welcome to our brief tutorial where

0:02

we're going to show you how you can use

0:04

this guide to build your own

0:06

agency-tailored version of the ethical

0:08

service handbook for new employees

0:11

the guide provides general instructions

0:13

for editing the document

0:14

as well as some specific suggestions for

0:16

tailoring the content

0:18

both the text and the images to your

0:21

agency

0:22

we published all of the booklets in a

0:24

pdf format

0:25

and you can use adobe acrobat pro to

0:27

build your own booklet to reflect your

0:29

agency its mission

0:30

and its ethics program and on this page

0:33

is where you'll find the basic

0:35

instructions

0:36

for editing the booklets in adobe

0:37

acrobat pro

0:39

we're going to show you how to use these

0:41

basic instructions to make some required

0:44

and some suggested edits to the ethical

0:46

service handbook

0:51

let's start with the required edits

0:55

there are two one occurs on page six

0:58

under our commitment

1:00

and the second on page 22 under

1:02

engagement

**Placeholders**

1:05

on page six of the ethical service

1:07

handbook

1:09

you'll see there are two placeholders

1:12

on the text for your agency information

1:16

you'll have to complete these before you

1:18

can distribute the booklet to your

1:20

employees

1:22

here is where you will identify your

1:24

department or agency

1:26

and here is where you can provide

1:27

information about your ethics program

1:30

including contact information and maybe

1:32

a hyperlink to any web pages or other

1:34

resources

1:37

to edit these placeholder holders you

1:39

can go directly to the edit pdf function

1:41

here

1:43

or you can always go to the tools tab

1:46

where you'll also find the edit pdf

1:48

function

**Edit PDF**

1:53

here you'll see a suite of editing tools

1:57

where you can add a text box with

1:59

additional text you can add images

2:01

you can add hyperlinks you can crop

2:03

pages and you can certainly format

2:06

your document to edit the first

2:09

placeholder you're simply going to click

2:12

in front of it and you're going to

2:16

highlight it and delete it

2:20

and replace it with your own

2:24

agency's

2:27

name

2:32

and you'll do something similar at the

2:34

bottom where you can

2:36

add as much or as little information

2:37

about your agency ethics program

2:39

as you would like to here once you've

2:42

completed your edits

2:44

you must save them here

2:48

and it's probably wise to rename the

2:51

edited document

2:55

this is what oge's version of this page

2:57

looks like in

2:58

our handbook you see the us office of

3:01

government ethics here

3:02

and then we elected only to put the

3:04

information about

3:05

our deo and alternate deo and our and

3:08

their contact information here

3:16

there's a second set of placeholders on

3:18

page 22

3:20

of the handbook and similarly

3:24

there's a placeholder for deo

3:25

information or any additional

3:27

information you might want to put

3:29

about your agency's ethics program here

3:36

these are the minimum mandatory edits

3:38

you are going to have to make to your

3:40

booklet before you can distribute it

3:43

but we encourage agencies to do much

3:45

more

**Elective edits**

3:49

in the guide we offer elective edits for

3:51

you to consider

3:53

to fully customize the booklets to your

3:55

agency

3:56

and its program on the cover page and

3:59

throughout the booklet

4:01

we strongly encourage you to consider

4:03

branding ethical service

4:05

with your agency seal and other insignia

4:08

as well as incorporating mission related

4:10

images and content

4:12

to make the booklet instantly

4:13

recognizable as an agency product

4:18

there are two other elective edits we'd

4:20

like to highlight

4:22

first is the welcome page on page 2.

