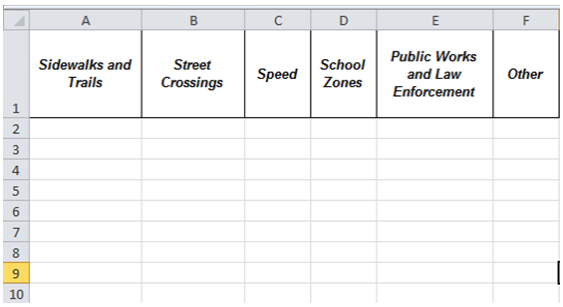
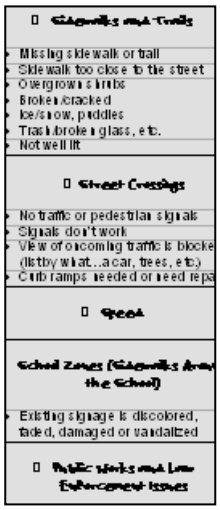
Instructions for Entering Chart Data

1. Open the "Make Trax Excel Spreadsheet Template" File.
2. Look at the column headings at the top of the page. The columns will list the categories from your "What to Look For" checklist (Sidewalks and Trails, Street Crossings, School Zones, Community Issues and Other).
3. Decide which team members will work at the computer to enter data into the spreadsheet.



	A	B	C	D	E	F
1	*Sidewalks and Trails*	*Street Crossings*	*Speed*	*School Zones*	*Public Works and Law Enforcement*	*Other*
2						
3						
4						
5						
6						
7						
8						
9						
10						

The column heading will be the same as those in your "What to Look For" checklist.

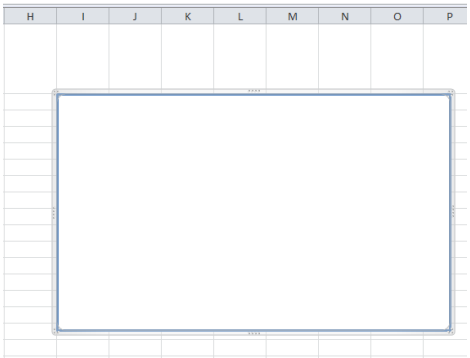


- Missing sidewalk or trail
- Sidewalk too close to the street
- Overgrown shrubs
- Broken/cracked
- Ice/snow, puddles
- Trash/broken glass, etc.
- Not well lit

- No traffic or pedestrian signals
- Signals don't work
- View of oncoming traffic is blocke (lost by what...a car, trees, etc.)
- Curb ramps needed or need repa

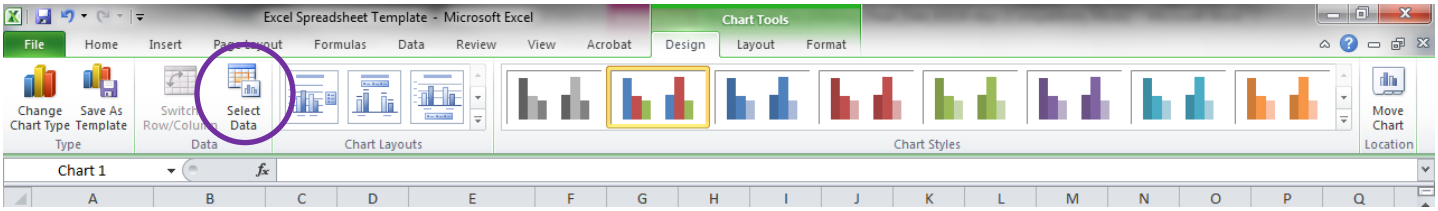
- Existing signage is discolored, faded, damaged or vandalized

4. Looking at the photos and the "What to Look for Checklist" count how many instances you have of each barrier category.
5. Returning to the spreadsheet, add the number of times each barrier occurs in the column under barrier categories.
6. Click "save".



7. Click on the large box in the center of the spreadsheet.

8. On the top of the control panel under "Chart Tools" click the tab for "chart design." Then click select data."



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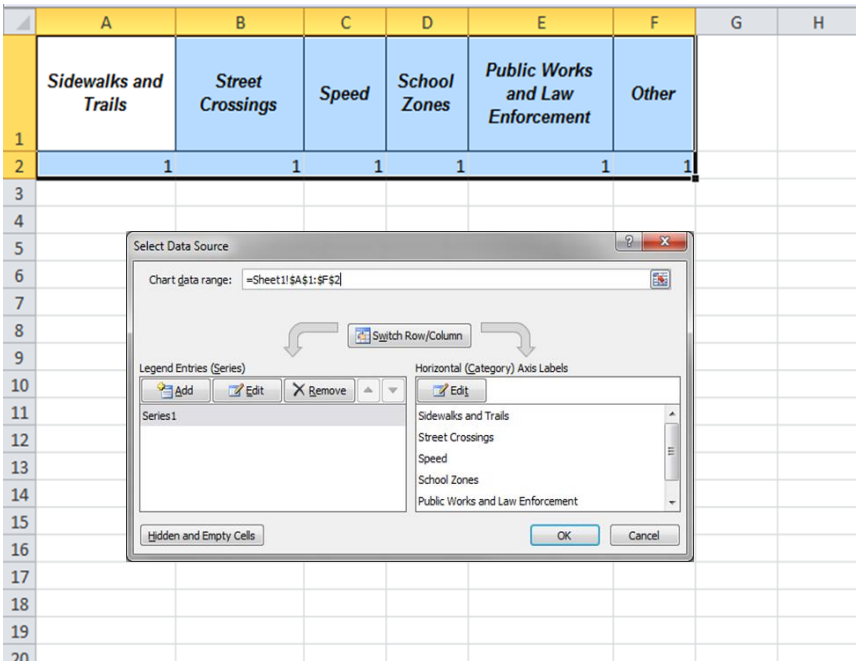
9. A dialogue box called “select data source” will pop up.

10. When it pops-up you will then select columns A1-F1 and A2-F2. Click OK on the dialogue box.



11. After clicking OK, your information should be entered on the chart. You can then click on the design tab under chart tools to change the colors, edit names, and edit the layout of the chart.

12. Click save.