

## Step-by-Step Instructions for Modifying Your Agency's Telephone Directory Pages

In order to ensure the integrity of the telephone directory, each agency has designated a Telephone Directory Coordinator to provide the Bureau of Publications with update to its information. *If you are not the coordinator, please refer back to our website to locate your coordinator.*

### Step #1 – Download and Save Your Agency's Directory Pages

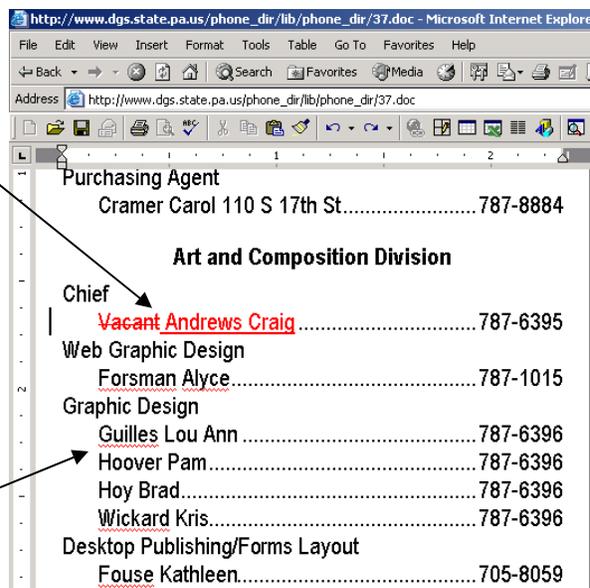
To begin, save your agency's directory listing from our website on to your desktop. Please do not rename the file when saving it to your desktop. Your file name is important to us once we begin the update process.

### Step #2 – Update the Agency and Alphabetical Listing

Once you have saved the document to your computer, you can begin making your updates. Microsoft Word's "Track Changes" feature has been turned on. This feature must be left on when updating the document so that we can see where your changes have been made. *As your agency's telephone directory coordinator, we need you to combine all changes into one file before sending us your changes.*

To delete information in your listing, highlight the text to be deleted and hit your "Delete" key. The item you are deleting will appear with a strikethrough or as "deleted" depending on the version of Microsoft Word installed on your computer.

To add information, place the cursor where you want the new information inserted and begin typing.

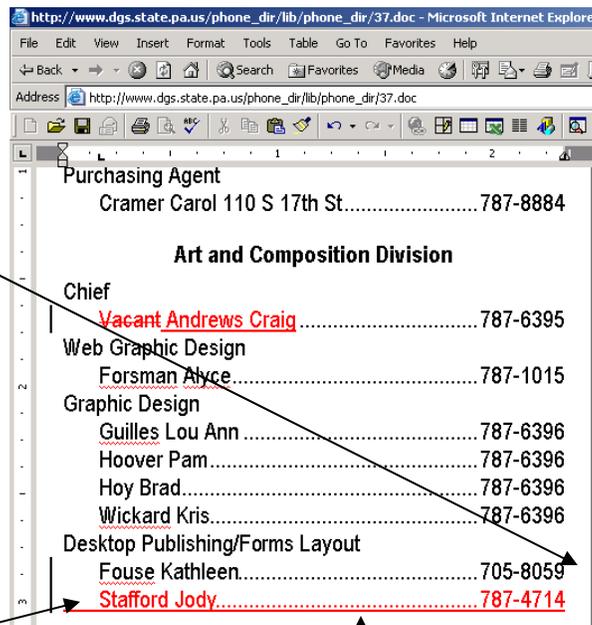


If you need to add an entirely new line of information, place your cursor at the end of the row above the line where you want the new information to appear.

In this example, a new name and phone number are being added under Desktop Publishing/Forms Layout.

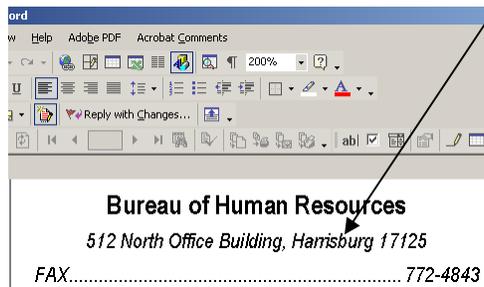
NOTE: Please do not use commas between last name first name.

Hit the “Enter” key and your cursor will be moved to the following row. You can begin inserting the new information.

