

# Using Template Styles page title

Teresa Davis subtitles, [teresa@proposals2go.com](mailto:teresa@proposals2go.com) subtitles with hyperlink

## Major Title Articles heading 1

Articles in this category are those where the author/contributor is providing the entire newsletter section, for example: *normal*

President's Corner *bullet-1 (notice that bullets are only indented and have no bullet character)*

Notes from the Board

INSIGHT Preview

Social Media Update

INCOSE Member Newsletter

Note From the Editor

Major articles of interest that are not in every issue

## Placeholder Text heading 2

When you open the template you will see placeholder text to guide you. To begin:

Select the placeholder text then

Type in your information for the article, see *Figure 1 callout on bullet-1*.

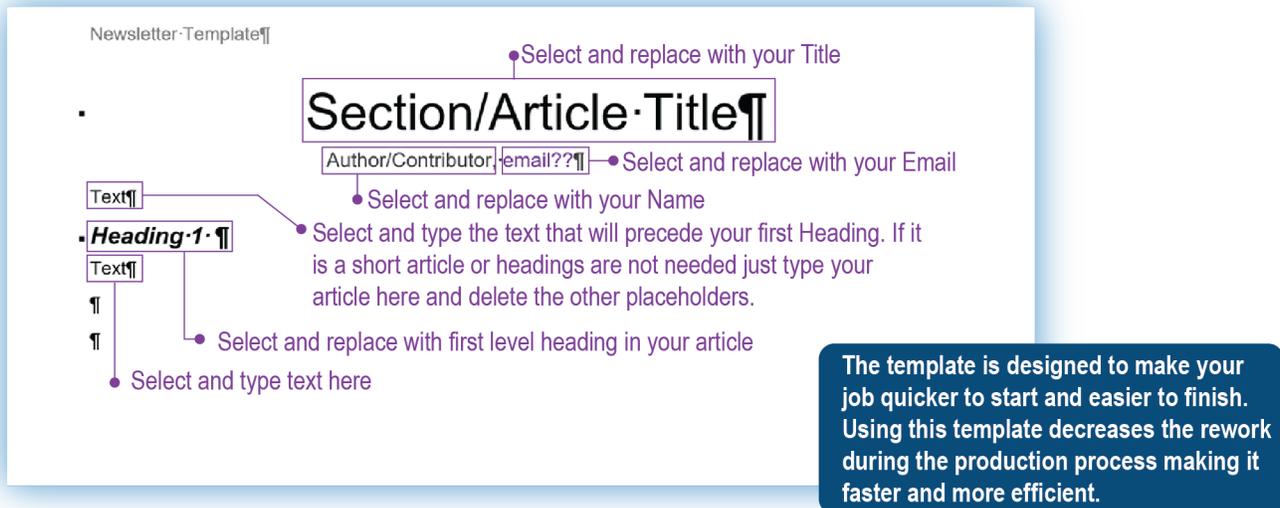


Figure 1. Major Title Article Template Details (001 template start-01.ai) caption

## Subsection Articles heading 1

Articles in this category are those where there are multiple authors/contributors providing subsections for one Major title, for example: *normal*

Sector Updates—Americas

Sector Updates—Asia-Oceania

Sector Updates—EMEA

EWLSE Updates

## Placeholder Text *heading 2*

When you open the template you will see placeholder text to guide you. To begin:

