



JERSEY STYLES TRAINING MANUAL

Version: V02

Prepared by Laws Consolidated Inc.

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Table of Contents

Section

INITIAL SETUP		7
1	Overview	7
2	Default environment	8
3	PDFMaker settings.....	15
START A NEW DOCUMENT		16
4	Data entry.....	16
5	Converting existing documents	17
STYLING A DOCUMENT		19
6	Style explanation	19
7	Three ways to apply styles	20
8	Single or multiple paragraphs.....	22
9	Article numbers	22
10	Indents	23
STYLE CHECK LIST		24
11	Section breaks.....	24
12	Article numbers	24
13	Headers and Footers.....	26
14	Paragraph styles	26
15	Character styles	27
16	Generated styles	27
17	Paragraph returns	28
18	Hyphens and En Rules.....	29
19	Update all fields.....	30
20	Update TOC	30
SEARCHING USING SINGLE OR GLOBAL FUNCTIONS		31
21	Searching for a character style.....	31
22	Global macros	31
23	How to remove double red underlines.....	32
24	Renumber all Articles	32
25	Other Macros	33



GRAPHICS	33
26	Formats 33
27	Resolution 33
28	Alt tags 33
WORKING WITH TABLES	35
29	Selecting 35
30	Size 35
GENERATING PDF DOCUMENTS	36
31	Background 36
32	Options 36
33	Generation 36
GENERATING HTML (WITH CSS)	37
34	Background 37
35	Generation 37
APPENDIX DOCUMENTS	38
36	Background 38
37	Generation 38
TROUBLESHOOTING (HELP) GUIDE	40
38	Cumulative styles 40
39	No Article number in the header 40
40	Jersey typeface 41
41	Setting up a TOC 41
42	Section breaks 43
43	Problems with “keep with” 46
44	Char styles 47
45	Wrapping on front page (Revision documents only) 48
46	Updating styles from master template 49
47	Modifying master styles 49
48	Inserting fields 50
49	Inserting landscape graphics and tables 52
APPENDIX A – JERSEY STYLE DETAILS	54
	Overview 54
	Jersey_Article (P) 54
	Jersey_Article_Indent (P) 54
	Jersey_Article_Number (C) 54
	Jersey_Article_Text (P) 55
	Jersey_Article_Text_Indent (P) 55
	Jersey_Authority (P) 55
	Jersey_Bold (C) 55
	Jersey_Bold_Italic (C) 55
	Jersey_Clause (P) 55
	Jersey_Clause_Indent (P) 55
	Jersey_Clause_Continued (P) 56



Jersey_Clause_Continued_Indent (P)	56
Jersey_Commencement (P)	56
Jersey_Commencement_Date (P)	56
Jersey_Contents (P)	56
Jersey_Contents_Head (P)	56
Jersey_Crest_Large (P)	56
Jersey_Crest_Small (P)	57
Jersey_Cross_Heading (P)	57
Jersey_Definition (C)	57
Jersey_Division_Heading (P)	57
Jersey_Division_Heading_Indent (P)	57
Jersey_Endnotes_Heading (P)	57
Jersey_Endnotes_SubTitle (P)	57
Jersey_Endnotes_Title (P)	58
Jersey_Endnote_Para (P)	58
Jersey_Ext_Cross_Reference (C)	58
Jersey_Footer_Table (T)	58
Jersey_Header (P)	58
Jersey_Header_Table (T)	58
Jersey_History_Table (T)	58
Jersey_Italic (C)	58
Jersey_Long_Title (P)	59
Jersey_Normal_Text (P)	59
Jersey_Normal_Text_Bold (P)	59
Jersey_Para_Continued (P)	59
Jersey_Para_Continued_Indent (P)	59
Jersey_Paragraph (P)	59
Jersey_Paragraph_Indent (P)	59
Jersey_Part_Heading (P)	60
Jersey_Part_Heading_Indent (P)	60
Jersey_Part_Subheading (P)	60
Jersey_Part_Subheading_Indent (P)	60
Jersey_Schedule_Article (P)	60
Jersey_Schedule_Article_Indent (P)	60
Jersey_Schedule_Heading (P)	60
Jersey_Schedule_Heading_Indent (P)	61
Jersey_Schedule_SubHeading (P)	61
Jersey_Schedule_Subheading_Indent (P)	61
Jersey_Schedule_SubSubHeading (P)	61
Jersey_Schedule_SubSubHeading_Indent (P)	61
Jersey_Section_Break (P)	61
Jersey_Short_Title_Contents (P)	61
Jersey_Short_Title_Cover (P)	62
Jersey_Signature_Name	62
Jersey_Signature_Title	62
Jersey_Sub_Paragraph (P)	62
Jersey_Sub_Paragraph_Indent (P)	62
Jersey_Sub_Para_Continued (P)	62
Jersey_Sub_Para_Continued_Indent (P)	62
Jersey_SubClause (P)	63
Jersey_SubClause_Indent (P)	63
Jersey_SubClause_Continued (P)	63



Jersey_SubClause_Continued_Indent (P).....	63
Jersey_Version (P).....	63
Jersey_Version_Commencement (P)	63
Jersey_SubClause_Indent (P)	63
Jersey_Version_Date_Commenced (P).....	64
TOC 1 (P)	64
TOC 2 (P)	64
TOC 3 (P)	64
TOC 4 (P)	64

APPENDIX 2 – SHORTCUT COMMANDS **65**

Jersey Macros	65
Jersey Styles	65



JERSEY STYLES TRAINING MANUAL

INITIAL SETUP

1 Overview

The purpose of this training manual is to develop the necessary skills to allow you to produce all Jersey Legislation files. The templates (for those files) have been developed by Laws Consolidated Inc. and are based entirely on styles. The templates also utilise most of the automation capabilities of Microsoft Word including; macros, table of contents, shortcuts, fields, headers and footers.

