

HOW TO: SET UP THE COMPUTER the first time you use the Style Guide

1. Copy the two templates from the CD

The two Style Guide templates should be copied into the correct folder, **C:\NADFASStyleGuide**

This means a folder called **NADFASStyleGuide** in drive **C:** in the root or "top" level (ie. not within any other folder). **It is important to use this folder and not any other location, as the macros will look in this location for the information they need.**

**BEFORE PROCEEDING READ THE USER NOTES &
USING THE STYLE GUIDE WITH WORD 7**

2. Make the Style Guide template global

Start Word in your usual way.

Choose **Tools; Templates and Add-Ins.**

Click .

Navigate to **C:\NADFASStyleGuide**.

Click the filename **NADFAS2Section.dot** and click .

Ensure that there is a tick beside **NADFAS2Section.dot**.

Click  in the Templates dialog.

3. Create the NADFAS custom dictionary

Choose **Tools; Options** and the **Spelling and Grammar** tab.

Click .

In the Custom Dictionaries dialog, click .

Navigate to the folder **C:\NADFASStyleGuide**

Type the filename **NADFAS.DIC** and click .

Ensure that NADFAS.DIC now appears in the list of custom dictionaries, with a tick.

Click  in each dialog until all are closed.

HOW TO: Set up Word each time

1. Start Word

In your usual way.

2. Start the Style Guide Features

You need to see the NADFAS toolbar, with these buttons:



Either: Re-open a Church Record

Find a document which has already been created, based on the Style Guide template.

Re-open the document.

The NADFAS toolbar now appears.

Or: Make the NADFAS template global

Choose **Tools; Templates and Add-Ins**.

In the white list box, put a check (tick) beside NADFAS2Section.dot

Click .

The NADFAS toolbar now appears.

3. Disable Word's automatic commands (*optional*)

On the NADFAS toolbar, click .

On the menu, point to **Word's Automatic Features**.

On the sub-menu, choose **Disable Auto Features**.

4. Set the NADFAS custom dictionary (*optional*)

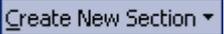
On the NADFAS toolbar, click .

On the menu, point to **Dictionary**.

On the sub-menu, choose **Set NADFAS Dictionary**.

HOW TO: Complete a Section of a Church Record

1. Create a new section of a Church Record

On the NADFAS toolbar, click  then choose the type of section required. A new document is created.

2. Set up an Object line

Look at the Style Box on the Formatting toolbar . This shows you the style of the current paragraph. If necessary, apply the Object style.

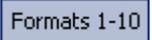
Either:

Choose **Object** in the Style box *or*  + 
Type the Object number if necessary.
Tab (to the indented position).

3. Enter the Object name and location

Type the name of the object and format it bold.
Tab (to the centre); type a memorial name if necessary.
Tab (to the right margin); type the location of the object.

4. Enter details 1-10 of an Object

With the insertion point at the end of the Object line, press .
On the NADFAS toolbar, click  then .
For each format number, replace the message in [square brackets] with details as they become known.
Press  to add a new paragraph with the continuation style within one format number.

5. Start another Object (*repeat*)

On a new line, apply the Object style using the Style box or  + 
Type the object number.
Tab then type the name of the object (bold).
Tab then type the memorial.
Tab then type the location.

On a new line, click  and . Continue as before.