Do not hyphenate words other than words that normally have hyphens, such as "court-martial."
- Use only quotation marks, not indentation, to designate quoted material because of TF's short line length.
- Do not indicate that frames are to be continued.

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## Highlighting

You may highlight (bold) selected phrases to emphasize their importance by using the **F6** key. Avoid overusing this function in your narrative because the more you do it, the less effective it becomes.

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Figure 3.3: Frame With Highlighting and Repeated Heading

Repeated heading

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## GAO Criteria

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Quoted material

• "Uses applicable official or logically assumed basis for comparison; states valid

Highlighting

• **reason for preferred criterion** when conflicting criteria exist; identifies sources of criteria."

(Report Manual, p. 8-14)

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Highlighted text will be white on slides and boldface on handouts and transparencies.

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## Using Bulleted Items

To bullet an item in a series, press either **F1** (first-level bullet) or **F2** (second-level bullet) with the cursor positioned at the start of that line. TF will automatically position the bullet correctly.

If you want to delete a bulleted item, press either **F1** or **F2**, whichever is appropriate.

When you present information as a series of bullets, express them in parallel structure. Capitalize the first word of a bulleted item only if

- the item expresses a complete thought and therefore ends with either a period or a colon or
- the first word would be capitalized anyway because it is a proper noun or adjective. (See GAO's Editorial Style Manual, ch. 3, for more details on capitalizing and punctuating bulleted items.)

Figure 3.4: Frame With First- and Second-Level Bulleted Items

GAO Basic Question

First-level bullet

- How do we achieve effectiveness and efficiency in report review?

Second-level bullet

- Build cadre of people familiar with quality standards!

Second-line indent of second-level bullet

4

## Preparing Frames That Must Be Vended

You must type the headings for each frame that will later contain tables, charts, photographs, or illustrations. Doing so ensures that all your headings are visually consistent.

In the text area of a vended frame, indicate in parentheses the type of information followed by a slash and the word "vended," as follows: (table/vended) or (photo/vended).

For each vended frame, use a WP file to type all the material you will need to have vended. This includes all data for tables and callouts for figures. (All data should be in upper- and lowercase letters; do not use all capitals.) Use the InstantChart program to produce charts that must be vended for TF shows because this program produces accurate copy for contractors to follow.

Figure 3.5: Table That Has Been Vended

GAO Excess Personal Property Provided to Nonfederal Organizations

Dollars in Thousands					
Federal department/agency	Fiscal year				
	1976	1977	1978	1979	1980
Architect of the Capitol	0	0	0	0	0
Executive Office of the President	\$7,288	\$589	0	0	0
Department of Agriculture					
Grantees	26	108	0	\$4	\$2
Forest Service's Cooperative Forest Fire Control Program	13,282	19,095	\$33,755	14,308	17,938
Cooperative Extension Service	0	0	0	0	0
Department of Commerce					
Grantees	2,410	8,750	1,489	732	137
<b>Section 514 recipients</b>	<b>131,376</b>	<b>273,805</b>	<b>28,300</b>	<b>0</b>	<b>0</b>
Department of the Interior					
Grantees	336	2,089	272	525	375
Bureau of Indian Affairs (furnished to Indian tribes holding federal grants)	0	0	0	0	0

Figure 3.6: Bar Chart That Has Been Vended

GAO Title or Subject Heading  
 Not to Exceed Two Lines

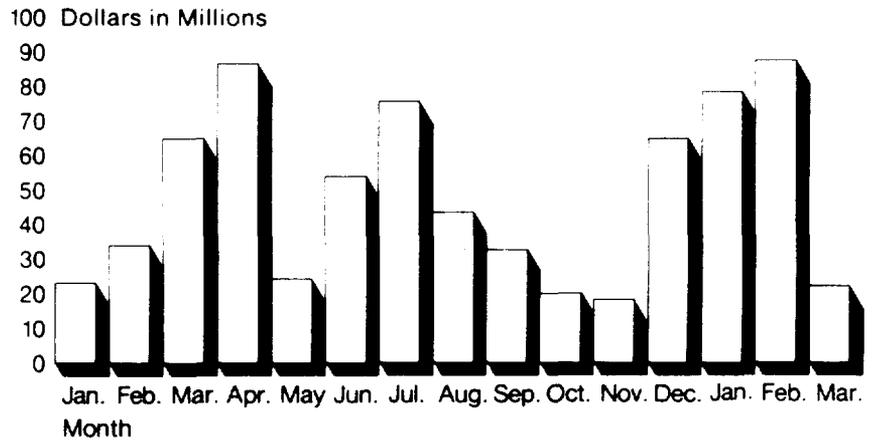
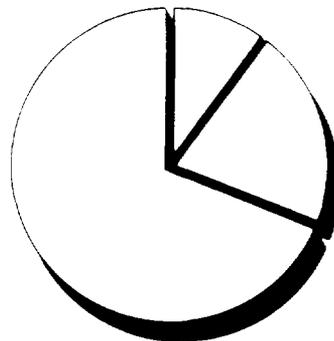
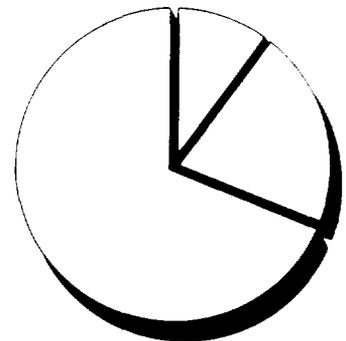