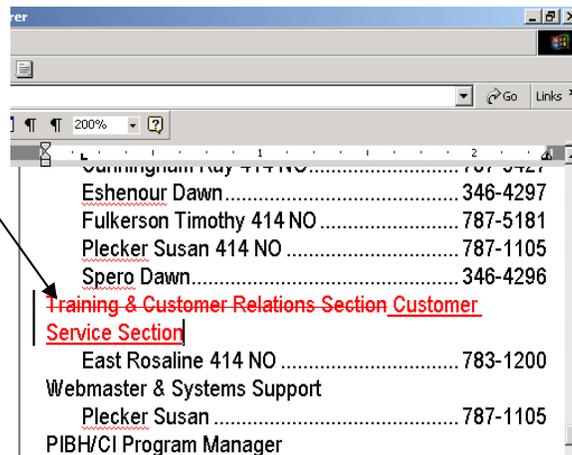


Once the name has been entered, hit the “Tab” key and the dot leaders will appear (*please do not use periods to fill this space*). You can then begin typing the phone number.

If adding a new location for your agency, please be sure to include the city and zip with your address. If you’re entering a PO Box for your address, please do not use periods.



When adding information, do not be concerned if the new information runs to the next line. This is acceptable and does not need fixed. Also, if something needs adjusted, we'll make the adjustment before publishing your changes to the internet.



In the alphabetical listing, please make sure you are adhering to Management Directive – 240.7 Submission of Changes to the Commonwealth Telephone Directory, listing only employees as described below and remove any employees who are no longer with your agency.

Under 7. PROCEDURES.

“b. The following criteria shall apply to the preparation of the Alphabetical Listing section of the Directory:

- (1) Names of Division Chiefs and above are to be listed in the Alphabetical Listing. Agency Telephone Directory Coordinators may include additional names if the employees are deemed to be an integral part of agency operations and should appear in the Directory to facilitate telephone communication.”

Complete the following three steps when updating the Alphabetical Listing, which can be found at the end of your Agency’s directory pages:

- A. Review the list and make any necessary changes to existing names
- B. Delete all employees that are no longer employed with your agency
- C. Add all new employees to the end of your listing. (Last name then first name – no commas needed) Please be sure to add agency abbreviation, location and phone number.

<ul style="list-style-type: none"> <li>Squibb Steve DGS 500 NO..... 783-0228</li> <li>Stanback Thomas E DGS 1400 Spring Garden Phl SO..... 215560-1052</li> <li>Stamowsky Jeff DGS G-7 22&amp;F..... 783-1742</li> <li>Stecher Susan DGS 502 NO..... 787-8324</li> <li>Steever Rick DGS 403 NO..... 787-8877</li> <li>Steigenwald Richard DGS CNCC/HSH..... 257-3030</li> <li>Stewart Harry DGS C EW..... 783-6477</li> <li>Stockett Charles DGS Phl SO..... 215560-2411</li> <li>Stouffer Ronald R DGS 318-A 18&amp;H..... 787-3975</li> <li>Strockbine William DGS 2nd Fl Htwn2..... 705-7306</li> <li>Stultz Bruce DGS H&amp;WB..... 787-5863</li> <li>Stump Donald DGS 610 NO..... 783-8061</li> <li>Sube James D DGS 105 18&amp;H..... 783-7124</li> <li>Sube Lynn DGS 400 NO..... 787-4608</li> <li>Sunderland Mark DGS 610 NO..... 787-6924</li> </ul>	<ul style="list-style-type: none"> <li>Zeiter William E DGS 2000 One Logan Sq Philadelphia..... 215963-5367</li> <li>Ziats John W DGS 502 NO..... 783-2881</li> <li>Zimmerman Lori A DGS G-6 22&amp;F..... 787-4987</li> <li>Zimmerman Richard DGS Arsenal 18&amp;H..... 787-6984</li> <li>Zirilli Peter J DGS Museum/CKB..... 214-9501</li> <li>Zmitrovich Frederick J DGS 311 18&amp;H..... 783-2291</li> <li>Zucker Sonja DGS 402-B FB..... 346-7099</li> <li>Adams Sean..... 787-5555</li> <li>Jones Robert..... 705-5555</li> </ul>
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Once complete, don't forget to save your document.

### Step #3 – Update the General Reference Numbers and Numbers for Teletypewriters Pages

If your agency has information contained in the General Reference Section or the page on Numbers for Teletypewriters, please notify us of these changes as well. You will find these pages at the end of the document listing. Following the same steps as listed in Step 1 and Step 2 above when making your changes.

