

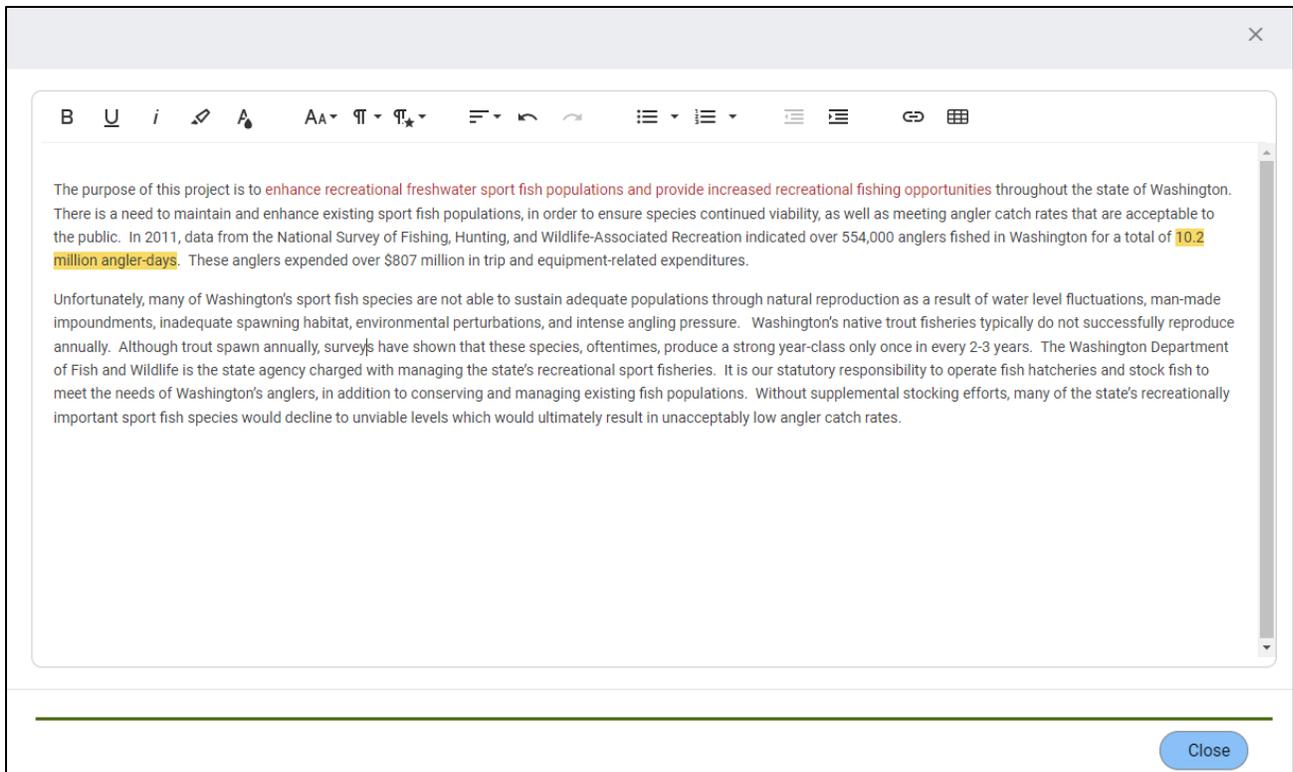
TRACS PDF Formatting Tips Job Aid

Updated 12/30/2021

The TRACS Working Group is considering future revisions and formatting changes to the TRACS PDF templates. In the meantime, this job aid provides some tips to fix formatting issues in the current PDF generated from TRACS. PDFs are generated primarily for the Grant Proposal and Project Statements and the Performance Reports.

