

Using the Style Guide with Office 2007 & 2010 and/or Windows Vista

1. Software Used

a. Versions of Windows

Because the Style Guide consists of a pair of Word macros, it is not affected by the version of Windows. So it is agnostic about whether you have Windows 7, Vista, XP (various flavours), 2000 or earlier. What matters is the version of Word you have got (of course some versions of Word will not run with some versions of Windows). So if your copy of Word usually works happily with your version of Windows, you can stop worrying about Windows.

b. Word 2007

This comes as part of Office 2007, but it does not matter whether you bought it separately or as part of the Office suite.

I have spent some time playing with the Style Guide using Word 2007, and I think it is basically working fine (with one exception, see 4.c below). Of course, Word 2007 is superficially rather different from earlier versions of Word, but the underlying rules are exactly the same, and you just have to become familiar with using the Ribbon instead of menus & toolbars.

In particular, Word 2007 does not show the NADFAS tools on a separate toolbar. They appear in the **Add-Ins** tab on the Ribbon (see 3.a below).

There are a few extra facilities available with Word 2007, but for the tasks you were happy doing using earlier Word, the differences are purely cosmetic. As you might expect, it will take a while to get used to using Word 2007 itself, but the differences are not relevant to the Style Guide.

c. Word 2010

This works in a similar way to Word 2007, so nearly all the comments in this document for Word 2007 still apply for Word 2010.

The main difference is that the Office button (popularly known as the “pizza button”) in Word 2007 has been replaced by the File tab. When you click the File tab, look for the **Options** button (instead of a **Word Options** button). The Word options here work in the same way as for Word 2007.

Another difference which you may notice is the way that security alerts appear (see item 2c). Each time you try to open or create a document with macros, a Security alert appears as a yellow strip near the top of the Word window (instead of in a dialog as before). You should click the **Enable Content** button in this yellow strip, to continue using the special features of the NADFAS Style Guide.

2. Getting Started

a. Installing the Templates

As before, the two templates must be copied to a folder called NADFASStyleGuide, which must be in the root of drive C: your hard drive. No other location will do. If you put them anywhere else, some aspects of the Style Guide might work some of the time.

The procedure for installing the templates is described in the User Notes.

b. Setting Up Word 2007 to Use with the Style Guide

This is the equivalent procedure to that described in the User Notes handbook section “Global Template” in Appendix 1, Initial Setup. The same commands are used, but you will have to find them in rather different places.

Click the **Microsoft Office button** (big coloured circle at top left) to see a menu of common tasks. At bottom right of this menu, click **Word Options**. In the list of categories on the left, select **Add-Ins**. In the **Manage** drop-down list box at the bottom, select **Templates** and click **Go**. From here, the dialog works in the same way as was described on pages 4 and 5 of Appendix 1, in our User Notes.

c. Enable Macros

Word 2007 is understandably more cautious with on-board macros than previous versions. Each time you try to open or create a document with macros, a **Security Warning** message appears. You must click the **Options** button which is offered, and then choose to **Enable this content**. This is not very hard, and is a good discipline so you will be aware that you ARE using macros. You should only agree to **Enable this content** in files you are sure do not include viruses or other malware (see Appendix 3 for advice on virus control).

d. Something New and Useful: Trusted Location

You might decide to designate the folder C:\NADFASStyleGuide as a **trusted location**. Then when you enable the templates from this folder, their macros will be enabled and you will not be given any warnings. This is a really good idea, for many users. I am not going to give you instructions for how to do this, because it is well explained in the Help (type “create trusted location” in the Search box in Help) which also gives some important warnings – you must think these through carefully and decide for yourself before making this change.

e. Create a Custom Dictionary

The same procedure as is described under “Create a Custom Dictionary” on page 7 of Appendix 1 in our User Notes.

You will find the commands needed via the **Office Button**. Click the **Word Options** button (at bottom right of the menu) then select the **Proofing** category. The **Custom Dictionaries** button is about halfway down the dialog.

Notice that there is now a useful button **Change Default**: you will probably want to make the NADFAS.dic dictionary the default while you are doing Church Recorders work, so that you can easily **Add** correctly-spelt but unusual words to your NADFAS custom dictionary.

