

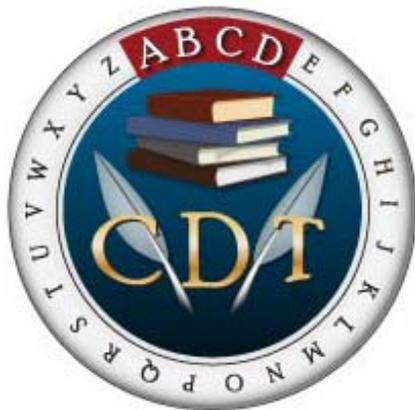
U.S. Department of
Homeland Security

United States
Coast Guard



Job Aids

Instructor Guide Template



SEPTEMBER 2011

About This Document

Release History Below is the history of this document:

Description	Date
This Job Aids is designed for the instructional designers to learn how to install the automated features in MS Word for any word document and how to apply the features to Instructor Guide Template .	April, 2011 (initial)
Modified to clarify some steps and expand on template usability.	September, 2011

Related Components

The **Instructor Guide Template** packet consists of the following components in this release. The descriptions of the components are available on [page 2](#).

- Building Blocks.dotx
 - IG Template.dotx
 - ID Template.dotx
 - Course Name
 - Practice.dotx
 - PT.dotx
-

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Job Aids Overview

Introduction

Overview

This **Job Aids** is designed for you, the instructional designers, to learn the following:

- How to install the automated features in MS Word for any word document.
 - How to apply the automated features to an Instructor Guide or any manual using the same format.
 - How to develop Instructor Guide to meet the requirements in CG SOP Vol. 5 for course structure and content flow using **Instructor Guide Template** (IG Template).
-

Where to Find the Template Packet

The **ID_Packet.zip** file is available at the following URLs:

- Internet:
<http://www.uscg.mil/hq/cg1/TracenPetaluma/sop/Templates.asp>.
- Intranet:
http://cgweb.tcpet.uscg.mil/T_Div/CDT/downloads.asp

You have to download the packet and unzip it if you have not done so. **Then you must set it up in your workstation before you can apply the automated features** in your instructor guide or any other word document based on the template.

Why Use the Templates

Using these templates will allow you more time to focus on the contents of the course materials. These templates will save you time by enabling you to enter global content in a single field as well as keeping the formatting consistent throughout the manual. For example, if you need to change a title or a heading, you simply change it only in the first occurrence.

Introduction, Continued

Related Components

The ***Instructor Guide Template*** packet (*ID Packet.zip*) consists of the following components in this release:

Name	Description
<i>Building Blocks.dotx</i>	This template contains the automated features and styles required for developing USCG training material in Microsoft Word 2007 (e.g., Job Aids, Student Guide, Lab Guide, etc.). This template is required in order to use <i>IG Template.dotx</i> .
<i>ID Template.dotx</i>	This is a blank MS Word template. You can develop a manual from scratch using the automated features.
<i>IG Template.dotx</i>	This is a Microsoft Word 2007 template with the suggested course structure and content flows in a course.
<i>CourseName</i>	This is a folder that consists of the hierarchies to archive the source files and print files of a course.
<i>Practice.dotx</i>	This template is for developing practices, located at: CourseName\Course\Practice\ Unit01\Lesson01.
<i>PT.dotx</i>	This template is for developing practice tests, located at: CourseName\Course\ PerformanceTest\Unit01\ Lesson01.

Introduction, Continued

Conventions in This Document

The following typographic and layout styles are used in this document:

- **Bold text:** Indicates that special attention is needed (for example, **with** or **without**).
- **Blue text:** Refers to an active link to the exact information in this document (e.g., *page 40*) or to a web page (e.g., http://cgweb.tcpet.uscg.mil/T_Div/CDT/downloads.asp).
- **Numbered list:** Refers to the sequential steps that must be performed step by step to complete the tasks successfully.
- **Bulleted list:** Refers to the available options. There is no sequence in these options. You may choose whichever one to start.
- **Note:** Provides additional information relevant to the content, which will help you to perform the task successfully.

Feedback and Comments

If you have any feedback or comments about this Job Aids and the IG Template packet, you can use the online feedback form located at http://cgweb.tcpet.uscg.mil/t_div/cdt/SOP.asp. Your comments and feedback will be reviewed carefully for possible incorporation into the next revision.

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Building Blocks.dotx

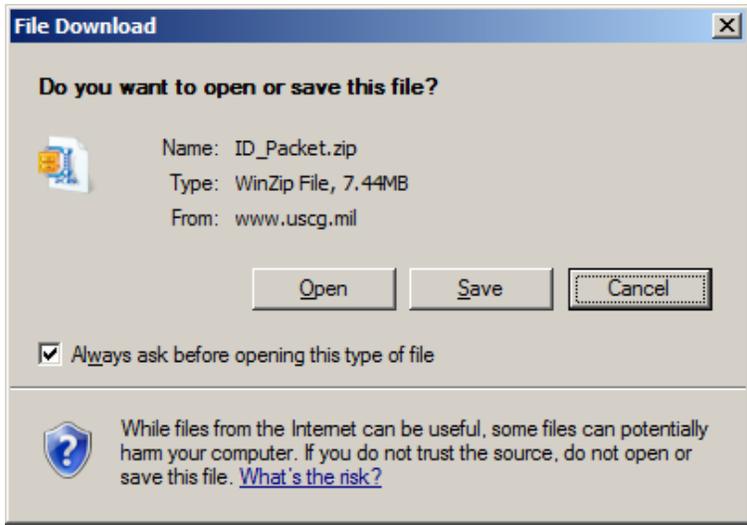
Introduction

Overview

The *Building Blocks.dotx* file is a component of the ID Packet zipped files. It contains the automated features for developing an Instructor Guide and/or any other Microsoft Word manuals using the same format (such as student guides, job aids, lab guides, etc.). In order to apply the automated features to a manual, it must be placed into the right directory of the Microsoft Word application.

Download This File

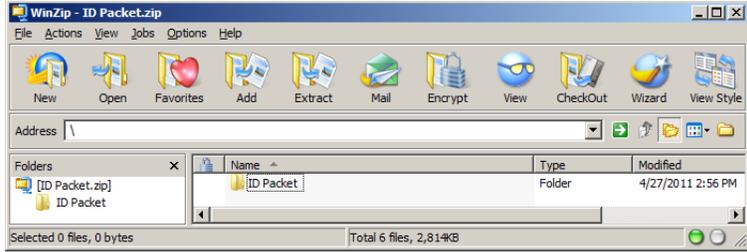
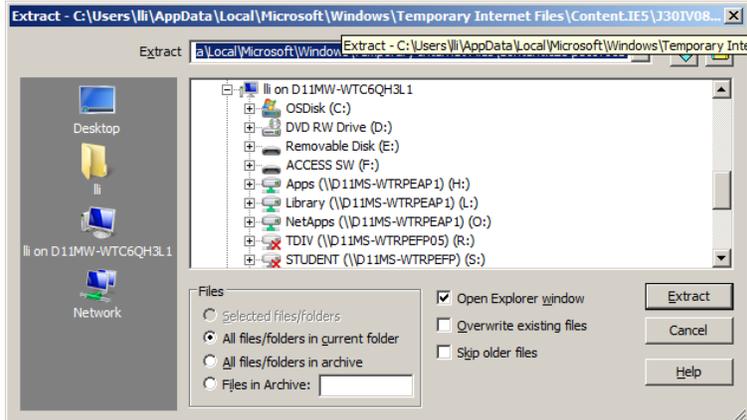
If you have not downloaded the *Building Blocks.dotx* file, follow the instruction below to download and unzip it now:

Step	Action
1	<p>Go to either of the following URLs:</p> <ul style="list-style-type: none"> Internet: http://www.uscg.mil/hq/cg1/TracenPetaluma/sop/Templates.asp. Intranet: http://cgweb.tcpet.uscg.mil/T_Div/CDT/download.s.asp
2	<p>Click the <i>Instructor Guide (Zipped)</i> link to begin downloading file. You see the File Download window.</p> 
3	Click Open .