This manual is not a definitive training manual for Microsoft Word 2002, and was developed on the premise that you are already familiar with the general capabilities of Word 2002 including; menus, navigation and data entry.

At the completion of the training you will be able to:

- set up a default working environment;
- start a new document;
- style a document;
- check all the styling using a definitive check list;
- search using single or global functions;
- trouble-shoot typical problems;
- insert and manipulate graphics;
- work with tables;
- generate PDF documents;
- generate HTML documents (with CSS);
- use different view options;
- use insertions;
- update a TOC;
- work with fields;
- use shortcuts; and
- produce Appendix documents.



2 Default environment

One of the golden rules when using Microsoft Word is –

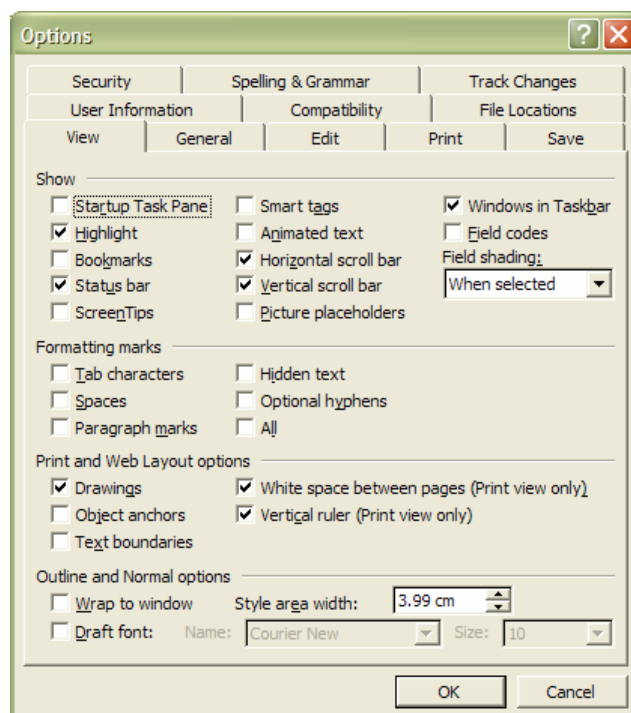
“if you don’t use it... turn it off!”

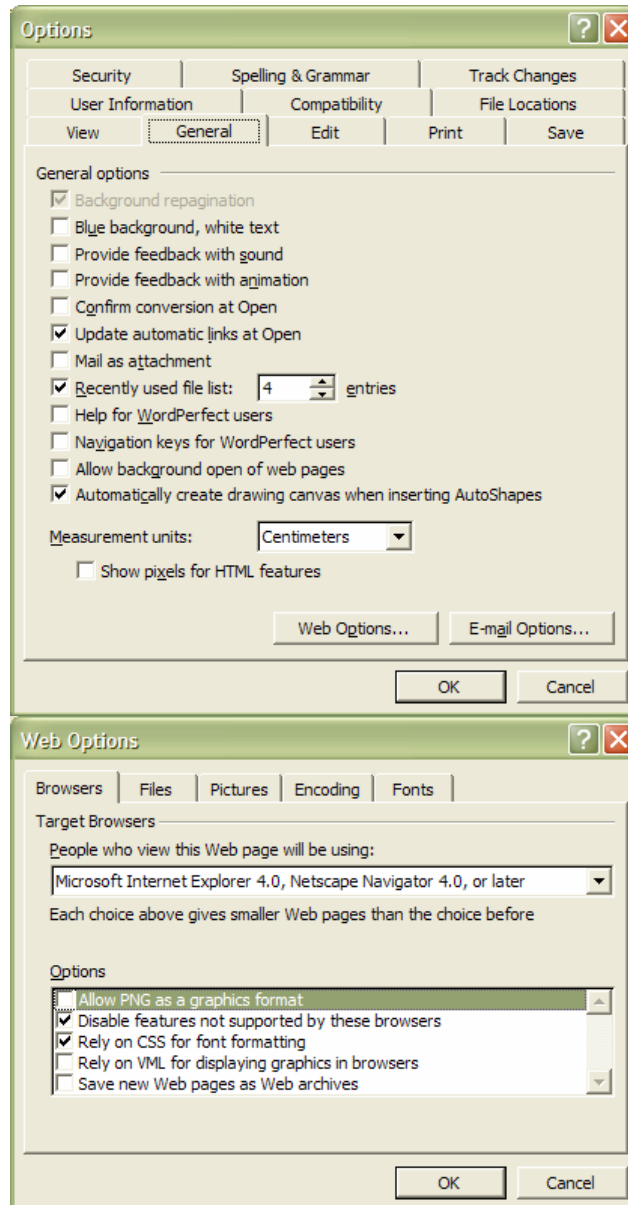
Microsoft Word is an application that tries to be all things to all people and consequently can be confusing, with a seemingly endless array of features. Often unwanted features can interact with the tasks you are trying to perform, producing unexpected results at the most inopportune moment.

