Help Documentation

1. **Requirements**
   a. PC computer running Windows NT 4.0 or later
   b. A connection to the internet, for activation
   c. Activation serial number, obtainable by visiting http://directory.ernstrom.net

2. **Membership Data (Downloading the CSV file)**
   a. Membership data for the Ward Directory Creator is taken from the CSV file from your ward's official website, located at http://www.lds.org/units/
   b. If you have not already created an account, please do so. You will need your membership record number and your confirmation date (ask your ward clerk if you don't already have this information)
   c. Once inside choose "Membership Directory" from the left-hand navigation
   d. An alphabetical listing will be displayed. Immediately above and to the right-hand side of the table will be a series of links, click on "csv" and save the file to your computer
   e. Choose this file when selecting the "Membership File" in the configuration tab of the Ward Directory Creator application.
   f. We recommend downloading a new copy of the CSV file each time you generate a new directory

3. **Images (Sizing guidelines and naming conventions)**
   a. Currently the Ward Directory Creator only accepts images in a .JPG or .JPEG format.
   b. Ideal image size is 135 pixels high by 180 pixels wide. This is the same image size used on your ward's website.
      i. If you choose not to size your images, the Ward Directory Creator will still confine your image to the allocated box size while still maintaining the original proportions.
      ii. For a more organized and cleaner look to your finished directory, we recommend resizing all images according to the specifications above
   c. In order for the Ward Directory Creator to recognize and accurately match an image to the correct family, certain naming guidelines must be followed. The basic rule is that the last name (or family name) be listed first, followed by the first name of the member listed as the head of the household (typically the father), and then the file extension. So, the photograph for member John Doe & family would be named as follows: **DoeJohn.jpg**. Sometimes it's not so cut and dry as this. Please see the following examples:

        i. If John Doe, had his preferred name set as "Jonathan" then the file would need to be named "DoeJonathan.jpg"

        ii. For families where there is no father present, the mother assumes the role of head of the household (single sisters). In this case "Jane Doe" would be the head of the household, and the file would be named: "DoeJane.jpg"

        iii. For those individuals with two first names, for example "Lee Ann Johnson," only the first of the two names would be used. The file would be named "JohnsonLee.jpg"

        iv. For those with multiple last names, all names will be included. For example: "Frankie Van Buren" would read "VanBurenFrankie.jpg"

        v. Names with decimal places have the decimals removed. Example: "J.C. Jones" would have a file named "JonesJC.jpg"

        vi. Names with mixed case names can be written as desired. "Ronald McDonald" could be written as "McdonaldRonald.jpg," "McDonaldRonald.jpg," "MCDONALDRONALD.jpg," etc. . . Naming is not case sensitive.

    d. All of the image files should be saved in the same directory (folder) on your computer, and that directory should be selected when asked for the "Images Directory" in the configuration tab of the Ward Directory Creator

4. Changing the Inspirational quote

    a. The inspirational quote will be printed on the back cover of your finished ward directory. It is simple to change through the Ward Directory Creator interface.

    b. When typing your replacement quote in the provided field if you type it as one continuous line (without carriage returns) then the quote will be displayed in a single font size.

    c. If you include carriage returns when typing your quote, then the text prior to the first carriage return will appear a font-size or two larger than the rest of the quote, thus providing a bit of a heading line to the quote.