**BONNIE User Guide – Tips for Updating**

**This guide is designed for Word on macOS**

* The User Guide uses many dynamic fields. This makes it very easy to add new content.
* The Footer’s Fields for Version Number, Date and Title are all references – you do not need to change them. You only need to change the Version Number and Title on the very first page and they will auto-update
* With the exception of Icon numbers and Alternate Text, you should never type a number. This is like hard-coding a program. Instead, add references.

**How to Reference Existing Items**

1. To reference existing Figures, go to the Insert Tab, then select Cross-Reference. **Reference Type** should be “Figure” and **Insert reference to** should be “Only Label and Number.” Do not check **Insert as hyperlink**. Then select the Figure you want to reference
2. To reference Headings/Sections, repeat step one, except **Reference Type** should be “Heading,” and **Insert reference to** can be whatever you’re trying to add.
   1. You can also reference subsections with this method

**How to Create New Figures**

1. Paste an image where you want it to go. Then right click it and select “Add a caption.” This number should be automatically updated, e.g. If you put it after Figure 8, it should automatically say “Figure 9”.
2. (Optional) Keep in mind if your picture has its Wrapped Text as **Tight** the caption will be placed in a text box. Change your picture’s Wrapped Text to **In Line With Text** to prevent this

**How to Create New Headings**

1. Add some text where you want your heading. Select the text and navigate to the Home Tab.
2. Choose the proper Heading from the dropdown on the right (Heading 1, Heading 2…etc)

**How to Update All References**

To update the references, you can either right click on each individual reference and click “Update Field” or you can do them all at once with

1. Command + A to select everything
2. F9 to Update every reference all at once

**Picture Alternate Text**

For 508 compliance, all pictures must have alternate text associated with them. As far as I know the only way to update the alternate text is to manually click through the document and edit each one individually. Right click a photo, “Format Picture”, then click on this box. There you can edit the Title, and the description. Keep in mind that the descriptions need to be quite thorough.

**Icons**

These are the number icons for numbering screen shots. If you have Sketch, these are located in the screenshots.sketch file.



