

# USING TMCC STYLES AND TEMPLATES

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# Overview

This document was designed to be used in conjunction with the workshops taught by Web Services through **TMCC's Professional Development office**. We **highly recommend** attending the workshops. The information in this document is not a substitute for the information provided in the workshops.

This document reviews the features of the official TMCC template designed for documents to be posted to TMCC's website. The template is in compliance with TMCC logo usage, EEO/AA statements, and Web editorial guidelines and policies.

If you are creating internal documents for your department that will *not* be posted online to the TMCC website you are not required to use the TMCC templates and styles.

Templates provide a user-friendly solution and stable foundation for quickly placing TMCC content online in a consistent and recognizable style. The template has been developed by Web services, in conjunction with Marketing and Communications, for use by TMCC departments, offices and/or student clubs/organizations. Each template is also pre-loaded with TMCC styles for consistency across departments.

Documents posted to the TMCC website can be viewed by anyone in the world, and can be "cached" for viewing even after they have been removed from the TMCC website, in some cases. It is important to always include identifying information in online documents so that they are easily recognizable as having originated with Truckee Meadows Community College. It is equally important to have creation/revision date information.

You will find **Helpful Hints** throughout this document to assist you.

If you have any questions about using the templates and/or built-in styles, contact **TMCC's Web Services Department**.

## About the Template's Page Layout

The TMCC template includes standardized features such as page margins, headers and footers. These styles will automatically carry over from the first page to multiple pages. The footer will automatically adjust the page numbering. The revision date in the footer is set by default.

## About TMCC Styles


The template includes a full set of TMCC-formatted font and text styles. These styles replace Microsoft Word's default styles.

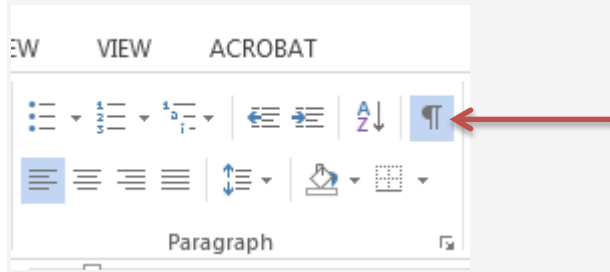
By default, text in the template is formatted in 'Normal (TMCC style)'. There are also several different standardized header/sub-header styles from which to choose, bulleted list styles, and numbered list styles.

**To preview styles:** select text anywhere in the template document and its style will appear highlighted in the Styles area of the Home tab in the Word ribbon. Hover over different styles to see your text previewed in that style prior to selecting it. (Note: "Heading Style 4" which has an underline as part of its built-in style, requires that you have a hard return at the end of the text for the underline to show up in the document/form.) When a style has been applied to text, that style will have **a gold box** highlighted around it in the Styles ribbon.

# Using the Template and Styles

## Getting Started

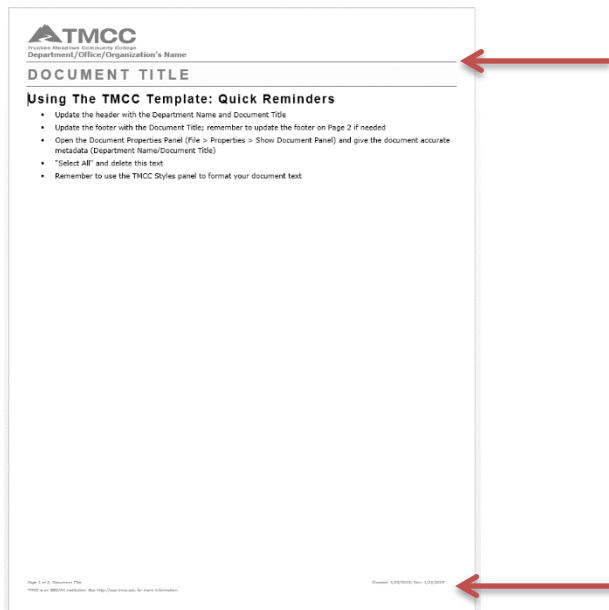
**Helpful Hint:** Turn on the "show paragraph marker" tool  found in the Paragraph section of your Home ribbon, to see your paragraphs, tabs and line breaks, etc. while you are formatting your document. You can toggle this feature on and off.



**Step 1:** Open a new document by double-clicking on the template (the template is a .dotx document). A new blank document (.docx) will open.