Figure 3.7: Pie Chart That Has Been Vended

GAO Title or Subject Heading  
 Not to Exceed Two Lines



- Cluster pie label is 16pts. Max. line length is 19.06pi.
- Legends can be 1-3 lines.
- Legend boxes must align. Max. # of slices/legends 6.



- Cluster pie label is 16pts. Max. line length is 19.06pi.
- Legends can be 1-3 lines.
- Legend boxes must align. Max. # of slices/legends 6.

# How to Use OPC's Service Center

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## OPC's Service Center

OPC's Service Center contains a self-service PC and a laser printer. If you need to travel to headquarters, call the center (202-275-1584, rm. 4827) to schedule use of the laser printer. This printer is available on a first-come, first-serve basis, except for employees who travel from regions or audit sites—they have priority.

To avoid tying up the center's PC and printer, finish drafting and revising your product before you come to the center. However, if you need to make last-minute corrections after seeing the handouts in the center, you can use the TF program to revise your product on the center's PC.

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## Handouts From a Laser Printer

To produce handouts at the laser printer, do the following:

- Put your disk in the "b" (bottom) drive. (Because the center's PC is an "AT," only high-density disks should be used in the "a" drive.)
- When a menu appears on the screen, select "TextFrame."
- Press **F1** (file).
- Press **F2** (retrieve).
- Enter the drive your disk is in and the file name (e.g., type **b:filename** and press **Enter**).
- Press **F6** (handouts).
- Enter specific **frame number(s)** or \* for entire show.

Notes: You cannot stop the printer once the process starts. If the machine stops printing, it is probably out of paper. Insert plain white paper into the tray under the bin that collects the printed handouts. Printing will automatically resume when a full tray is replaced.

If the last line on the screen says "Waiting for Call" or "garbage" appears on the screen, you have accidentally pressed **Ctrl + Esc**. To return to the screen you left, press **Ctrl + Esc** again. Do not press any other keys.

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## Black and White Transparencies

If you need transparencies, make another set of laser-printed handouts, because the process of making them often wrinkles the originals and a transparency made from a photocopy does not have a clear image. Use the center's transparency maker. Directions are posted by the machine and all necessary materials are there.

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## **Color Transparencies**

If you need color transparencies, use TF to produce the narrative text and follow the same procedures for multicolor slides. (See p. 23.)

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# How to Get Services From OPC's Production Management Unit

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## Vended Frames and Multicolor Slides

OPC must send any frames that contain something other than narrative to a commercial contractor. This includes all tables, charts, photographs, and illustrations. Only narrative frames can be produced in-house—either by you as handouts or black and white transparencies—or by OPC's Automated Services Branch as 35-mm color slides or color transparencies.

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## Why Submitted Copy Must Be in Final Form

Because our internal slide production process for narrative frames is automated (thus requiring no keystroke manipulation), there is no "proof" stage to allow you to review your presentation before it is turned into slides. Therefore, it is OPC's policy that your presentation be reviewed, edited, and proofed before you submit it to the PM Unit for processing. If your organization does not have a writer-editor, request the services of the Writing Resources Branch through the PM Unit.

Since your show must be edited before OPC can accept it for either internal processing or for vending to a contractor, ensure that the entire show is in proper, final form before bringing it to the PM Unit. Read chapter 3, "Preparing Your Presentation in TF," to ensure that your show is properly formatted and adheres to GAO's policies on editorial style.