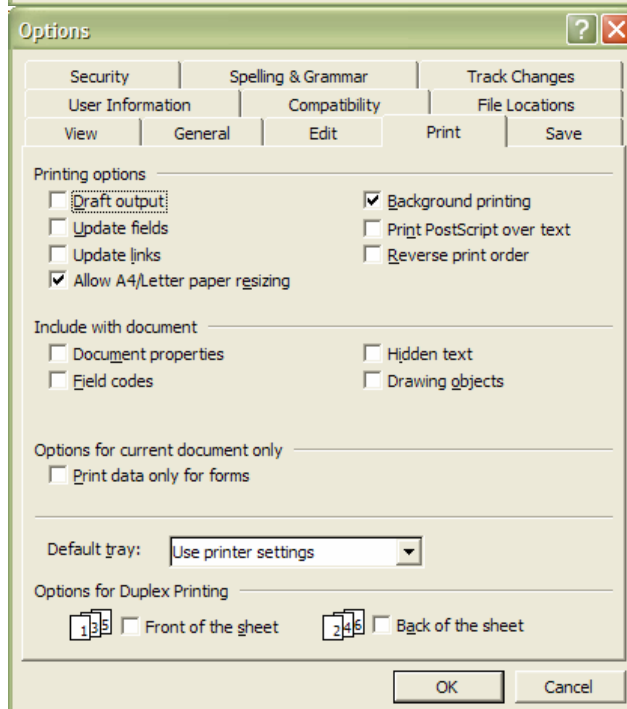
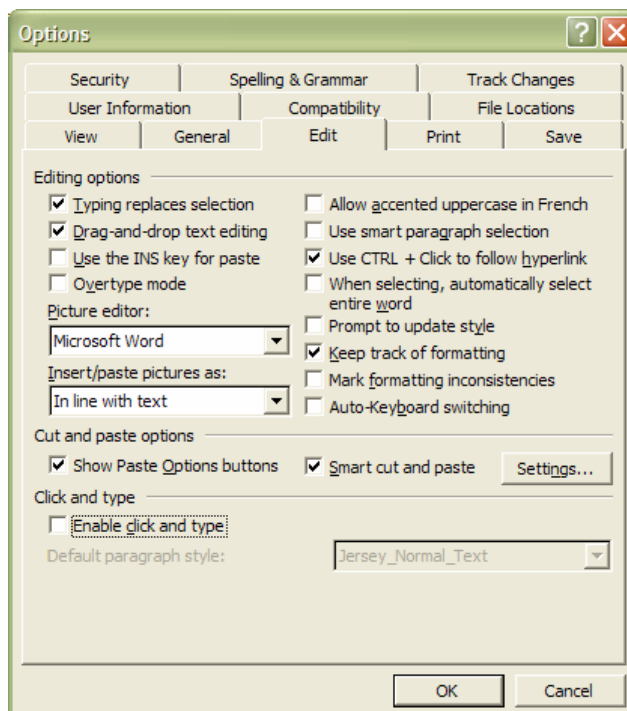
The majority of these options are located under the TOOLS>OPTIONS... menu, however other productivity improvements can be gained by minimising the screen clutter caused by **iconitis** (the use of icon buttons for every conceivable function – even duplicating menu commands and shortcuts), and maximising screen real estate.

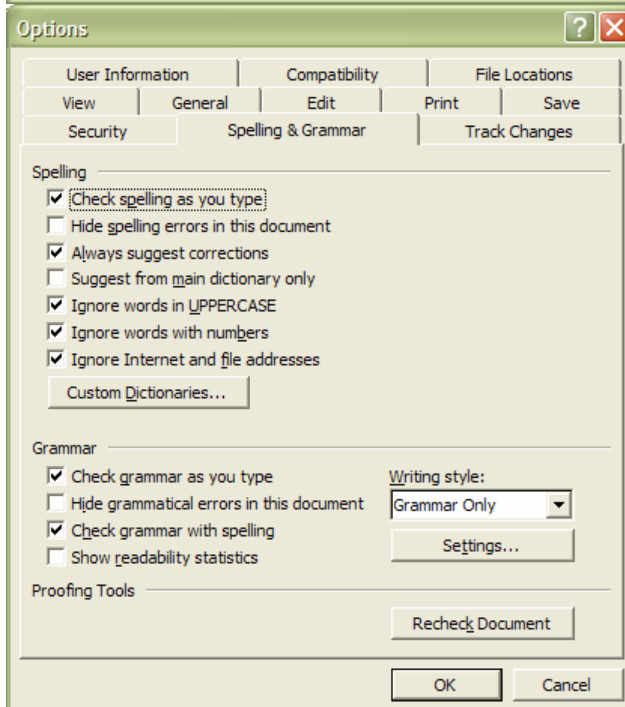
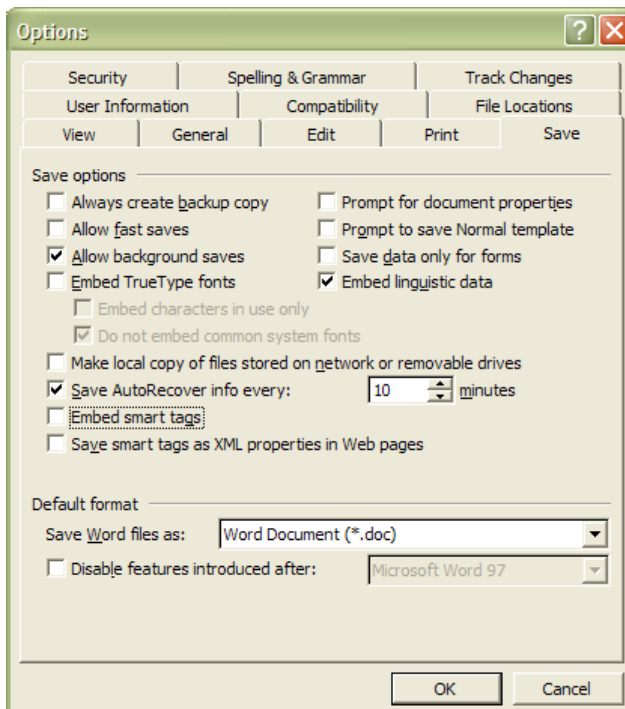
Below are the default settings for a typical installation. The settings are not meant to be a definitive list, but merely a base-level guide to the most efficient use of Microsoft Word. Take some time now to review your settings and ask questions if you are unsure of any of the functions in the dialog boxes.