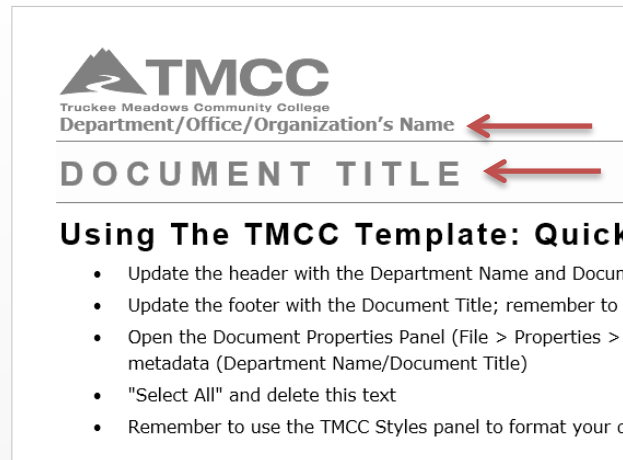
Update the document's header and footer:

- To access the header area, double click anywhere in the grayed-out header or footer sections.

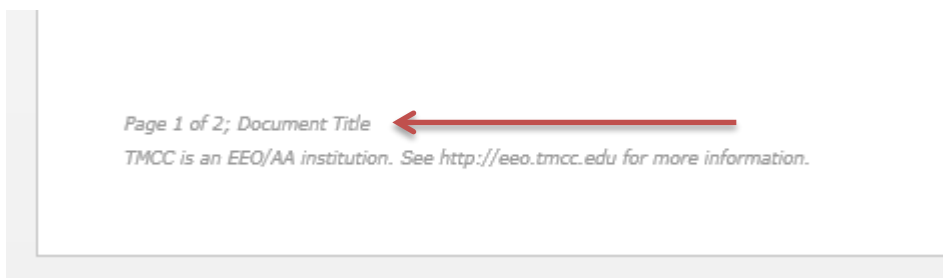


**Helpful Hint:** Be sure to use the same department name on your document as what appears on your other online documents; this should be the same as appears on your department's Web pages.

- Give this document your Department Affiliation and Title by typing your department name over the generic text in the header (underneath the TMCC logo).

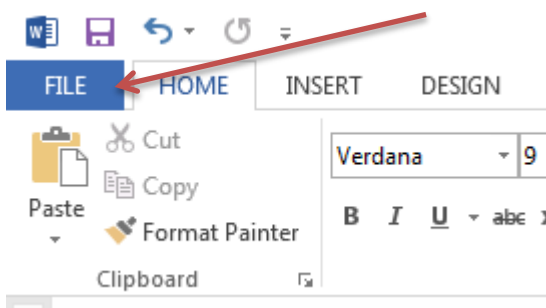


- Update the header with the Department Name and Document Title
  - Update the footer with the Document Title; remember to use the H2 sub-header style.
  - Open the Document Properties Panel (File > Properties > metadata (Department Name/Document Title)
  - "Select All" and delete this text
  - Remember to use the TMCC Styles panel to format your document
- Be sure that your header/title does not wrap; be concise. If your header/title information is too long for the space in the header/title area (the shaded space at the top of page 1 with the line above and below the words), put any "overflow" information underneath using the H2 sub-header style. (For example: "How to Create Documents and Forms for the Web Using TMCC Styles and Templates" will not fit in that header/title space; you could, therefore use "Using TMCC Styles and Templates" as your header/title and then add, just underneath: "How to Create Documents and Forms for the Web" as your sub-header.
  - Follow the same procedure for the 'Document Title' text located in the footer of the document. For multiple pages, updating the footer in the second page will automatically update subsequent pages.