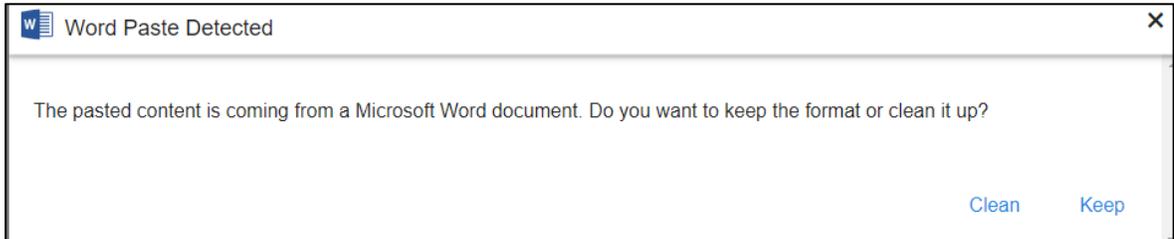
Use the Text Editor

Some fields require entry of narrative text and have a pop-up text editor window that opens when you click in the field. The text editor box allows users to format the text, links, and tables. Note: Images will not display in the text editor and they will not copy/paste over with the text – instead any images or photos should be added as attachments. The text editor has a variety of formatting tools including from left to right: Bold, Underline, Italicize, Text Color, Highlight, Font Size, Paragraph Tools, Paragraph Styles, Alignment, Undo/Redo, Bullet Points, Numbering, Indent Tools, Links, and a Table Builder.

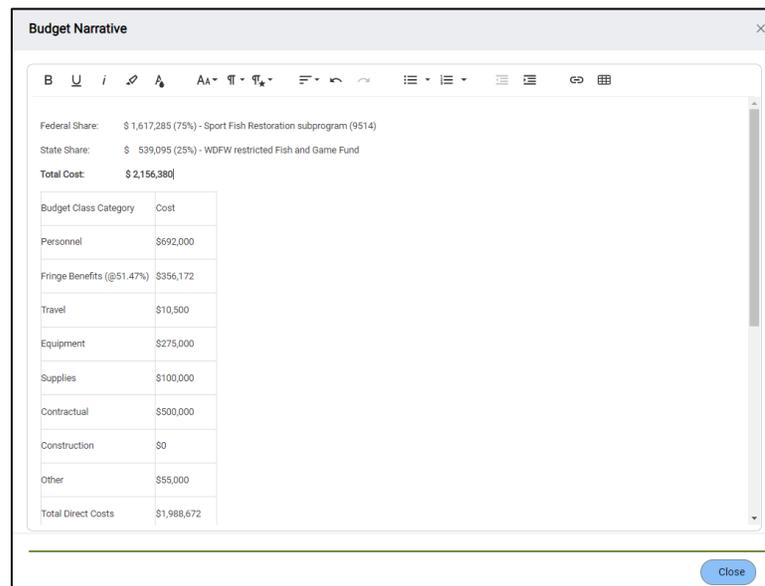


Text Editor and PDF Formatting Tips

- 1. Use a Word document to copy and paste:** Copy and paste from Word and use the “Clean” option whenever possible. Some formatting issues may appear when copying and pasting from other sources, such as PDFs, webpages, etc.
- 2. Use “Clean” Paste from Word:** Pasting from a Microsoft Word Document opens the formatting window with option to keep the formatting from the original document or clean it up. “Clean” means that any extra characters, white space, text colors or highlights, or other formatting will be removed from the text. This option does not appear when pasting from a PDF.



- 3. Copy/Paste a Table:** A table may be pasted into the text editor (or use the table tool to create a table). Tables will copy and paste best from Word or Excel files.



Budget Narrative

Federal Share: \$ 1,617,285 (75%) - Sport Fish Restoration subprogram (9514)
State Share: \$ 539,095 (25%) - WDFW restricted Fish and Game Fund
Total Cost: \$ 2,156,380

