**ADMINISTRATIVE STYLE SHEET GUIDE**

Eight 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 to 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). 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.

1. **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.

1. **Section Breaks Are Key**

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

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. 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.

1. **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. 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.

1. **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.

1. **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.)

1. **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.

1. **How to Create a Numbered Paragraph**

To create a numbered paragraph In the Font list on the Formatting toolbar, click the List Number style; or 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. 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).

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.)

1. **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.