

# Learning & Resource Center Systems Manual Template Quick Guide

**Conventions** The following table explains the writing conventions used in these instructions:

This . . .	. . . means
<b>Alt+T</b>	Press the Alt and T keys at the same time.
<b>File   Templates</b>	Select File from the main menu, then select Templates from the sub-menu.

## Getting Help

You can get further help for the procedures by:

- referring to the **WordSmith** User's Guide
- clicking the Help button on the template's main toolbar
- clicking the Tutor button on the template's main toolbar

## Summary of Steps

There are 6 steps in using **WordSmith**:

1. Launching Microsoft® Word
2. Attaching the template
3. Saving the title of the document in the Summary Info dialog box of Word
4. Setting up the document
5. Launching the function toolbars
6. Clicking the button for the appropriate function

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First Edition  
Printed January, 2023

This document provides reference materials applicable to the Learning & Resource Center Systems Manual Template Quick Guide. **WordSmith** is shareware. The shareware agreement allows you to use the software free for a reasonable trial period. If you decide to keep it for your use, you must register it according to the author's stipulations.

The documentation was designed and developed by Second Banana Software.

**Steps** Take these steps to set up your document:

Step	Action
1	Launch Microsoft® Word.
2	From the main menu: Select <b>File   Templates</b> . <i>The Templates and Add-ins dialog box will be displayed.</i>
3	Click the <b>Attach</b> button. <i>The Attach Templates dialog box will be displayed.</i>
4	Select the WRDSMTH1.dot template. <i>The Templates and Add-ins dialog box will re-appear.</i>
5	Click an <b>X</b> in the checkbox for <b>Automatically Update Document Styles</b> and click <b>OK</b> . <i>The template is attached to the document.</i>
6	Click on the <b>WordSmith</b> menu item. <i>The main toolbar will be displayed at the top of the document window.</i>
7	Click the <b>Set Up</b> button. <i>The Set Up toolbar will appear in the document window.</i>
8	Click the <b>Pages</b> button. <i>Body pages and front matter will be set up.</i>
9	Continue with the documentation (see page 2-5 through 2-7 in the <b>WordSmith</b> User's Guide).

