

To Update/Create Your Executive Summary, Follow These Directions:

1. You can type up a whole new document using the Executive Summary template on the web at: <http://www.hud.gov/offices/cpd/aidshousing/programs/index.cfm>.

OR

2. Capture some text from your existing Executive Summary that is currently on the web. In your Web browser, navigate to this page on the AIDS Housing Website.
<http://www.hud.gov/offices/cpd/aidshousing/reporting/execsummary/index.cfm>

3. Locate your state on the map and click once on it (You may also use the list of links below the map if you prefer).

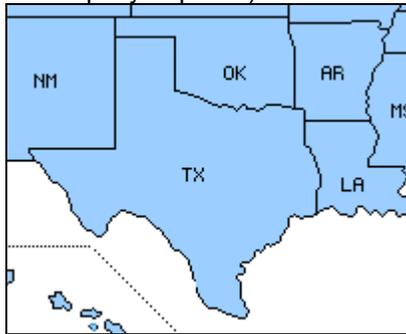


Figure 1: Picture of a portion of the US Map on the Executive Summaries Webpage.

4. The state Webpage will appear.
5. On the state page, find your organization link and click on it once.

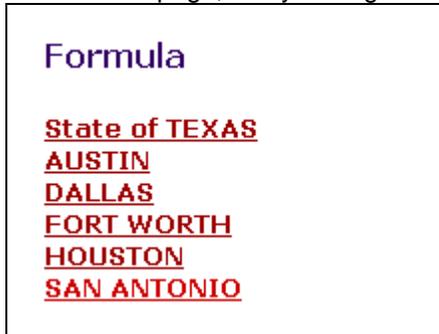


Figure 2: Picture of the grantee links portion of a state Webpage.

6. Your current Executive Summary page will appear.

To Capture The Data To Re-Use Or Modify:

7. Using your mouse, click in the top left corner of the summary text and drag downward. You will see the text being selected. Be careful not to select the top or bottom of the Webpage since that will incorrectly copy the Webpage tables into your document. Try to select only the text you need.

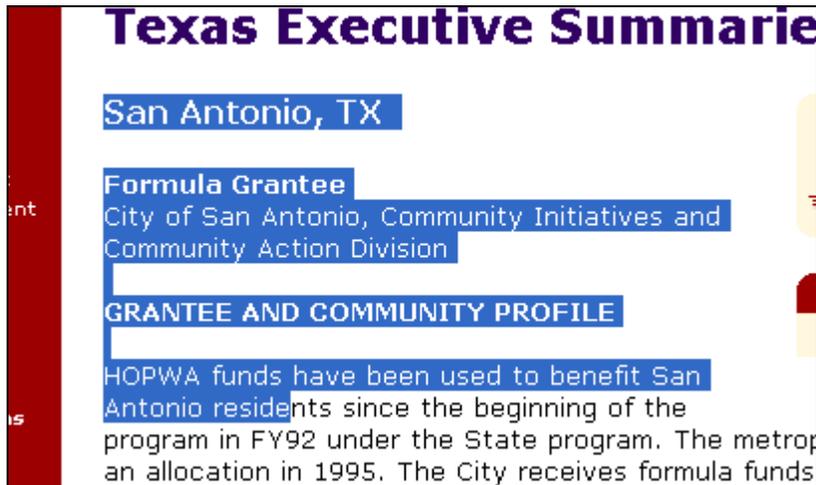


Figure 3: Picture of Webpage text being highlighted in a browser.

8. When you get to the end of the text you want to copy, release your mouse button.
9. Press **CTRL-C** to copy the highlighted text on to your PC's "clipboard". This is where the computer will hold the text you have selected in its memory for a short time.
10. Open your word processing software, place your cursor at the top of the page and press **CTRL-V**. The text you just copied in the browser will appear. (It is taken from the Clipboard.)
11. Remember to save your document with the name of your organization in it.

Submission:

12. Once your updated document is prepared, the file can be sent to hopwa@hud.gov. Any questions please feel free to contact Danielle McLeod at 202-708-1934 x 7409 or Sarah Finnane at 202-708-1934 x 6665.