Select the placeholder text then

Type in your information for the article, see *Figure 2. Callout on bullet-1*

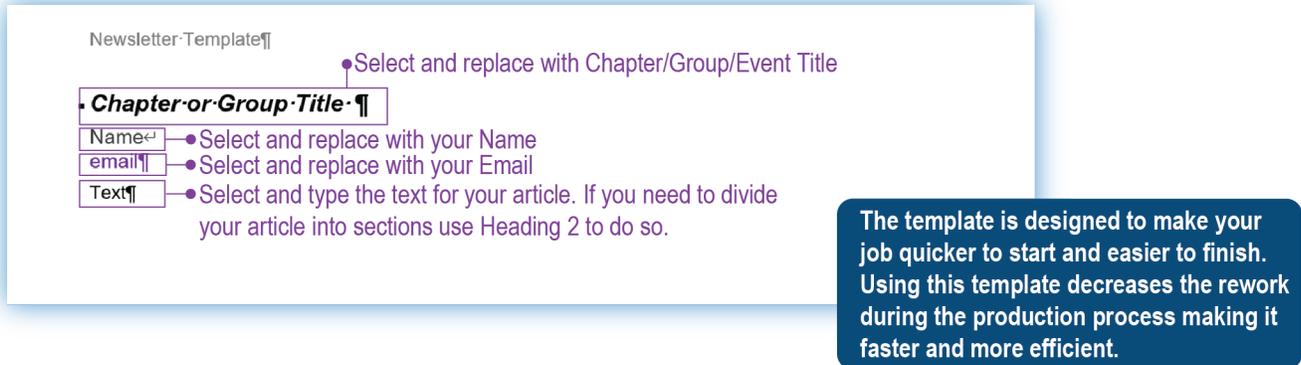


Figure 2. Subsection Article Template Details (001 template start-01.ai) *caption*

## Using Styles for all Articles

This instruction sheet is written in the form you should follow for your article. The name for each style follows the associated text items in this document. The style names appear as small green, bold, italic text. *normal*

As you can see in *Figures 1 and 2*, each line of text ends with a ¶ symbol/glyph that marks the end of the line/paragraph. Many people do not see this symbol/glyph; it is turned on and off by preference by each Word user. In a Word file, the code determining how a paragraph looks on the screen and when printed is 'stored' in this symbol/glyph. If you throw away the ¶ the look of the text may change. Turning on these hidden characters will make it easier to control your document. *Figure 3* shows how to toggle the hidden characters on and off. *normal*

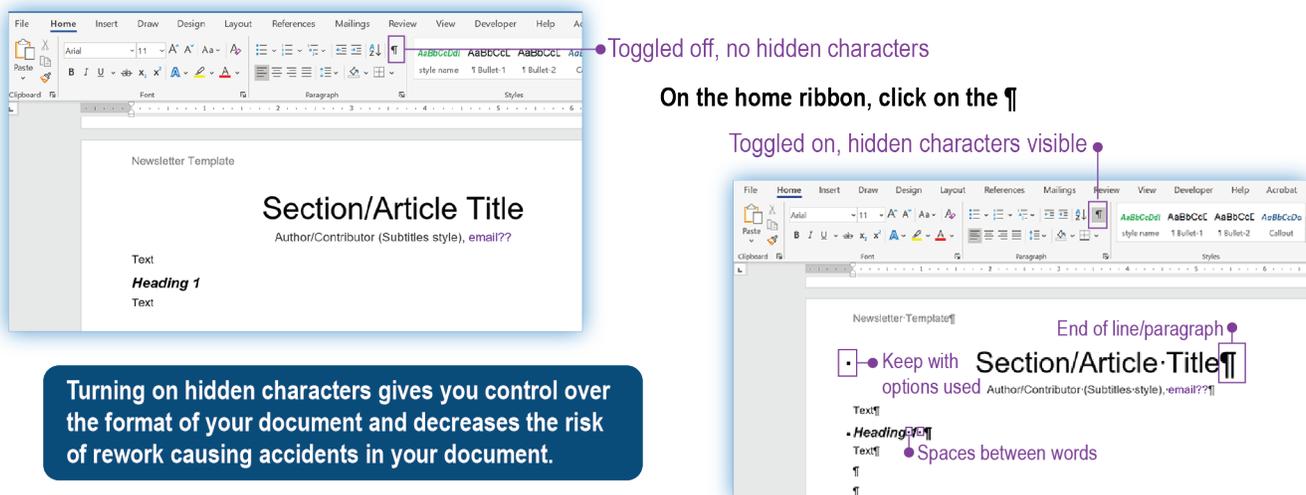


Figure 3. Hidden Characters Toggle (002 toggle hidden charcters-01.ai) *caption*

## The Rest of the Styles

By this point you have seen how to use the placeholder text in your template. Now it is time to explore the options for text in the body of your document. Seeing the text in this document so far you have been introduced to several styles that were not used in the placeholder text, bullet-1, heading 2, caption, and

callout. *normal*

To format the newsletter article we will use two types of Word styles; paragraph and character. The styles available in the Writer's Template are: *normal*

Paragraph styles *bullet-1*

Normal *bullet-2*

Heading 1

Heading 2

Bullet-1

Bullet-2

Caption

Page Title

Subtitles

Subtitles left

Character styles *bullet-1*

Callout *bullet-2*

FR bold (for real bold, which tells the editor and the graphic artist that yes I really want this bold)

FR italics (for real italics, same as above)

Leadin

The style names have been added to this document so you are able to see where each style would be used in your document. Now to learn how to apply the styles to your text. This is much easier than it seems when you are faced with a long style list. Once you understand how styles work it's simple—choose and click.