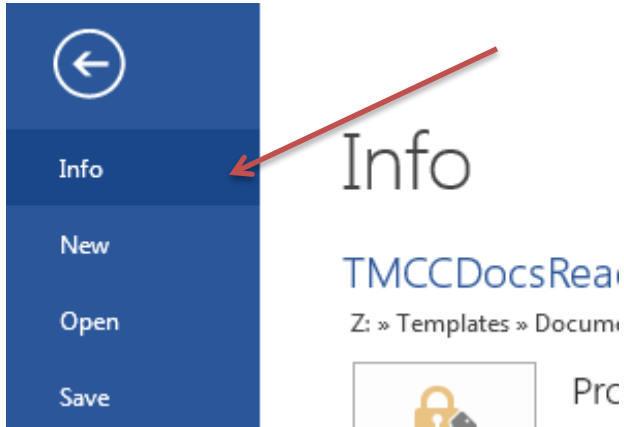


**Step 2:** Give the document accurate metadata using the Document Properties Panel:

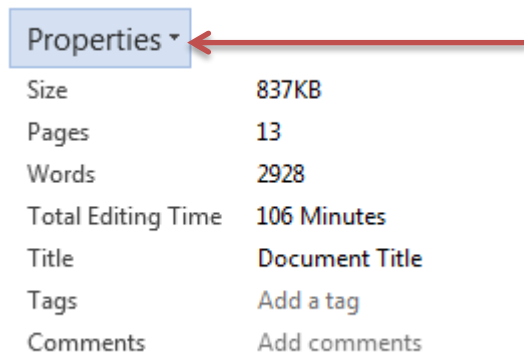
- Click the 'File' tab



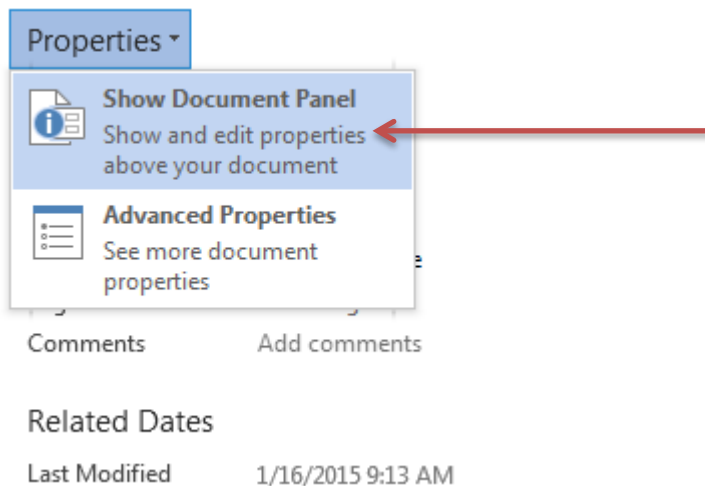
- Click the 'Info' section of the menu on the left (if it's not already selected)



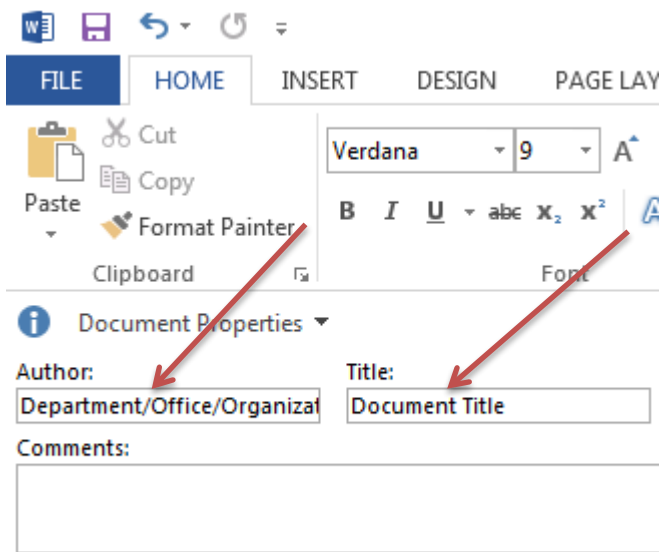
- From the right side of the screen, under the thumbnail of your document, click 'Properties'



- Click 'Show Document Panel'



- In the Document Properties window: **type your department name** in the 'Author' field, prefaced by "TMCC", and the new Document Title into the 'Title' field.



**Step 3:** Save and name your document. Use a naming convention that incorporates your department's name followed by a short title (about 20 characters), using hyphens and no capital letters, no spaces or underscores, i.e., "web-tutorial-example.doc". View your department's documents and forms on the website to view current titles.