4:33

as you'll see there are no images on

4:35

this page

4:36

and the message is a welcome to federal

4:39

public service

4:41

this language is targeted to people who

4:43

are new to government service

4:45

as an introduction to the unique ethical

4:47

obligations of public service

4:50

you may want to keep this language in a

4:52

version that is only for those types of

4:55

new employees

4:56

but you may also want to consider

4:58

replacing this language with a message

5:00

from your own leadership

5:02

and perhaps a photo of your agency head

5:06

as oge has done in our handbook

5:11

as you can see we used the same page

5:14

layout as the current welcome page

5:20

but we added an image and we completely

5:23

replaced

5:24

the text but we used the same font and

5:26

formatting as the original

5:30

now if you want to edit the font

5:34

and the format you can go to edit pdf

5:37

you could highlight this text

5:40

and you could choose any type of font

5:44

that you'd like

5:44

you can pick marlit that's rather

5:47

interesting

5:49

let's choose another arial

5:54

you can change the size you can bold you

5:58

can

5:59

italicize you can underline you can

6:02

affect the alignment or

6:05

if you wanted to you could use an

6:07

entirely different layout

6:11

using a different page of the handbook

6:13

as a template

6:14

and this is an example of the same

6:17

welcome page

6:18

where we used a different page of the

6:20

handbook as our template

6:24

as you can see the formatting is

6:27

slightly different

6:31

now you could insert this page

6:34

next to this page in your booklet

6:38

as an additional page or you could

6:40

extract the original page from the

6:42

booklet

6:44

and insert a new welcome page

6:47

in its place to show you how to extract

6:51

and insert pages

6:53

we're going to use another suggested

6:55

edit

6:58

on page 6 under our commitment

7:02

we suggest that you consider adding

7:04

pages that address your agency's mission

7:07

and vision

7:08

and perhaps includes a statement about

7:10

your commitment to ethical culture

7:13

and we've provided you with some sample

7:16

pages

7:18

our mission our vision

7:21

our commitment

7:24

that you could use as templates

7:28

to extract these pages we're going to go

7:31

again to the tools

7:32

tab and this time we're going to choose

7:34

organize pages

**Organize pages**

7:40

here you have a display of all of the

7:42

pages in the document

7:44

and our page is highlighted

7:47

but we want two pages we want both pages

7:50

six and seven

7:51

so i'm going to click shift click

7:55

and choose both pages to extract

8:01

once you've highlighted your pages we're

8:03

going to go up to the menu

8:04

on the organize pages bar and we're

8:07

going to click

8:08

extract and this is going to give you

8:12

some additional choices you can elect to

8:14

delete these pages

8:16

from the original document upon

8:18

extraction

8:20

you can elect to have each of these

8:22

pages extracted as a separate file

8:25

if you click extract then

8:29

it will extract both of these pages but

8:31

it will also leave them

8:33

in the existing document i'm going to

8:36

select delete pages after extracting

8:38

because i'm going to use those extracted

8:40

pages to show you how to reinsert them

8:43

back in to the document so we hit

8:46

extract

8:48

and as you see it extracted it into a

8:51

new document

8:52

that contains our two pages to discuss

8:55

our mission

8:56

our vision and ethical culture

9:00

and accountability

9:04

once you've made your edits to these

9:07

pages

9:08

and you have them as you'd like them

9:10

then you can reinsert them into

9:12

your document so we're going to go back

9:15

to our original document and we're going

9:16

to show you how to reinsert these pages

9:20

we're going to go to the insert function

9:23

and it's going to ask us from where we

9:24

want to insert

9:26

and we're going to be inserting from

9:27

file

9:29

you click on that and it's going to ask

9:32

you to

9:32

include the file that you're going to

9:34

insert and ours are pages from smaller

9:36

guide

9:38

and then it's going to ask you where you

9:40

want to insert those in your document

9:42

do you want to insert them at the very

9:44

beginning do you want to cert

9:45

insert them at the very end or somewhere

9:48

in between

9:49

and we want them after page 5 in our

9:51

current document

9:53

so that is the correct page number we're

9:54

going to click ok

9:56

and our pages have been reinserted back

9:58

in

9:59

to our original document

10:04

with the extract and insert functions

10:07

you can literally make your handbook as

10:09

long

10:10

or short as you'd like you can extract

10:14

specific content

10:15

and create maybe a series of smaller

10:18

handbooks

10:19

for example you could extract

10:24

these one-page summaries of the

10:25

standards of ethical conduct

10:29

and the criminal conflict of interest

10:30

laws which you could then use

10:33

for your annual ethics training

10:41

finally the guide offers additional

10:43

suggestions

10:44

for adding content and links

10:47

for things like any supplemental

10:50

standards of conduct

10:52

any agency specific statutory provisions

10:57

or to include links to your own website

11:01

to your office of inspector general or

11:03

for any

11:04

additional resources

11:10

we hope you found this brief tutorial

11:12

helpful and we strongly encourage you to

11:14

explore the many ways you can edit

11:17

and add to the material in these

11:18

booklets to make a wholly new product

11:21

that is uniquely your agency's own we

11:24

encourage you to contact your oge desk

11:26

officer

11:27

with any questions you may have and to

11:29

share with us the customized products

11:31

you create

11:32

the handbook and guide for customizing

11:35

are available

11:36

on our website and in the institute for

11:38

ethics and government

11:39

education curriculum thank you

English (auto-generated)

All

From OGE Institute for Ethics in Government

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