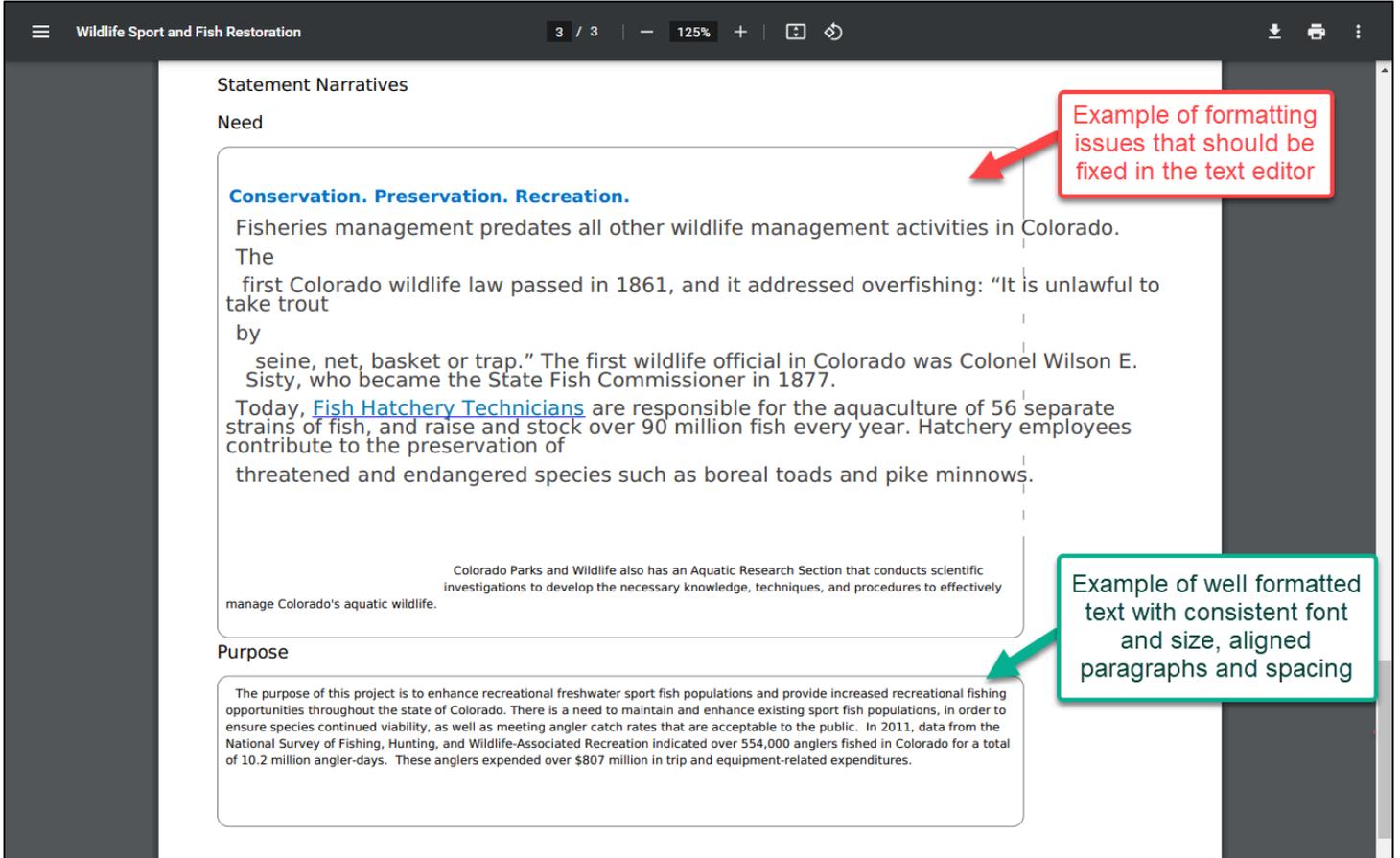
Budget Class Category	Cost
Personnel	\$692,000
Fringe Benefits (@51.47%)	\$356,172
Travel	\$10,500
Equipment	\$275,000
Supplies	\$100,000
Contractual	\$500,000
Construction	\$0
Other	\$55,000
Total Direct Costs	\$1,988,672

Close

Note: an Excel table that is embedded into a Word document will need to be opened in the Excel format to enable pasting (double-click on the embedded table to open it).

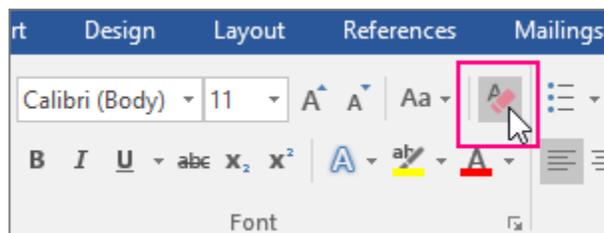
4. Check the PDF for Formatting Issues to Fix in the Text Editor

Check the PDF for any formatting issues that need to be fixed in the text editor, such as mismatched fonts and sizes, paragraph alignment issues and extra spaces.



Fix Formatting in Word:

- Copy the text that has formatting issues to a new Word document.
- Clear all text formatting in Word by **Selecting all text** and go to the **Home** tab, in the **Font** group, and click **Clear All Formatting**.



- Then fix any formatting or spelling issues on the Word document before copying and pasting back into the text box in TRACS. Make sure to remove extra spaces between lines and paragraphs. Review the PDF again to ensure all formatting issues have been resolved.