



STYLE GUIDE FOR DOCUMENTS ON WILD APRICOT

INTRODUCTION

This style guide has been prepared to enable a common look and feel to be achieved for Standard documents to be placed on Wild Apricot, eg Technical articles or descriptive notes like write-ups on Tyre Pressures or “About” things.

Other documents may be quite specific and drawn up in Word to become a form, eg Temporary Membership Forms. These are not addressed here. Similarly, some Word documents may be set up with special formatting and layouts, eg minutes. These are not addressed here.

Yet other documents can be spreadsheets. These are not addressed here.

And this style guide also assumes you have some knowledge of formatting text and layouts in Microsoft Word.

Documents like the “Wild Apricot User Guides have a standard look and feel

STANDARD DOCUMENTS

Consider these to be ones where you write an article in Word to be published on the web site. Many Club documents like meeting minutes might have special formatting and layouts.

PAGE LAYOUT

Page Details

Page size = A4

Margins

Top = 2cm

Bottom = 1 cm

Left = 2cm

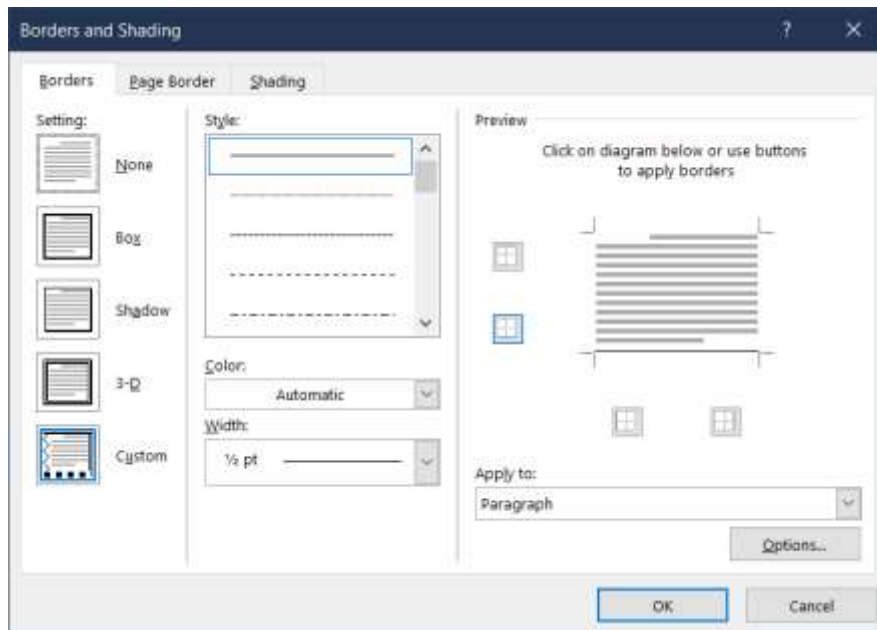
Right = 2cm

Header @ 1.27cm

Footer @ 0.5cm

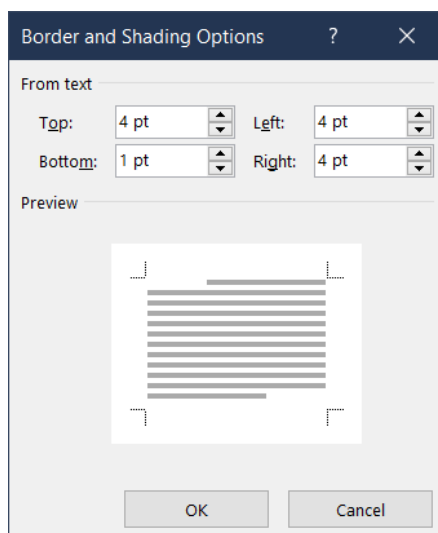


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If putting a line above the footer or below the header adjust the spacing with the **Options**

Set the **Options** so that



For **headers**, set the **BOTTOM** @ 4 pt to push the line a few points further below the text.