Continued on the next page

Introduction, Continued

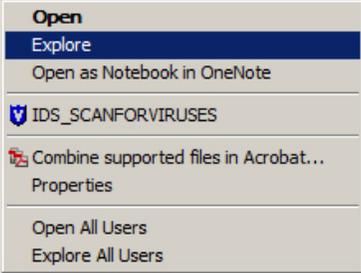
Download This File, Continued

Step	Action
4	<p>Click the Extract icon on the WinZip window:</p> 
5	<p>Navigate to the local directory you want to extract the files to when the browse window displays.</p> 
6	<p>Click Extract. The files extract to the set location.</p>
7	<p>Double-click the ID Packet folder to display the directory structure and file contents.</p>
<p>Outcome: <i>Building Blocks.dotx</i> displays in the extracted ID Packet folder and ready for installation.</p>	

Set Up *Building Blocks.dotx*

Install *Building Blocks.dotx*

Install the file as follows:

Step	Action
1	<p>Open Windows Explorer.</p> <p>a. Right-click on the Start icon on your computer.</p> <p>b. Select Explore as shown below:</p> 
2	<p>Type or copy/paste the following location into the address field:</p> <pre>%AppData%\Microsoft\Document Building Blocks\1033</pre>
3	<p>Press Enter on your keyboard to launch the 1033 directory.</p>
4	<p>Locate the unzipped <i>Building Blocks.dotx</i> in the ID Packet folder downloaded earlier.</p>
5	<p>Copy the <i>Building Blocks.dotx</i> file and paste it to the 1033 directory, replacing the existing one, if any.</p>
<p>Outcome: The <i>Building Blocks.dotx</i> file is placed in the appropriate directory and ready for use.</p>	

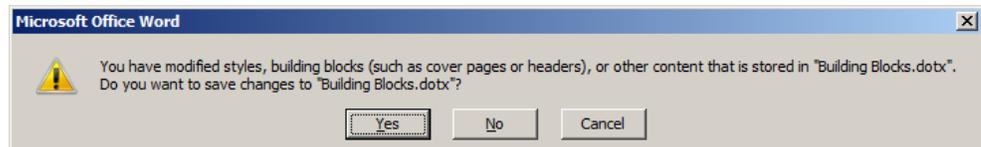
Set Up *Building Blocks.dotx*, Continued

View Automated Features in Quick Parts

View the automated features in Quick Parts as follows:

Step	Action
1	Double-click <i>Building Blocks.dotx</i> to launch Word.
2	Select the Insert tab on the Ribbon .
3	In the Text group, click <i>Quick Parts</i>  .
<p>Outcome: The automated features display. To view all the features, use the scroll bar on the right side of the menu.</p>	

Notes: ⁽¹⁾ Click **Yes** if the dialog box (below) displays when closing all the MS Word files for the first time after the installation.



⁽²⁾ If you do not see the automated features display in the Quick Parts drop-down list and you are certain you followed the steps above correctly, see your local computer support for further troubleshooting.

Apply the Automated Features from Quick Access Toolbar

About the Features

The automated features in this template, which display in the Quick Parts list, are categorized into two groups:

- **ID Manual:** It includes the most frequently-used features during your development on the daily basis.
- **Instructor Guide:** It includes the features for building a manual structure. Once built, you will rarely use them except the contents for Unit, Lesson, and Topic.

All these features will be available for use after the appropriate set up in your workstation (see [page 7](#)).

Add Quick Parts to Quick Access Toolbar

To add Quick Parts to the Quick Access Toolbar for convenient access, follow these steps:

Step	Action
1	Launch your Word application.
2	Select the Insert tab on the Ribbon.
3	In the Text group, right-click on Quick Parts  .
4	Select Add to Quick Access Toolbar from the pop-up menu.
Outcome: You see the Quick Parts icon  on the Quick Access Toolbar.	

View the Automated Features from Quick Access Toolbar

View the automated features from the Quick Access toolbar as follows:

Step	Action
1	Launch your Word application.
2	Go to Quick Access Toolbar .
3	Click the Quick Parts icon to view all the automated features.
Outcome: The automated features display when you click the Quick Parts icon. To view all the features, use the scroll bar on the right side of the menu that displays.	

Apply the Automated Features from Quick Access Toolbar, Continued

Apply the Automated Features

Apply the automated features to your manual as follows:

Step	Action						
1	Use the table below to determine which file you need to open: <table border="1" data-bbox="667 470 1393 772"> <thead> <tr> <th data-bbox="667 470 943 522">IF YOU HAVE A...</th> <th data-bbox="943 470 1393 522">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 522 943 701">New project</td> <td data-bbox="943 522 1393 701">Open a new document using the IG template (see next section for installing this template).</td> </tr> <tr> <td data-bbox="667 701 943 772">Existing project</td> <td data-bbox="943 701 1393 772">Open an existing file.</td> </tr> </tbody> </table>	IF YOU HAVE A...	THEN	New project	Open a new document using the IG template (see next section for installing this template).	Existing project	Open an existing file.
IF YOU HAVE A...	THEN						
New project	Open a new document using the IG template (see next section for installing this template).						
Existing project	Open an existing file.						
2	Position your cursor at a location in the document where you will insert a Quick Parts feature.						
3	Click the Quick Parts icon  .						
4	Select the desired style (e.g., MTC, MTNC, MTC_w/Block, MTNC_w/Block, Table: Step-Action, continued, etc.). Note: See Appendix B on page 40 for the detail of each style.						
Outcome: The selected style is applied to your document.							

Note: See the job aids for applying each style on pages [16-21](#).

IG Tempate.dotx

Introduction

Overview

This template can be used for a new project of Instructor Guide and an existing project. Due to the amount of the time it takes to convert existing materials to this new template, we recommend using this template from the beginning rather than attempting to convert your file. In addition, it can be used for other manuals, such as Student Guide, Lab Guide, Job Aids, or any word document using the same format as Instructor Guide.

