USER MANUAL FOR EVT V2.0 EXCEL® WORKBOOK: DATA COLLETION & VISUALISATION

INTENDED FOR FACILITATORS

18/Feb/2026

Work Area: Community and Family Forests

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CONTENTS

Acronyms

CFF	Community and Family Forests
EVT	Economic Viability Tool for Community and Family Forests
VBA	Visual Basic for Applications
macOS	Macintosh Operating System
PC	Personal computer

1. Introduction (1/2)

1.1. Context

The Economic Viability Tool (EVT) is a "Market Tool" from the FSC® Community and Family Forest Toolbox (CFF Toolbox). It is a voluntary tool for use by **owners or managers of community and family forests,** referring to **small-scale, low-intensity managed forests and/or collectively owned forests**.

EVT implementation is supported by **Technical Facilitators** who are not users. They are trained to implement the EVT in four modules consisting of theoretical and practical workshops.

- Module I. EVT 2.0 framework and approach guide
- Module II. Systematisation of information in the EVT V2.0 Excel Template
- Module III. FSC-guided implementation of the first cycle in a community or SLIMF group, applying the four steps for three or four components.
- Module IV. Implementation of a first autonomous cycle with FSC EVT expert camp.

There is an "EVT V2.0 Approach Guide for Facilitators" that covers the Implementation of the tool. In addition, "EVT V2.0 Excel Workbook User Manual for Systematising Data" is a base document for the aforementioned Module II, together with the Excel Workbook accessed by facilitators in training.
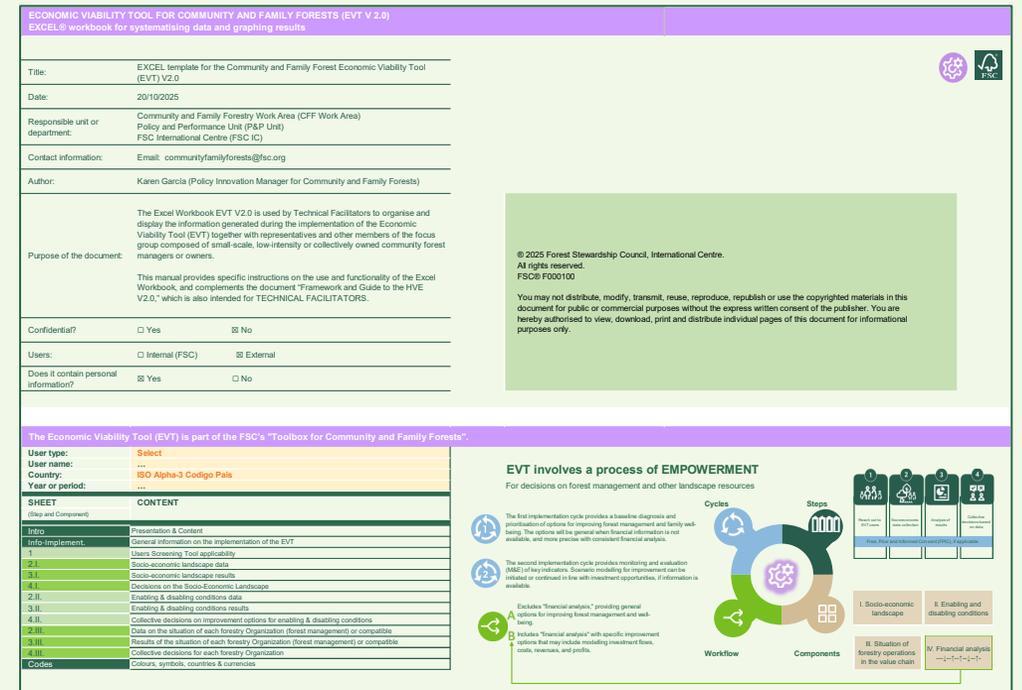
1.2. Purpose of EVT V2.0 Excel Workbook

EVT Excel Book V2.0 is the tool used by Technical Facilitators to **organise and visualise** the information generated during the implementation of the Economic Viability Tool (EVT) with representatives and other members of the Focus Group of owners or managers of small-scale, low-intensity or collectively owned forests.

This manual provides specific instructions on the use and operation of the Excel Workbook and complements the "EVT V2.0 Approach Framework and Guide," which is also intended for Technical facilitators.

With this Excel tool, the data provided by representatives and other members of the Focus group of users are recorded by the Technical facilitators in an orderly manner and transformed into graphs and results that are easy to interpret for EVT users.

Note: EVT is part of the FSC® Community forests and Family Forest (CFF) Toolbox, and its use is completely voluntary. More information can be found at the following link:
Economic Viability Tool (EVT) | FSC Connect

2. Minimum technical requirements (1/2)
2.1. Computer

Parameter	Excel 2013(*) or 2016 for PC	Excel 2016 for Mac	Excel 365 for PC	Excel 365 for Mac	Excel 365 Web
Minimum operating system	Windows 10+	macOS 10.13+	Windows 10+	macOS 10.13+	Web browser
Processor	Dual-core 1.6 GHz	Intel Core i5	Dual-core 1.6 GHz	Intel Core i5	Not applicable
RAM	4 GB (8 GB recommended)				
Disk space	4 GB free				Not applicable
Screen Resolution	1280 x 768	1280 x 800	1280 x 768	1280 x 800	1280 x 768
Compatible Browser	Not applicable	Not applicable	Edge, Chrome, Firefox	Safari, Chrome, Firefox	Edge, Chrome, Firefox, Safari
Internet connection (only for Masters, Facilitators do not require it)	Not required	Not required	Required only for translation	Required only for translation	High speed (minimum 2 Mbps)
Translation features	Manual translation, using DeepL PRO in a specific Worksheet with the support of EVT Glossary of terms				

Note: (*) Although Excel 2013 works, **its support ended on 11 April 2023**. This means that **it no** longer **receives security updates** or fixes. You can **install and use it** on Windows 10 without any problems, but as it does not receive patches, it may present **security risks** and some compatibility issues with modern features.

2. Minimum technical requirements (2/2)

2.2. Excel® application requirements

- **For optimal performance**, especially in terms of graphics display and operation, we recommend using **Excel 2016 to Excel 365 in its PC (desktop) version**. However, it is possible to use the Workbook with all its functionality from **Excel 2013** onwards.

- **For macOS users:** we suggest always using the **version without macros** to avoid possible compatibility issues between platforms.

- The **online version (Excel 365 Web)** can only be used in locations with **stable internet connectivity**. Its use is not recommended in **rural areas** where the connection is limited or unstable.