For **footers**, set the **TOP** @ 4 pt to push the line a few points further above the text.



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DOCUMENT HEADER

A standard heading format has been prepared which incorporates the Club logo and the document title.

A sample has been pasted here.



HEADING GOES HERE

NOTE: This graphic is a GROUP item. Copy & paste from here into your heading then edit the heading text.

You can select the frame and copy it into your document. Likely you will need to rescale to fit between the margins of your document. *{note: this header has not been used in this document due to the length of the document name}.*

To paste this into your document you will need to select and copy the image, above.

Select **INSERT** from the main menu

Select **HEADER**

Select **EDIT HEADER** from the drop down options.

This will expose the header area of the page and you can paste the frame into position.

Once pasted, select the **DESIGN** menu item and then the red **CLOSE HEADER & FOOTER** cross to close the function. This approach also allows you to navigate to the page footer. Select **FOOTER** instead of **HEADER**.

TEXT FORMATTING

Paragraph

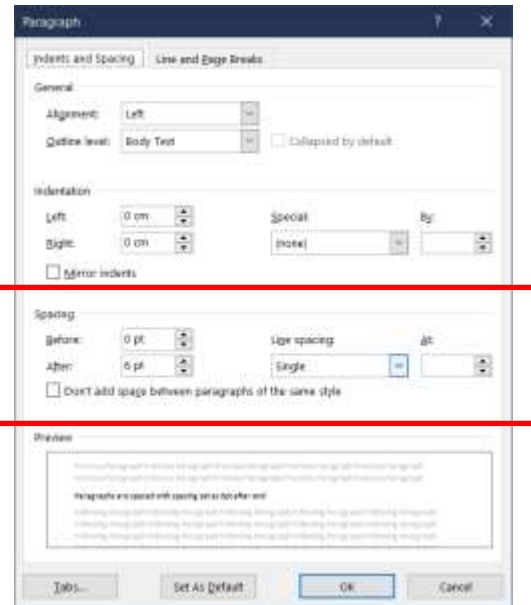
Paragraph alignment is **left justified**



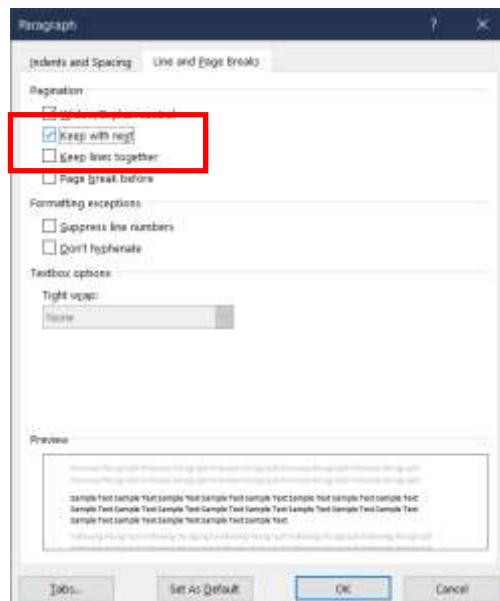


Spacing

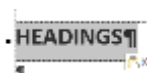
Paragraphs are spaced with spacing set as **6pt After** and line spacing as **SINGLE**



If using headings, ensure you keep the text and headings together by selecting the “**Keep With**” option in the paragraph settings for the heading. Access this off the Line & Page Breaks tab.