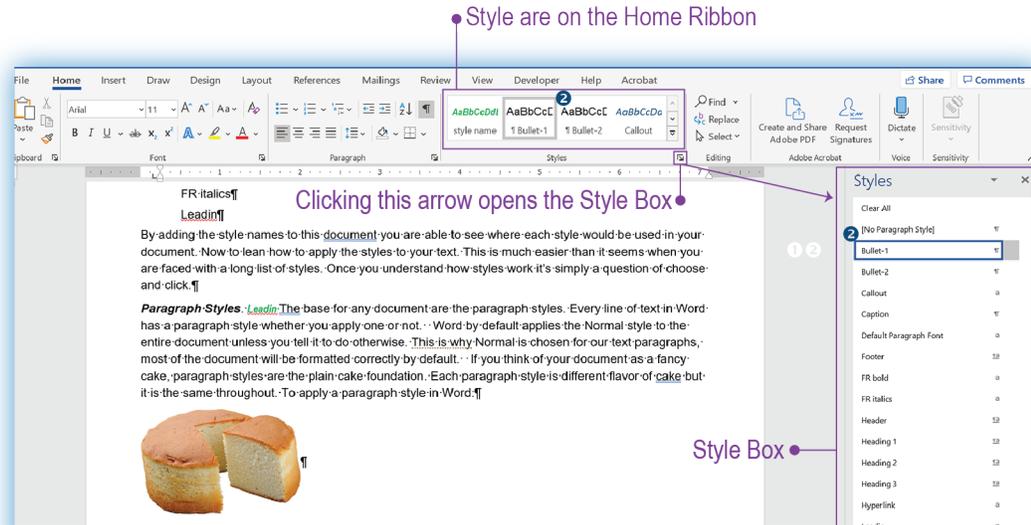
**Paragraph Styles.** *Leadin* The base for any document are the paragraph styles. Every line of text in Word has a paragraph style whether you apply one or not. Word, by default, applies the Normal style to the entire document unless you tell it to do otherwise. This is why Normal is used for our text paragraphs, most of the document will be formatted correctly by default. If you think of your document as a fancy cake, paragraph styles are the plain cake foundation. Each paragraph style is different flavor of cake but it is the same throughout. To apply a paragraph style in Word:

Place your cursor in the paragraph, you need only click in the paragraph or line of text, no need to select text

Find the correct style name in the Word Ribbon, or in the Style Box

Click on the style name, see *Figure 4 callout*





1 Place your cursor in the line or paragraph of text.  
 2 Click on the style name in the Ribbon or Style Box.  
 Using styles keeps formatting the same in every document submitted for the newsletter. Ensuring a consistent end product.

Figure 4. Ribbon and Style Box and Applying a Paragraph Style (003 ribbon and box-01.ai)

**Character Styles.** There are instances in any document where paragraph styles alone are not enough. Just like cakes are better with icing, sometimes you need to differentiate the text within a paragraph without changing the entire paragraph. When you need to:

- Mark a figure callout
- Add italics to a quote
- Highlight a run-in heading on a paragraph

For these occurrences there are character styles. Character styles are applied the same as paragraph styles except for one difference. Select the text you are going to apply the character style to. To apply a character style:

- Select the text—word, phrase, first sentence, quote
- Find the correct style name in the Word Ribbon, or in the Style Box
- Click on the style name



**Removing Character Styles.** A character style added to text is not easy to remove unless you know two simple tricks:

- Method 1—Keyboard shortcut
  - Select the text with character style applied
  - Hold down the Ctrl key and press the space bar
  - The character style will be removed and only the paragraph style will remain
- Method 2—Style box
  - Select the text with the character style applied
  - Click on “Clear All” at the top of the list in the style box
  - The character style will be removed and only the paragraph style will remain

### Graphics and Photos in Articles

Photos and graphics in the articles require the most rework to move from the submitted documents to the finished project. This is also an area where quality of the finished project is diminished if pictures are not handled properly. If you are or have been a author/contributor in the past you know the finished product is very different from the submission. Especially when it comes to pictures and graphics.