- Always keep **Excel and your operating system optimised and up to date** to reduce compatibility errors and ensure the workbook functions correctly.

Note: This workbook **does not** currently **use macros**. They may be incorporated in the future to optimise translations.

3. Getting started with the EVT V2.0 Excel Workbook (1/4)

3.1. Language and technical terminology (1/2)

EVT V2.0 Excel Workbook was originally developed in **Spanish (SP-ESP), with** a "switch" that allows you to choose between three other languages, as shown in the adjacent table. The language switch can only be activated by the EVT V2.0 Exel Workbook **administration** at FSC Internattional, upon request to **communityfamilyforests@fsc.org**.

EVT V2.0 Excel Workbook can be translated into other languages, requiring technical review by users or their partner institutions, as explained on the following page.

Language	Language code	Calibration in translation
British English	en-GB	calibrated translation during an initial implementation in Kenya in 2025.
French from France	fr-FRA	translation pending calibration during initial implementation
Brazilian Portuguese	pt-BRA	calibrated with a first implementation in Brazil in 2025.

In all cases, the Book may require adaptations of some terms (Example in Mexico: Ejido instead of community, Non-Timber Resource Management Area instead of Forest, etc.). These changes must be made in coordination with the administration of EVT V2.0 Excel Workook (FSC International).

# 3. Getting started with the EVT V2.0 Excel Book (2/4)

3.1. Language and technical terminology (2/2)

For the translation of the Excel Book from Spanish into the 3 languages:

- **en-GB,**
- **fr-FRA and**
- **pt-BRA,**

A **Glossary of Terms for EVT V2.0** was used to optimise the translation and harmonise terms in accordance with:

- FSC regulatory framework,
- EVT methodological framework, and
- other conceptual frameworks.
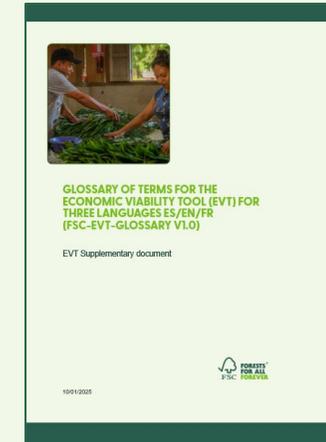
In addition, **the EVT V2.0 Excel Book allows new languages** to be **included** relatively easily and without affecting the cells containing calculations or graphs. This requires the commitment of the FSC NETWORK, MEMBERS or ALLIED INSTITUTION of USERS, mainly in the following areas.

- Updates of "EVT V2.0 Glossary of Terms" to the new language required. (2-3 days).
- Initial translation of the content at FSC International (1-2 days).
- Review and adjustments of the translation to the required language and context. The technical language used in all versions of the Book is based on the document "HEV V2.0 Approach and Guidance", which serves as a conceptual and methodological reference to ensure terminological and operational consistency. (2-3 days)

3.2. Excel language or terms used

The language used in the "Workbook" is compatible with Excel.

The technical language of EVT is harmonized with the document "EVT Approach and Guide V2.0".

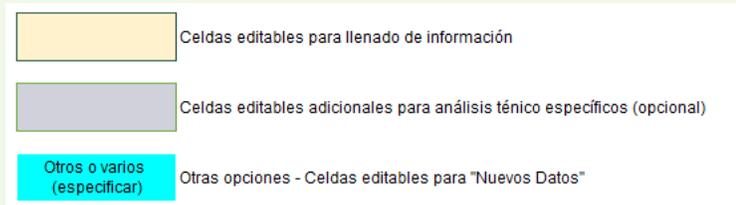|	Term	Description	Example
Validation and conditions	Data validation	Restricts values that can be entered in a cell.	List: Yes, No, Maybe.
	Conditional formatting	Changes the format of cells that meet a criterion.	Colours cells with values >100.
	Validation with formats	Combine validation with conditional formatting to highlight errors.	Restrict values <100 and colour errors.
Cell Formats	Number format	Change the display of numbers (currency, decimals, etc.).	Display numbers as £1,234.56.
	Date format	Defines how dates and times are displayed.	dd/mm/yyyy.
	Merge cells	Merge several cells into one.	Merge A1:B1 for a header.
Tables and Data Organization	Group columns	Allows you to combine columns to expand or collapse.	Group Column A and Column B.
	Automatic filters	Filter data according to criteria.	Show only rows with values >100.

3.3. Permissions and restrictions on use in the Worksheets

The only cells with no restrictions in EVT 2.0 Excel Workbook are

- Selecting EDITABLE CELLS and filling in information in them.

	Celdas editables para llenado de información
	Celdas editables adicionales para análisis ténico específicos (opcional)
Otros o varios (especificar)	Otras opciones - Celdas editables para "Nuevos Datos"

- Applying formatting to cells (e.g., changing font size or type).

- Applying formatting to columns and rows (useful for adjusting text in boxes, for example).

- Editing objects in Sheets 3.I., 3.II., and 3.III. It is important to edit objects with care so as not to delete important information or damage the functionality of the graphics.

NOTE: If you are unable to fill in the editable cells or have problems with certain usage restrictions, please contact communityandfamilyforests@fsc.org.

4. Workbook structure and functional overview (1/5)

4.1. Contents of the Workbook
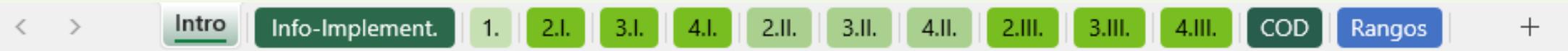
The workbook consists of 13 sheets.

- 1 **Introduction** sheet
- 1 sheet with general **information** on EVT **implementation**.
- 10 sheets with **data content and results** of the EVT Implementation.
- 1 page with colour **codes**, validators and a list of countries and abbreviations together with their respective currencies.

SHEET (Step and Component)	CONTENT
Intro	Presentation & Content
Info-Implement.	General information on the implementation of the EVT
1	Users Screening Tool applicability
2.I.	Socio-economic landscape data
3.I.	Socio-economic landscape results
4.I.	Decisions on the Socio-Economic Landscape
2.II.	Enabling & disabling conditions data
3.II.	Enabling & disabling conditions results
4.II.	Collective decisions on improvement options for enabling & disabling conditions
2.III.	Data on the situation of each forestry Organization (forest management) or compatible
3.III.	Results of the situation of each forestry Organization (forest management) or compatible
4.III.	Collective decisions for each forestry Organization
Codes	Colours, symbols, countries & currencies

4.2. Visual functionality and codes (1/4)

The 10 Data Content and Results Sheets in the Excel Workbook have a numbering system, colours and images to differentiate between Steps and Components.