A black dot will show to the left of the heading





Font styles

Normal text = Arial 12

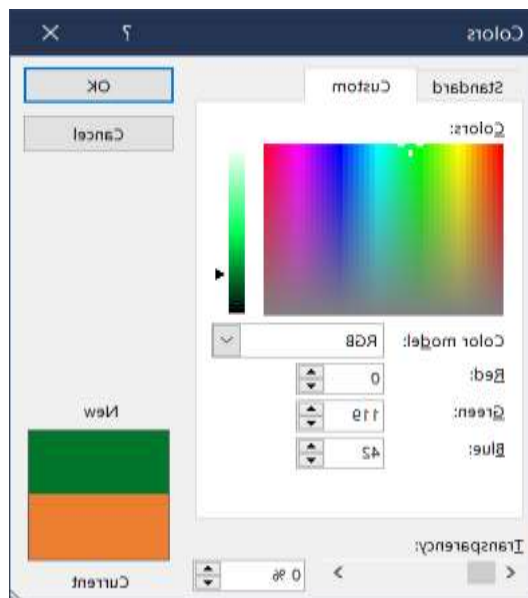
Font colour is **BLACK**

HEADINGS

Headings text = Arial 18 BOLD



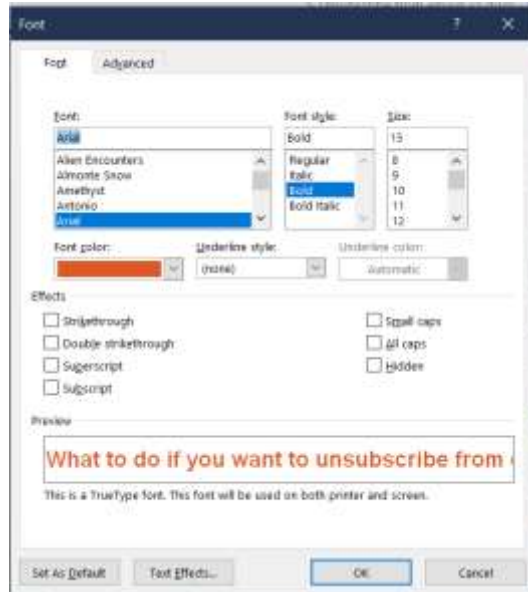
Font colour is **GREEN** – RGB 0/119/42



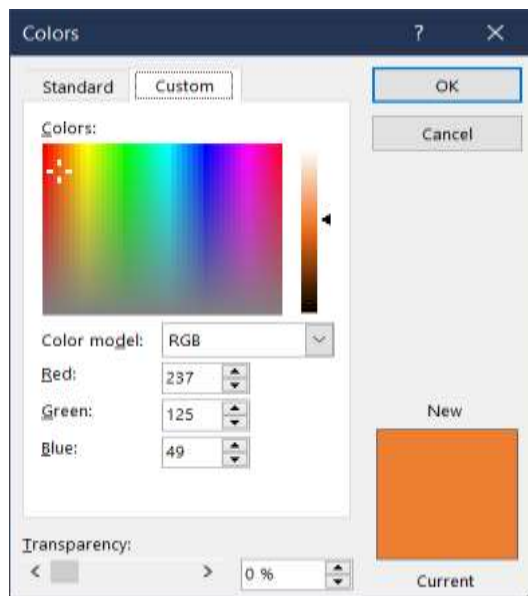


SUB-HEADINGS

Topic sub-headings are formatted as Arial BOLD 15



Font colour is Orange – RGD 237/125/49

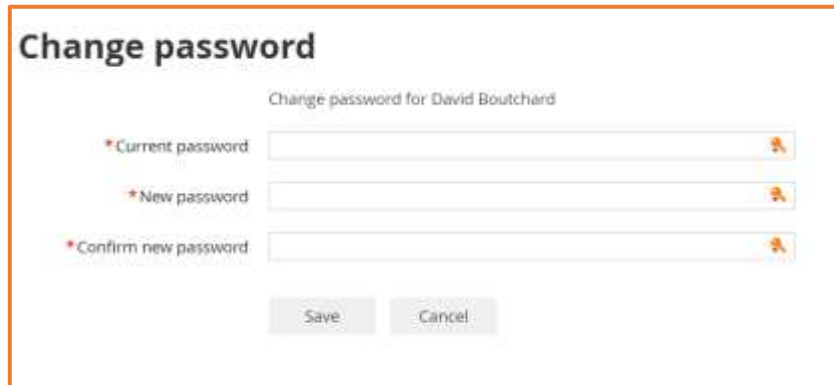




IMAGES

Images captured or pasted into the documents should be “suitably” scaled. Something quite subjective but try to incorporate some perspective in terms of viewing aesthetics and positioning on the page.

