

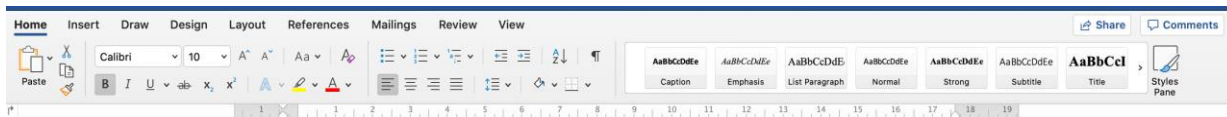
Using Word Documents

Introduction

This document provides some general guidance on the use and updating of the aZ documents supplied in the MS Word format.

Using Styles

In order to keep formatting consistent and allow quick and simple changes to the entire document, as well as permit other functionality such as the automated tables of contents, the formatting of the supplied documents make use of 'styles'. To view the styles in use in an active document ensure the 'Home' tab is selected in the ribbon menu and the applied style will be indicated.



If you wish to change the appearance of the document you can do so by adjusting the style properties with the changes being applied to any text with the relevant style applied.

Tables of Contents

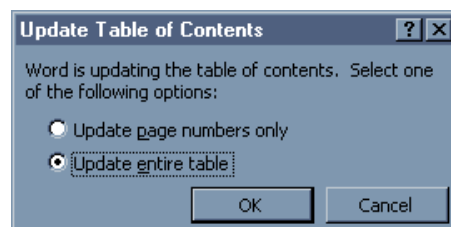
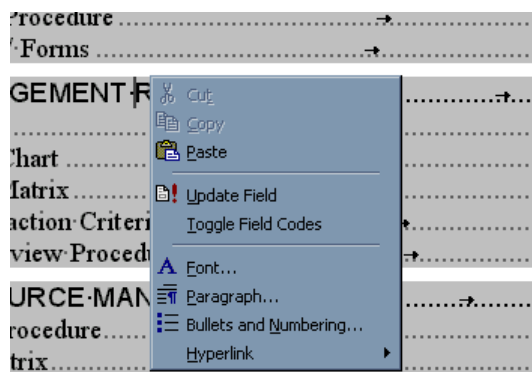
Certain documents such as **IMS1** may include a table of contents which is automatically generated for ease of use and to make updates easier.

The table of contents is created by Word detecting and including in the table of contents every instance of the following styles;

1. **Heading1**
2. **Heading2**
3. **Heading3**

To update the table of contents – right-mouse-click on the table of contents – this should make a menu appear – select '**Update Field**' then select '**Update entire table**' and OK.

This will cause Word to search the document and update the table of contents with all the relevant text. If there is an error on the table of contents it is probably because there is an error within the



document such as the wrong style applied. Check and fix the styles applied in the document and then update again.

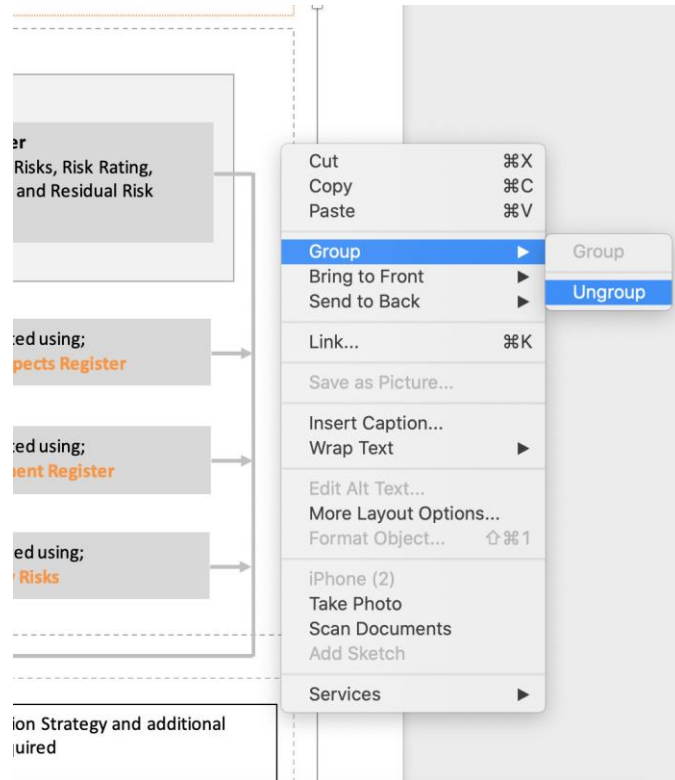
Flow charts and Grouped Objects

Flow charts are used in certain documents including IMS1 and make use of drawing objects which are usually grouped together to make a single object which is easier to reposition or copy / paste into other documents.

The flowchart needs to be ungrouped to edit the shape, size, or layout of the individual boxes.

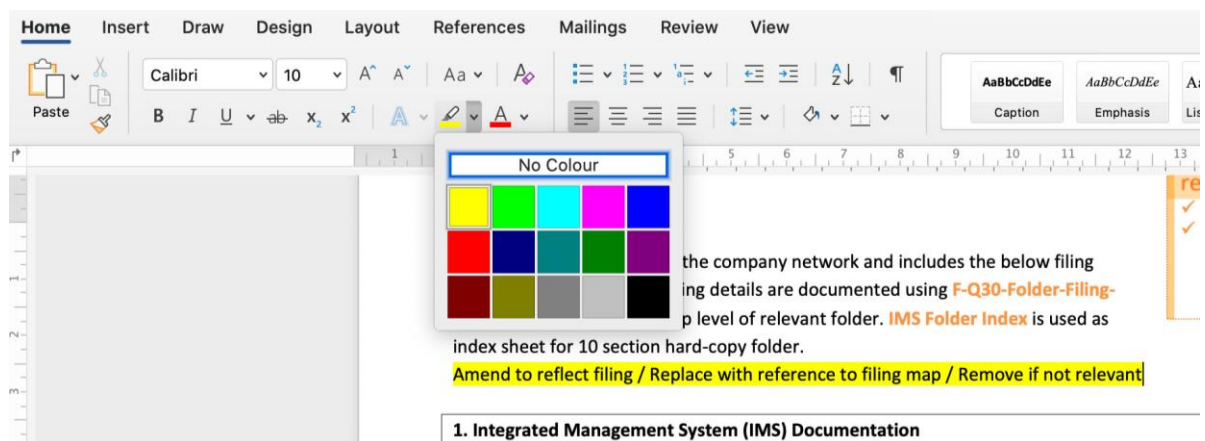
To ungroup right-mouse-click on the edge of the object group and select

'Grouping > Ungroup'



Highlighted Text

Some text within the supplied files may have been highlighted in yellow to indicate it requires attention / update. To get rid of this yellow highlighting you can simply delete the highlighted text or use the 'Text Highlight Color' [sic] tool with 'No Color' selected to highlight over the yellow area and remove the colour.



alphaZ Logo

The **#alphaz-documents#** text and **alphaZ** logo may be removed from the documents as required.

Other permissible changes to the provided documents are detailed in the Terms and conditions.



File Naming

All the supplied files have been given unique filenames to identify each file. These filenames can be changed but it should be noted that the filename is also indicated in the footer of most documents.

Note : It is recommended that files are not renamed to avoid having to update all file references included in the other documents and guidance supplied.