< >   Intro   Info-Implement.   1.   2.I.   3.I.   4.I.   2.II.   3.II.   4.II.   2.III.   3.III.   4.III.   COD   Rangos   +

The "Codes" sheet brings together all the visual and operational references needed to understand how the EVT V2.0 Excel Workbook works. Although it appears at the end of the file, it is important to review it from the beginning, as it helps Technical facilitators to correctly interpret the elements of the workbook.

This sheet contains:

✓ Colours used to:
- Identify editable cells.
- Guide the correct entry of data (numbers, text, drop-down lists).
- Respond to conditional rules that display alerts, opportunities, or information gaps.

✓ Selectors and validators, which allow:
- Delimit areas for copying/pasting in printouts or reports.
- Choose options or filter information.

✓ Lists of country codes and their corresponding currencies.

4.3. Colours for functionality 🎨

Functionality of the EVT V2.0 Excel Workbook: indicates the content of cells that are editable or unrestricted.

Delimitation of "copy and paste" sections for:
1. Printing A0 sheets for workshops (delimitation in purple).
2. Word report (delimitation in blue).

Colours applied using conditional formatting in Step 2 of components II and III within the framework of the EVT Methodology.

Codes

Colours used in the functionality of the Excel Workbook EVT V2.0

Colour	Description
	Editable cells for filling in information
	Additional editable cells for specific technical analysis (optional)
#	Number of questions in Step 2
	Indicates how to fill in the editable cells (unit of measurement, cell format, etc.)
	Indicates input data content in the column
Calculation	Calculations for FSC MASTER user: EVT subject leader
Other or various (specify)	Other options - Editable cells for "New Data"
	Suggested changes from EVT Excel V2.0 to V.3
	Filters for FSC staff to prepare EXCEL template for facilitators
MASTER filter (Hide ↓)	Instructions for FSC MASTER users: EVT topic leader
	IMPORTANT instructions for facilitators
	Separation between input INFORMATION and drop-down lists and/or graphs
	Requirement to incorporate, review or improve translation

Number   Text   Drop-down list

Colours used in the Delimitation of sections to "copy and paste"

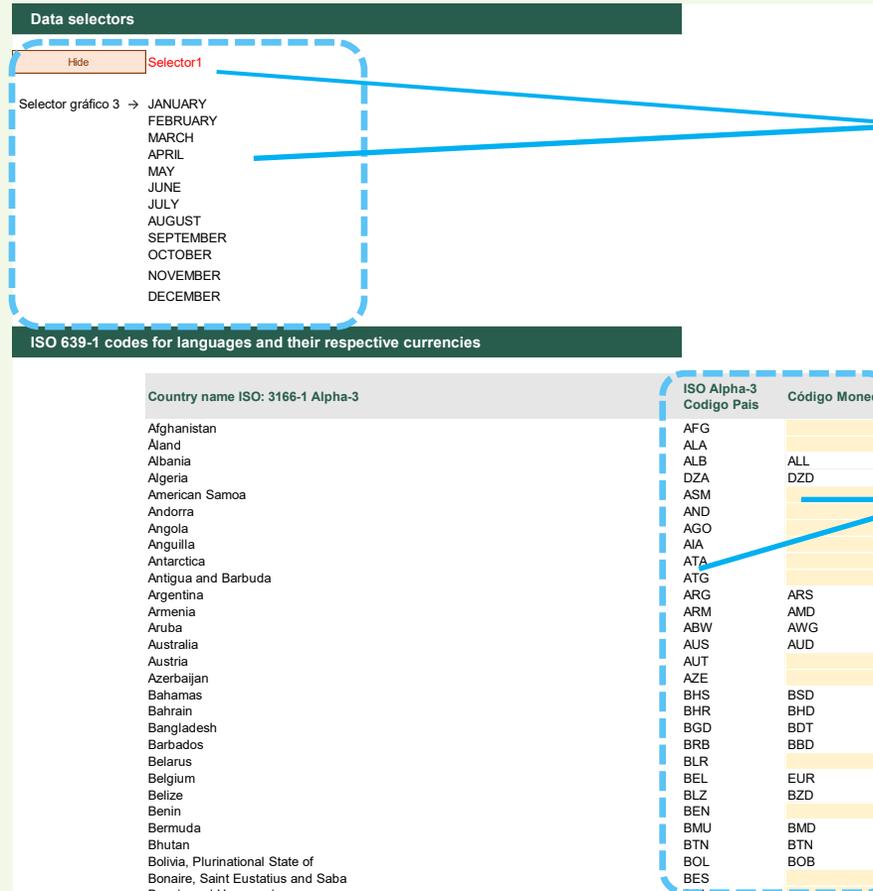| Colour	Description
	Manual delimitation for "copying/pasting" content into the Word report
	Delimitation for printing / A0 format

Colours applied through Conditional Formatting:

Colour	Description
	Opportunity
	Opportunity or warning?
	Alert
	Not applicable
	Review
Other or various (specify)	Other options - Editable cells for "New Data"

4.4. Colours, numbering and images of Steps and Components

Images of the corresponding Step, located at the top of each Step Sheet in the Workbook.

Colours and numbering in images to differentiate Steps and Components

Colours and type of numbering in images to differentiate Steps and Components

EVA steps

1	Approach to EVT users
2	Socio-economic data
3	Comprehensible analysis of results
4	Collective decision-making

EVT analysis components

I.	Socio-economic landscape of the territory
II.	Enabling & disabling conditions
III.	Situation of each forestry operation in the value chain
IV.	Financial analysis

Sheet Tab Bar

Step 1.   Step 2.   Step 3.   Step 4.

| Component I. |

Step 2.   Step 3.   Step 4.

| Component II. |

Step 2.   Step 3.   Step 4.

| Component II. |

< > Intro Info-Implement. 1. 2.I. 3.I. 4.I. 2.II. 3.II. 4.II. 2.III. 3.III. 4.III. COD Rangos +

4.5. Country & Currency Codes

✅ **Ensures data validation:** I use filters that control the correct entry of data into the corresponding cells. This prevents formatting errors or inconsistencies.

🌍 **Guarantees international consistency:** ISO 3166-1 Alpha-3 codes to identify countries, along with their respective currencies, with the aim of ensuring standardisation of information.

Data selectors

| Hide | Selector1 |

Selector gráfico 3 → JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER

Validators used to hide work areas and enter months for graph 3.

