

## **How to Use an .rtf File to Build a Community Arts Profile (CAP)**

- Version of this document: June 22, 2015
  - Relates to *Creating Local Arts Together: A Manual to Help Communities Reach Their Kingdom Goals* (2013)
  - Read this section of the Manual as background: “Start a Community Arts Profile” (Step 1; p. 3)
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### **When you start creating together with a community, follow these steps:**

1. Duplicate the file “Community Arts Profile in **COMMUNITY** 2015v1.rtf.”
2. Rename the file “Community Arts Profile in **COMMUNITY** 2015v1.rtf” to include the name of the community whose arts you are investigating. Ex: “Community Arts Profile in Sakha.rtf.”

### **When you perform any cocreative activities – especially research – follow these steps:**

1. Replace capitalized words (e.g., **COMMUNITY NAME** or **ACTIVITY NAME**) in the file with the appropriate descriptors.
2. The outline in the CAP follows the Steps in the manual. So as you perform activities described in the Steps, type the information you gather into the corresponding sections in the CAP file. You may take notes initially in a notebook, in separate text files, or a database.
3. Gather recordings in related folders on a computer or in a shoebox.
4. You may use this form for multiple cycles of cocreation or genre research. Just duplicate the appropriate sections.