Set a border around the image – example below



Select the image with a left click of the mouse

The image borders and handles are displayed.

Right click the mouse and the options are displayed. Select **FORMAT PICTURE**

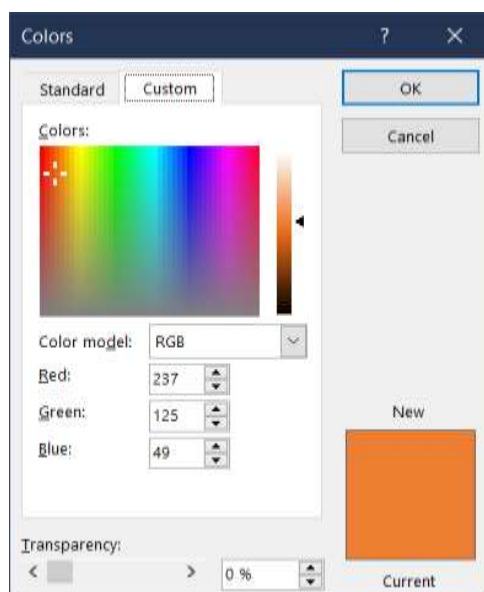
The Format Picture options are displayed.

Select the paint can

Select the **FILL** option – select “No Fill”

Select the **LINE** option – select “Solid Line”

The Colour is Orange – RGD 237/125/49





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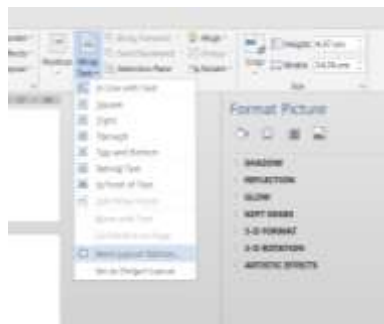
The line width should be set as 1.5pt

One important aspect of positioning an image is to consider how text should flow around it.

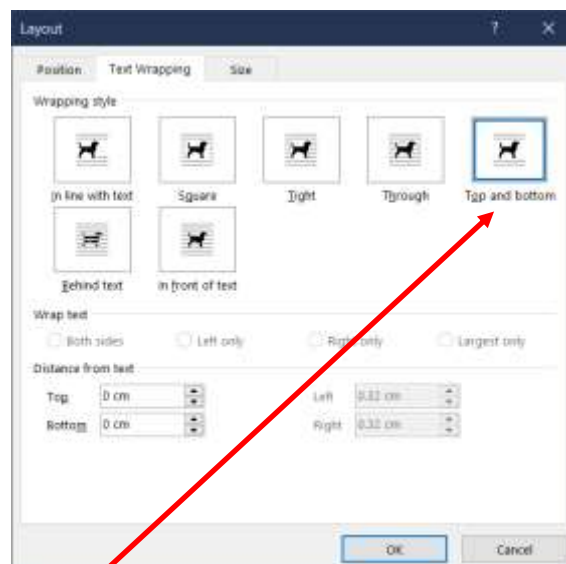
Select the image.

Select **FORMAT**

Select the **WRAP TEXT** option



Select the “**More Layout Options**”



Select the **TOP & BOTTOM** wrapping style.

With this option you can drag and position the image

RESIZING IMAGES

A final consideration on importing images into documents. Images can be quite large. We all know about megapixels in photos. If you add lots of photos, and remember that screen captures are also images of you screen, it adds considerably to the size of the document.



And this can have an impact as to how long it might take to present to a user. You've seen the hour glass spinning while you have waited for a large document to load.

Knowing this, you can reduce the size of images which have been embedded into your document.