ISO 639-1 codes for languages and their respective currencies

Country name ISO: 3166-1 Alpha-3	ISO Alpha-3 Codigo Pais	Código Moneda
Afghanistan	AFG	
Åland	ALA	
Albania	ALB	ALL
Algeria	DZA	DZD
American Samoa	ASM	
Andorra	AND	
Angola	AGO	
Anguilla	AIA	
Antarctica	ATA	
Antigua and Barbuda	ATG	
Argentina	ARG	ARS
Armenia	ARM	AMD
Aruba	ABW	AWG
Australia	AUS	AUD
Austria	AUT	
Azerbaijan	AZE	
Bahamas	BHS	BSD
Bahrain	BHR	BHD
Bangladesh	BGD	BDT
Barbados	BRB	BBD
Belarus	BLR	
Belgium	BEL	EUR
Belize	BLZ	BZD
Benin	BEN	
Bermuda	BMU	BMD
Bhutan	BTN	BTN
Bolivia, Plurinational State of	BOL	BOB
Bonaire, Saint Eustatius and Saba	BES	

Codes
ISO 3166-1 Alpha-3 for countries and their currencies.

Sheet: "Intro"

ECONOMIC VIABILITY TOOL FOR COMMUNITY AND FAMILY FORESTS (EVT V 2.0)
EXCEL® workbook for systematising data and graphing results

Title:	EXCEL template for the Community and Family Forest Economic Viability Tool (EVT) V2.0
Date:	20/10/2025
Responsible unit or department:	Community and Family Forestry Work Area (CFF Work Area) Policy and Performance Unit (P&P Unit) FSC International Centre (FSC IC)
Contact information:	Email: communityfamilyforests@fsc.org
Author:	Karen García (Policy Innovation Manager for Community and Family Forests)
Purpose of the document:	The Excel Workbook EVT V2.0 is used by Technical Facilitators to organise and display the information generated during the implementation of the Economic Viability Tool (EVT) together with representatives and other members of the focus group composed of small-scale, low-intensity or collectively owned community forest managers or owners. This manual provides specific instructions on the use and functionality of the Excel Workbook, and complements the document "Framework and Guide to the HVE V2.0," which is also intended for TECHNICAL FACILITATORS.
Confidential?	☐ Yes ☒ No
Users:	☐ Internal (FSC) ☒ External
Does it contain personal information?	☒ Yes ☐ No

EDITABLE cells for data entry, according to drop-down list.

The Economic Viability Tool (EVT) is part of the FSC's "Toolbox for Community and Family Forests".

User type:	Select
User name:	…
Country:	ISO Alpha-3 Codigo Pais
Year or period:	…

SHEET (Step and Component)	CONTENT
Intro	Presentation & Content
Info-Implement.	General information on the implementation of the EVT
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3.III.	Results of the situation of each forestry Organization (forest management) or compatible
4.III.	Collective decisions for each forestry Organization
Codes	Colours, symbols, countries & currencies

Links to access the Sheets in the EVT V2.0 Excel Workbook

EVT involves a process of EMPOWERMENT

For decisions on forest management and other landscape resources

The first implementation cycle provides a baseline diagnosis and prioritisation of options for improving forest management and family well-being. The options will be general when financial information is not available, and more precise with consistent financial analysis.

The second implementation cycle provides monitoring and evaluation (M&E) of key indicators. Scenario modelling for improvement can be initiated or continued in line with investment opportunities, if information is available.

A Excludes "financial analysis," providing general options for improving forest management and well-being.

B Includes "financial analysis" with specific improvement options that may include modelling investment flows, costs, revenues, and profits.

Cycles   Steps

1 Reach out to EVT users   2 Socioeconomic data collection   3 Analysis of results   4 Collective decisions based on data

Free, Prior and Informed Consent (FPIC), if applicable.

Workflow   Components

I. Socio-economic landscape

II. Enabling and disabling conditions

III. Situation of forestry operations in the value chain

IV. Financial analysis

Sheet: "Info-Implementation"

Purpose

To provide general **information** on the scope and organization of EVT **implementation.**

🎯 Information in **SECTION 1:**

1. Context of EVT users and their territory.
2. Inter-institutional coordination.
3. Dates and participants in meetings, workshops, and assemblies with users.
4. Key data on the territory and users.
5. Application of steps and components in the implementation process.

Information requirements and how to express them (in brackets)

Select unit of measurement from drop-down list

Type of data to be entered in editable cells (number, text, date, drop-down list option)

EDITABLE cells for data entry.

Sheet: "Info-Implementation" (2/2)

🎯 **SECTION 2**

Enter a list and general characteristics of the forestry organisation(s) or organisations compatible with responsible Forest Management.

It is important to have at least approximate information at the start of HEV implementation (in Step 1). Data may change during implementation of the tool, so it is essential to record and update changes in a timely manner.

SECTION 2					
Name of Forestry Organizations or Organizations Compatible with Forest Management	Economic activity	CURRENT SCENARIO What is the situation today?		Improved Scenario	Scenario with Certification
		Situation	Position in the Value Chain		
Text	Drop-down list	Drop-down list	Drop-down list	Text	Text
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

EDITABLE cells for data entry,
subject to validators

Sheet: "1"
Step 1.
User exploration or detection

Complete input data (names, numbers with drop-down lists and text).

Date (dd-mm-year) ⟶	
Person responsible for providing the information (name; role; Organization) ⟶	
Person(s) interviewed (name, role, Organization) ⟶	

NOTES column: This column may be displayed during data collection and hidden afterwards. Notes are also available by clicking on the cells in the previous column.

In this column, select the data from the drop-down list.

Text data entry

Enter the information in text format in the yellow cells, following the instructions in the green cells, which specify the type of data required.

Note: Some cells have conditional formatting to highlight **opportunities**, **alerts**, and **information gaps**, depending on the selection from the drop-down list.

Sheet: "2.I." (1/3)
Step 2. Component I.
Socio-economic landscape data

Complete the fields highlighted in yellow with the information gathered in focus group workshops. The data can be text, numbers, dates, values from drop-down lists, etc., depending on the requirements.

In this cell, you will find a drop-down list to select the number of households or families to be used for the analysis of this component.

Enter the requested data in the area highlighted in yellow.

Sheet: "2.I." (2/3)
Step 2. Component I.
Socio-economic landscape data

Section DELIMITATION selection cell for "copy and paste" for:
1. Printing of A0 sheets for workshops (purple delimitation).
2. Word report
(blue delimitation).
If you do not need the print delimiters, select "Clean".