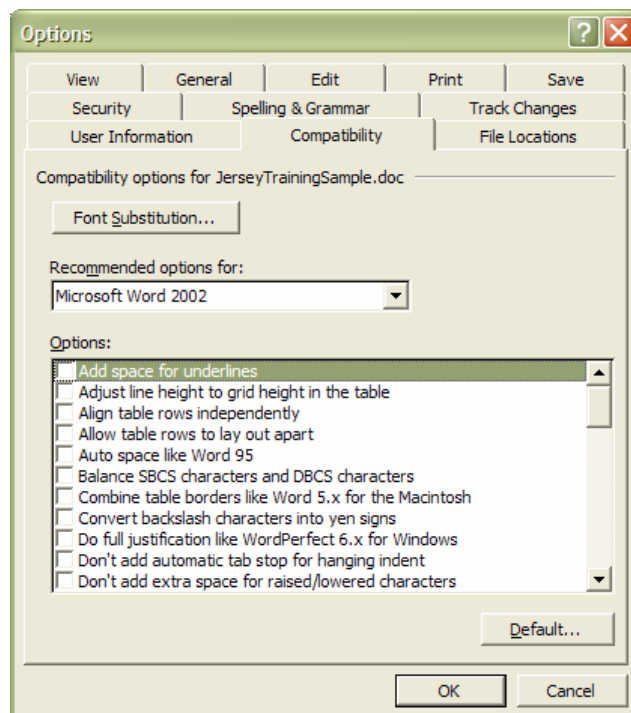
With no document open go to TOOLS>OPTIONS...







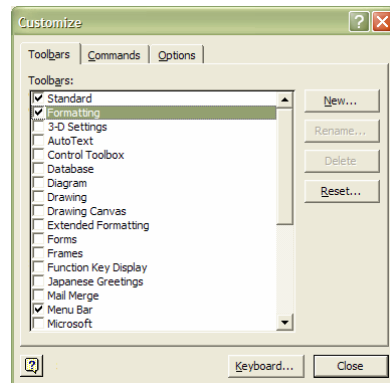




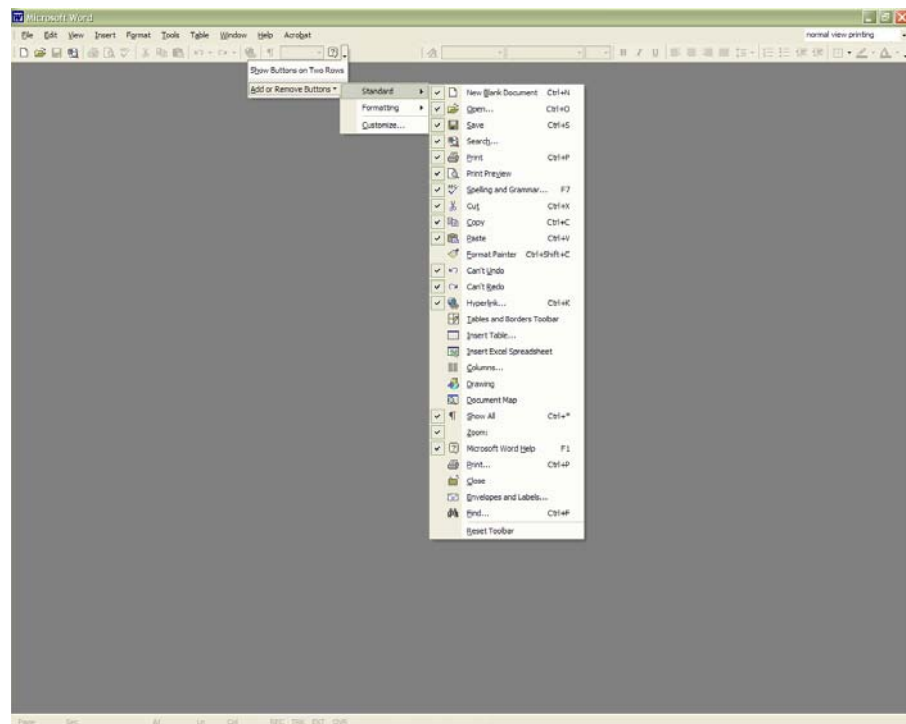
With no document open go to **TOOLS>CUSTOMIZE...** and select **TOOLBARS**.

Set the toolbars to the settings shown below.

