

Roadmap FAQ's

1. How can I access the Roadmap?

The roadmap is available at: www.nhrcd.net/

2. Troubleshooting the electronic document

- a) **Viewing the document**

The *Roadmap* is designed to be used electronically or in hard-copy (see printing the document below). The electronic version is a pdf document which can be viewed with Adobe Reader (a free program that most people already have on their computers. If you do not have Adobe Reader you can download the software at: <http://get.adobe.com/reader/> . When viewing the electronic document, clicking on different sections in the table of contents and the summary worksheets will take you to the appropriate section in the *Roadmap*.

- b) **Bookmarks**

The bookmarks appear in a toolbar on the left-hand side of the screen. These bookmarks can be used to navigate through the document. When you click on a bookmark, it will take you to that section of the document. (These are very helpful for getting back to a major section after a link has taken you somewhere else in the document.)

- c) **Links**

There are several places in the document that have links embedded in the text to take you to a different part of the document. These are visually apparent when your cursor turns from an arrow to hand with the pointer finger extended. The following sections have links embedded:

Table of Contents

Information Collected in the Roadmap (page 16)

Summary Worksheets

Community Goals, Get Started (page 56)

Evaluate a Biomass Project, Get Started (page 144) – Only the section headers are linked.

- d) **Saving the document**

To save the *Roadmap* to a personal computer

Go to: www.nhrcd.net/

When the web page has opened, go to the “File” drop down menu and click “Save As”; choose a location on your computer to save the document. You can now open the *Roadmap* as a PDF document directly from the computer.

- e) **Printing the document**

Remember the *Roadmap* is designed to be used as a double-sided document. Whenever possible print pages double-sided – this will save paper and make the document easier to use. To print the document as it was designed, always start printing with a page that appears on the right

We recommend printing out sections of the *Roadmap* as you need them. As you move through the *Roadmap* you can print additional sections. For both electronic and manual users of the *Roadmap*, we recommend printing out completed sections and storing them in a

three-ring binder. This binder of information will provide a valuable and comprehensive document that can be shared with the community and used in further stages of the document.

f) **Printing Tabs**

You will notice “Add Tab Here” pages throughout the document – you can purchase tabs at an office supply store to insert into a 3-ring binder with the printed Roadmap - these tabs will help to make the printed version of the document more useful.

g) **Using Tables**

All tables and worksheets that appear in the Roadmap are duplicated in Appendix C for easy printing and duplication. In the electronic document you will be able to type data directly into the summary worksheets (make sure to save the pages onto your own computer before you begin filling in data electronically).

h) **Entering Information Directly into the Roadmap**

Only the summary worksheets at the beginning of the document allow you to type information directly into the *Roadmap*. (Community Goals Summary Worksheets and Evaluate a Project Summary Worksheets.) To enter data you have collected directly into the *Roadmap*:

- Save the *Roadmap* to a personal computer
- Open the document directly from the computer (not from the internet)-Go to the Summary Worksheets (starting on page x)
- Click in the fields you are ready to complete and type in the information you have collected.
- Save the document again.
- You can now keep the data saved on the computer or print out the pages with the information you have entered.

3. Can you send me a hardcopy of the Roadmap?

Option 1: No – go to web address and print roadmap, we recommend printing tabs as well.

Option 2: Yes- We can mail you a Black and White hard copy version of the Roadmap for \$30 to cover printing, postage and handling.

4. Can someone give my community group an overview of the Roadmap and how to use it?

Yes. Contact North Country RC&D at the address below.

5. Can someone help us complete the Roadmap / collect the data?

There are firms and organizations that can work with your community to complete the roadmap. If you would like more information on assistance available for completing the Roadmap, Contact North Country RC&D at the address below.

6. We have completed the Roadmap, what do we do now?

Once you have completed the Roadmap, you need to determine if it makes sense for your community to move forward with a biomass project. If you have determined that a biomass project does make sense in your community, please refer to the “Next Steps” section of *Community Roadmap to Renewable Woody Biomass Energy: A step-by-step decision-making tool for NH communities* to see what comes next.

There is fee-based, technical assistance available to:

Assess the information you have gathered with the Roadmap;

Provide a Biomass Pre-Feasibility Study;

Provide a Biomass Feasibility Study;

Help with Public Outreach and Education.

If you would like more information on assistance available for completing the Roadmap, Contact North Country RC&D, at the address below

7. How do we fund the biomass project?

Please refer to “Appendix C: Funding” of the *Community Roadmap to Renewable Woody Biomass Energy: A step-by-step decision-making tool for NH communities* for funding opportunities available.

8. If your question has not been answered here, please contact:

North Country RC&D Area Council

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Laconia, New Hampshire 03246

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