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GRAPHIC DESIGN INSTITUTE

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Corporate Graphics and Communications

# Administrative Style Sheet Guide

CORPORATE GRAPHICS AND COMMUNICATIONS

# **Administrative Style Sheet Guide**

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© Graphic Design Institute  
12345 Main Street • Suite 100  
Spokane, WA 56503  
Phone 203.555.0167 • Fax 203.555.0168

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## Seven Keys to Creating a Professional Manual

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


**T**o save time in the future, print a copy of this document. Click **Print** on the **File** menu, and press ENTER to receive all eight 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).

### ICON KEY

 Valuable information

 Test your knowledge

 Keyboard exercise

 Workbook review

**To create a drop cap** for the lead paragraph, like the example above, select the letter T, and then type a new letter.

### How to Customize This Manual

The “icon key” at left was produced by 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, click **Bullets and Numbering** on the **Format** menu. Click **Modify**, and then click the **Bullet** button. Select a new symbol, and then click **OK** twice.



#### About the “Picture” Icons

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

To change the shading of the Icon 1 style, click **Borders and Shading** on the **Format** menu. Select a new shade or color, and then click **OK**.

## Section Breaks Are Key

In this manual, section breaks are the secret to success. Double-click the section break above to activate the **Page Setup** menu. Click the **Margins** tab. **Using the Break** command, you can insert a page, column, or section break. 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**, click **Break** on the **Insert** menu. Select one option, and then click **OK**.

## About Pictures and Captions

Assuming that you see your paragraph marks, you’ll notice a paragraph mark attached to the lower-right corner of the picture. Click 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. Click **Caption** on the **Insert** menu to access and control the caption settings. 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 it to select it. Point to **Picture** on the **Insert** menu, and then click **From File**. Clear the **Float over Text** check box. Select a new picture, and then click **Insert**. To change the color of the picture, double-click the graphic to activate the drawing layer—where you can group or ungroup picture objects, and re-color or delete objects. Click an object, and then click **Drawing Object** on the **Format** menu. Select a new shade, and then click **Close**. To delete an object, select it, and then press DELETE. Click **Close Picture**.

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

**Try this:** Click in the framed text below, and choose **Body Text** from the **Style** list on the **Formatting** toolbar. The headline should now appear as the paragraph below this paragraph. To change the paragraph back to Heading 5, click the **Undo** toolbar button, or click **Heading 5** from the **Style** list.

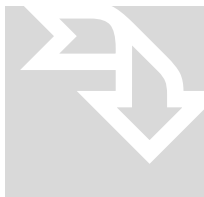
**Framed text, like this heading, can be cut, copied and pasted like regular paragraph text.** To cut and paste framed text, click on the bounding border of the frame to reveal the frame handles. Press CTRL+X to cut the frame from the page. Place your cursor before the first letter of the paragraph that you want 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, click where you want to insert the Table of Contents. On the **Insert** menu, click **Reference**, and then click **Index and Tables**. Click the **Table of Contents** tab. Select any formatting preferences, and then click **OK**. The Table of Contents will be automatically created with words contained in Headings 1 through 3.

#### **Note**

The TOC is generated from text formatted with Heading styles used throughout the document.



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

To create index entries for the Word automatic indexing feature, select the text to be indexed, point to **Reference** on the **Insert** menu, and then click **Index and Tables**. Click the **Index** tab. (For more information, click **Microsoft Word Help** on the **Help** menu, type **index** into the question space, and then click the **Search** button. Finally, select the “Create an Index” Help topic.)

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

#### **Written exercise** pages 121 - 123 in your workbook.

In print layout view, double-click the header or footer to activate it, or click **Header and Footer** on the **View** menu. You can change or delete the text just as you would regular document text. To specify placement and whether the header or footer should be different on odd and even pages, or different for the first page only, click **Page Setup** on the **File** menu, and then click the **Layout** tab.

## **How to Create a Numbered Paragraph**

To create a numbered paragraph:

1. In the **Font** list on the **Formatting** toolbar, click the **List Number** style; or
2. Click the **Numbering** button on the **Formatting** toolbar.

If you choose to format more than one paragraph, Word will automatically number the paragraphs.

## How to Save Time in the Future

When you save the manual template with your changes, it will be easier to create documents in the future. 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).

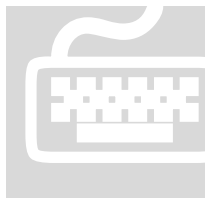
2. Click **Save As** on the **File** menu. In the dialog box, click **Document Template** in the **Save File as Type** box. (The file name extension should change from .doc to .dot.)

### How to Create a Document

To create a manual from your newly saved template, click **New** on the **File** menu to re-open your template as a document. If you followed the steps above, your company information should appear in place. Now, you are ready to type your manual.

## More Template Tips

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



1. In normal view, click **Options** on the **Tools** menu. Click the **View** tab. In the **Style Area Width** box, dial a number, and then click **OK**;
2. In any view, click a paragraph and view the style name on the **Formatting** toolbar; or
3. On the **Format** menu, click **Styles and Formatting** to display the **Styles and Formatting** pane.

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