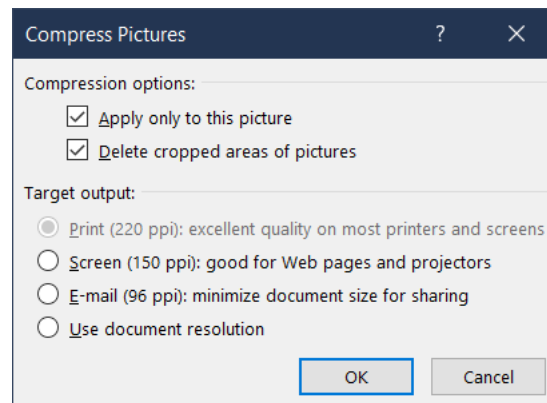
Click on any image to select it. The handles are displayed if you have taken control.

The **FORMAT** command displays on the main menu.

Select **FORMAT**.

Over on the left of the menu ribbon are some commands to adjust images.

Select **COMPRESS PICTURES**.



Uncheck the Apply only to this picture – you want to compress **ALL** pictures in the document.

Select the **SCREEN** target option – the one for web pages – 150 pixels per inch.

Select **OK**. All pictures in the document will have been resized, transparent to yourself, and any trimming (cropping) of the image will be deleted. If this option is not selected areas of crop are retained in the document.



DOCUMENT FOOTERS

Version numbering is inserted into documents along with a page number.

Select the **FOOTER**, as explained earlier.

A sample footer



Set the version of the document with a naming prefix, ie Version:

The page number on the next line is auto filled.

Select **INSERT** from the main menu

Over on the right are the **Quick Parts**. Select that icon

Select **FIELD**

From the fields available, select **PAGE** and then select the **FORMAT 1,2,3**

This will insert the page number at the cursor. Centre align.

Exit from the footer by selecting the **CLOSE HEADER & FOOTER** red cross.



FORMATTING TABLES

To insert a table into a document can be a tricky process so here's some guidelines.

From the main menu select **INSERT** and select **TABLE**.



You can fill in grid squares to set an initial table sizing. This can be added to later.

The initial grid will look like so.

This grid has no formatting applied.

Typically the first row is your heading. Complete the column details

Id	Date	Description	Number of units	Cost	Total Value

Format the headings.

Bold the text



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Colour the heading background

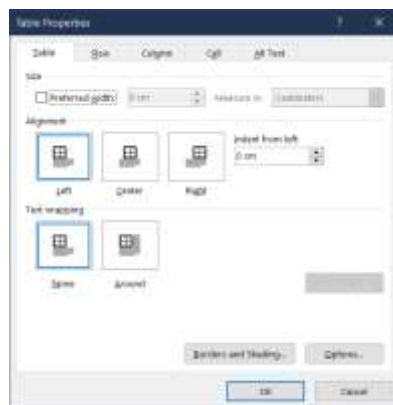
Centre the details

Id	Date	Description	Number of units	Cost	Total Value

Centring the details can be tricky as the formatting can be confused with paragraph formatting. Instead, right click and select the heading row.

Id	Date	Description	Number of units	Cost	Total Value

Select the **TABLE PROPERTIES** from the drop down list



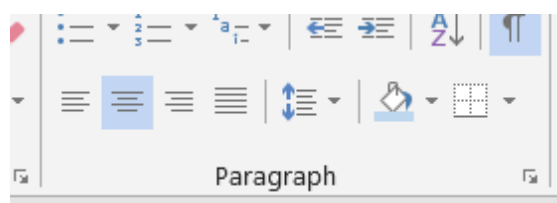
Select the **TABLE** tab

Select **CENTRE** alignment

Select the **CELL** tab

Select **CENTRE**

NOW, select the paragraph formatting –select **CENTRE**



Just make sure that the paragraph format is correctly set.



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The heading row is now formatted.

Id#	Date#	Descriptions#	Number-of- units#	Cost#	Total-Value#



Id#	Date#	Descriptions#	Number-of- units#	Cost#	Total-Value#

Format the remainder of the table as required.