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## What the PM Unit Needs From You

To obtain slides and/or commercially vended frames, bring the following to the customer service desk in OPC's PM Unit, room 4834 (275-5590):

- a duplicate disk labeled with the file name(s) (see p. 13);
- a PC-generated copy of the "list files";
- a laser-generated copy of the final frames (to provide headings of vended frames);
- the WP-typed copy of frames that will be vended (information for tables, photographs, or illustrations); and
- the final InstantChart hard copy output for chart frames that will be vended.

In addition to specifying the usual information on OPC Form 317 (Request for Graphic Services), you will need to specify the following:

- number of narrative frames on disk (to be processed internally by OPC's Automated Services Branch);

- total number of frames that need to be vended, with a breakdown of how many are charts, tables, photographs, or illustrations (for charts, provide InstantChart output);
- total number of frames in complete presentation; and
- name of individual who edited and proofed final copy.

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## What the PM Unit Will Do for You

The PM Unit will arrange to have a specialist in OPC's Automated Services Branch use your disk to enter the narrative into a computer graphics system to photograph your data (the show cannot be corrected at this time). Then the film will be sent outside GAO for processing into slides.

For frames that are not narrative, the PM Unit will arrange to have a commercial graphics contractor typeset them and process these frames into slides and/or handouts. All contracted work requires a 5-day turn-around time. For commercially prepared slides, a hard-copy proof will be provided along with the slides themselves.

If your show consists mostly of narrative frames, the PM Unit should be able to notify you that your slides will be ready within 24 hours, depending on OPC's already scheduled work load. If your show is a mixture of narrative and nonnarrative frames, the PM Unit will notify you when the entire show is ready.

If you wish to make any changes to the slides that have been processed by a graphics vendor, enter the text for all narrative changes on the disk. Then complete a new Form 317 and indicate

- which frames need to be redone and
- the requisition number of the previous request.

# TextFrame Quality Assurance Form

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## TF Quality Assurance Checklist

OPC has reviewed your product to ensure consistency with GAO's visual and written communication standards.

Please revise the items checked below so that you can receive a high-quality product quickly and efficiently.

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## Final Product Package

Your product package does not include the following:

- Laser-printed hard copy of frames (Laser printers are located in the Automated Services Branch.)
- File name(s) on the disk label (Only TF data should be on the disk.)
- Editor's signature to indicate review
- InstantChart copy for chart slides (which are vended)
- Typed copy for table slides (which are vended)
- Indication of how many sets of materials needed
- Other \_\_\_\_\_

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## Title Slide

### Headings

- A heading is required at the top of every frame.
- A heading's line length is limited to 24 characters. (Any additional characters will run off the edge of the slide.)

### Titles and Subtitles

- A title is required for every presentation.
- A title may be no more than two lines long.
- For consistency with GAO reports, try to provide a subtitle.
- If a subtitle is provided, it may be no more than three lines.

### Highlighting

- Highlight the title for emphasis. (It will appear white in the slide and bold in printed copy.)
- Do not highlight the subtitle. (It will appear yellow in the slide.)

### Line Spacing

- Type the title on the second line following the heading.
- Insert one blank line between a title and subtitle.
- Do not insert a blank line between run-over lines of a title or subtitle.

### Capitalization

- Initial cap all words in a heading except for "a," "an," "the," "and," articles, and prepositions with fewer than four letters.
- Capitalize all letters in a title.
- Initial cap all words in a subtitle except for "a," "an," "the," "and," articles, and prepositions with fewer than four letters.

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## Successive Text Slides

### Headings

- Put a heading on every frame.
- Use initial caps except for "a," "an," "the," "and," articles, and prepositions with fewer than four characters.
- Limit the line length to 24 characters. (Any additional characters will run off the edge of the slide.)

Frame numbers \_\_\_\_\_

### Bullets

- Always provide a first-level bullet before using a second-level bullet.
- Use TF's F2 feature to align the second line of a second-level bullet.

Frame numbers \_\_\_\_\_

### Highlighting

- Use highlighting to emphasize important points for your viewer.
- Do not overuse highlighting because it decreases legibility.

Frame numbers \_\_\_\_\_

### Line Spacing

- One blank line should be inserted between all bullets.
- Do not insert a blank line between lines of text within a bullet.
- Other \_\_\_\_\_

Frame numbers \_\_\_\_\_

### Word Spacing and Tables

- Do not insert multiple spaces between words because the text will scramble on the slide.
- Do not prepare tables in TF. (Table slides are vended.)

Frame numbers \_\_\_\_\_

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## Other Concerns

Our quality assurance review has also revealed other problems, such as

- Punctuation
- Spelling
- Grammar
- Capitalization
- Other \_\_\_\_\_

Frame numbers \_\_\_\_\_

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