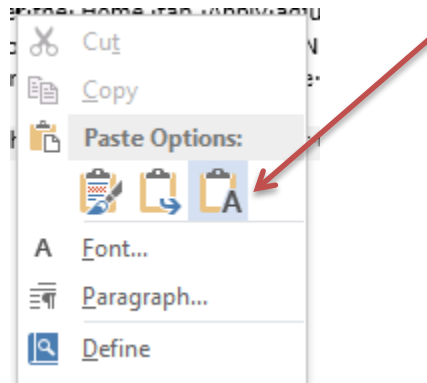
**Step 4:** Type in your document's content. Once you are satisfied with your content and, if the document is to be published to the Web, follow the standard Web publishing procedures to convert your file into a PDF (using Adobe Acrobat Pro) and optimize it. Alternatively, save your Word document and send to Web Services for further processing.

**Helpful Hint:** A neat, organized document that is well laid out will ensure important items are noticed by the end user without the need for emphatic devices such as underlining, all-capitals, and so on which tend to be overused and ineffective.

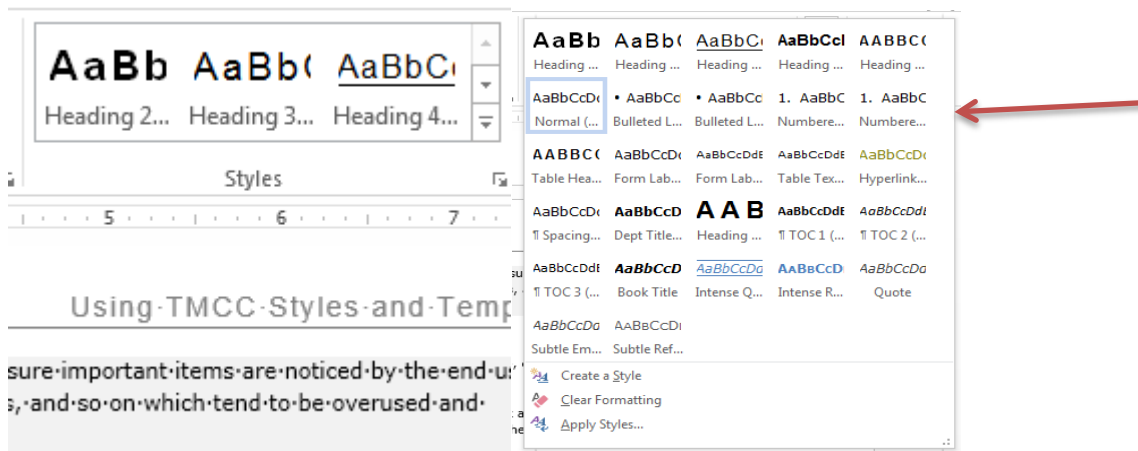
## Applying the TMCC Styles

You can choose to start typing directly into the blank template, or copy and paste text from another document into the template.

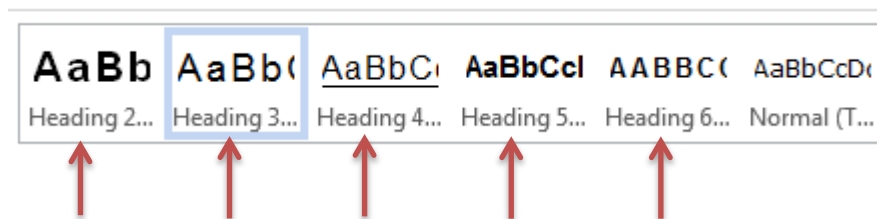
When copying/pasting text from another document, right-click and choose the paste option "Keep Text Only" (clipboard icon with the capital letter 'A') which will preserve the template's Normal formatting, rather than importing any formatting that was in the source document.



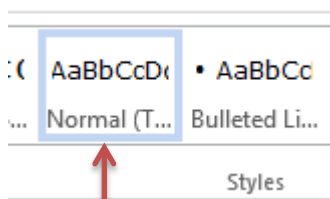
**Format your text** by applying TMCC styles from the Styles palette on the ribbon. Note that some non-TMCC styles (Microsoft Word styles) may also appear in the palette.



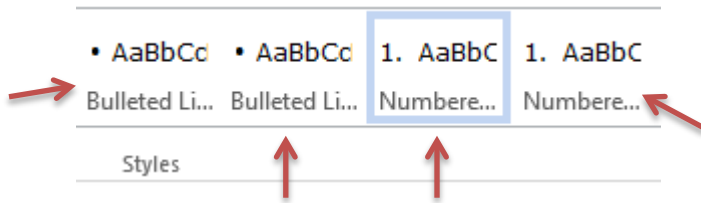
Select the text for the **headers and sub-headers**, and apply your desired TMCC header styles.



