

IS Doc
no

999

Workshop title

Type your subtitle here, delete if none required

Synopsis of workshop goes here. Who it is for. What it covers. Other documents needed. Aims and objectives etc. .

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Workshop requirements

Files required for this workshop

List names of demo files and details of where they are stored. Can access this document and the demo files from <http://www.brighton.ac.uk/isdocs/>

System and software

list software needed to complete the workshop, eg access to internet, internet explorer and any plug-ins, ...

First heading in your document

Notes on this template:

In order to maintain the different formatting of the two sections (the cover/contents pages page and the rest of the document) you should **not** delete the first section break. You should modify the items on the first two pages and then turn to page three to begin adding the content of the workshop document.

Styles are used extensively in this template to keep formatting consistent and to save time. You are advised to display the Styles and Formatting task pane, whenever editing your documents. (From the Format menu, select Styles and Formatting – or select this option from the Task Pane drop down menu!)

Auto-text entries and short cut key strokes have also been defined to make life easier. If these don't work, it may be because the template has not been installed correctly – it may have been saved as a normal word document (at which point it will lose all its auto-text entries and shortcuts) on its way into your template folder. If this has happened, ask for help!

The front cover

Main items on the first page include

- Document title (formatted in style Title) and an optional subtitle (formatted in style subtitle!)
Replace these items with your own information - delete the sub-title line if none required.
- A space for a picture. This 'space' has been created by inserting a Microsoft Word Picture (Insert Object ...) and filling it with a rectangle. If no picture required, select the 'picture' and delete it,. If a picture is required, double-click to open the Word Picture editor. You may wish to delete the rectangle and replace it with your own work of art. When you have finished editing your picture, remember to resize the picture frame before closing the edit picture window..
- The next item is the document Synopsis, formatted in the Normal style. This should include details of what the document is about, who it is aimed at, what will be learnt from it, the main topics to be covered and any pre-requisites required.
- The footer on the first page should contain details of the date last updated and the document author(s). Double-click in the footer to edit it. While you are there, zip through the headers and footers of both sections to alter the workshop title and date etc.
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Inside the front cover (page 2)

This contains a table of contents. Don't delete this (even though it is totally irrelevant to your document). When you have added your own headings and text in the main document you can

replace this table with a more accurate one using Insert/ Reference/ Indexes and Tables/Tables of Contents ...

When you have finished altering the cover pages, you should scroll to page 3 to begin adding your main headings and text.

Heading styles

You should use heading styles (1 to 3) to structure your document. You can apply these heading styles using the Styles and Formatting task pane, or you can work in the Outline View. Headings are not numbered (ie not in the form 1.0, 1.2, 1.2.1 etc.) Headings level 4 and 5 are reserved for exercises and numbered lists - see below.

Heading 1

Heading 2

Heading 3

When you press Enter after a heading 1 to 3 style, your new paragraph will automatically be formatted in the Normal style (unless you are working in Outline View, but that is another story!)

The Normal style (and variations)

This paragraph is written in the Normal style. To switch to the Normal style quickly, use the shortcut Shift+Ctrl+N.

You don't need to press Enter twice between paragraphs, as extra space is added automatically.

To add **emphasis** to text, use the style **strong**. This changes the font from Arial to **Arial Black**. The short cut for this is Shift+Ctrl+S.

- List bullet is the style used for bulleted lists.
- If you want to create a bulleted list, you should always select the style, rather than using the bulleted list icon from the toolbar.
- When you have finished the bulleted items, pressing return twice in the usual way will revert to the Normal style

Hyperlink: eg www.brighton.ac.uk this is the style used for urls (hyperlinks)

Numbered lists

Due to an unhelpful bug/feature in Word, it is more reliable to use a heading style for numbered lists. I have defined the style Heading 5 for numbered lists. Whenever you want to start a numbered list, select Heading 5 as the style and type your list. When you have finished your list, you will need to choose the Normal style again (not done automatically), you can use the short-cut **Shift +Ctrl +N**.

When you come to your second numbered list, you will find that it starts numbering where the last list finished off. To restart numbering at 1, press Ctrl + Alt + R. (this had to be defined). Don't try using Words built in numbered lists as these are even more temperamental ... when you try to restart numbering from 1, all your formatting will go to pot!.

Exercises and Numbering in Exercises

Exercises are normally used for workshop notes, rather than documents, but if your document has a tutorial style, you may like to use the exercise headings and numbering. The styles Heading 4 and Heading 5 are used together for exercises. Again, we have to trick Word into numbering lists properly, so that it starts each new list from 1. Each exercise has an exercise heading (formatted in style Heading 4, as shown below). Heading 5 is used for each of the numbered points in the exercise. Each time you use Heading 4 for a heading, Word will assume that the first list after it should be numbered from 1. If you don't use Heading 4 at the beginning of an exercise, Word will continue the numbering from the previous exercise. (You can get round this by restarting numbering as with numbered lists – Ctrl + Alt + R).

Exercise 1 Heading 4



1

This item is formatted in style Heading 5

2

This is the second item in the list.

