Using MSA Focus Standard Templates

ForeTV Documentation

Contents

Document History

Name	Date	Reason For Changes	Version
Simon Flack	01/09/2014	Creation of document	1.0

1. Introduction

1.1. Purpose

This document is designed to provide a basic guide to using the new ForeTV external document templates.

1.2. Audience

This document is aimed at anyone within MSA Focus who has cause to create a document that will be viewed by or sent to a client or any other external party.

2. Templates

2.1. Template Location

Place the templates in a central server location:

\\server location

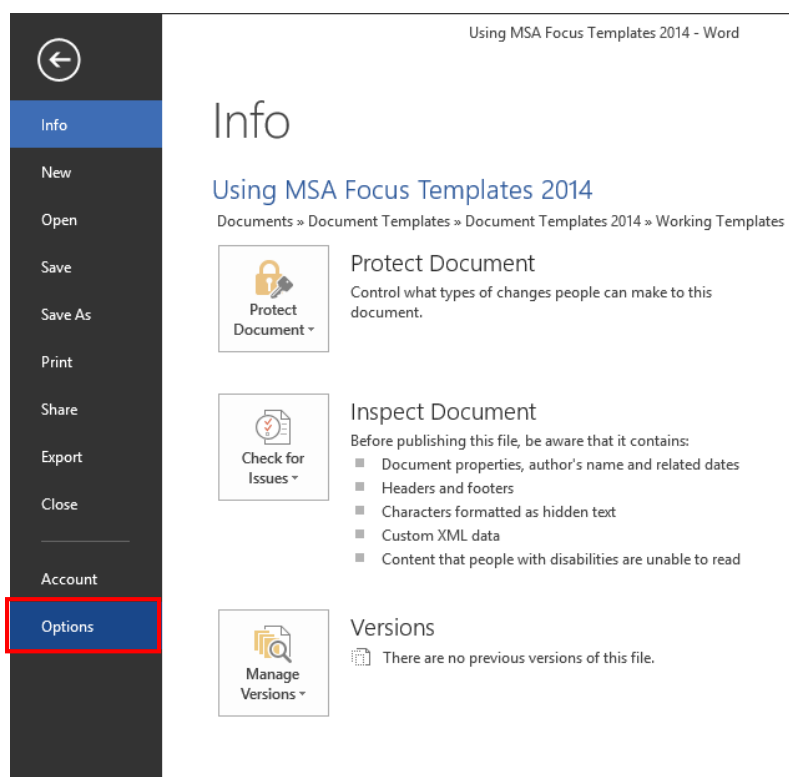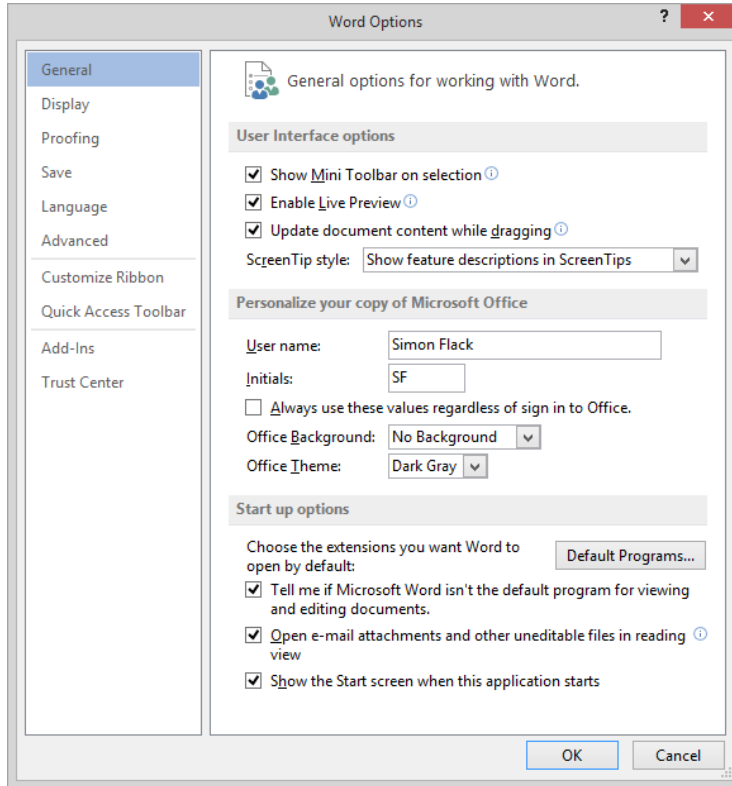### 2.2. Using Templates

To use these templates you will need to alter the templates folder that is used by Word.