## Newsletter Template Instructions

In order to produce the newsletter, graphics and photos must be:

- Removed from the text

- Sized to fit the columns and space available

- Tracked to make sure they end up in the correct place in the article

- Matched back to their captions

Authors/contributors can make the production process easier if they:

- Send native files (the file in the program it was created) for graphics that can be edited

- Send photos as jpg or raw files directly from the camera

- Place the file name of the graphic/photo in the caption as shown in this document

- Send the files even if you put the graphics/photos into word

- Send any questions about graphics or photos to [marcom@incose.org](mailto:marcom@incose.org) with newsletter in the subject line

During production the graphics/photos will be reworked to fit the space and to provide the highest quality newsletter possible. If the original files are available this is a much more efficient process.

***The following pages are this document—less the green style name markings—as it would be formatted for the newsletter.***

# Using Template Styles

Teresa Davis, [teresa@proposals2go.com](mailto:teresa@proposals2go.com)

## Major Title Articles

Articles in this category are those where the author/contributor is providing the entire newsletter section, for example:

- President's Corner
- Notes from the Board
- INSIGHT Preview
- Social Media Update
- INCOSE Member Newsletter
- Note From the Editor
- Major articles of interest that are not in every issue

## Placeholder Text

When you open the template you will see placeholder text to guide you. To begin:

- Select the placeholder text then
- Type in your information for the article, see [Figure 1](#).

## Subsection Articles

Articles in this category are those where there are multiple authors/contributors providing subsections for one Major title, for example:

- Sector Updates—Americas
- Sector Updates—Asia-Oceania
- Sector Updates—EMEA
- EWLSE Updates

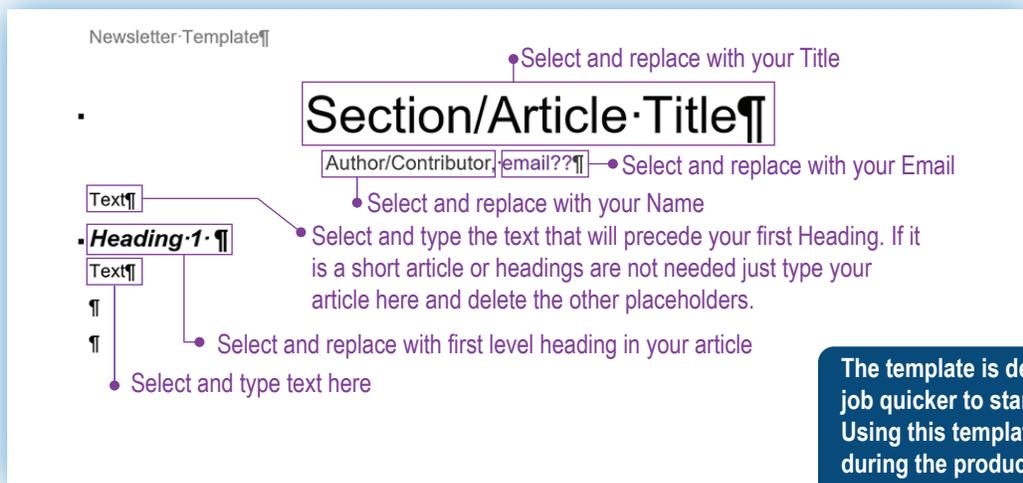
## Placeholder Text

When you open the template you will see placeholder text to guide you. To begin:

- Select the placeholder text then
- Type in your information for the article, see [Figure 2](#).