Select the text for the **body of the document** and apply the "Normal" style.



If needed, apply **numbered and/or bulleted styles**; use the increase/decrease indent tool for different levels.



Note that, after pasting in text from another document, you may need to highlight the new text and hit the 'Normal' style button to apply the style to the new text.

**Helpful Hint:** Insert *page breaks* rather than using the enter/return key repeatedly to move to the next page.

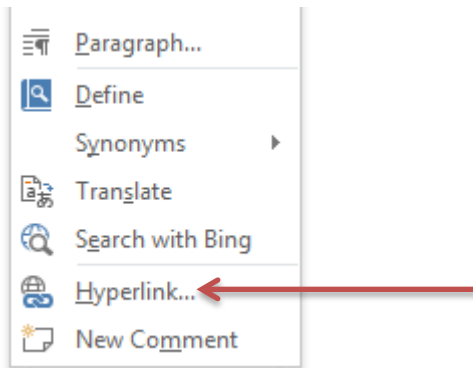
**Style Modifications:** 'Normal' styled text can be adjusted to be **bold** or *italicized* in the usual way, using the buttons found on the 'Font' section of the ribbon under the 'Home' tab. Apply adjustments to only select text, without affecting the styles of the other surrounding text and without "un-styling" it entirely. Note that if you go back later and select your modified text and hit the 'Normal' style button, your modifications will be lost and the text will revert to the Normal style.

**Helpful Hint:** Add only one single space after the end of a sentence not two spaces.

## Hyperlinks

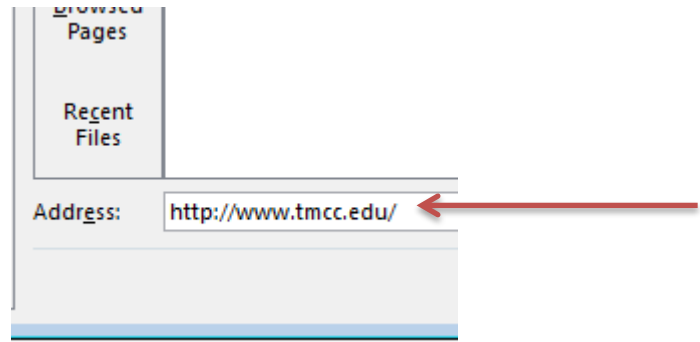
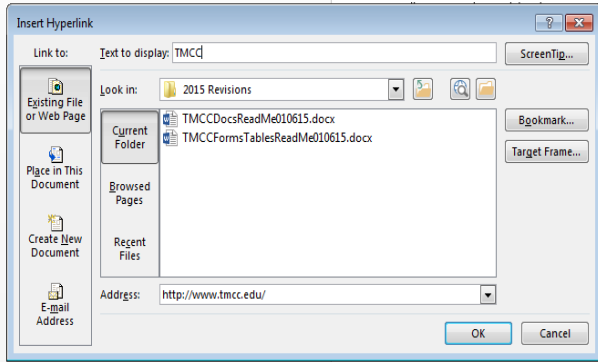
TMCC hyperlinks are styled with no underline, using TMCC green (color profile = RGB 128, 128, 0) as the font color. To insert a styled hyperlink:

1. After typing in your text, select the text and right-click
2. Select "Hyperlink"

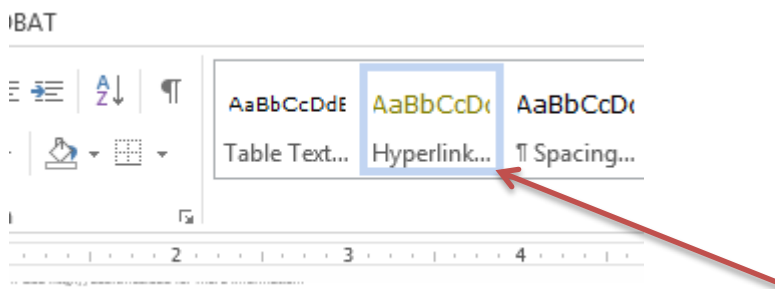




3. Add the web address (and be sure that the "Text to Display" in the top bar of the window is accurate)





4. Microsoft Word automatically applies a default hyperlink style (it may look like this). To override this style and replace it with the TMCC Hyperlink Style, highlight your new link and click on the 'Hyperlink' style in the Styles section.