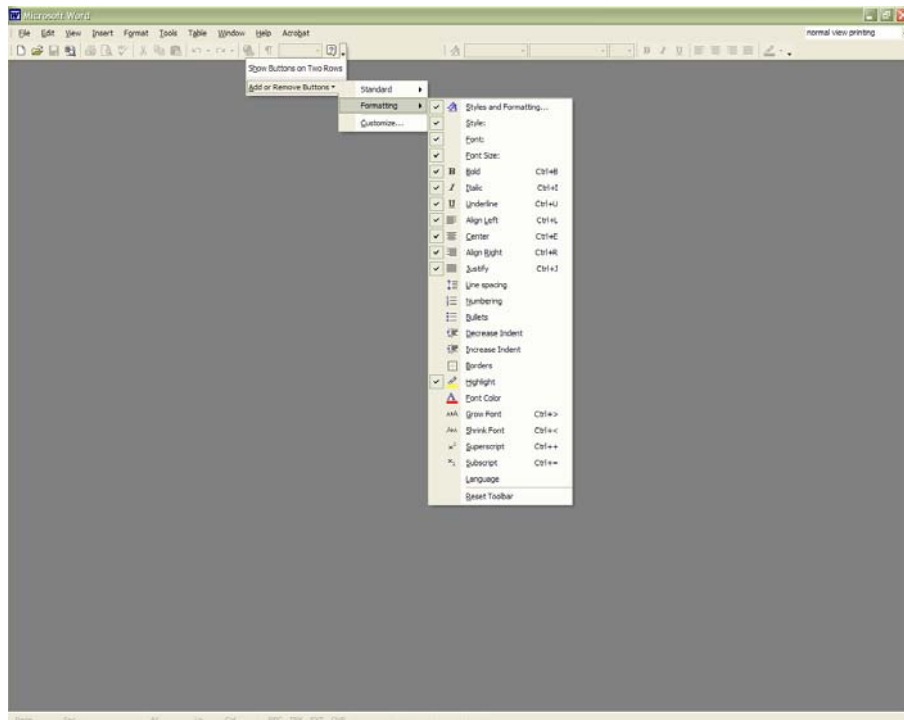
NOTE: Also set the PDF Maker check box to OFF (unchecked).



Using the small triangle at the end of the **STANDARD** or **FORMATTING** toolbars, turn off any unnecessary icons in the **STANDARD** toolbar.



Using the small triangle at the end of the STANDARD or FORMATTING toolbars, turn off any unnecessary icons in the FORMATTING toolbar.

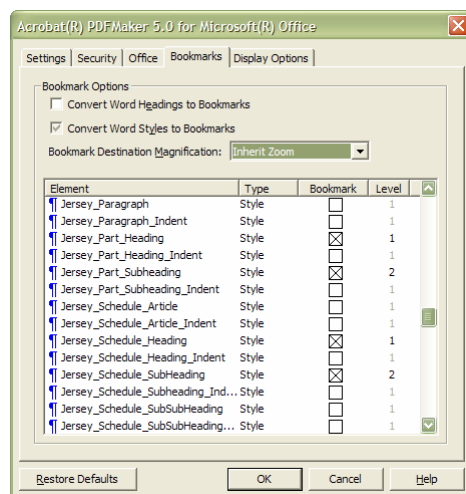


3 PDFMaker settings

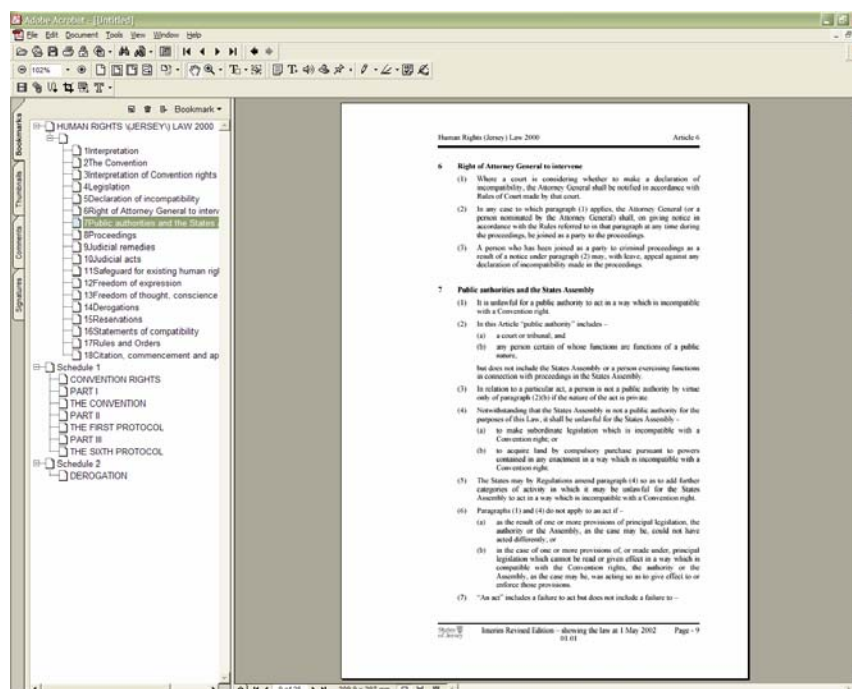
This training will cover the output of the files in two formats (other than Word), namely; **HTML** (for the web) and **PDF** (for the web, print and email).

PDF or Portable Document Format allows you to produce a document which is an exact duplicate of your printed document that can be displayed and printed independent of computer or operating system. One of the features of PDF is bookmarks. Bookmarks are similar to a Table of Contents and are automatically produced (based upon styles) with hypertext linking to the topic indicated by the bookmark. To activate this feature the following settings are required.

Select the ACROBAT>CHANGE CONVERSION SETTINGS... menu, and your instructor will now explain the settings below.



This produces the following book-marked document in the Acrobat Reader.