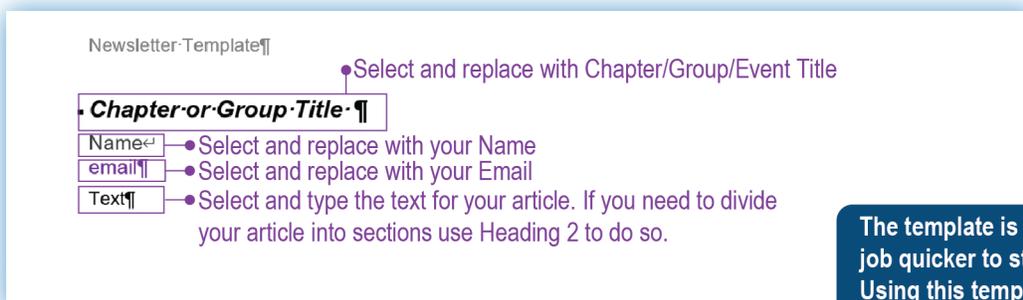
## Using Styles for all Articles

This instruction sheet is written in the form you should follow for your article. The name for each style follows the associated text items in



The template is designed to make your job quicker to start and easier to finish. Using this template decreases the rework during the production process making it faster and more efficient.

Figure 1. Major Title Article Template Details



The template is designed to make your job quicker to start and easier to finish. Using this template decreases the rework during the production process making it faster and more efficient.

Figure 2. Subsection Article Template Details

this document. *The style names are removed in this version to show the newsletter format more clearly.*

As you can see in *Figures 1 and 2*, each line of text ends with a ¶ symbol/glyph that marks the end of the line/paragraph. Many people do not see this symbol/glyph; it is turned on and off by preference by each Word user. In a Word file, the code determining how a paragraph looks on the screen and when printed is 'stored' in this symbol/glyph. If you throw away the ¶ the look of the text may change. Turning on these hidden characters will make it easier to control your document. *Figure 3* shows how to toggle the hidden characters on and off.

### The Rest of the Styles

By this point you have seen how to use the placeholder text in your template. Now it is time to explore the options for text in the body of your document. Seeing the text in this document so far you have been introduced to several styles that were not used in the place holder text, bullet-1, heading 2, caption, and callout.

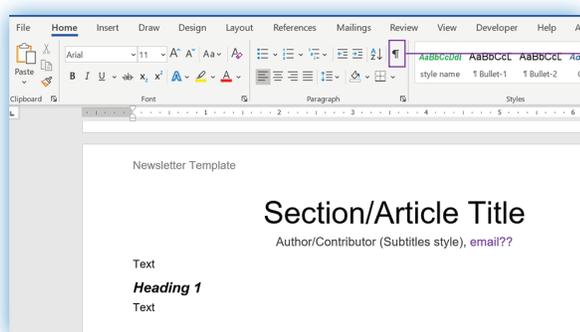
To format the newsletter article we will use two types of Word styles; paragraph and character. The styles available in the Writer's Template are:

- Paragraph styles
  - Normal
  - Heading 1
  - Heading 2
  - Bullet-1

- Bullet-2
- Caption
- Page Title
- Subtitles
- Subtitles left
- Character styles
  - Callout
  - FR bold (for real bold, which tells the editor and the graphic artist that yes I really want this bold)
  - FR italics (for real italics, same as above)
  - Leadin

The style names have been added to this document so you are able to see where each style would be used in your document. Now to learn how to apply the styles to your text. This is much easier than it seems when you are faced with a long style list. Once you understand how styles work it's simple—choose and click.

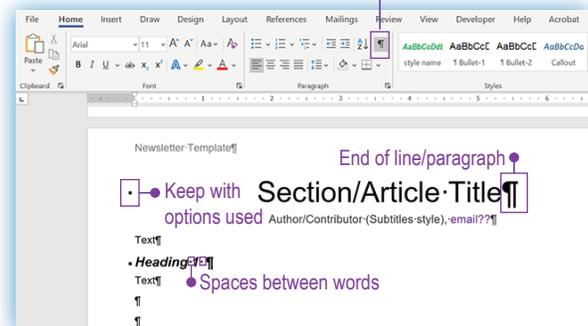
**Paragraph Styles.** The base for any document are the paragraph styles. Every line of text in Word has a paragraph style whether you apply one or not. Word, by default, applies the Normal style to the entire document unless you tell it to do otherwise. This is why Normal is chosen for our text paragraphs, most of the document will be formatted correctly by default. If you think of your document as a fancy cake, paragraph styles are the plain cake foundation. Each paragraph style is different



• Toggled off, no hidden characters

On the home ribbon, click on the ¶

Toggled on, hidden characters visible



Turning on hidden characters gives you control over the format of your document and decreases the risk of rework causing accidents in your document.