Download the IG Template

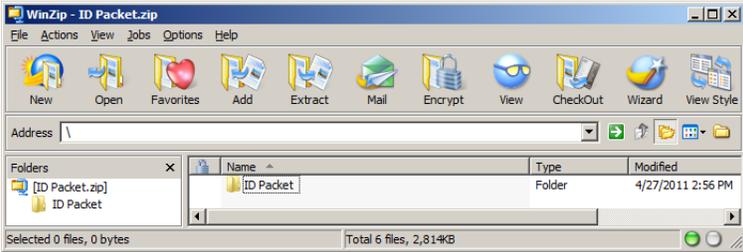
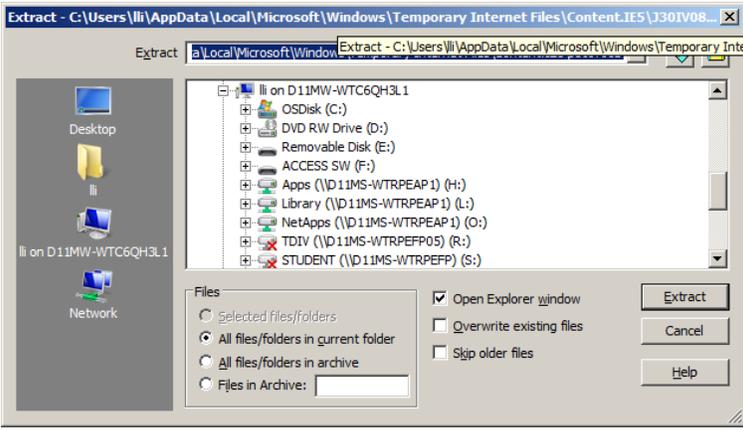
If you have not downloaded the *IG Template.dotx* file, follow the steps below to download and extract the WinZip file:

Step	Action
1	Go to either of the following URLs: <ul style="list-style-type: none"> • Internet: http://www.uscg.mil/hq/cg1/TracenPetaluma/sop/Templates.asp. • Intranet: http://cgweb.tcpet.uscg.mil/T_Div/CDT/download.s.asp
2	Click the link of Instructor Guide (Zipped) to launch the window below: <div data-bbox="634 1278 1354 1780" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div>
3	Click Open .

Continued on the next page

Introduction, Continued

Download the IG Template, Continued

Step	Action
4	<p>Click Extract on the taskbar of the dialog box (as shown below):</p>  <p>The Extract dialog box opens.</p>
5	<p>Navigate to the local directory where you want to extract the files using the browser dialog box (as shown below):</p> 
6	<p>Click the Extract button once you have located the directory.</p>
7	<p>Locate and double-click the ID Packet folder.</p>
8	<p>Locate the <i>IG Template.dotx</i> file in the Course folder under the CourseName directory.</p>
<p>Outcome: The <i>IG Template.dotx</i> file has been downloaded and displays in the Course folder.</p>	

Develop an Instructor Guide

Map the Course with the EPQs/RPQs

Below is the mapping of a unit structure and EPQs/RPQs, POs and EOs.

Course Structure	Source
Unit (two or more lessons)	Two or more EPQs/RPQs
Lesson(two or more topics)	One PO is preferred
Topic (two or more steps)	Two or more Steps

One EPQ/RPQ might generate more than one PO sometimes, but it is recommended to have one PO in each lesson.

BlankTemplate vs. IG Template

The ID Packet contains an Instructor Guide (IG) template which is formatted to comply with SOP Vol. 5, Resident Instruction; however, using the built-in features of the Building Blocks template, you also have the flexibility to add and/or delete sections of the IG template from a new, blank document. The key differences are summarized below:

- *Blank document.* A blank document uses the same format as the IG template except that the sections do not display on the page when you create a new file. You can use this file to build your Instructor Guide or other manuals from scratch using the Quick Parts features once you have installed the Building Blocks template.
 - *IG Template:* This is a pre-developed word template with the course structure and content flow in compliant with CG SOP, Vol. 5 for Instructor Guide.
-

Develop an Instructor Guide, Continued

Create a New Document Using a Template

To create a new document using the IG Template, follow these steps:

Step	Action						
1	Open Microsoft Word.						
2	Click  and then 						
3	Select <u>My templates...</u> on the left pane in the New Document window.						
4	Click the My Templates tab to display the available templates						
5	<p>Double-click the one of the following available templates:</p> <table border="1"> <thead> <tr> <th>IF YOU CLICK...</th> <th>THEN YOU WILL OPEN...</th> </tr> </thead> <tbody> <tr> <td>IG Template</td> <td>The Instructor Guide which contains pre-built course structure and content flow.</td> </tr> <tr> <td>ID Template</td> <td>A blank document which you can use for creating any manual.</td> </tr> </tbody> </table>	IF YOU CLICK...	THEN YOU WILL OPEN...	IG Template	The Instructor Guide which contains pre-built course structure and content flow.	ID Template	A blank document which you can use for creating any manual.
IF YOU CLICK...	THEN YOU WILL OPEN...						
IG Template	The Instructor Guide which contains pre-built course structure and content flow.						
ID Template	A blank document which you can use for creating any manual.						
<p>Outcome: The desired template has been applied to a Word document, which is now ready for development.</p>							

Save Files for XML Compatibility

The template includes fields and automated features that are only available for use on the most current version of Word (version 2007) which is XML-based. Versions prior to Word 2007 are not compatible with this template.

Caution! Be sure to save your files with the correct file extension (i.e. *.docx) upon the first instance of saving. If you save your file for Word 97-2003 compatibility rather than as a Word Document (or Word 2007), the features that have been built into the template will not be available and cannot be retrieved by simply renaming the file with the correct file extension. If this occurs, you may need to rebuild your document from the beginning.

Develop an Instructor Guide, Continued

Build an Instructor Guide from Quick Parts Features

To build an Instructor Guide using the available Quick Parts features in Word, follow these steps:

Step	Action
1	Create a new document using the ID Template (see page 14). Note: Click the paragraph marks icon  to display symbols.
2	Click Quick Parts  .
3	Click the following, one component at a time: <ol style="list-style-type: none"> a. Cover: Front b. Course Overview c. Content: Unit <ol style="list-style-type: none"> i. Content: Lesson, as needed. ii. Content: Topic, as needed. d. Repeat step c above, as needed e. Appendices, if applicable. f. Cover: Back g. TOC
4	Update and adjust the TOC (see page 23-24).
5	Add a blank page as needed (see page 21).
6	Edit the cover pages: Front and Back (see page 22).
Outcome: The structure and suggested content flow are present in a new document.	

Apply a Style to a Manual

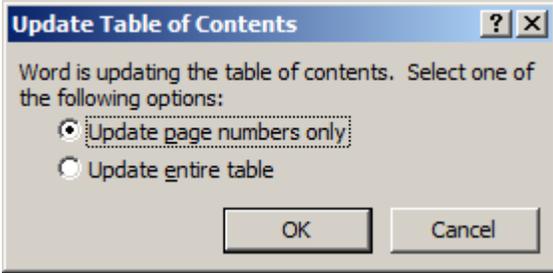
About the Styles

You can apply all the styles to a document from the Quick Parts after setting up the *Building Blocks.dotx* appropriately on your workstation (see page 7). Use the styles in Quick Parts to save time and retain the consistency across your document.

All the available styles are listed in **Appendix B** (page 40). Some are introduced here.

Change/Update a Heading Globally

Change and update a heading throughout a manual as follows:

Step	Action
1	Locate the heading you want to change (e.g., Apply Styles to a Manual on this page).
2	Change the heading to the desired text (e.g., Use a Style in a Manual)
3	Select all the text in this manual using the [Ctrl]+A keyboard functionality.
4	Press <F9> on your keyboard.
5	Select Update entire table on the Update Table of Contents dialog box (as shown below):
	
6	Click OK to update the headings and page numbers in the Table of Contents.

Outcome:

- In the TOC, the heading is automatically updated to **Use a Style in a Manual**.
- On the subsequent continued pages, all the headings are updated to **Use a Style in a Manual, Continued**.