On tables which overflow a page, select the **HEADING ROW**.

Select the **LAYOUT** tab from the main menu.

Select the **REPEAT HEADER ROW** option. This places the selected “header row” at the top of each page.



DOCUMENT CONVERSION

Documents or files can be prepared as Word, Excel, Powerpoint, and other forms, eg MP4 for videos.

Each document type is used because it offers specific features which are utilised by the author. Spreadsheets are used for Trip Registrations to create lists, Powerpoints for presentations, Word for textual documents, for reports or textual presentations.

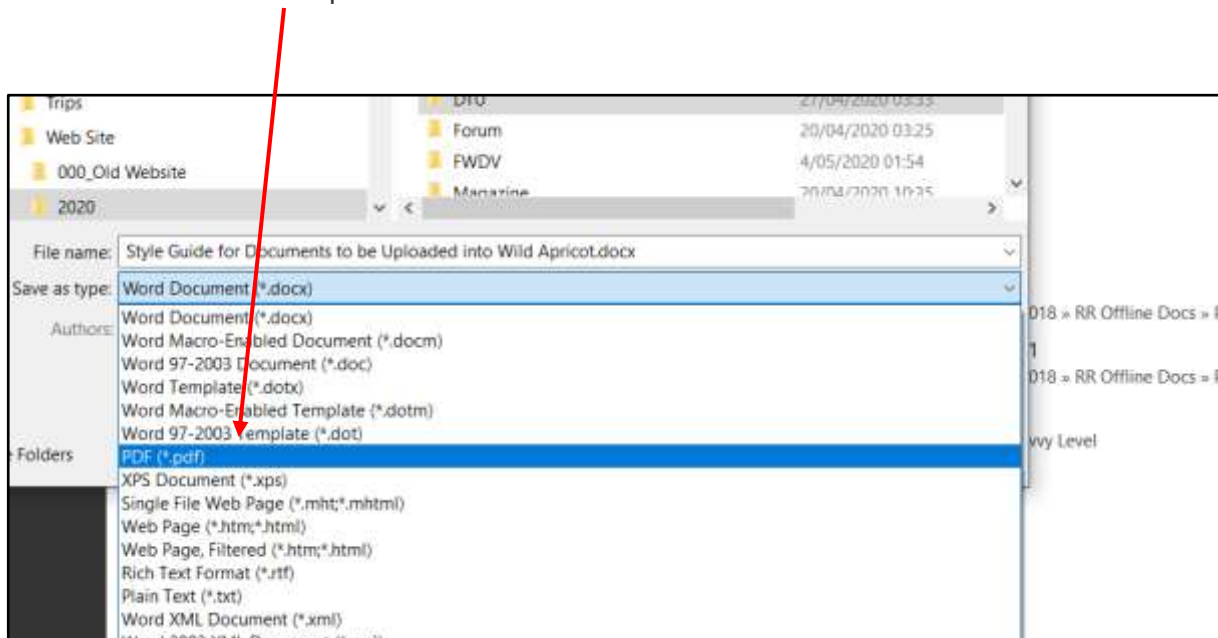
It is important that these latter documents, in particular, Word ones, are not presented to the public or members in Wild Apricot in their raw state, as editable documents. We do not want lose control of the content. As an editable document anyone can make changes to the content or format and re-distribute it. It is no longer what the Club published.

The capability exists, however, to deliver un-editable versions of documents to be used on the web site. Documents can be quickly and easily be converted to PDFs (Portable Document Format), a format which turns the document into a “display only” format rather than being editable.

As a PDF, and being in “display only” format the content secure for presentation.

Outputs in PDF format are also possible for the likes of Excel & Powerpoint. Display only versions of spreadsheets or presentations can also be quickly generated.

The process is same in each case. Simply use the **SAVE AS** function when outputting your files and select the PDF option.



When presenting documents in Wild Apricot use and link to the PDF version of the document.