Brochures Documentation

*N:\Planning - New File Structure\GIS\VRT\_PythonScripts\ServiceChanges\Brochures Documentation.docx*

Usage

1. The following items on the outside of brochures are linked files:
   1. [Fares Text](file:///P:\Projects\Service%20Changes\Jul2019Schedules\LinkFiles\Fares_Text_White.ai)
   2. Transfers Text (in [black](file:///P:\Projects\Service%20Changes\Jul2019Schedules\LinkFiles\Transfers_Text_Black.ai) and [white](file:///P:\Projects\Service%20Changes\Jul2019Schedules\LinkFiles\Transfers_Text_White.ai))
   3. [Holidays Text](file:///P:\Projects\Service%20Changes\Jul2019Schedules\LinkFiles\Holidays_Hours_Text.ai)
   4. [More Info Text](file:///P:\Projects\Service%20Changes\Jul2019Schedules\LinkFiles\More_Info_Text_White.ai)
   5. [Learn More Text](file:///P:\Projects\Service%20Changes\Jul2019Schedules\LinkFiles\Learn_Text.ai)
2. Inside
   1. Route Map
   2. Route Schedule
   3. Legend ([local](file:///P:\Projects\Service%20Changes\Jul2019Schedules\LinkFiles\Local_Legend.ai) and [intercounty](file:///P:\Projects\Service%20Changes\Jul2019Schedules\LinkFiles\Intercounty_Legend.ai))
   4. [Routes and times statement](file:///P:\Projects\Service%20Changes\Jul2019Schedules\LinkFiles\Routes_Times_Change_Text.ai)
3. To edit a linked .ai file:
   1. Open the [links panel](https://helpx.adobe.com/illustrator/using/links-info.html)
   2. Select the item you would like to edit
   3. Click on the pencil icon at the bottom right corner of the links panel
   4. Edit item, save, and close.
   5. A yellow caution triangle will appear in the links panel of your brochure. Click the refresh button next to the pencil at the bottom of the links panel. The update should appear on your brochure.
   6. Make sure that an asterisk appears next to the file name above the viewing window. This means that there are unsaved changes. If one does not appear, make a change to something and undo it. Save your document.
4. To edit a linked .pdf file:
   1. Find the .pdf in Windows Explorer
   2. Right click -> Open With -> Adobe Illustrator
   3. Edit item, save, and close.
   4. A yellow caution triangle will appear in the links panel of your brochure. Click the refresh button next to the pencil at the bottom of the links panel. The update should appear on your brochure.
   5. Make sure that an asterisk appears next to the file name above the viewing window. This means that there are unsaved changes. If one does not appear, make a change to something and undo it. Save your document.
5. You will need to repeat step (e) from above for all brochures that you want an updated link to appear. All of the outside links are the same across routes.
6. When you make an adjustment to the brochure, be sure to update the datestamp at the bottom of the center outside panel.
7. Refer to the [BrochureBuilder](file:///N:\Planning%20-%20New%20File%20Structure\GIS\VRT_PythonScripts\ServiceChanges\BrochureBuilder\BrochureBuilder%20Documentation.docx) and [Schedules](file:///N:\Planning%20-%20New%20File%20Structure\GIS\VRT_PythonScripts\ServiceChanges\Schedules\Schedules%20Documentation.docx) documentation for assistance in creating maps and schedules for the routes.