Note: You can use the <F9> key to update two or more dynamic fields. Remember steps 4-6 will save you lots of time.

Apply a Style to a Manual, Continued

Add a Text Block

Add a text block as follows:

Step	Action
1	Put your cursor at the desired place.
2	Select Block Label w/Text Line from the Quick Parts menu.
<p>Outcome: The following are ready for use:</p> <ul style="list-style-type: none"> • “Click to enter text” is in place for the paragraph text. • The Block Label is in place for the heading. • The text line is added at the end of the block. 	

Add a Text Line

Add a text block as follows:

Step	Action
1	Put your cursor at the end of a paragraph.
2	Select Block Text Line from the Quick Parts menu.
<p>Outcome: The text line is added to the end of a block text.</p>	

Apply a Style to a Manual, Continued

Break a Page: MT Heading

Break a page with a MT heading as follows to automatically enter the heading on the subsequent page:

Step	Action
1	Ensure the heading style is Heading 2, MT in the Styles pane (Home → Styles → )
2	Put your cursor at the end of the last text block.
3	Select MTC from the Quick Parts menu.
<p>Outcome:</p> <ul style="list-style-type: none"> • The text “MT Heading, Continued” is added with the same text and a text block. • The heading should never show in the TOC when update. 	

Break a Page: MTN Heading

Break a page with a MT heading as follows to automatically enter the heading on the subsequent page:

Step	Action
1	Ensure the heading style is Heading 2, MTN in the Styles pane (Home → Styles → )
2	Put your cursor at the end of the last text block.
3	Select MTNC from the Quick Parts menu.
<p>Outcome:</p> <ul style="list-style-type: none"> • The text “MTN Heading, Continued” is added with the same text and a text block. • The continued heading does not display in the auto-generated TOC. 	

Apply a Style to a Manual, Continued

**Break a Block:
MTC w/Block**

If a block has a long list across a page and is not appropriate to start on a new page using **Break a Page: MT Heading**, then break the text block as follows:

Step	Action
1	Ensure the heading style is Heading 2, MT in the Styles pane (Home → Styles →  .
2	Put your cursor at the end of the line on the page.
3	Select MTC w/Block from the Quick Parts menu.
<p>Outcome: The block is added automatically as follows:</p> <ul style="list-style-type: none"> • On the same page: “<i>Continued on the next page</i>” • On the subsequent page: <ul style="list-style-type: none"> ○ MT Heading, Continued ○ A “Block Label, Continued” 	

**Break a Block:
MTNC w/Block**

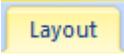
If you cannot push the entire block to the next page using the job aid **Break a Page: MTN Heading**, break the text block as follows:

Step	Action
1	Ensure the heading style is Heading 2, MTN in the Styles pane (Home → Styles →  .
2	Put your cursor at the end of the line on the page.
3	Select MTNC w/Block from the Quick Parts menu.
<p>Outcome: The block is added automatically as follows:</p> <ul style="list-style-type: none"> • On the same page: “<i>Continued on the next page</i>” • On the subsequent page: <ul style="list-style-type: none"> ○ MTN Heading, Continued ○ A “Block Label, Continued” 	

Apply a Style to a Manual, Continued

Break a Block: Step-Action Table

Break a step-action table across a page as follows:

Step	Action
1	Split the table: <ol style="list-style-type: none"> a. Put the cursor on the row you want to push to the next page. b. Click  on the Menu Bar. c. Click  Split Table
2	Press Enter on your keyboard to insert a hard paragraph return.
3	Apply this style: Table: Step-Action, Continued <ol style="list-style-type: none"> a. Go to the Quick Parts . b. Select Table: Step-Action, Continued
4	Press Delete on your keyboard to delete the space.
5	Edit Block Label, Continued .
6	Back to the previous page.
7	Delete the space between the table and the text line above " <i>Continued on the next page</i> ".
<p>Outcome: The table is complete as follows:</p> <ul style="list-style-type: none"> • On the same page: "<i>Continued on the next page</i>" • On the subsequent page: <ul style="list-style-type: none"> ○ Heading, Continued ○ Table Header ○ A "Block Label, Continued" 	

Apply a Style to a Manual, Continued

About the Blank Page

A unit or a lesson always starts on an odd numbered page. When the previous lesson or unit ends on an even numbered page, you must add a blank page to ensure that the next lesson or unit follows this format. Check the Table of Contents to identify where you can add a blank page.

When you add any required blank pages at the final stages of your project, duplicate effort on your part is eliminated. If you add it during your development, there is a good chance that you will need to adjust it once again at the end of your project.

Add a Blank Page

Add a blank page on an even page only as follows:

Step	Action
1	Put your cursor before the section break of a unit/lesson.
2	Select Page: Blank from the Quick Parts menu.
Outcome: The blank page is added with the appropriate header and footer on the page.	

Edit Covers, TOC, and Course Overview

Edit the Covers To automatically update the dynamic fields throughout the document, enter the information in the input fields on the cover pages as follows:

Step	Action
1	Launch the IG Template (see page 14).
2	On the Front cover, change the following: <ul style="list-style-type: none"> • Course Name • School Logo • School Name • Completion Date • Manual Name (if for other manuals: Student Guide, Job Aids, Lab Guide, etc.)
3	On the Back cover, change the following: <ul style="list-style-type: none"> • Training Center Name • Address • POC (e.g., YNC Lastname) • Phone Number • Training Center Logo
Outcome: All dynamic fields (headers and footers, titles, etc.) in the document have been automatically changed.	

Edit Front Matter

Change the Front Matter page as follows:

Step	Action
1	Launch the IG Template.
2	Go to the Front Matter page.
3	Edit all occurrences when you see “Click to enter text.” to reflect your Instructor Guide or any manual.
4	Edit (delete or add) any components in the table to describe Related Document .

Continued on the next page

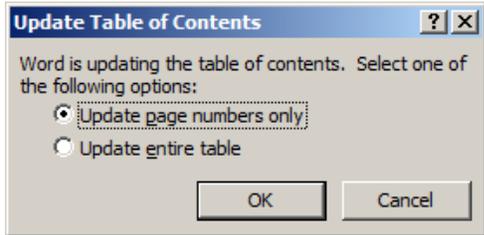
Edit Covers, TOC, and Course Overview, Continued

Edit Front Matter, Continued

Step	Action
5	Edit (delete or add) any components in the table to describe Related Document .
Outcome: This page reflects the contents of the Instructor Guide of your project.	

Update TOC

Update Table of Contents (TOC) as follows:

Step	Action						
1	Go to the TOC page after you develop some contents.						
2	Put your cursor anywhere on the headings within the TOC						
3	Press <F9> on the keyboard to display the Update Table of Contents dialog box: 						
4	Select an option as follows: <table border="1" data-bbox="667 1268 1398 1535"> <thead> <tr> <th>IF THE HEADING IS...</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Changed</td> <td>Select Update entire table.</td> </tr> <tr> <td>Unchanged</td> <td>Select Update page numbers only.</td> </tr> </tbody> </table>	IF THE HEADING IS...	THEN	Changed	Select Update entire table .	Unchanged	Select Update page numbers only .
IF THE HEADING IS...	THEN						
Changed	Select Update entire table .						
Unchanged	Select Update page numbers only .						
5	Click OK .						
Outcome: The following are ready to view or function: <ul style="list-style-type: none"> The TOC reflects the headings in your document. The TOC entries become hyperlinked to the subsequent sections in the document. 							