00B GENERAL REFERENCE NUMBERS	
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Commonwealth Directory Assistance/ Information.....	787-2121
Administrative Office of PA Courts	
Mechanicsburg Office.....	795-2000
Philadelphia Office.....	215/560-6300
Aging, Department of.....	783-1550
Alzheimer's Disease – Toll Free.....	1-866-286-3636
Apprise (Insurance) – Toll Free.....	1-800-783-7067
Elder Abuse – Toll Free.....	1-800-490-9505
Human Resources.....	783-3126
Long Term Care – Toll Free.....	1-866-286-3636
PACE Information – Toll Free.....	1-800-225-7223
PACE Fraud & Abuse – Toll Free.....	1-800-992-2433
Agriculture, Department of.....	787-4737
Personnel.....	787-4065
Attorney General, Office of.....	787-3391
Human Resources.....	787-5175
Auditor General, Office of	
Taxpayer Advocate, Office of	
Toll Free.....	1-800-922-8477
Banking, Department of.....	787-2665
Personnel.....	787-5383
Capital Preservation Committee.....	783-6484
Center for Rural Development.....	787-9422

00A NUMBERS FOR TELETYPEWRITERS (VOICE/TTY)*	
NUMBERS FOR TELETYPEWRITERS (VOICE/TTY)*	
Arts, Council on the	
Toll Free.....	(TTY) 1-800-654-5984
Banking, Department of – Harrisburg	
Toll Free.....	(V/TTY) 1-800-679-5070
Civil Service Commission	
Harrisburg.....	(TTY) 772-2685
Pittsburgh.....	(V) 787-6652
Test Administration.....	(V/TTY) 787-5581
Information Services.....	(V/TTY) 783-8896
Philadelphia Reg. Office.....	(TTY) 215/560-4367
Pittsburgh Reg. Office.....	(V) 215/560-2253
Pittsburgh Reg. Office.....	(TTY) 412/565-2484
Pittsburgh Reg. Office.....	(V) 412/565-7666
Conservation & Natural Resources, Department of	
Toll Free.....	(TTY) 1-800-654-5984
Court of Judicial Discipline.....	(V) 772-3771
Education, Department of	
Secretary of Education.....	(TTY) 783-8445
Special Education.....	(V) 787-5820
Special Education.....	(TTY) 787-7367
Special Education.....	(V) 783-8913
State Library.....	(TTY) 772-2863
State Library.....	(V) 783-5950
Teacher Education.....	(TTY) 772-2864
Teacher Education.....	(V) 772-2737

If you have no updates to these pages, please move to Step #4.

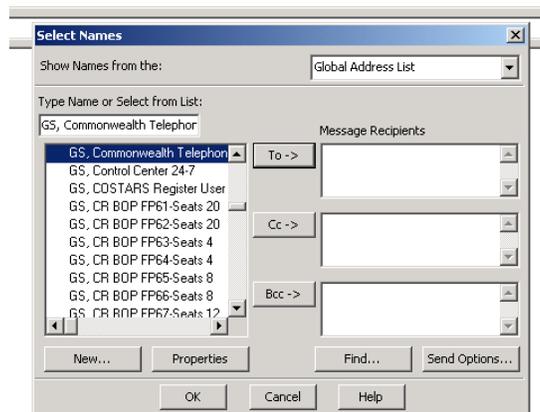
## **Step #4 – Submit your Updates to the Bureau of Publications**

Please refer to the DGS website for a listing of the deadlines for submitting modifications to your agency listing. When viewing these deadlines, please note that approximately two weeks after the submittal deadlines, we will have your updates published on the Telephone Director web page.

**Please note that all updates for the printed version must be to us by the May deadline. We cannot ensure you that modifications submitted after this deadline will appear in the printed edition.**

Updates to the telephone directory must be submitted by the Agency Telephone Directory Coordinator. A list of coordinators can be found on DGS's website.

Email the modified word documents to “GS, Commonwealth Telephone Directory” email account found in the CWOPA's Global Address List in Outlook or to [RA-comteldir@state.pa.us](mailto:RA-comteldir@state.pa.us).



When composing your email, please include the following:

1. The Microsoft Word file containing updates that were made to the Agency and Alphabetical Listing with Track Changes showing.
2. The Microsoft Word file containing updates that were made to the General Reference Numbers and/or Numbers for Teletypewriter pages. If you do not have any updates to these pages, you do not have to attach them. However, please indicate in the email that you reviewed the pages and no changes are necessary.

## **Step #5 – Proofing Your Agency’s Information and Submitting Additional Updates**

Two weeks after the submittal deadline, we will publish your updates to the Telephone Directory web page. We will also send an email to all Agency Telephone Directory Coordinators to notify you that your agency’s information has been updated and posted. At that time, please download your agency’s information and verify that all updates were made correctly to your directory listing. Please let us know if an error occurs, which we will promptly correct.

Contact the Editor within the Bureau of Publications for any questions or additional information.