

**Volume**

**3**

INSPIRED TECHNOLOGIES

# Administrative Stylesheet Guide

CORPORATE GRAPHICS AND COMMUNICATIONS

# **Administrative Stylesheet Guide**

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## Seven Keys to Creating a Professional Manual

*Like the Chapter Title Style above, and the Chapter Subtitle you're reading, Word's preset Styles are just a few clicks away.*

To save time in the future, print a copy of this document. Choose Print from the File menu, and press Enter to receive all 8 pages of examples and instructions. With the printed document in hand, position yourself in Normal View to see the Style names next to each paragraph. Scroll through the document and write the Style names next to the paragraphs (press Ctrl-Home to reposition yourself at the beginning of the document).

I C O N   K E Y	
	Valuable information
	Test your knowledge
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**To create a drop cap** for the lead paragraph, like the example above, select and highlight the letter T, and type a new letter.

### How to Customize This Manual

The “icon key” at left was produced using the Heading 8 Style for the words “icon key,” and the List Bullet 5 Style for the text below—which uses a Wingdings symbol for the

bullet character. To change the bullet symbol, choose Bullets and Numbering from the Format menu. Click modify, and click the Bullet button. Choose a new symbol, and click OK twice to exit.



**About the “Picture” Icons**

The “picture” icons are Wingdings typeface symbols formatted in white with a shaded background. To insert a new symbol, highlight the character and choose Symbol from the Insert menu—select a new symbol, choose Insert, and Close. To create new “icons,” format a one-character paragraph as the Icon 1 Style.

To change the shading of the Icon 1 Style, choose Borders and Shading from the Format menu. Select a new shade or color, and choose OK to accept your choice.

## Section Breaks are Key

In this manual, section breaks are the secret to success. Double-click

**Using the Breaks**  
command, you can  
insert a page, column,  
or section break.

the section break above to activate the Page Setup  
menu. Choose the Margins tab. As you can see, this  
section (page) has margins of 1.25 inches top and

bottom, 2.33 left, and .83 right—with headers and footers of .67 inches. Special section margins make it possible for this manual to use framed Styles—such as the Icon 1 Style—which will move with the text.

- Breaks in a Word document appear as “labeled,” dotted double-lines.
- **To insert a section break,** choose Break from the Insert menu. Select one option, and click OK to accept your choice.

## About Pictures and Captions

Assuming you see your paragraph marks, you'll notice a paragraph mark attached to the bottom right corner of the picture. Click on the picture, and notice too, the name of the Style—not surprisingly, the Picture Style. Pictures “attached” to paragraph Styles make it possible for pictures to “act” like paragraphs.



FIGURE 21.1 uses this caption text. In Word, the Caption Style can be automatically numbered and labeled. Choose Caption from the Insert menu to access and control the caption settings. For more information, press the F1 key to search for additional information and help on captions.

**This is Heading 5. Like all Styles in this margin, it can flow with the text.**

**To change the picture,** first click on it to select it. Then, point to Picture on the Insert menu and choose From File. Uncheck the Float over Text checkbox. Select a new picture, and click Insert. To change the color of the picture, double-click on the graphic to activate the drawing layer—where you can group or ungroup picture objects, and re-color or delete objects. Click on an object, and choose Drawing Object from the Format menu. Choose a new shade, and choose Close. To delete an object, select it, and press Delete. Click the Close Picture button to exit.

**To crop the picture,** click on the picture. Hold the Shift key down and re-size the picture by moving the picture “handles” with your mouse.

**Try this:** click your cursor in the framed text at left, and choose Body Text from the Style drop-down list at the top left of your screen. Assuming

## DESIGN CUSTOMIZATION

you did, the headline should now appear as the paragraph below this paragraph. To change the paragraph back to Heading 5, click the Undo button, or choose Heading 5 from the Style list.

**Framed text, like this heading, can be cut, copied and pasted like regular paragraph text.**

To cut and paste framed text, click on the bounding border of the frame to reveal the frame handles. Press Ctrl-X to cut the frame from the page. Click your cursor before the first letter of the paragraph that you would like the frame to appear next to. Press Ctrl-V to paste the frame next to the paragraph.

### **How to Generate a Table of Contents**

To create a Table of Contents, position your cursor before the word, “introduction.” Holding the Shift key down, drag and select both columns of text up to and including the paragraph mark attached to the “Index” entry (last line, second column). From the Insert menu, choose Index and Tables. Click on the Table of Contents tab. Select the Custom format, and click OK. The Table of Contents will be automatically updated with words contained in Headings 1-3.

#### **Note**

The sample TOC text uses the Section Heading Style to create chapter headings. However, the headings must be manually typed and formatted with the Section Heading Style. (“Note” text uses the Block Quotation First Style for the heading, and the Block Quotation Style for the text.)



### **How to Create an Index**

To create index entries for Word’s automatic indexing feature, select the text to be indexed, and choose Index and Tables from the Insert menu. Click the Index tab to



receive the Index dialog box with options. (For more information, select Microsoft Word Help from the Help menu, type “index” into the question space, and click the search button. Finally, select the “Create an Index” help topic.)

## **How to Change the Headers and Footers**

**Written exercise** In Print Layout view, double-click on the header or footer to activate it, or choose Header and Footer from the View menu. Once activated, you can change or delete the text just like regular text.

pages 121 - 123 in your workbook.

- 1. To create a numbered paragraph** like this, choose the List Number Style. If you choose to format more than one paragraph, Word will automatically number the paragraphs.

## **How To Save Time in the Future**

When you re-save the manual template with your changes, the creation of future documents becomes easier. To customize this manual:

### **To link a picture**

to your template, link the picture when you insert it by clicking on the Link to File box.

- 1.** Insert your company information in place of the sample text on the cover page, as well as the inside-cover page. If you plan to use Styles such as the “Icon Key” or Icon 1 Style, set them now (see instructions, page 1).
- 2.** Choose File Save As. In the menu, choose Document Template in the Save File as Type: box. (The filename extension should change from .doc to .dot.)

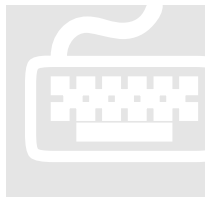
## DESIGN CUSTOMIZATION

### How to Create a Document

To create a manual from your newly saved template, select File New to re-open your template as a document. Assuming you followed the steps above, your company information should appear in place. Now, simply type your manual.

### More Template Tips

There are two ways to view the various Style names of the template sample text:



- 1.** In *Normal view*, choose Tools Options. Click the View tab. In the Style Area Width box, dial up a number and click OK; or
- 2.** In Print Layout view, click on any paragraph and view the style name on the Formatting toolbar.

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