Edit Covers, TOC, and Course Overview, Continued

Adjust TOC Page

Upon completion of your project, adjust the TOC pages as follows:

Step	Action
1	Update the TOC (see previous job aid).
2	Manually insert a Table of Contents, Continued header at a logical break point in the TOC as needed.
3	Delete the blank page if necessary to ensure the TOC ends on an even page.
Outcome: The TOC page is formatted appropriately, contains a continued heading, and the pagination is accurate throughout the document.	

Edit Course Overview

Update Course Overview as follows:

Step	Action
1	Go to the TOC page.
2	Press [Ctrl] and click the COURSE OVERVIEW heading.
3	Edit all occurrences when you see “Click to enter text.” to reflect the contents of your Instructor Guide. Note: Some occurrences might have to be edited after your contents are developed (e.g. Course Contents).
4	Edit all occurrences when you see “[# or text inside]” to reflect the contents of your Instructor Guide.
5	Delete any blocks that are irrelevant to your Instructor Guide.
Outcome: Course Overview reflects the contents in your Instructor Guide. We recommend you update this section when the contents are completed.	

Edit the Contents (Unit, Lesson, or Topic)

Edit a Unit

Follow these steps to edit or develop a unit as follows **after the lessons** are developed:

Step	Action						
1	Go to the TOC page.						
2	Press [Ctrl] and click the UNIT heading.						
3	Change Unit 1. Name to the appropriate one (you can see the header is automatically updated).						
4	<p>Edit all occurrences when you see “Click to enter text.” to reflect the contents of this unit.</p> <p>Note: When clicking “Click to enter text.”, it displays a hint.</p> <p>Tips: Copy and paste the lesson/topic names from the developed contents.</p>						
5	Add or delete the lessons as needed.						
6	<p>Edit the Unit Map block:</p> <table border="1" data-bbox="667 1066 1395 1289"> <thead> <tr> <th data-bbox="667 1066 919 1115">IF THERE IS ...</th> <th data-bbox="919 1066 1395 1115">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 1115 919 1220">A map</td> <td data-bbox="919 1115 1395 1220">Click  to insert the image.</td> </tr> <tr> <td data-bbox="667 1220 919 1289">No map</td> <td data-bbox="919 1220 1395 1289">Delete this block/page.</td> </tr> </tbody> </table>	IF THERE IS ...	THEN	A map	Click  to insert the image.	No map	Delete this block/page.
IF THERE IS ...	THEN						
A map	Click  to insert the image.						
No map	Delete this block/page.						
<p>Outcome: This unit reflects the contents in your Instructor Guide.</p>							

Edit the Contents (Unit, Lesson, or Topic), Continued

Edit a Lesson

It is recommended to edit or develop a lesson as follows **after the topics** are developed:

Step	Action						
1	Go to the TOC page.						
2	Press [Ctrl] and click the Lesson heading.						
3	Change Lesson #. Name to the appropriate one (you can see the header is automatically updated).						
4	<p>Edit all occurrences when you see “Click to enter text.” to reflect the contents of this lesson.</p> <p>Note: When clicking “Click to enter text.”, it displays a hint.</p> <p>Tips: Copy and paste the topic names from the developed contents.</p>						
5	<p>Edit the Objective block:</p> <table border="1" data-bbox="667 993 1393 1755"> <thead> <tr> <th data-bbox="667 993 883 1045">IF</th> <th data-bbox="883 993 1393 1045">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 1045 883 1182">One PO</td> <td data-bbox="883 1045 1393 1182"> Enter the PO statement. Note: No PO # is needed. </td> </tr> <tr> <td data-bbox="667 1182 883 1755">Two or more POs</td> <td data-bbox="883 1182 1393 1755"> Complete this block as follows: a. Use the following to replace this block: Upon completion of this lesson, the students will be assessed on the following objectives: <ul style="list-style-type: none"> • PO statement 1 • PO statement 2 b. Add the PO statement in the corresponding topic section after Overview/before Preparation Checklist. </td> </tr> </tbody> </table>	IF	THEN	One PO	Enter the PO statement. Note: No PO # is needed.	Two or more POs	Complete this block as follows: a. Use the following to replace this block: Upon completion of this lesson, the students will be assessed on the following objectives: <ul style="list-style-type: none"> • PO statement 1 • PO statement 2 b. Add the PO statement in the corresponding topic section after Overview /before Preparation Checklist .
IF	THEN						
One PO	Enter the PO statement. Note: No PO # is needed.						
Two or more POs	Complete this block as follows: a. Use the following to replace this block: Upon completion of this lesson, the students will be assessed on the following objectives: <ul style="list-style-type: none"> • PO statement 1 • PO statement 2 b. Add the PO statement in the corresponding topic section after Overview /before Preparation Checklist .						
6	Add or delete a block as needed.						
<p>Outcome: This lesson reflects the contents in this unit.</p>							

Edit the Contents (Unit, Lesson, or Topic), Continued

About Content Overview

The Content Overview includes any general information regarding this lesson. The information is not specific to any particular topics, but is helpful to understand the subsequent topics. Delete this heading/page if this overview is not applicable to this lesson.

Edit Content Overview

Edit Content Overview as follows:

Step	Action
1	Go to the TOC page.
2	Press [Ctrl] and click the Content Overview heading.
3	Replace Content to reflect your contents, e.g.: Horizontal Cable, System Capability, etc.
4	Edit all occurrences when you see “Click to enter text.” to reflect the contents of this lesson. Note: When clicking “Click to enter text.”, a hint displays. Tip: Copy and paste the element names from the developed contents.
5	Edit all occurrences when you see “[# or text inside]” to reflect the contents of your Instructor Guide.
6	Delete any blocks that are irrelevant to your Instructor Guide.
Outcome: This Content Overview section reflects the contents in this lesson.	

Edit the Contents (Unit, Lesson, or Topic), Continued

Edit a Topic

Edit or develop a topic in a lesson as follows:

Step	Action
1	Go to the TOC page.
2	Press [Ctrl] and click the Topic heading.
3	Change Topic Name # to the appropriate one.
4	Edit all occurrences when you see "Click to enter text." to reflect the contents of this lesson. Note: When clicking "Click to enter text.", it displays a hint.
5	Edit Overview : Enter a description of what the topic is about and why it is important.
6	<i>Optional:</i> If there are two or more POs in this lesson, add the Objective block. (Simply copy and paste this block from the Objectives block in this lesson).
7	Edit Preparation Checklist : Add or delete the bullets as needed. The bullets and the table are included in the template, if needed.
8	Edit Materials : This is the same as in the Introduction in the Lesson level. Note: It is your decision which one is more appropriate for your Instructor Guide. No need for this block at both levels. This applies to the References block in Lesson level as well (no need for duplication).
9	Edit Job Aids : There is no need to make changes unless it is different. The topic name is auto-updated if the Topic Name # heading is changed.
10	Edit Demonstration : There is no need to edit this block unless it is different.
11	Add or delete a block as needed.
Outcome: The topic reflects the contents in this lesson.	