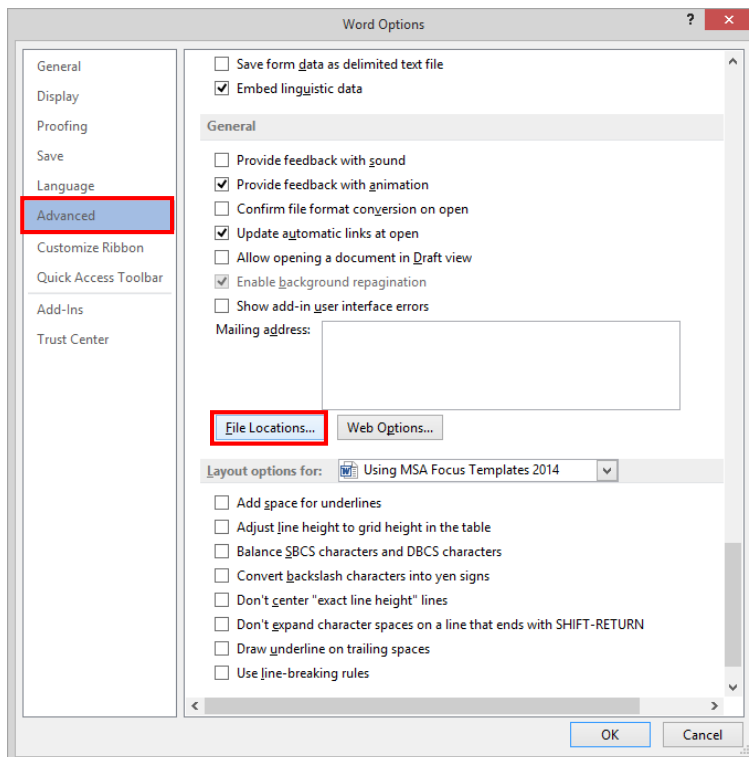#### 2.2.1. To set your User Templates folder

- Open Word
- Click the "File" Ribbon Tab in the top left hand corner of the Word interface.
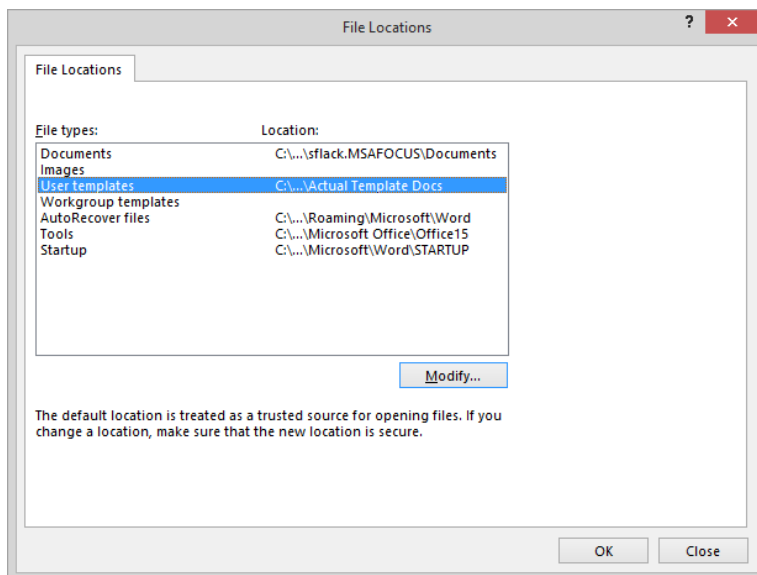- A screen similar to the following will open

- Select **Options**. The Word Options window will open:

© MSA Focus International Ltd. 2014.

Word Options ? ✕

General

Display

Proofing

Save

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center

General options for working with Word.

User Interface options

☑ Show Mini Toolbar on selection ⓘ
☑ Enable Live Preview ⓘ
☑ Update document content while dragging ⓘ
ScreenTip style: Show feature descriptions in ScreenTips ▾

Personalize your copy of Microsoft Office

User name: Simon Flack
Initials: SF
☐ Always use these values regardless of sign in to Office.
Office Background: No Background ▾
Office Theme: Dark Gray ▾

Start up options

Choose the extensions you want Word to open by default: Default Programs...
☑ Tell me if Microsoft Word isn't the default program for viewing and editing documents.
☑ Open e-mail attachments and other uneditable files in reading ⓘ view
☑ Show the Start screen when this application starts

OK   Cancel

☽ Select **Advanced** on the left hand side and scroll down to the **General** section

Word Options ? ✕

General

Display

Proofing

Save

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center

☐ Save form data as delimited text file
☑ Embed linguistic data

General

☐ Provide feedback with sound
☑ Provide feedback with animation
☐ Confirm file format conversion on open
☑ Update automatic links at open
☐ Allow opening a document in Draft view
☑ Enable background repagination
☐ Show add-in user interface errors
Mailing address:

File Locations...   Web Options...

Layout options for: ⓦ Using MSA Focus Templates 2014 ▾
☐ Add space for underlines
☐ Adjust line height to grid height in the table
☐ Balance SBCS characters and DBCS characters
☐ Convert backslash characters into yen signs
☐ Don't center "exact line height" lines
☐ Don't expand character spaces on a line that ends with SHIFT-RETURN
☐ Draw underline on trailing spaces
☐ Use line-breaking rules

OK   Cancel

⟁ Click the **File Locations** button. The following window will open

⟁ Highlight **User Templates** and click **Modify**.

