

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 9 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).

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I C O N   K E Y	
□	Valuable information
✍	Test your knowledge
□	Keyboard exercise
□	Workbook review

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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, double-click the bullet. Select a new symbol or create a custom bullet.

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### About the “Picture” Icons

#### Using the Breaks

command, you can insert a page, column, or section break.

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. Open the File menu and click Page Setup... 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.



## DESIGN CUSTOMIZATION



**FIGURE 21.1** uses this caption text. In Word, the Caption Style can be automatically numbered and labeled. Select References then 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. Select a new picture, and click Insert. To change the contrast or edit the picture, click once on the graphic to activate the drawing layer—where you can group or ungroup picture objects, and re-color or

delete objects. Use the Picture Toolbar to edit your picture. 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

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

re-size the picture by moving the picture “handles” with your mouse.

**Try this:** click your cursor in the framed text at left, open the Styles and Formatting work pane from the Format menu, and choose Body Text from the work pane. Assuming 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.

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 References then Index and Tables. Click on the Table of Contents tab. 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 References, Index and Tables from the Insert menu. Click the Index tab to receive the Index dialog box with options. (For more information, select Microsoft Office Word Help from the Help menu, type "create index" into the question space, and click the search button.)

### How to Change the Headers and Footers

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.

#### Written exercise

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, on the **File** menu, click **New**. In the **New Document** task pane, under **Templates**, click **On my computer**. In the **Templates** dialog, on the Publications tab, double-click on this

### To link a picture

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

template to open it as a document.

1. Insert your company information in place of the sample text on the cover page, as well as the inside-cover page. To use Styles such as the “Icon Key” or Icon 1 Style, set them now (see instructions, page 1).
2. To save changes to this template for future use, on the File menu, click **Save As**. In the **Save As Type** box, choose **Document Template** (the filename extensions should change from *.doc* to *.dot*) and save the template.

### How to Create a Document

To create a manual from your newly saved template, on the **File** menu, click **New**. In the **New Document** task pane, under **Templates**, click **On my computer**. In the **Templates** dialog, your updated template will appear on the General tab.

## More Template Tips

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

## DESIGN CUSTOMIZATION



1. Open the Styles and Formatting task pane by choosing Styles and Formatting from the Format menu. The style for the selected text shows in the pane.
2. Click on any paragraph and view the style name on the Formatting toolbar.
3. For *Normal view* or *Outline view*, from the Tools menu, choose Options. Click the View tab. In the Style Area Width box, dial up a number and click OK.
4. From the Format menu choose Theme, then Style Gallery. In the Preview section click on Style Samples.

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