Edit/Develop Practices and Performance Tests

Overview The templates are for developing performance-based practices and performance tests. These templates are separate files from the Instructor Guide.

Edit/Develop a Practice Edit or develop a practice as follows:

Step	Action
1	Go to the TOC page.
2	Press [Ctrl] and click the Practice heading.
3	Edit each block as needed.
4	Develop your practices, using the template is for developing practices, located within zip-file at: CourseName\Course\Practice\ Unit01\Lesson01.
5	Edit all occurrences when you see “Click to enter text.” or “[#]” to reflect the contents of this topic. Note: When clicking “Click to enter text.”, it displays a hint.
6	Edit Practice in a separate file: The title must be identical to your topic of this lesson in Instructor Guide. If more than one practices for one topic, number it (e.g., Replace a DVD Drive 1)
7	Edit Scenario : Number the scenarios if more than one scenario for one topic (e.g., Scenario 1, Scenario 2, etc.).
8	Edit Materials Needed : List anything is needed for performing this task.
9	Edit Instructions : Write your instructions to students.

Continued on the next page

Edit/Develop Practices and Performance Tests, Continued

Edit/Develop a Practice, Continued

Step	Action
10	Edit Time Limit : Change the “[#]”.
11	Edit Outcome : It is recommended to use the bullet list if more than one outcome is expected.
12	Edit Header on top to match the unit/lesson.
13	Edit Footer to match the school name/Course Name.
14	Save the file as Practice # in the appropriate directory (e.g.: E:\CGTracenTemplate\WorkingFiles\CourseName\Course\Practice\Unit01\Lesson01)
Outcome: This Practice is complete according to the topic in this lesson and saved in the appropriate directory.	

Tips: When developing another practice, launch and save this one as Practice2 and change the scenario and relevant information.

Edit/Develop a Performance Test

Develop a performance test as follows:

Step	Action
1	Go to the TOC page.
2	Press [Ctrl] and click the Assessment heading.
3	Edit each block as needed.
4	Develop your PT's, using the template is for developing Performance Tests, located within zip-file at: CourseName\Course\ PerformanceTest\Unit01\ Lesson01.
5	Edit all occurrences when you see “Click to enter text.” or “[#]” to reflect the contents of this topic. Note: When you click the dynamic field “Click to enter text.”, a hint displays.

Continued on the next page

Edit/Develop Practices and Performance Tests, Continued

Edit/Develop a Performance Test, Continued	Step	Action
	6	Edit Title : The performance test is at the end of a lesson, so the test can include one or more topics in this lesson.
	7	Edit Scenario : Number the scenarios if more than one scenario for one topic (e.g., Scenario 1, Scenario 2, etc.).
	8	Edit Materials Needed : List anything is needed for performing this task.
	9	Edit Instructions : Write your instruction to students.
	10	Edit Time Limit : Change the “[#]”.
	11	Edit Outcome : It is recommended to use the bullet list if more than one outcome.
	12	Edit Header to match the unit/lesson.
	13	Edit Footer to match the school name/Course Name.
	14	Save the file as PT # in the appropriate directory (e.g.: E:\CGTracenTemplate\WorkingFiles\CourseName\Course\PerformanceTest\Unit01\Lesson01)
	Outcome: This performance test is complete according to the contents in this lesson and saved in the appropriate directory.	

Tip: When developing another performance test, open and save this complete one as PT2, and then change the scenario and relevant information.

Edit/Develop Practices and Performance Tests, Continued

Link a Practice or Performance Test to IG

Link a practice or performance test to IG as follows:

Step	Action						
1	Go to the TOC page.						
2	Press [Ctrl] and click the Practice (or Performance Test) heading.						
3	<p>Link the file (any external document) to this document:</p> <table border="1" data-bbox="643 611 1393 1402"> <thead> <tr> <th data-bbox="643 611 883 663">IF YOU ARE...</th> <th data-bbox="883 611 1393 663">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="643 663 883 1094">Creating a hyperlink</td> <td data-bbox="883 663 1393 1094"> <ul style="list-style-type: none"> a. Highlight the text. b. Go to the Insert tab on the Word menu. c. Select  Hyperlink. d. Navigate to select the practice file. e. Click OK. </td> </tr> <tr> <td data-bbox="643 1094 883 1402">Editing a hyperlink</td> <td data-bbox="883 1094 1393 1402"> <ul style="list-style-type: none"> a. Right-click on the link. b. Select Edit Hyperlink. c. Navigate to select the practice file. d. Click OK. </td> </tr> </tbody> </table>	IF YOU ARE...	THEN...	Creating a hyperlink	<ul style="list-style-type: none"> a. Highlight the text. b. Go to the Insert tab on the Word menu. c. Select  Hyperlink. d. Navigate to select the practice file. e. Click OK. 	Editing a hyperlink	<ul style="list-style-type: none"> a. Right-click on the link. b. Select Edit Hyperlink. c. Navigate to select the practice file. d. Click OK.
IF YOU ARE...	THEN...						
Creating a hyperlink	<ul style="list-style-type: none"> a. Highlight the text. b. Go to the Insert tab on the Word menu. c. Select  Hyperlink. d. Navigate to select the practice file. e. Click OK. 						
Editing a hyperlink	<ul style="list-style-type: none"> a. Right-click on the link. b. Select Edit Hyperlink. c. Navigate to select the practice file. d. Click OK. 						
<p>Outcome: When you press [Ctrl] and click the hyperlink, the practice/performance test (or an external file) automatically opens.</p>							

Use ID Template to Develop Other Manuals

Overview

The template is designed for developing any manual with the same format using the MS Word. You can modify the template to serve your needs if you know how to apply the appropriate features when needed.

Build Front Cover

Build the Front Cover as follows:

Step	Action
1	Launch the ID Template.
2	Put your cursor at the beginning of the document.
3	Go to Quick Parts  .
4	Select Cover Front .
5	Edit the front cover to reflect your manual name, e.g., Student Guide, Job Aids, Lab Guide, etc. (See page 22 for more information on editing cover pages).
Outcome: The front cover is added with the appropriate header/footer.	

Build Overview

Build the Overview section as follows:

Step	Action
1	Put your cursor at the beginning of the page after the front cover.
2	Go to Quick Parts  .
3	Select Course Overview .
4	Edit the contents in Course Overview to reflect your manual including the heading (go to page 25 for the detail).
Outcome: The Course Overview section is added with the appropriate header/footer.	

Use ID Template to Develop Other Manuals, Continued

Build the Contents: Add a Unit

Build the contents by adding a unit as follows:

Step	Action
1	Put your cursor at the beginning of the page after the Overview section.
2	Go to Quick Parts  .
3	Select Content: Unit .
4	Edit all the contents in the unit to reflect your manual.
Outcome: The unit section is added with the appropriate header/footer.	

Add a Lesson

Build the Overview section as follows:

Step	Action
1	Put your cursor at the beginning of the page after the lesson section.
2	Go to Quick Parts  .
3	Select Content: Lesson .
4	Edit all the contents in the lesson to reflect your manual.
Outcome: The additional lesson is added with the appropriate header/footer.	