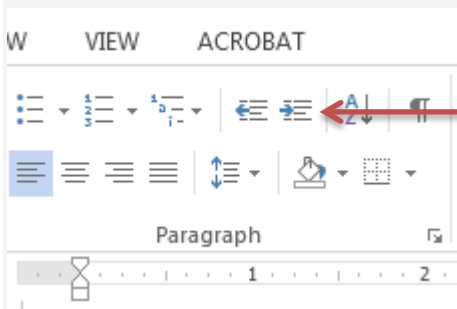


5. Your link should now look like this: <http://www.tmcc.edu>

Note: We do not link TMCC Google docs or other PDFs inside a PDF on the website. If the text indicates a link to one of those, you can either list it as just the URL or list the name/title of the Google doc/PDF and list the URL in parentheses after the name/title. This way the reader can still easily access the info by copying/pasting the URL into a browser. Do not include "http://www." in the URL name.

## Using Numbered/Bulleted List Styles

**Helpful Hint:** The increase/decrease indent tool (located in the Paragraph area of the ribbon)   is best practice within the TMCC templates for adjusting line and paragraph spacing, rather than tabbing or spacing using the space bar. It is also the best practice for creating nested lists within bulleted/numbered lists.



To create numbered/bulleted lists: type your list items, then click on either the Bulleted List style or the Numbered List style in the 'Styles' section of the ribbon under the 'Home' tab.

There are two styles of Bulleted and Numbered lists available: one that has more space between the bullets/numbered items, and one that has tighter space between the bullets/numbered items. The lists follow very similar style to the default Microsoft Word bullet/number styles, but format the text into the approved TMCC font type and size.

**Helpful Hint:** Because numbered and bulleted styles are designed so that hitting "Return" automatically formats the next line of text as a numbered/bulleted item, when your list is complete you will need to style the text after the last bullet/numbered item as either "Spacing" to add a small space before your next line of text, or as "Normal" if you want to start your next line of text immediately after the last bullet/numbered item.

### Examples of Bulleted List Styles

Here is an example of 'Bulleted List 1 (TMCC style)'—this style has 3pt spacing above and below each bullet and is used generally for short sentences or succinct items. Use this style generally for words or short sentences.

- Bullet 1 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam id quam nec mauris ornare molestie ac et metus. Morbi faucibus lacinia quam, vitae euismod tellus
- Bullet 2 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam id quam nec mauris ornare molestie ac et metus. Morbi faucibus lacinia quam, vitae euismod tellus
- Bullet 3 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam id quam nec mauris ornare molestie ac et metus. Morbi faucibus lacinia quam, vitae euismod tellus

Here is an example of 'Bulleted List 2 (TMCC style)'—this style has 12pt. spacing above and below each bullet and is used generally for longer sentences and paragraphs. Use this style generally for longer sentences or paragraphs.

- Bullet 1 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam id quam nec mauris ornare molestie ac et metus. Morbi faucibus lacinia quam, vitae euismod tellus.
- Bullet 2 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam id quam nec mauris ornare molestie ac et metus. Morbi faucibus lacinia quam, vitae euismod tellus.
- Bullet 3 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam id quam nec mauris ornare molestie ac et metus. Morbi faucibus lacinia quam, vitae euismod tellus.

### Examples of Numbered List Styles

Here is an example of 'Numbered List 1 (TMCC style)'—this style has 3pt spacing above and below each numbered item. Note that the numbered lists are aligned left, rather than right (noticeable after reaching double and triple digits).

**Helpful Hint:** if you have several numbered lists, separated by un-numbered text, you may need to right-click on the lists and choose **"Restart at 1"** unless you want all of the lists to be numbered consecutively.

1. List item 1
2. List item 2
3. List item 3
4. List item 4
5. List item 5
6. List item 6
7. List item 7
8. List item 8
9. List item 9
10. List item 10

Here is an example of 'Numbered List 2 (TMCC style)'—this style has 12pt spacing above and below each numbered item.

1. List item 1
2. List item 2
3. List item 3

## Styles Q & A

*When is the 'Spacing' style format used?*

Use the 'Spacing' style when you need a little extra space (such as after a table or after the last bullet in a list); this is a single-spaced style not intended to be used to format text, but meant to put more space between the end of a line and the beginning of the next line.