EDITABLE cells for data entry.

The grey cells correspond to optional data entry (only if you have time and are interested in providing more detailed data on non-forestry items).
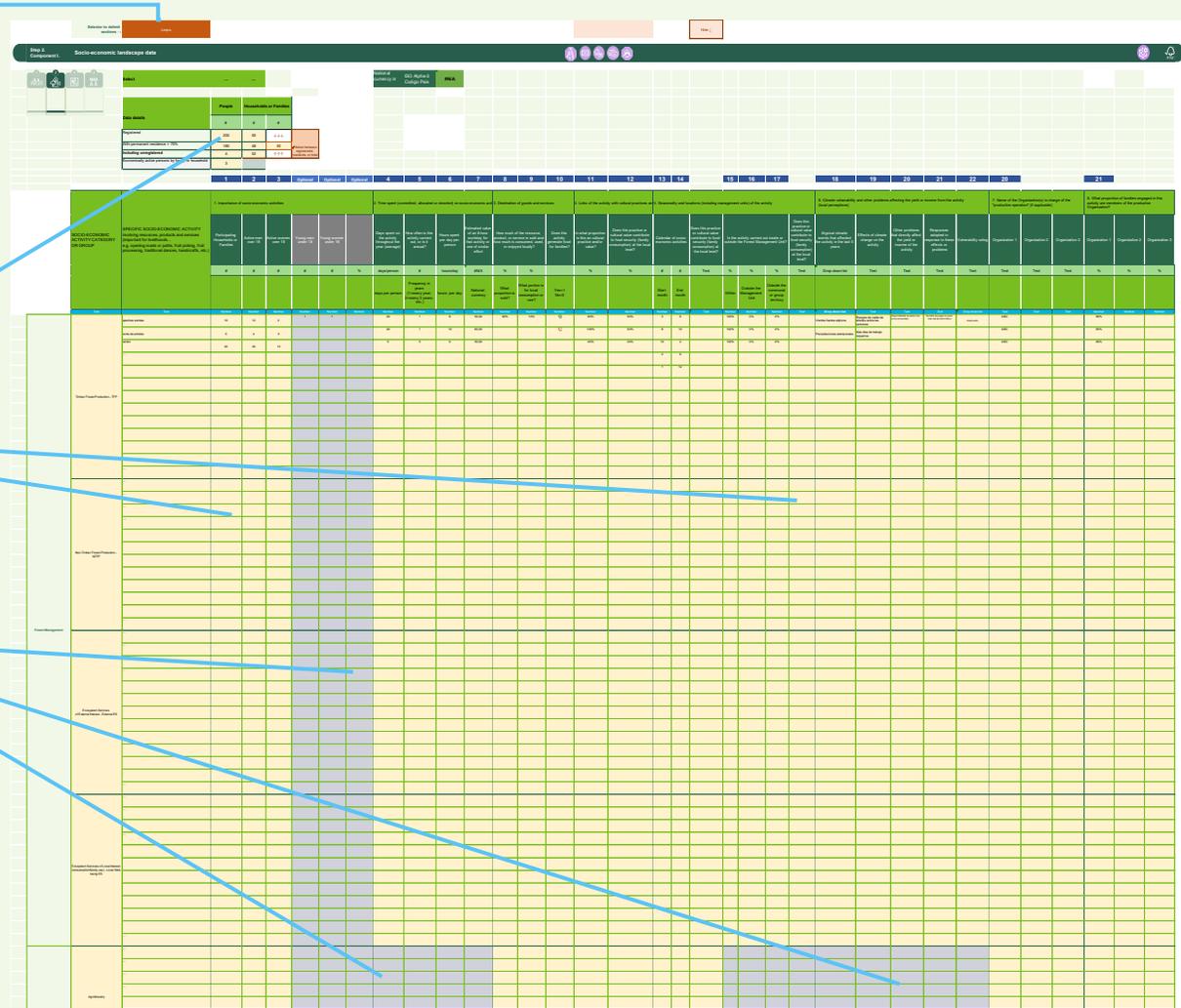
Sheet: "3.I." (1/2)
Step 3. Component I.
Socio-economic landscape results

This sheet displays three graphs generated using data from sheet "2.I."

- Sheet content cannot be edited. Everything is edited in Sheet "2.I."

- Permission only to edit shapes and copy and paste graphs (useful for preparing printouts and confidential reports in Word). We recommend copying and pasting as **an image, so that you have all versions of the graphs prior to validation, reducing the risk of losing information.**

The only manual action required is to adjust the quadrant with segmented lines to the socio-economic activities of responsible Forest Management. It is also possible to add another quadrant for compatible activities.

Graph 1. Participation of households or families in socio-economic activities + Proportion of production destined for SALE and CONSUMPTION or family USE
[Expressed in number and percentage of households or families in the community or group]

Graph 2. Participation in socio-economic activities by family or households, men and women
[Expressed in number and percentage of households or families in the community or group]

Sheet: "3.I." (2/2)
Step 3. Component I.
Socio-economic landscape results

Note: If you encounter any problems with the graph, check the editable cells in columns 10 & 11 of Sheet 2.I.

Graph 3. Annual productive calendar
Users: …/…

Sheet "4.I."
Step 4. Component I.
Decisions on the socio-economic landscape

On this sheet, you must complete the information with text and select the corresponding data from the drop-down lists.

EDITABLE cells for data entry

FORESTS FOR ALL FOREVER
FSC

Sheet "2.II."
Step 2. Component II.
Enabling conditions & Disabling conditions Data

Sheet: "2.III."
Step 2. Component III.
Data on the situation of forestry organizations (or compatible)

Selector to delimit sections → Clean

Manual delimitation for "copying/pasting" content into the Word report
Clean
Delimitation for printing / A0 format