Use ID Template to Develop Other Manuals, Continued

Add a Topic

Add a topic as follows:

Step	Action
1	Put your cursor at the beginning of the page after the topic section.
2	Go to Quick Parts  .
3	Select Content: Topic .
4	Edit all the contents in the topic to reflect your manual.
Outcome: The additional topic is added with the appropriate header/footer.	

Add Back Cover

Add the back cover as follows:

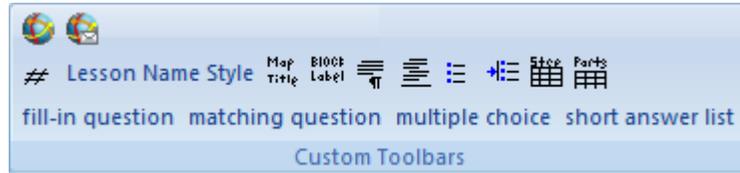
Step	Action
1	Put your cursor at the beginning of the page after the Unit section (or Appendices if there is one).
2	Go to Quick Parts  .
3	Select Cover: Back .
4	Edit all the contents in the back cover to reflect your manual (see how to edit cover pages on page 22).
Outcome: The additional topic is added with the appropriate header/footer.	

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Appendices

Appendix A. SWT Styles

SWT Illustration Below illustrates all the features of SWT template:



The Instructor Guide template uses the identical formats in the SWT template based on information mapping structures. You can continue to use it if you like.

Style Illustration Below illustrate the styles in SWT template:

Icon	Style	Usage				
#	It Looks Like This	Lesson Name				
Lesson Name Style	IT LOOKS LIKE THIS	Unit Name				
Map Title	It Looks Like This	Map Title				
Block Label	Block Label Paragraphs style is like this, used together with Block Label.	Used together for Block Title and paragraphs				
	_____	End of a block				
	<ul style="list-style-type: none"> Bullet Bullet 	Should NOT be used				
	<ul style="list-style-type: none"> Bullet Level 2 Same 	Should NOT be used				
Step	<table border="1" style="width: 100%;"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> </tbody> </table>	Step	Action	1		Step Action Table
Step	Action					
1						

Continued on the next page

Appendix A. SWT Styles, Continued

Style Examples, Continued Below are the styles continued on previous page:

Icon	Style	Usage																				
	<table border="1" style="width: 100%; text-align: center;"> <tr> <td data-bbox="380 422 781 491">Parts</td> <td data-bbox="781 422 1182 491">Functions</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table>	Parts	Functions																			
Parts	Functions																					
<div style="background-color: #e1eef6; padding: 2px;">fill-in question</div>	<p>1. What is your question?</p> <p>_____</p> <p>_____</p> <p>2. What is your question?</p> <p>_____</p> <p>_____</p>	<p>For Fill-In questions</p>																				
<div style="background-color: #e1eef6; padding: 2px;">matching question</div>	<p>#. Match the things in column A with their descriptions in column B. Use each description only once.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 50%;"><u>Column A</u></th> <th style="text-align: center; width: 50%;"><u>Column B</u></th> </tr> </thead> <tbody> <tr> <td>_____ 1. Item</td> <td>a. Description.</td> </tr> <tr> <td>_____ 2. Item</td> <td>b. Description.</td> </tr> <tr> <td>_____ 3. Item</td> <td>c. Description.</td> </tr> <tr> <td>_____ 4. Item</td> <td>d. Description.</td> </tr> <tr> <td>_____ 5. Item</td> <td>e. Description.</td> </tr> <tr> <td>_____ 6. Item</td> <td>f. Description.</td> </tr> <tr> <td>_____ 7. Item</td> <td>g. Description.</td> </tr> <tr> <td>_____ 8. Item</td> <td>h. Description.</td> </tr> <tr> <td></td> <td>i. Description</td> </tr> </tbody> </table>	<u>Column A</u>	<u>Column B</u>	_____ 1. Item	a. Description.	_____ 2. Item	b. Description.	_____ 3. Item	c. Description.	_____ 4. Item	d. Description.	_____ 5. Item	e. Description.	_____ 6. Item	f. Description.	_____ 7. Item	g. Description.	_____ 8. Item	h. Description.		i. Description	
<u>Column A</u>	<u>Column B</u>																					
_____ 1. Item	a. Description.																					
_____ 2. Item	b. Description.																					
_____ 3. Item	c. Description.																					
_____ 4. Item	d. Description.																					
_____ 5. Item	e. Description.																					
_____ 6. Item	f. Description.																					
_____ 7. Item	g. Description.																					
_____ 8. Item	h. Description.																					
	i. Description																					

Continued on the next page

Appendix A. SWT Styles, Continued

Style Examples, Continued Below are the styles continued on previous page:

Icon	Style	Usage
multiple choice	#. What is your question? A. Item B. Item C. Item D. Item	
short answer list	#. List the six items. a. _____ b. _____ c. _____ d. _____ e. _____ f. _____	

Appendix B. Styles Used in IG Template

About the Styles

The styles in IG templates are similar to the SWT template. The table below lists all the styles used in the IG template. You can select any style from the Styles window (Home → Styles → ) to apply it. You can also apply the styles from the SWT add-in indicated in the table below.

IG Styles

Below are the styles and specifications used in the IG Template:

Button or Style Name	Description and Illustration	Notes
Doc Margin: <i>If converting other manuals, the margins must be the same as follows.</i>		
Top/Bottom	.75"	Do not change this setting.
Left/Right	1"	Same as above.
Front Cover		
Doc Title	Manual Name (Instructor Guide, Student Guide, Job Aids, PPT Slides, etc.)	Auto updates all occurrences when input field is changed
Doc Subtitle	<ul style="list-style-type: none"> • Course Name (YNA Distance Course, YN2 Online Course, etc.) • School Name (YN A School) The footer and any occurrences in the manual are automatically updated after the change.	Same as above.

Continued on the next page

Appendix B. Styles Used in IG Template, Continued

IG Styles, Continued

Button or Style Name	Description and Illustration	Notes
Front Cover (continued)		
Doc Date	This is for the completion date in this format: MM/YYYY.	
CG Logo	1.15"X 1.68"	Do not change this logo.
School Logo	2.18"x2.18"	Replace it with your school logo.
Back Cover		
Body Text	For the following at the back cover only: <ul style="list-style-type: none"> • Training Center Name • Address • Building Name • Rank/Name • Phone 	Delete the item if N/A.
TRACEN Logo	Use your own TRACEN Logo.	Delete it if N/A.

Appendix B. Styles Used in IG Template, Continued

IG Styles, Continued

Document		
Header/ Footer	Headers and footer use Arial 10 font and are updated automatically when you select all and press <F9>.	Do not manually change these.
Hyperlink	Blue 255; Arial 12 .	
Lesson Name Style LESSON NAME	UNIT TITLE, followed by Heading 2,MT,Map Title for Introduction and Heading 2-MTN for the subsequent topic as follows: UNIT 1. TITLE NAME <u>Introduction</u>	Auto update all occurrences, including TOC, Header/Footer
# Heading 1,Lesson#	Lesson Name, followed by Heading 2,MT,Map Title as follows: Lesson 1. Lesson Name <u>Introduction</u>	
Map Title Heading 2,MT,Map Title	For the topic that starts on the same page as UNIT TITLE or Lesson Name, such as <i>Introduction</i> as follows: UNIT 1. TITLE NAME/Lesson 1. Lesson Name Introduction	
Heading 2- MTN	For the topic that starts on a new page within the same UNIT or Lesson as follows: Lesson 1. Lesson Name <u>Introduction</u> Processing BAH Allowances	This style will force a page to start on a new page without adding a page break manually.