*When is the 'Heading 2' (H2) style format used?*

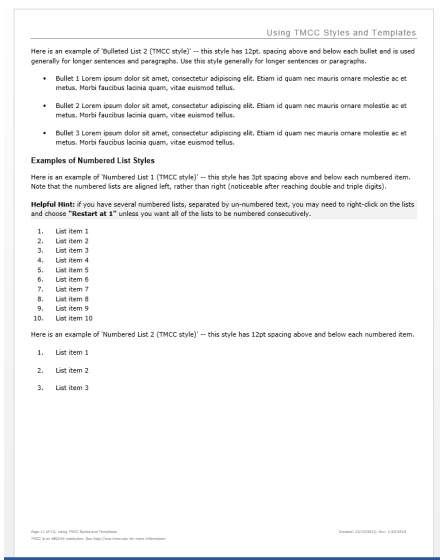
H2 should **only be used as the main header style** just underneath the main header on the first page. It is intended primarily for "overflow" text that will not fit in the main header, e.g., if your document is an agenda/minutes your main title might be : "Meeting Minutes" and your H2 sub-head would be the date: "Oct. 11, 2015". Or, if the full title for your document was: "Instructional Qualifications Policy for Faculty" you would list "Instructional Qualifications Policy" as your main header and "for Faculty" as your H2 sub-head.

*How do I add an address line to the top of my document?*

Some departments may choose to have their contact information included in the header of their documents and forms. The template would then include this information above the main title, on the right side. [Contact Web Services](#) to have us work with you on how to properly format this.

*How do I add a sub-header that has the document title on the second and ongoing pages of my document?*

Double click into the header area of your document on page two; enter your sub-head text and format it as Heading 4 (TMCC Style). Then, in the Paragraph area of the ribbon, choose the "right align" option.



*What is the difference between a "hard" return and a "soft" return?*

- **Hard return:** Pressing the Enter key in Word ends a paragraph. It's officially known as typing a *hard return*. Yes, it's a return even though the key is known as Enter on a PC. The hard return adds a given amount of space after a paragraph.
- **Soft return:** When you need to put lines of text close together, you can choose to use a soft return. The soft return, or line break, is used primarily in titles and headings; when you have a long title and need to split it up between two lines. Press Shift+Enter to insert a soft return. The soft return keeps the title text together (in the same paragraph), but on separate lines. You could also use a soft return when typing an address. If you try typing the lines of an address and pressing Enter after each line, you see more space between the lines, which isn't what you want. Be careful not to overuse soft returns, however; try using the TMCC "spacing" style, outlined above.

*What are some things I should avoid when using the TMCC styles and template?*

- Overwriting the built-in TMCC styles by adjusting font sizing, line or paragraph spacing, etc.
- Using semi-colons after headers/sub-headers.
- Using specific dates in your document (especially in the title/header) -- doing so ensures that the document has a very short life on the web; try to make your documents generic whenever possible.
- Applying unnecessary graphic formatting into your document (e.g., boxes with inset lines, shadows, etc.).
- Using **Bold**, *italics*, **\*\*asterisks\*\***, ALL CAPS, underlining, etc. for emphasis. Especially note that underlining text in documents intended to be posted online can be confused with web links and are therefore not best practice. TMCC style does not use underlining at all.
- Most of the time, when underlining or boldface type is used in documents, it can and should be replaced with italics. Italics can be used for emphasis, the title of books, introducing a new term, and words that could easily be misread.
- Don't be too "wordy" -- keep your documents short and sweet!

## Checklist of Guidelines and Best Practices

- Are you using the most recent TMCC template, found online at [templates.tmcc.edu](http://templates.tmcc.edu)?
- Did you follow the instructions for headers/footers and metadata?
- Did you list your department as the "author" in the metadata?
- Is your header/title too long (does it wrap)? If so, be sure to use the H2 sub-header and put "overflow" information there.
- Did you use the TMCC pre-set styles (including [hyperlinks](#), etc.)
- Did you follow AP style: <http://www.tmcc.edu/web/writing-for-the-web/style-and-appearance/>.
- Did you name the document appropriately for the web? You can check your department's documents and forms for examples.
- Were you consistent both within your document and among other documents created by your department?
- Use department names instead of staff member names (i.e., make your **contact information** generic enough so that the form/document can be used even if a key staff member relocates or leaves).