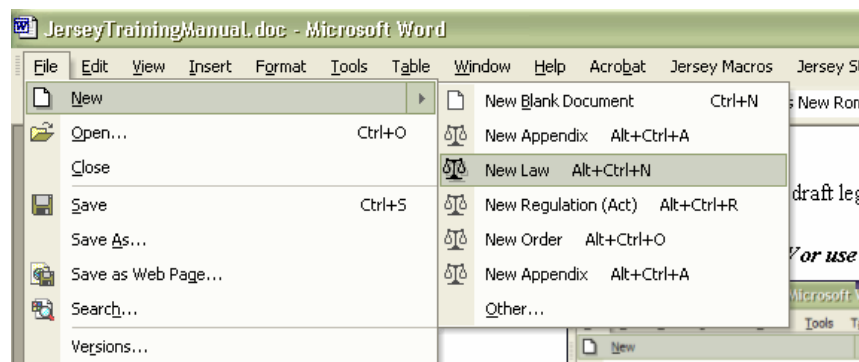


START A NEW DOCUMENT

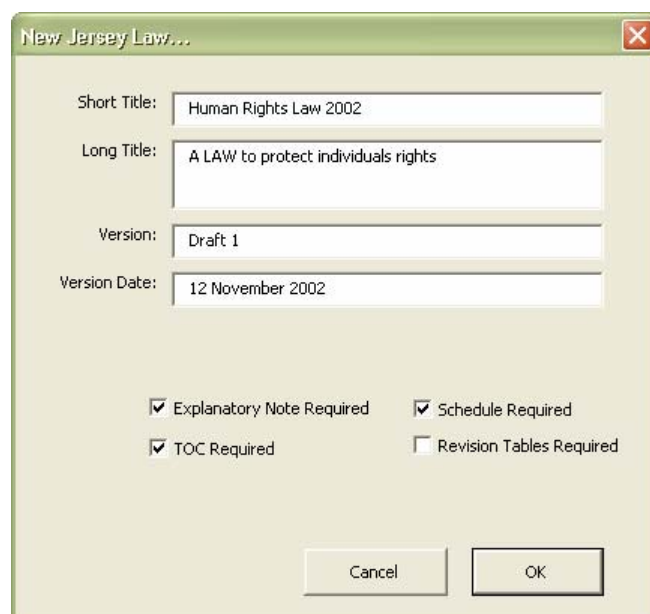
4 Data entry

To assist in the creation of new draft legislation files scripts have been added to the file menu. There are scripts to produce a new; Law, Regulation, Order and Appendix. We will cover the Law in detail here as most of the other macros are very similar.

Select FILE>NEW>NEW LAW or use the shortcut ALT+CTRL+N.



The following dialog box will appear.



Complete the dialog box data input bearing in mind the following:

SHORT TITLE

Use upper and lower case and place a non-breaking space (CTRL+SHIFT+SPACE) between the word **Law** and the year to ensure the items always wrap together.

LONG TITLE

Continue adding the Long Title after the phrase “A LAW to.”

VERSION and DATE

Enter in the required format.

The remaining four check boxes determine which sections are included in the document (with the corresponding entries in the TOC). A document has a maximum of five sections, with the **Body** section being a required section. The other selectable sections include;

- Cover pages
- TOC
- Schedules, and
- Endnotes with or without Revision Tables

NOTE: This process can be used to start a new document or can also be used as a **shell** to move an existing document into the new format.

TIP: Copy the Long Title from the old file first, if making a new “shell” for an existing file.

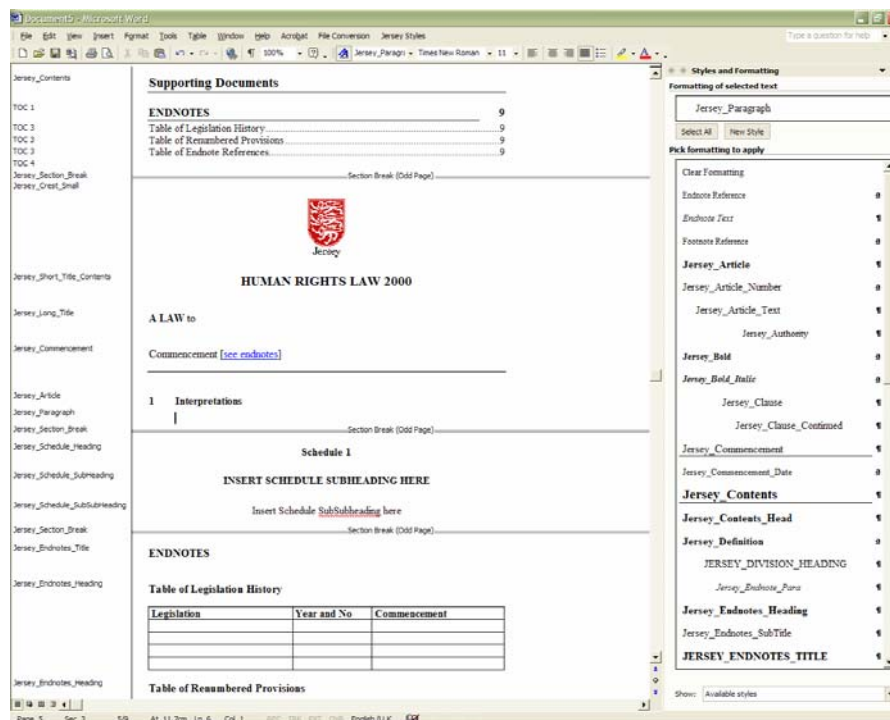
Each section in the document can be viewed/identified by selecting VIEW>NORMAL.