Continued on the next page

Appendix B. Styles Used in IG Template, Continued

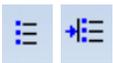
IG Styles, Continued

<i>Button or Style Name</i>	<i>Description and Illustration</i>	<i>Notes</i>
Document (continued)		
 <p>Heading 2-MTC</p>	<p>For adding the continued MT or MTN automatically as shown below:</p> <p><u>Introduction, Continued</u></p> <p>Or</p> <p><u>Processing BAH Allowances, Continued</u></p>	<ul style="list-style-type: none"> • Auto-updated if any MT or MTN is revised. • Push the title to the next page automatically as needed • Not included in TOC

Continued on the next page

Appendix B. Styles Used in IG Template, Continued

IG Styles, Continued

Button or Style Name	Description and Illustration	Notes
Document (continued)		
Heading 3, Block Label, Section, Section Char Char	For the block topics used in a text box as follows: <p style="text-align: center;">UNIT 1. TITLE NAME/Lesson 1. Lesson Name</p> <p>Introduction</p> <hr/> <p>Overview This unit consists of the following lessons:</p> <ul style="list-style-type: none"> • Lesson 1. Name • Lesson 2. Name 	
 MTC or MTNC Heading 3-BLC	For adding the continued block used in a text box as follows: <p style="text-align: center;"><i>Continued on the next page</i> -----<Page Break>-----</p> <p>Introduction, Continued</p> <hr/> <p>Overview, Continued Replace this with continued text for the Overview section.</p>	You will have to type the block name, which will not show
Normal Numbered Bullet	Use the numbered bullets in Word as shown below: 1. Number Level 1 a. Number Level 2 i. Number Level 3	<ul style="list-style-type: none"> • Never use one bullet for any level
Normal List Bullet	Use the bullets in Word as shown below: <ul style="list-style-type: none"> • Bullet Level 1 <ul style="list-style-type: none"> ○ Bullet Level 2 <ul style="list-style-type: none"> ▪ Bullet Level 3 	<ul style="list-style-type: none"> • 3 levels are MAX in IG
 List Bullet	These icons will add the bullets as shown below: <ul style="list-style-type: none"> • List Bullet Level 1 • List Bullet Level 2 	

Continued on the next page

Appendix B. Styles Used in IG Template, Continued

IG Styles, Continued

Button or Style Name	Description and Illustration	Notes
Document (continued)		
 <p>Block Label w/Text Line</p>	<p>UNIT 1. TITLE NAME/Lesson 1. Lesson Name</p> <p>Introduction</p> <hr/> <p>Overview This unit consists of the following lessons:</p> <ul style="list-style-type: none"> • Lesson 1. Name • Lesson 2. Name <hr/>	
 <p>Block Text Line</p>  <p><u>Text Line</u></p>	<p>For ending a block section of content.</p> <p>UNIT 1. TITLE NAME/Lesson 1. Lesson Name</p> <p>Introduction</p> <hr/> <p>Overview This unit consists of the following lessons:</p> <ul style="list-style-type: none"> • Lesson 1. Name • Lesson 2. Name <hr/>	
 <p>MTC</p>	<p>For adding the continued MT heading with a text block as shown:</p> <p>Introduction, Continued</p> <hr/> <p>Label Click here to enter text.</p> <hr/>	<p>The auto-added heading will not show in TOC.</p>

Continued on the next page

Appendix B. Styles Used in IG Template, Continued

IG Styles, Continued

Button or Style Name	Description and Illustration	Notes
Document (continued)		
 <p>MTC_w/ Block</p>	<p>For adding the text as shown below on the same page and the continued MT heading with a text block on the next page as MTC:</p> <p style="text-align: center;">UNIT 1. TITLE NAME/Lesson 1. Lesson Name</p> <p>Introduction</p> <hr/> <p>Overview This unit consists of the following lessons:</p> <ul style="list-style-type: none"> • Lesson 1. Name • Lesson 2. Name <p style="text-align: right;"><i>Continued on the next page</i></p>	<p>The auto-added heading will not show in TOC.</p>
 <p>MTNC_w/ Block</p>	<p>For adding the text as shown below on the same page and the continued MT heading with a text block on the next page as MTNC:</p> <p>Processing BAH Allowances</p> <hr/> <p>BAH Allowances BAH allowances description is too long to cover under the same page. You normally break the block into another topic. If not, use this style.</p> <p style="text-align: right;"><i>Continued on the next page</i></p>	<p>The auto-added heading will not show in TOC.</p>

Continued on the next page

Appendix B. Styles Used in IG Template, Continued

IG Styles, Continued

Button or Style Name	Description and Illustration		Notes
Document (continued)			
 Page: Blank		This is only used on EVEN page before a UNIT/LESSON. Tips: Add this page last when you finalize your project: <ol style="list-style-type: none"> 1. Update your TOC. 2. Check which UNIT/Lesson Heading is on an EVEN page. 3. Ctrl click the heading. 4. Add this blank page. 	Auto-fill the page with consistent header/footer.
 Table: If-Then	For adding an IF-THEN table within a text block.		
 Table: If-Then inside a table	For adding an IF-THEN table within a step-action table.		
 Table: Step-Action	For adding a Step-Action table within a text block.		
 Table: Step-Action w/Outcome	For adding a Step-Action table with an Outcome at the end within a text block.		

Continued on the next page

Appendix B. Styles Used in IG Template, Continued

IG Styles, Continued

Button or Style Name	Description and Illustration	Notes
Document (continued)		
 <p>Table: Step-Action, continued</p>	<p>For adding the text “Continued on the next page” on the same page and MTN, continued with the appropriate format on the next page.</p> <p>Tips: Use this style as follows:</p> <ol style="list-style-type: none"> 1. Split your table. 2. Press Enter to add a hard return. 3. Select this style from the Quick Parts menu. 4. Delete any extra hard returns. 5. Go back to the previous page. 6. Delete the space between the table and the text line above “Continued on the next page”. 	
 <p>Appendices</p>	<p>For adding a section of Appendices in your document if needed.</p>	
 <p>Intro Lesson</p>	<p>For adding a lesson within a unit in your document.</p>	
 <p>Intro Topic</p>	<p>For adding a topic within a lesson in your document.</p>	
 <p>Intro Unit</p>	<p>For adding a unit in your document. It includes the levels of a lesson and a topic.</p>	
 <p>Course Overview</p>	<p>For adding a section of Overview to your document. This is the same level of a unit.</p>	

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Appendix B. Styles Used in IG Template, continued

IG Styles, Continued

Button or Style Name	Description and Illustration	Notes
Document (continued)		
 Cover: Back	For adding a back cover with the desired format and graphics to your document.	
 Cover: Front	For adding a front cover and the front matter section with the desired format and graphics to your document.	
 TOC	For adding a TOC to your document.	
 TOC, continued	For continuing the TOC onto the next page after you have completed your document.	

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