Page 1   Page 2   Page "n"
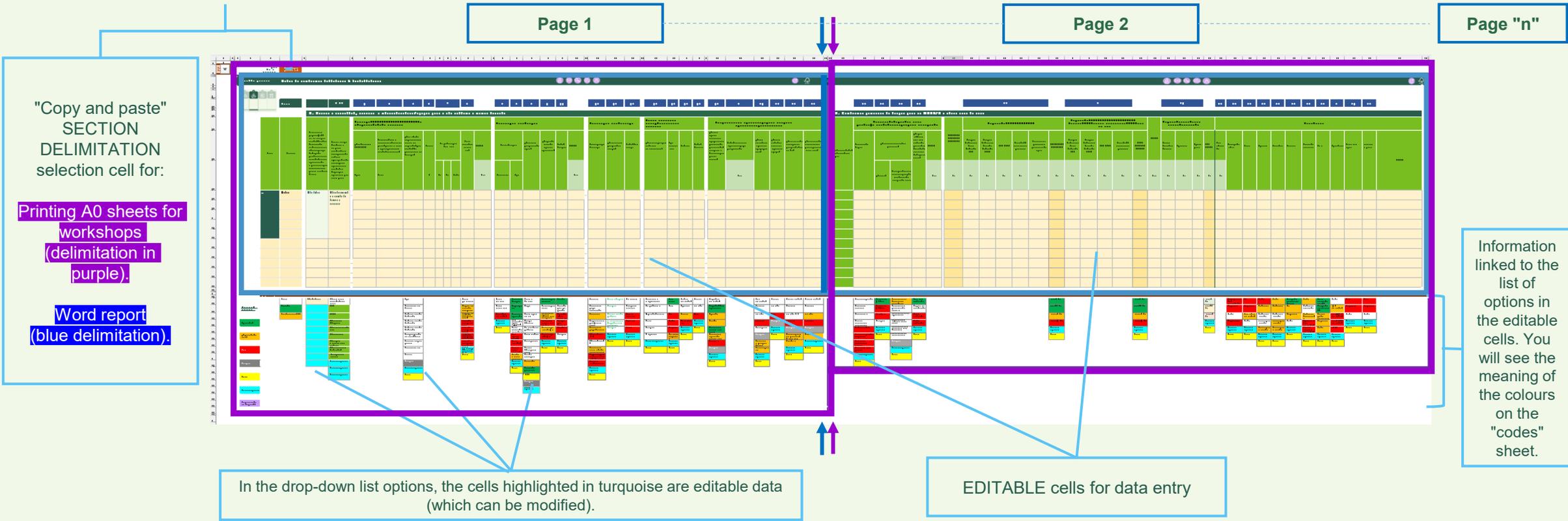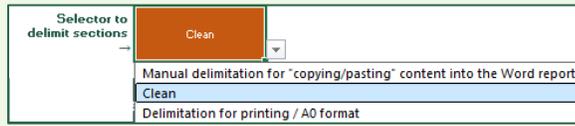
"Copy and paste" SECTION DELIMITATION selection cell for:

Printing A0 sheets for workshops (delimitation in purple).

Word report (blue delimitation).

Information linked to the list of options in the editable cells. You will see the meaning of the colours on the "codes" sheet.

In the drop-down list options, the cells highlighted in turquoise are editable data (which can be modified).

EDITABLE cells for data entry

Sheet: "3.II."
Step 3. Component II.
Enabling & Disabling conditions Results

Sheet: "3.III."
Step 3. Component III.
Result on the situation of each forestry organization

SECTION DELIMITATION selection cell for "copy and paste" for:
1. Printing A0 sheets for workshops (purple delimitation).
2. Word report
(blue delimitation).
If you do not need the print delimiters, select "Clean".

EDITABLE cells
for data entry

Each green and red cell is a "text" entry. They are notes linked to the graphs. Try to make them specific "notes" that are understandable to users.

This graphic shows aggregate results. It is copied and pasted only for the WORD report.

The four graphics are grouped into a single image. Be careful to select the grouped image to copy it for both printing and the Word report.

Note: if the graphics undergo any change in size, colour or position, please contact communityfamilyforests@fsc.org

Sheet: "4.II."
Step 4. Component II.
Collective decisions on enabling and disabling conditions

Sheet: "4.III."
Step 4. Component III.
Collective decisions on the status of each forestry organization

EDITABLE cells for data entry

EDITABLE field for customizing the droptown llist

Section DELIMITATION selection cell for "copying and pasting" for:
1. Printing A0 sheets for workshops (purple delimitation).
2. Word report (blue delimitation).

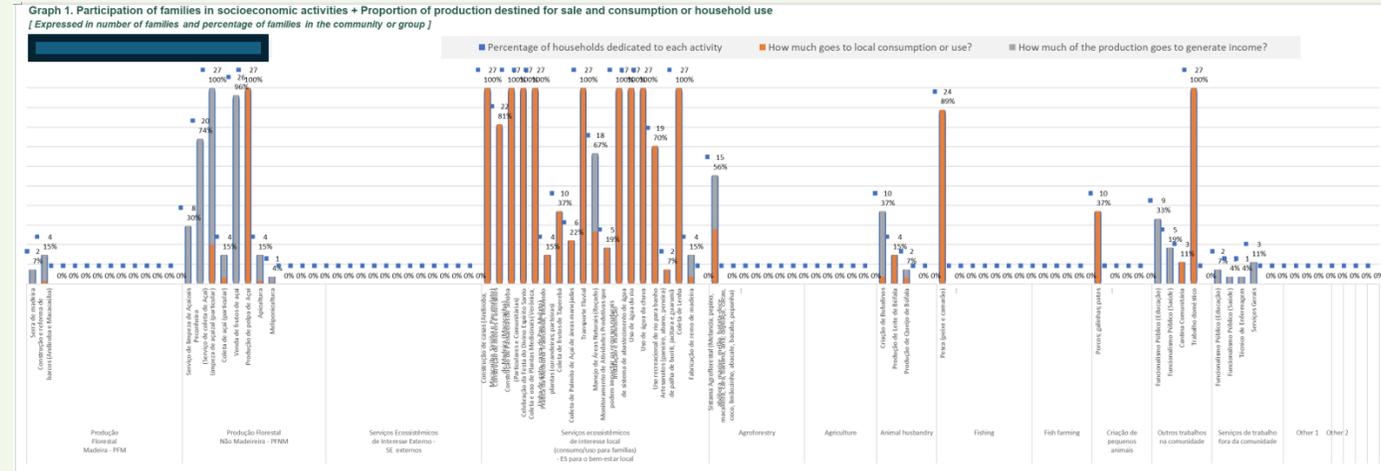If you do not need the print delimiters, select "Clean"

AREA that is COPIED AND PASTED onto a blank A4 WORD sheet, converted to PDF and sent to A0 PRINTING

