

# Guide To Adapting And Printing The Workbook

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## 1. Register with Transition Streets

If you're reading this Guide, you probably just completed this step, otherwise go to:

<http://www.transitionstreets.org.uk/transition-streets-resources-login/>

We ask you to provide a few details so we can keep track of who is interested in Transition Streets and the overall results being achieved.

After logging in, **we strongly recommend that you bookmark (or save a copy of) the [resources to download web page](#)** in case you wish to obtain additional materials in future.

The Workbook is free to download, edit, and reproduce to support your local Transition Streets programme, but it may not be used for any commercial purposes without permission from Transition Town Totnes.

## 2. Install editing system

The Workbook is available in two formats:

- a single PDF file containing the whole document
- a ZIP file containing seven separate chapters

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 work with them especially if you have access to local expertise on the various 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. (though not yet for tablets)
- The software is highly reliable and widely used with many millions of installations (including city authorities and the French Gendarmerie for example)
- The chapters can be saved in commonly used alternative formats, including PDF which is normally required for printing
- The software is free and there are many free on-line tutorials
- It's easy to obtain support from others using the same software

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

### **3. Download the Workbook**

Create a work folder and save the ZIP file into it. Once you have unpacked the ZIP file, we recommend creating further separate folders, one for each chapter.

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

### **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. Ask others to review and comment**

It's always best 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 chapters for printing

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. Use your localised Workbooks**

The steps for starting and running your Transition Streets programme are all covered in the [support and training package](#) provided by Transition Town Totnes. This package explains all the steps and supports you in obtaining funding, enrolling your street "Initiators" and launching the street groups, and building your ongoing programme.

As households work through the seven chapters of the Workbook, they will inevitably suggest further resources which may usefully be included in future versions of your local Workbook. Be sure to make a note of these changes and additions as they arise, so your next version is based on up-to-date information.

## **11. Submit evaluation results**

All Transition Streets participants should complete the evaluation at the start and end of their programme, and the results submitted afterwards 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 adapting your local Workbook**

Continue incorporating changes and additions in your local version, so that it's ready for printing as your programme expands.

## APPENDIX – Detailed notes for editors

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

We strongly recommend that you join the “TS Editors” email discussion list, where you can ask questions and share experiences, and (hopefully in future) provide answers to questions from other people involved in Transition Streets.

To join the discussion group send an email to <[ts-editors+owner@googlegroups.com](mailto:ts-editors+owner@googlegroups.com)>

### 1. General settings:

The first time you open LibreOffice or OpenOffice you should make the following changes:

#### 1.1 Fonts

The Workbook uses Calibri font throughout. Check whether your PC already has Calibri installed, and if not you should copy this font from another Windows PC onto a memory stick, 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**