NOTE: Orders and Regulations (Acts) can also be made in this way.

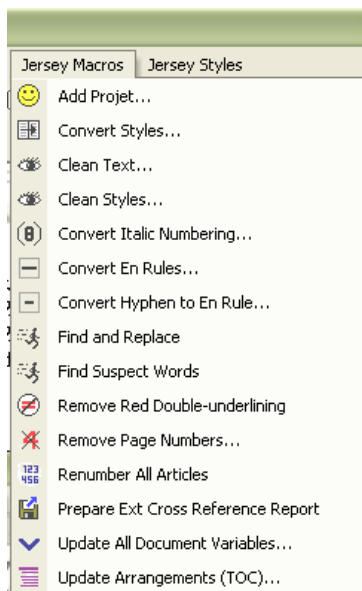
5 Converting existing documents

The process to convert existing documents involves a number of steps

- (1) *Create a shell document by selecting FILE>NEW>NEW LAW...*
- (2) *Open OLD DOCUMENT.doc, select all the text in the body of the this file and copy and paste to the new shell. The copy and paste text must be inserted within the boundaries of a section. This is best performed in the VIEW>NORMAL VIEW. Always ensure that the body text is pasted within the body text section breaks, and any schedules within the schedule section breaks (see next page).*



- (3) **Update the document variables and TOC. This is achieved by using *JERSEY MACROS>UPDATE ALL DOCUMENT VARIABLES* and *JERSEY MACROS>UPDATE ARRANGEMENTS (TOC)...* menus.** This menu is a product of the Laws Consolidated template development project. More on the Jersey project menus later.



Close the New document shell and the OLD DOCUMENT.doc and don't save the changes.

STYLING A DOCUMENT

6 Style explanation

Formatting documents based entirely upon styles ensures:

- Consistency
- Accuracy
- Reusability
- Efficiency

Laws Consolidated has prepared the Jersey Template such that the whole document must be formatted using only styles. This is a very important point. You must resist the temptation to use any other formatting overrides including:

- Bold, Italic, Bold Italic and Normal style buttons
- Paragraph alignment buttons
- Anything on the Format menu
- Anything that causes a “+” to be added to the style

Refer to the STYLING CHECKLIST in the next module for details on how to check if invalid styling variations have been used.

By adhering to this strict requirement, not only will the documents be more consistent and accurate but the information will never need to be repurposed in the future should a change in application software be necessary, or compromised by a new version of existing software. Also the data can be reliably exported to other systems, saving time and expense, and ensuring the most efficient (best practice) access to the information.

Styles are divided into three categories; table, paragraph and character. These can be identified on the Styles palette by the □, ¶ and a symbols respectively alongside the style name. Table styles require the whole table to be selected before applying (see Working with Tables in section 28). Paragraph styles can be applied to a whole paragraph containing the insertion point, whereas character styles require the text to be selected before applying the style. Do not apply character styles to whole blocks of text that contain carriage returns. As a general rule character styles should be **nested** or contained within a single paragraph.

7 Three ways to apply styles

- (1) **Menus** – A useful menu has been added to the Jersey template called the Jersey Styles menu. The 16 (most used) styles are available at the top level of the menu which will cover over 95% of the styles that will be applied to a typical document. The rest of the styles are grouped into categories for Endnotes, Tables, Schedules, Indents and the non-descript - Other (see below). By restricting all of the style choices to this menu you will be assured that the document will be formatted correctly.



- (2) **Style palette** – Available by clicking on the AA icon on the toolbar is the Styles and Formatting Palette. This palette is particularly useful when checking styles, but since it contains many other Word specific styles and even default styles in the Normal Template, it should be used carefully.



- (3) **Shortcuts** – Have been created for many of the Jersey Styles and are detailed on the supplied keyboard template, in Appendix 2, and on the Jersey Styles menu. By making them available in many ways you will gradually memorise the shortcut key combinations and thereby maximise your styling efficiency.

NOTE: All the indent styles are invoked by using **CTRL+ALT+→** or **CTRL+ALT+←** depending on whether you are applying or removing the indents. The indent style applied will be relative to the style selected. For example Jersey_Paragraph will become Jersey_Paragraph_Indent and will be indented 1 cm with a vertical line indicating the position the original style left boundary (except in centred styles).

NOTE: JerseyMacros>Clean Styles can auto apply styles to text.

8 Single or multiple paragraphs

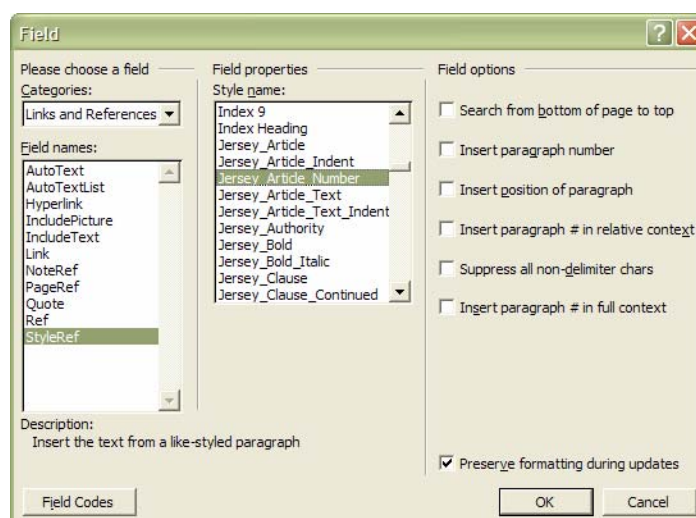
Paragraph styles can be applied to single paragraphs by either inserting the cursor in the required paragraph or selecting a range of characters within a paragraph.