Navigate to:

\\server location
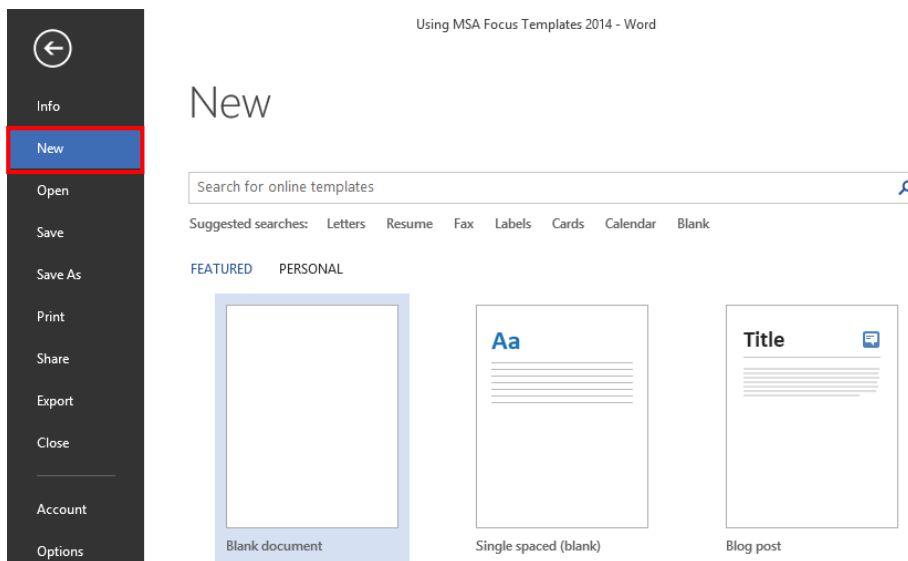
and click **OK** to select the folder.

⟁ Click **OK** on each window until you are back at the main Word interface

2.2.2. *To create a new document base on a template*

- Open Word
- Click the "File" Ribbon Tab in the top left hand corner of the Word interface.
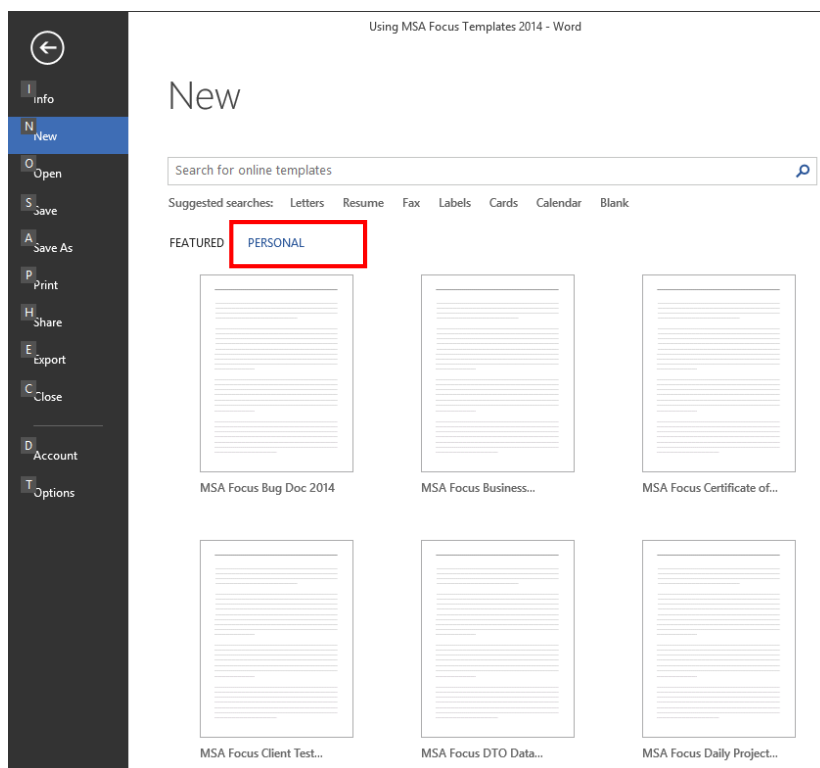- A screen similar to the following will open

- Select **New**. The following window will open:

◡ Select **Personal** above the list of standard MS Templates

A list of the available MSA Focus templates will be displayed. Simply select the template you wish to use.
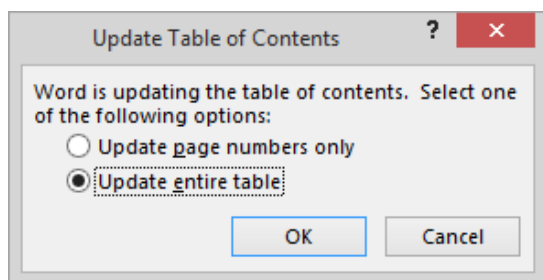

2.3. Table of Contents

For documents containing a table of contents, this has been set up to form automatically and cannot be edited directly. The table of contents will automatically pick up all Heading 1, 2, 3, 4 styles used within the document.

2.3.1. To update the Table of Contents

◡ Navigate to the Contents page of the document
◡ Right click anywhere on the table of contents and select **Update Field** from the pop-up menu.
◡ The following window will open:

◡ Select **Update Entire Table** and click **OK**
◡ The table of contents will update automatically.