

# Guide to localising the Transition Streets Workbook

## Overview of steps:

1. Register your details and login to the Transition Streets website
2. Choose your editing system
3. Download the appropriate file to your computer
4. Edit each section, inserting your local information in place of any parts in red
5. Ask other people to review and comment on the edited sections
6. Make additions and corrections
7. Combine the finished sections together in a single PDF file for printing
8. Obtain printed copies
9. Use the “localised” Workbooks to support your Transition Streets programme
10. When each of your neighbourhood groups has completed the programme, submit the evaluation results on the Transition Streets website
11. Continue to adapt your version of the Workbook

## Detailed steps:

### 1. Register with Transition Streets

The Transition Streets Workbook is free to download, edit, and reproduce to support your local Transition Streets programme. It may not be used for any commercial purposes.

We ask you to provide details so that we can keep track of who is using it, and the overall results being achieved.

### 2. Choose editing system

The Workbook is available in two formats:

- a single PDF file containing the whole document
- a ZIP file containing separate chapters and the before/after evaluation form

If you are expert with Adobe Acrobat (or other PDF editing software such as SerifPlus) you may prefer to work on the complete PDF document.

This Guide assumes that you will edit the individual chapters, which makes it easier to

distribute them if you have access to local expertise on the different topics. If you choose this approach we strongly recommend that you install the free/open source LibreOffice ([www.libreoffice.org](http://www.libreoffice.org)) or OpenOffice ([www.openoffice.org](http://www.openoffice.org)) on your computer, for several reasons:

- LibreOffice and OpenOffice are available for almost all types of computers - Windows, Apple Mac, Linux, etc. (but not yet for tablets)
- The software is highly reliable and widely used with some 60 million installations (notably Bristol and Munich city authorities, the French Gendarmerie, and very many others)
- Files can be saved in commonly used alternative formats, including PDF which will normally be required for printing
- The software is free and there are many free on-line tutorials
- It's easier to obtain support if everyone is using the same software

Detailed notes for editing the chapters with LibreOffice / OpenOffice are provided as an Appendix to this Guide.

### **3. Download**

The individual sections are provided in ISO 26000 OpenDocument format (ODP) which is the UK government standard for sharing electronic documents.

Once you have downloaded the ZIP file and unpacked it, we recommend copying each chapter into its own separate folder.

### **4. Edit each chapter**

LibreOffice and OpenOffice include the “Impress” presentation software for editing the Workbook chapters. Impress is similar (but not the same as) Microsoft PowerPoint, and there are many online tutorials which explain how to use Impress.

In each chapter replace **anything in red** with information relevant to your own area, and export the edited version to PDF format for review.

### **5. Review and comment**

It's always a good idea to ask other people to review the edited chapter, for example if each person takes the topic which interests them. Other pairs of eyes will more easily spot typos, and notice statements that are inaccurate or don't make sense.

### **6. Additions and corrections**

At this stage, it's better for one editor to collect all the comments and make final

corrections. However, it may be a good idea to ask everyone involved to look through the final result.

## 7. Edit logos and acknowledgements

Make sure you include the logos of your own Transition Town or Community Energy group on the front page, and include the logos of any organisation(s) that donated funds to make your local programme possible. You may wish to add further acknowledgements at the end of Section 7.

The Transition Streets Workbook is freely available under the Creative Commons “Attribution-NonCommercial-ShareAlike 4.0 International” licence. This means that you may download, edit and redistribute the Workbook, but it may not be used for any commercial purpose without express permission from Transition Town Totnes.

Your “localised” version of the Workbook must display this Creative Commons licence at the foot of the front cover (i.e. on first page of Section 1) and the last page (under Acknowledgements):



Transition Streets Workbook by Transition Town Totnes is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.  
Based on a work at <http://www.transitionstreets.org.uk>.

## 8. Combine the edited sections in a single PDF file

Most printing companies prefer to receive work in the form of a single PDF (Portable Document Format) file, although your printer may be able to combine the separate chapters for extra cost.

To create a single file from the seven Workbook sections, first use “File → Export” to convert each section into a separate PDF file. You can then combine the seven files together using an online tool such as “PDFMergy” at <http://pdfmerge.w69b.com/>

The Workbook has been designed so that most colour photographs are on the left-hand (odd-numbered) pages, and right-hand pages may be printed in black/white, which may enable some reduction in printing costs. The printing company will also add page numbers at the foot of each page, making it easier to find pages during meetings.