Paragraph styles can also be applied to contiguous paragraphs (same style paragraphs in a row) by selecting a range of text that starts and ends in the required range of paragraphs.

Open EXERCISE8.doc and go to VIEW>NORMAL. Experiment with the three ways on single or multiple paragraphs. Do not close EXERCISE 8 when completed.

9 Article numbers

To ensure that the document displays the Article numbers in the header, Article number are assigned a character style of Jersey_Article_Number. This enables the number to be automatically entered in the header via a **StyleRef** via the Links and References category (see section 47 for more details). The dialog box below is selected by the **INSERT>FIELD** menu.



The process of applying the style can be either manual or semi-automatic action initiated by a shortcut key command.

The manual process involves applying a paragraph style of **Jersey_Article** to the text and then selecting the number only, and applying a **Jersey_Article_Number** character style.

The semi-automatic process involves creating a new line then issuing the key command **CTRL+ALT+A**, entering the Article number in a dialog box followed by the Article text. The script then applies the paragraph and character styles correctly.



The other scenario involves converting the old style Article numbering to the new format. For example to convert the following Article heading:

Article 8

Article Heading Text

Position the cursor after the number 8 and select Ctrl+1. If the number contains two digits press Ctrl+2, and for three digits press Ctrl+3.

NOTE: If the style is applied (using this process) to inserted text the **Jersey_Article_Number** style must be removed to prevent the number appearing in the header.

Using EXERCISE8.doc, go to VIEW>NORMAL. Assign Article numbers using the three methods outlined above. The last example is at the end of the document. Close EXERCISE8.doc when completed. Don't save the changes.

10 Indents

As previously discussed all indent styles are invoked by using **CTRL+ALT+→** or **CTRL+ALT+←** depending on whether you are applying or removing the indents. Always style the indent text in the format that the inserted text will eventually become. This enables the simplification of the process when amending the master document.

Indent styles are linked to the parent styles via an Excel spreadsheet IndentStyles.xls located at the root level of the local hard drive. Conversion between column A and B is performed via the above key commands.

NOTE: Indents must be applied to individual or contiguous paragraphs. Also be aware that if the insertion point is in a character style this indent process will not function correctly e.g. in a **Jersey_Article_Number** style.

Open EXERCISE10.doc, go to VIEW>NORMAL and practise using indents. Also open C:\IndentStyles.xls and discuss with the instructor.

Close EXERCISE10.doc when completed. Don't save the changes.

STYLE CHECK LIST

The purpose of this checklist is to quickly identify the most common styling problems. These problems can cause issues with consistency and accuracy, but in some instances the document can even become corrupt or unusable.

11 Section breaks

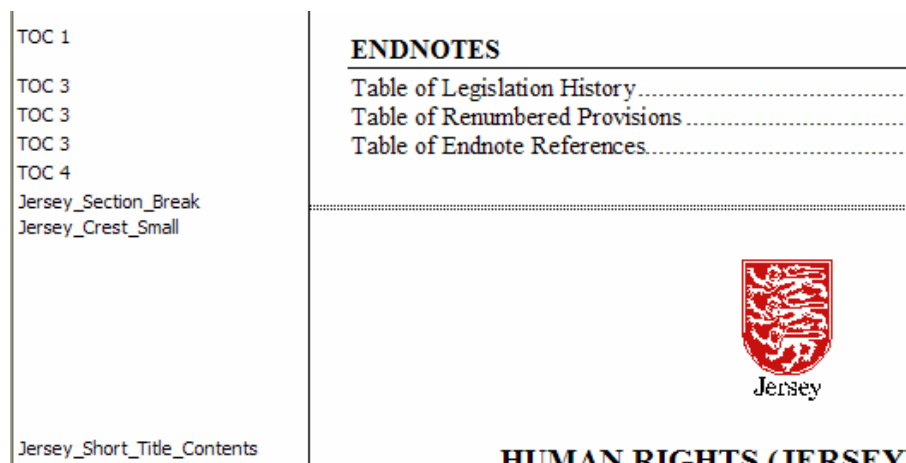
Section breaks (seen in the normal view) have styles attached to them. A style of Jersey_Section_Break has been developed to be applied to these section breaks.

If a section break has a style attached to it and is used for document automation (e.g. TOC or Headers and Footers), then some catastrophic problems can occur. For instance if a section break has a style of Jersey_Schedule_Heading applied, and the style is used in both the header and TOC, then this will insert a section break into every header that uses that style, and also insert breaks throughout the TOC with disastrous consequences.

By applying a specific style to a section break (that is not used for any other purpose) then not only is the problem averted, but also a specific (searchable) marker is applied that can even be used for future automation.

Open document EXERCISE11.doc and go to View>Normal. Scroll through the document and ensure that all section breaks are styled as Jersey_Section_Break (CTRL+SHIFT+S).

Close EXERCISE11.doc when completed. Don't save the changes.



12 Article numbers

Jersey Legislation uses a manual numbering system. However to allow for the Article numbers to be automatically reflected in the Header, and also for automation techniques such as renumbering and cross-referencing, the Article numbers have been assigned a character style of Jersey_Article_Number, with an underlining paragraph style of Jersey_Article.