But see our note in section 4.c below on a snag with turning the custom dictionary on and off frequently.

3. Getting Ready for Work, Each Time

a. Starting the Template Every Time

Once the template has been added to the list, as described above, it will be available for future work. However, every time you close Word, the template ceases to be global. So every time you start Word you must make the template global. As described above, the steps are:

Click the round Office button, to display the Office menu

Click **Word Options** at bottom right of the Office menu

Select the **Add-Ins** category from the list on the left

Set the drop-down at the bottom to read **Templates**, and click **Go**

Place a tick beside **NADFAS2Section.dot** and click **OK**.

Agree to **Enable this content** in the **Security Alert – Macro** dialog (if this appears)

Now the custom toolbar appears among the **Add-Ins** on the Ribbon.

b. Alternative Method: Opening an Existing Church Record

Once you have your first Church Record document saved, it is sufficient to open this document, and the **Add-In** tab appears immediately in the Ribbon. This is the popular method used in the past. You can use this method only if you make the template location C:\NADFASStyleGuide a Trusted Location (see 2.d above).

c. Displaying the NADFAS Toolbar

The special NADFAS toolbar appears when you enable the macro content from the Style Guide template. It is one of the add-ins, so click the **Add-Ins** tab to see that part of the Ribbon. The buttons on this custom toolbar work just as before.

I have not found a way of making the NADFAS toolbar display permanently at the top of the screen: the whole idea for the Ribbon is that items appear and disappear as you work. So you simply click the Add-Ins tab whenever you want to see one of the special menus. Do let me know if you are inspired on this one!

4. Some Comments on the Commands in the NADFAS Toolbar

a. Create New Section

These all work just as before. Each time you run one of these macros, a new document is created, based on the templates stored on your computer in the folder C:\NADFASStyleGuide. You do not need any disk or CD for this.

Of course, if the church you are recording is not called St Mary and All Angels, Merton, you will need to edit the headers in both templates before you create any Church record documents. This was described in our User Notes, in the chapter “Setting Up the Page Header”.

b. Un-Setting Auto Everything

This seems to work broadly as before. This is about the AutoCorrect options – you might choose to have them enabled or disabled, a personal choice. You can explore the effect of this command by looking at the AutoCorrect Options (find them via the **Office button**, among the **Word Options**, in

the **Proofing** category; click the button **AutoCorrect Options**, and you will see the same dialog we had in Office 2003; same comments apply now as did then).

c. **Dictionaries - Turning the Custom Dictionary On and Off**

This on/off tool does not work properly any more. This is a very small and rather boring matter, so if you are really interested then read on, otherwise skip to another section!

You can still build up a custom dictionary, containing specialist words which are correctly-spelt for Church Records work. See above for how to create this and make it the default dictionary. The only snag is that the **Dictionary** commands on the **Special** menu no longer work. This means you cannot easily turn the custom dictionary on and off, as you might when switching between Church Records work and other word-processor tasks. Sorry about this: there is nothing I can do to fix it at present.

This is not the end of the world. You have two choices. You could decide not to have a separate dictionary for Church Records work, and just use the standard custom dictionary as supplied with Word. This will be fine, except that specialist words that you add to the dictionary will be passed as correctly-spelt in all your documents (for example, if you added "ihs", then it will no longer be picked up as a mis-spelling, even if you or another user meant to type "his").

Or you could decide to create a separate dictionary for Church Records work, as described above, but leave it active most of the time. If you ever need to de-activate it, you can use Word's own commands via the **Office button**.

d. **AutoTexts**

These work as before.

e. **Working with Tables**

Note that the Word commands which relate to tables will appear on the Ribbon once you click inside a table. You can insert a plain Word table using the **Insert** Ribbon, or you can use one of the special NADFAS AutoTexts to insert a pre-designed table using the **Add-Ins** Ribbon. Then place the insertion point inside a table, and the **Table Tools** Ribbon tab will appear. Explore the tabs labelled **Design** and **Layout** to find all the commands you have been used to.

f. **Index Markings**

The indexing tool is not being used widely by Church Records at present, so you can continue to ignore these commands on the special Ribbon tab.