Exercise headings are numbered for ease of reference and clarity in a workshop, eg Exercise 2, Exercise3,...

Before typing in the first item in the list, you can add a mouse to the margin using an Auto-text entry Simply type the word *mouse* and then press the F3 key. (You may need to add a space

after the word mouse. If you haven't got an F3 key, I guess you'll have to use the Insert menu to add the Auto-text 'mouse').. At the end of an exercise, you should manually revert to the Normal style (Shift +Ctrl +N).

Autotext entries

The mouse auto-text entry has been mentioned above in 'Styles used for exercises'. To recap, just type mouse and press F3 to make a mouse appear in the left margin.

A bit of
text on
the side

If you want to add some dramatic text to the left margin to draw attention to a stunning fact you have revealed, type bitontheside and press F3. This will add a text box with the font Comic Sans 14 point. Simply highlight the text in the box and type your own over it.

You can use the same technique to add a small graphic, just delete all the text and paste your graphic into the text box.

Applying this template to an existing document

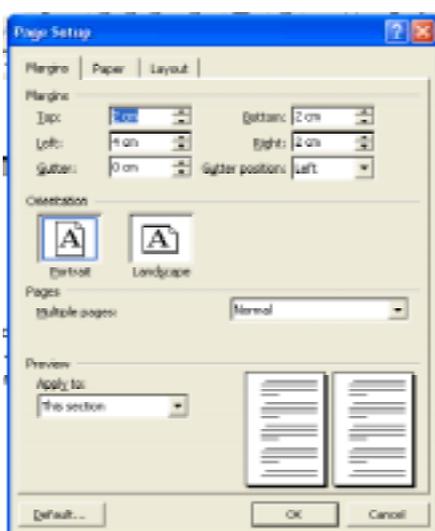
This need not be too painful a process, but it is probably best done in stages.

- Open the template and modify the front page and contents page and headers and footers throughout the document.
- Scroll to page 3 and delete the text there.
- Open your existing document and cut a manageable chunk of text (eg 1-2 pages) and paste into the new document.
- Check the text and apply styles as necessary. You may have to remove extra line breaks.
- Admire your handiwork and cut the next block of text Don't forget to update the Table of Contents.

Further info

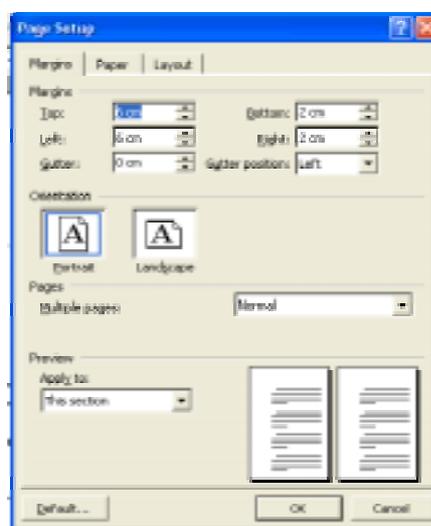
I'm sure there is more that you need to know, this section will grow I hope as the template gets used, abused, revised and reviled. Please send suggestions for either the template instructions, or useful things to add to the template to me (Jill).

Meanwhile here is some useful reference info, just in case you start meddling and can't remember what the original settings were:



Page Set up for the first section (front page and contents)

Heading 1



Page set up for the main document

Font: Arial; size 18. Line spacing : single, 16 points before, 8 points after.

Style for next paragraph: Normal

Heading 2

Font: Arial Black, size 12 point. Space before 16 pt, after 0pt,

Style for next paragraph: Normal

Heading 3

Normal+ Font: Bold, Space before 16 pt, after 0pt.

Style for next paragraph: Normal

1 Heading 4

Used for exercise headings.

Normal + font 12 pt, Indent left -0.87",
Hanging: 1.47"; Space before: 12 pt, After: 3pt,
border: Box (single solid lines, Auto, 0.5 pt line
width), Pattern: Clear (Pale Blue), Tabs 0.6",
List tab, Outline numbered ..

1 Heading 5

Used for exercises.

Normal + indent:left: 0", hanging 0.32", Space
before: 12 pt, after 3 pt, Outline numbered +
level 5 + numbering style: 1,2,3, .. + start at: 1
+ alignment: left + aligned at: 0" + tab after

[Hyperlink](#)

Default paragraph font + underline, font colour:
blue

● [List bullet](#)

Normal, indent: left: 0", hanging: 0.32", Space
before: 0pt, after: 0pt, bulleted + level: 1 +
aligned at 0" + tab after 0.5" + indent at 0",
automatically update

Normal

Font Arial, line spacing at least 1 pt, space
before: 8pt, after: 8pt

Strong

Font: arial black,

subtitle

Normal + font 12 pt, bold, space after: 3 pt,
level 2

Title

Normal + font: 28 pt, Space before 12pt, after
3pt, level 1

Special short cut keys:

Shift+ctrl+N

Revert to normal style (eg after a list, or use of
strong style)

Alt + Ctrl + R

Restart numbering of a list from 1

Ctrl+ shift + S

Applies the style Strong (arial black font)