## 9. Obtain printed copies

Printing companies that use vegetable inks are becoming more numerous, and you may find it worthwhile getting quotes from these companies. If eco-printing is too costly, try to find a printer whose equipment can handle recycled paper, and/or one that uses paper

certified by the Forest Stewardship Council (FSC).

It's sometimes suggested that the Workbook could be used as an on-line document, however we strongly recommend obtaining printed copies of the Workbook, so that each household taking part in the programme has one to hand:

- The printed Workbook is easier for everyone to handle during meetings
- Between meetings it is a tangible reminder for everyone taking part in the programme
- Everyone can make notes in the printed copy
- Far less energy and paper is embodied in each Workbook, compared to the carbon and money saved when each household completes the programme

## **10. Submit evaluation results**

Make sure that all participants complete the evaluation at the start and end of their programme, and that the results are submitted to the Transition Streets website.

This helps build credibility for both your own Transition Streets team, as well as for the overall programme, and will greatly assist in obtaining local and national funds for future developments.

## **11. Continue to adapt your “localised” Workbook**

As participants in your Transition Streets programme use your “localised” Workbook, they will inevitably come up with new ideas for material which you can include in future versions.

It is a good idea to collect these suggestions together and incorporate them in a new version, ready for printing as your programme expands.

## APPENDIX – Detailed notes for editors

These notes assume you are using the free LibreOffice or OpenOffice software to edit individual chapters of the Workbook.

### 1. General settings:

#### 1.1 Fonts

The Workbook uses Calibri font throughout. Check whether your PC has Calibri already installed, and if not you should be able to copy this font from another Windows PC and install it on your own machine.

#### 1.2 Embedded fonts

Open **File** → **Properties** → **Font** tab and check the box to embed fonts. This ensures your chapters will display the same font when opened on another machine.

#### 1.3 Asian fonts

Open **Tools** → **Options** → **Language settings** → **Languages** and check the box labelled “Asian” under “Default languages and layouts”. This will enable text to be inserted and displayed vertically in the sidebars

#### 1.4 Page numbering

The downloadable documents do not include page numbers, in case your version requires fewer or more pages (for example in section 5.4 – Recycling). Instead, we recommend you ask your printing company to add page numbers immediately before printing.

If you insert or remove pages, ensure that each chapter has an even number of pages, so that the next chapter starts on an odd-numbered (right-hand) page.

[Here is a spreadsheet showing the relationship between chapters, sections, page numbers and slide numbers within each chapter.](#)

#### 1.5 Format → Bullets and numbering

In the **Bullets** tab, choose the larger circle for first level bullets, and the smaller for second level.

In the **Position** tab, set “Indent” = 0.00, check the “Relative”, set “Width of numbering” = 0.50, and “Numbering alignment” = Left.

#### 1.6 Saving and Exporting

We recommend saving all revised versions of the chapters in OpenDocument (ODP) format.

When all edits have been made and the chapter is ready for printing, it can then be **Exported to PDF** and the PDF files for each chapter can be merged together in the correct sequence using an online tool such as “PDFMergy” - <http://pdfmerge.w69b.com/>

LibreOffice / OpenOffice are capable of saving files in MS PowerPoint (PPTX) format, however we have found minor formatting changes occur (e.g. to bullet point lists) when the files are opened in PowerPoint. Similar small formatting changes occur when modern versions of PowerPoint are used to open the ODP files.

## **2. Colours**

**Chapter 1 – Nearest Line colour = Orange 10, Nearest Area colour = Orange**

**Chapter 2 – Nearest Line colour = Blue classic, Nearest Area colour = Sky blue 9**

**Chapter 3 – Nearest Line colour = Blue grey, Nearest Area colour = Purple 10**

**Chapter 4 – Nearest Line colour = Grey, Nearest Area colour = Yellow green 5**

**Chapter 5 – Nearest Line colour = Blue 10 Nearest Area colour = Yellow 8**

**Chapter 6 – Nearest Line colour = Blue grey, Nearest Area colour = Sky blue 5**

**Chapter 7 – Nearest Line colour = Yellow, Nearest Area colour = Orange**

**Notes text = Blue 7**