INSTRUCTIONS

Always start by using the DP-6 form from the ODOP Policies webpage. This will insure that you are always using the currently approved version of the document. When you have begun a new background investigation and have changed the document by adding information, save the document to your computer, being sure to title the saved document appropriately for the applicant. As you work in the document, save often to avoid losing information or important changes to the document.

The information in the DP-6 has been organized into “Table Blocks” to keep the information segregated into sections. There is a block showing Investigator Instructions at the beginning of each information section. You can view where each section begins by visiting the Table of Contents on page 3.

Typing Form Fields have been added to the documents for ease of use. This will allow you to tab to the section you wish to add information to and simply begin typing. You may need to alter the document to accommodate your needs.

The MS Word Ribbon Interface

Enabling the Document Lock for MS Word

To enable the Document Lock for MS Word you will go to the top of the page and view the Quick Access Toolbar above the “ribbon.” If there is already an icon in the shape of a padlock as shown above, then you will not need to enable the Document Lock. If there is not an icon in the shape of a padlock, then:

- Click the “down arrow” to the right of the Quick Access Toolbar,
- Click on “more commands,”
- Click on the drop down menu below “Choose more commands”
- Choose “All Commands”
- Scroll through the alphabetically sorted commands to the L section
- Choose Lock 
- Click on “Add” (this will move the Lock from the left to the right of the “Add” button)
- Click “OK”

There should now be an icon in the shape of a padlock in your Quick Access Toolbar. When it is highlighted or “locked,” you will only be able to type in the Typing Form Fields. When it is not highlighted or “un-locked,” you can change other portions of the document. No password is needed for this simple function.
MS WORD INSTRUCTIONS FOR DP-6 (UTSP Evidence Organizer and Report of Background Investigation)

Using Typing Form Fields

The typing form fields are the gray colored fields in the document. These are only viewable on the electronic document. You cannot see the empty fields when you print the document. Once you have added text to the fields, the text will show up when you print.

<table>
<thead>
<tr>
<th>Name</th>
<th>First</th>
<th>Last</th>
<th>Sex</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living situation:</td>
<td>Rent</td>
<td>Own</td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

With the document “locked,” you can easily tab through the fields. If there is a check-box, you can type an “X” to mark it, or you can click it with the mouse to mark it. Where there are questions that need a longer answer, or even paragraphs, simply start typing using normal punctuation and the form field will expand and continue to “wrap text” as usual. The “cell,” or box the typing form field is inside is designed to expand as well, while still segregating the information within. The intent is for smaller fields needing smaller information the fields are in smaller “cells” while questions needing a longer answer are in a “cell” that will not adversely affect other cells, and will expand naturally.

Using the Show/Hide Control

When you need to see where all of the “returns” and other paragraph markings are in your document, you can view them by first un-locking the document, then choose the Show/Hide Control icon by clicking the icon. When you would like to go back to the normal view, simply click the icon again.

Page Breaks

After every Table Block in this document, there is a “return” – a space between paragraphs. After every section of information, there is a “Page Break.” The page break causes whatever is after it to begin at the top of the next page. We use this to help define where different sections of the document begin and end. Be sure to leave the page breaks in the document as is.
Copying a Table Block

Table blocks for additional information have been added to the document to enable you to add more information. For example, if the applicant attended more than 2 high schools, you can:

- Unlock the document
- Choose the Show/Hide Control icon
- Choose the ADDITIONAL HIGH SCHOOL # table block
  - Hover your mouse pointer over the Table Block
  - A small box with an “+” inside should appear at the upper left hand corner just outside the Table Block
  - Click your mouse on the “+” symbol
  - This will highlight the Table Block
- “Right” click your mouse and choose “copy”
- Set your mouse pointer below the table block you are copying, type the “Enter” key once to create a space
- “Right” click your mouse and choose “paste”
- Do not paste your Table Block below the Page Break for that section of information
- Click the Show/Hide Control to return to normal view
- Click the Lock icon to return “locked” mode
- Continue adding information in the Typing Form Fields

Finishing your Document

When you are done with your document, go back and review your document to make sure that the copied blocks are in a logical place, that all of your information is correct and added to the document, and that spacing is consistent. When you are sure you are done polishing your document, set the document to normal view, but leave the document “un-locked.” Then update the Table of Contents. Once the Table of Contents is updated, you can save and print your document.

Updating the Table of Contents

While you have been adding information to the document, the expanding form fields have been moving the sections of information further along in the document and the page numbers no longer correspond to the Table of Contents. You can update the Table of Contents automatically.

- With the document “un-locked,” go to the Table of Contents on page 3
- Click your mouse on the title portion of the Table of Contents
- Above the title a menu will appear
- Choose “update table” in the pop-up menu box
- Then click “OK”
Your Table of Contents will now reflect the page numbers accurately.