AREA that is COPIED AND PASTED into a CONFIDENTIAL WORD REPORT sheet, which has a specific FORMAT.
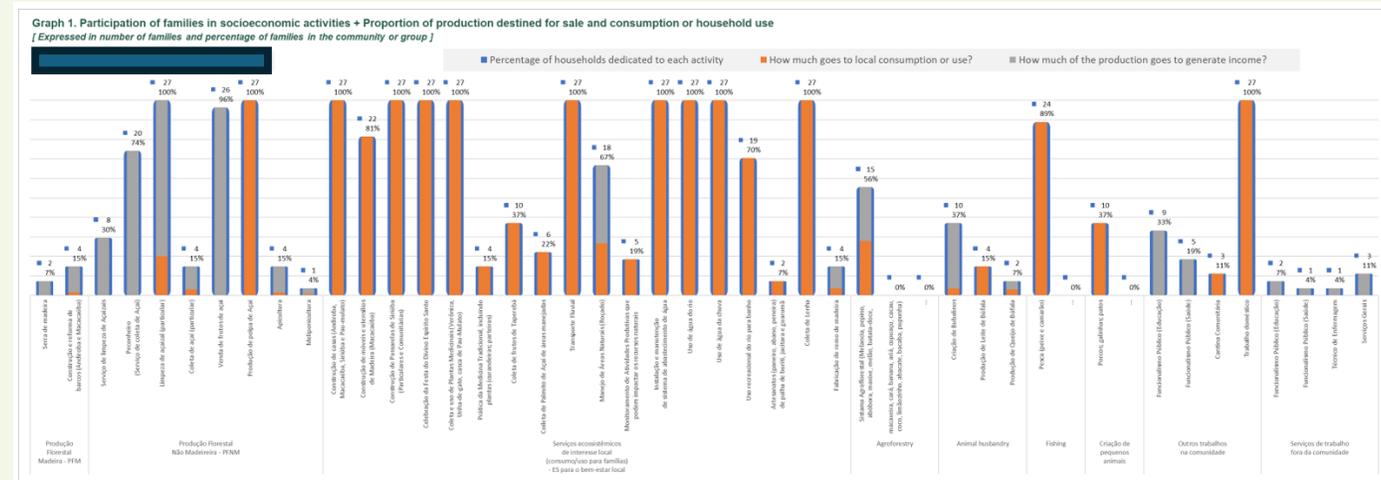
7.1. Component I. Socio-economic landscape (1/4)

Instead of this illegible and incomprehensible graph...

...you should have this graph with the necessary bars and legible captions

7.1. Component I. Socio-economic landscape (2/4)

The legibility of Figures 1 and 2 should be improved,
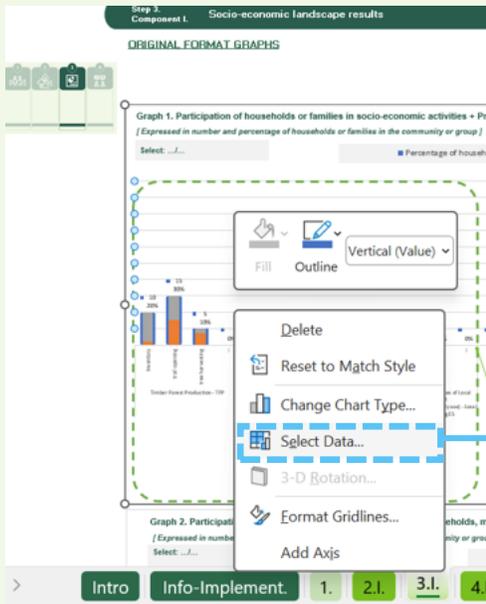
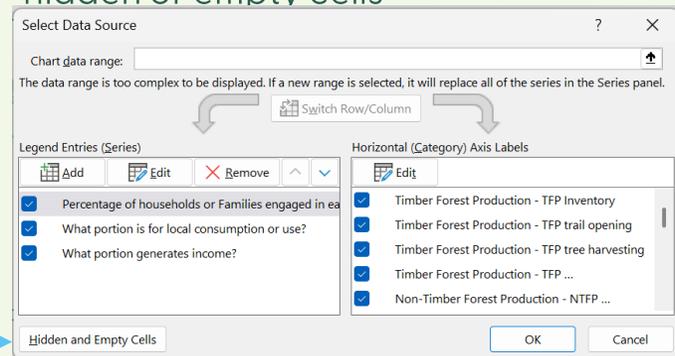 primarily in two aspects:
1.   Hide spaces without data:
1.1. In **cell A2** of **"Sheet 2.I**," there is a drop-down list where you should select only the "**Full**" option.
1.2. In "**Sheet 3.I**." in Graph 1 (and also in Graph 2), do the following:
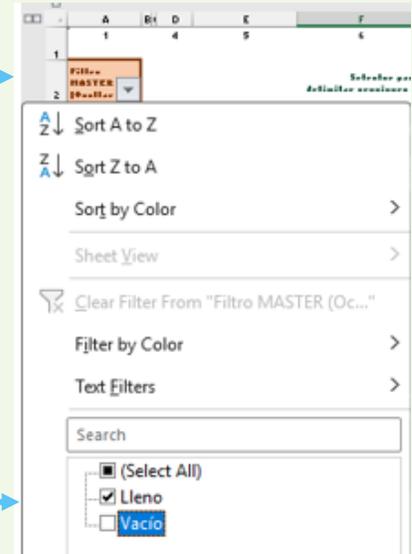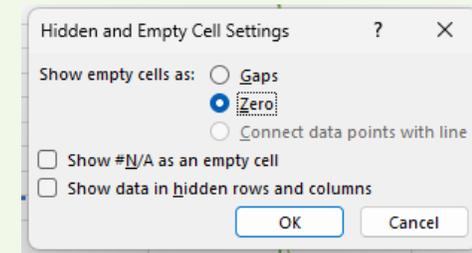
Right-click on
"Select Data"

Right-click on
"hidden or empty cells"

Uncheck the 2 boxes:
 "Show #N_A as empty cell"
"Show data in hidden rows and columns".

7.1. Component I. Socioeconomic Landscape (3/4)

2. Provide sufficient space for the legend on the horizontal axis

Column D of "**Sheet 2.I**." records the "socioeconomic activities" of each pre-identified subsector(*).

The template is configured to allow up to 10 socio-economic activities per subsector(*). In each subsector you will find:

Full

3 cells with **ellipsis ("...")**, located in the first two positions and in the last position. These are **filled cells,** used to generate visual space in the graph. Their content can be replaced when data exists, but leave the ("...") if it does not exist (so it does not remain empty).

Empty

7 empty cells, to be filled with data, if applicable.

(*) Notes:
(a) It is recommended to leave the 4 forestry subsectors (although you can modify the form). You can change the names of the other sectors and subsectors for other land uses or time uses.
(b) If you require more than 10 cells per sub-sector, please contact communityandfamilyforests@fsc.org.