Figure 3. Hidden Characters Toggle

flavor of cake but it is the same throughout. To apply a paragraph style in Word:

- Place your cursor in the paragraph, you need only click in the paragraph or line of text, no need to select text
- Find the correct style name in the Word Ribbon, or in the Style Box
- Click on the style name, see *Figure 4*

**Character Styles.** There are instances in any document where paragraph styles alone are not enough. Just like cakes are better with icing, sometimes you need to differentiate the text within a paragraph without changing the entire paragraph. When you need to:



- Mark a figure callout
- Add italics to a quote
- Highlight a run-in heading on a paragraph

For these occurrences there are character styles. Character styles are applied the same as paragraph styles except for one difference. Select the text you are going to apply the character style to. To apply a character style:

- Select the text—word, phrase, quote ...
- Find the correct style name in the Word Ribbon, or in the Style Box
- Click on the style name

**Removing Character Styles.** A character style added to text is not easy to remove unless you know two simple tricks:



- Method 1—Keyboard shortcut
  - Select the text with character style applied
  - Hold down the Ctrl key and press space bar

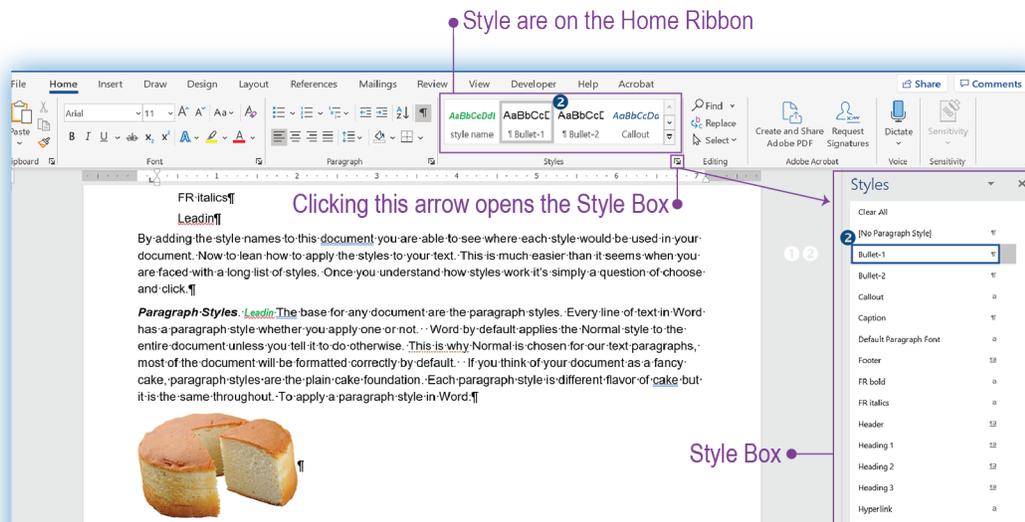
The character style will be removed and only the paragraph style will remain

- Method 2—Style box
  - Select the text with the character style applied
  - Click on “Clear All” at the top of the list in the style box

The character style will be removed and only the paragraph style will remain

## Graphics and Photos in Articles

Photos and graphics in the articles require the most rework to move from the submitted documents to the finished project. This is also an area where quality of the finished project is diminished if pictures are not handled properly. If you are or have been a author/contributor in the past you know the finished product is very different from the submission. Especially when it comes to pictures and graphics.



1 Place your cursor in the line or paragraph of text.  
 2 Click on the style name in the Ribbon or Style Box.  
 Using styles keeps formatting the same in every document submitted for the newsletter. Ensuring a consistent end product.

Figure 4. Ribbon and Style Box and Applying a Paragraph Style

In order to produce the newsletter, graphics and photos must be:

- Removed from the text
- Sized to fit the columns and space available
- Tracked to make sure they end up in the correct place in the article
- Matched back to their captions

Authors/contributors can make the production process easier if they:

- Send native files (the file in the program it was created) for graphics that can be edited
- Send photos as jpg or raw files directly from the camera

- Place the file name of the graphic/photo in the caption as shown in this document
- Send the files even if you put the graphics/photos into word
- Send any questions about graphics or photos to [marcom@incose.org](mailto:marcom@incose.org) with newsletter in the subject line

During production the graphics/photos will be reworked to fit the space and to provide the highest quality newsletter possible. If the original files are available this is a much more efficient process.