7. TIPS for proper graph visualisation (4/6)
7.1. Component I. Socioeconomic Landscape (4/4)

This is how the legends look with the above recommendations.
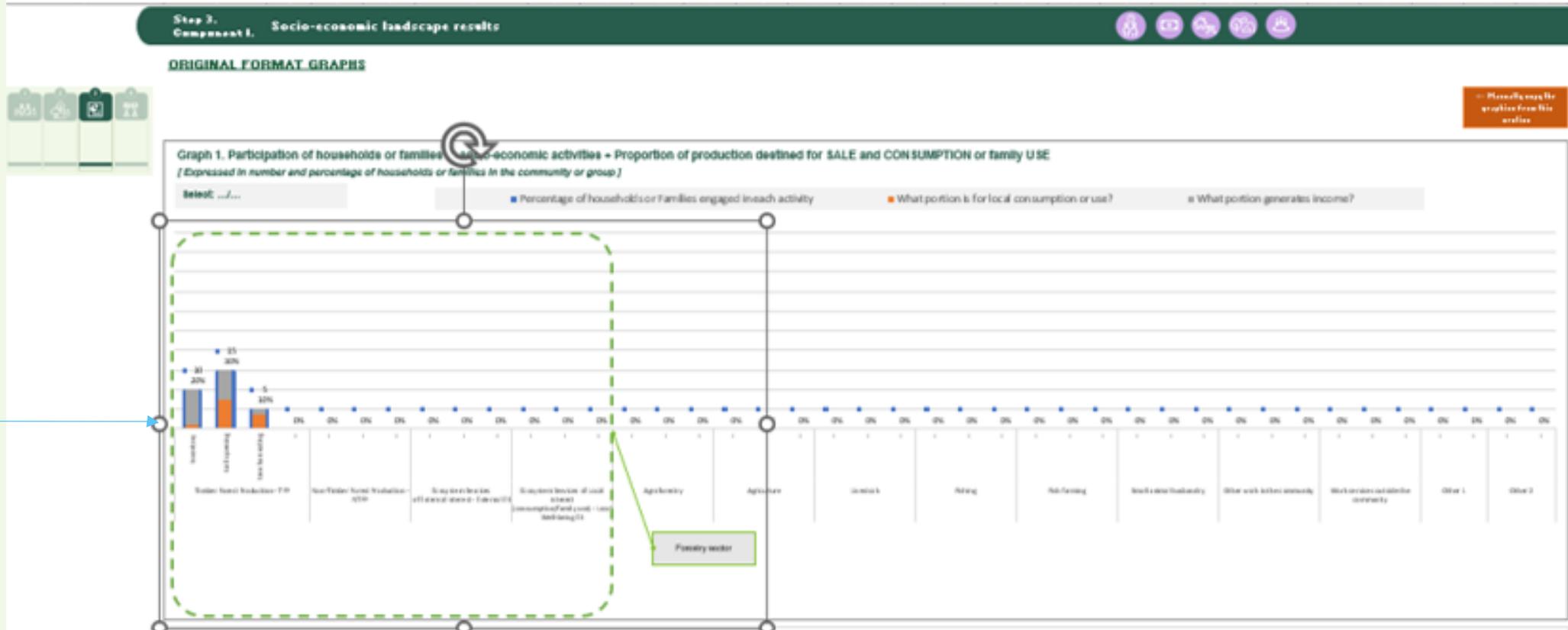
Función adicional: Puede ajustar manualmente la figura segmentada (el cuadrado) para alinearla con los subsectores forestales correspondientes. Para ello, seleccione la figura agrupada y utilice los pequeños controles circulares que aparecen alrededor para reposicionar o cambiar el tamaño de la figura.

7.2. Components II. and III. (1/2)

Sheet: "3.II."
Step 3. Component II.
Enabling conditions & Disabling conditions Results
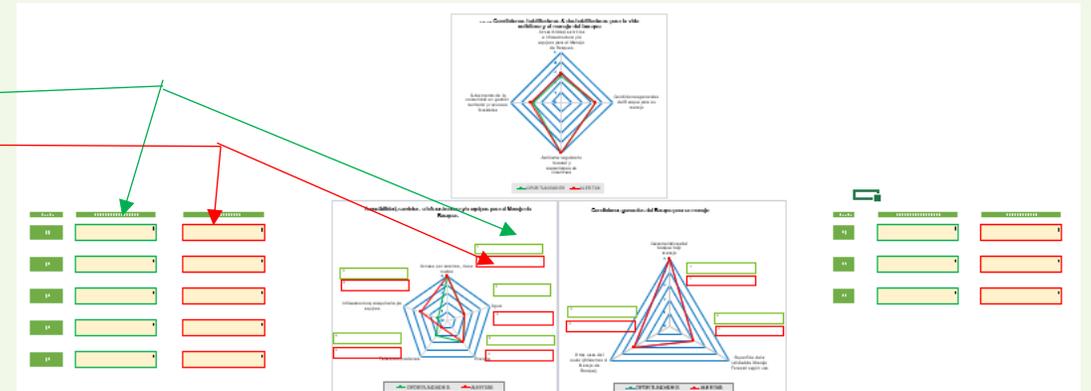
Sheet: "3.III."
Step 3. Component III.
Result on the situation of each forestry organization

Adjusting rows and columns:

- Avoid formatting the height or width of cells so as not to change the graphics.

Opportunity and Alert Notes.

- Adjust the size of the notes according to the content (text) so that the banner printouts are aesthetically pleasing to users (HVE customers).

7. TIPS for proper graph display (6/6)
7.2. Components II. and III. (2/2)

Opportunity Notes and Alerts

To prevent empty notes from standing out visually in charts and ensure a clean presentation in banner prints, follow these recommendations:

1. **Identify notes without content.** In graphs, notes that do not contain information will appear with a visible outline. You can attenuate these outlines by applying 90% transparency and respecting the green tone for opportunities and red for alerts, as seen in the circles with segmented lines in the examples shown below.

*   **Reduce the intensity of the outline.** If a note has no text, it is recommended to reduce the colour intensity of the outline to **5**%. This prevents it from being noticeable when printing, maintaining the aesthetics of the graphic.

*   **Do not delete empty notes.** Even if they have no content, it is important to keep them for use in **future HVE (M&E) implementation cycles**. Notes function as placeholders that facilitate subsequent updates.

2. **Adjust the size of each note according to its content.**
    When a note does include text, adjust its size so that all the information is legible without distorting the display of the graphic.
    This adjustment ensures that banner printouts maintain a clear and appropriate presentation for users (HVE clients