



Guidance

How to Use the Generic Environmental Report Template

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Introduction

The purpose for this document is to provide instruction on how to use the how to use the Generic Environmental Report Template. Included in these instructions is a brief overview on how to use the styles options provided in Microsoft WORD.

If you have questions about how to use the new template that are not covered in these instructions, or there is a formatting issue you need assistance with, please contact the ENV Document Manager, Daniel Harris at 512- 416-2133 or email him at daniel.harris@txdot.gov

About the Generic Environmental Report Template

The TxDOT Report Template is the standard format for all TxDOT technical reports that would be released to the Commission, outside agencies and the public. Only technical documents prepared using this approved format will be allowed to be posted on TxDOT websites.

(All of the approved TxDOT Brand templates are available for download on Crossroads at <http://crossroads.org/cmd/templates.html>.)

It is recommended that you use the Generic Environmental Report Template because it is customized to meet the formatting needs for most environmental technical reports.

When used appropriately, the Generic Environmental Report Template will allow you to easily format your document in accordance with TxDOT publishing guidelines.

Several features have been added to the Generic Environmental Report Template:

- “Report” styles have been set for convenient formatting.
- A level 3 bullet has been added and a style has been set for it.
- Styles have been set for three levels of automatic numbering.
- A third level subhead – Header C – has been added and a style has been set for it.
- A landscape-oriented page and table have been added.
- A List Table has been added.

Getting Started with the Generic Environmental Report Template

Double-click to open the template. There is no need to open a “new” document. That happens automatically every time you open the template. Notice that the title is “Document” and a number. You’ll be able to rename it the first time you save your work.

Is That a Foreign Language?

It’s not a foreign language; it’s “greeking”.

Greeking is placeholder text; nothing more. It allows you to see the “look and feel” of the layout, but prevents you mixing up “dummy” text with your report’s information.

Building Your Document – Type or Paste

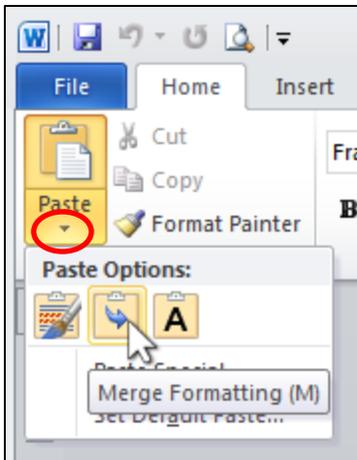
Once your new document is open, you can highlight the “greeked” text and overwrite it with your unique information.

Or, you can create your document by copying content from outside sources and pasting into the report.

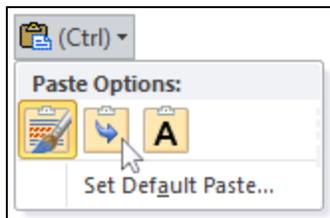
Two Ways to Paste

The **first** method is the key command Ctrl+V. Word will paste your content exactly as it was in your source document. You can then apply one of the template’s Report Styles to the pasted content as described in [Generic Environmental Report Template.](#)

The **second** method gives you choices. On the Home tab, click the drop-down arrow to reveal your Paste Options. The descriptions in the sidebar at right will help you choose the best option.



Even **after** you have pasted, Word provides a Clipboard icon that reveals the Paste Options when clicked. Rolling over those icons will show you how your text will change.



If you don’t need to change your mind, press the spacebar and this little window will disappear.

Merge Formatting

This option discards the style definition and most formatting that was applied directly to the copied text, but it retains formatting that is considered emphasis, such as bold and italic. The text takes on the style definition in the document where the text is being pasted. **Hyperlinks are retained.**

Keep Source Formatting

This option retains character styles and direct formatting that were applied to the copied text. Direct formatting includes characteristics such as font size, italics, or other formatting that have been applied manually and are not included in the paragraph’s style. **This is the same result you get by using Ctrl + V.**

Keep Text Only

This option discards all formatting and non-text elements such as pictures or tables. The text takes on the style characteristics of the paragraph where it is pasted and takes on any direct formatting or character style properties of text that immediately precedes the cursor when the text is pasted. Graphical elements are discarded, and tables are converted to a series of paragraphs.

Working with Styles in the Generic Environmental Report Template

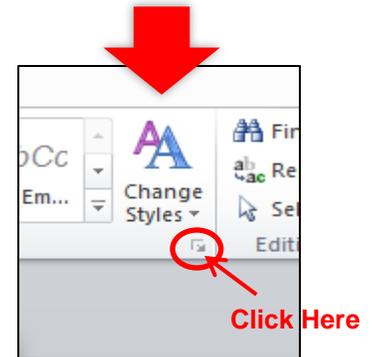
Once you have typed and/or pasted your content, you will have a group of paragraphs that make up your document. Now you're ready to format your report using the Report styles.

If you are wondering what styles are and why you should use them, go to [Appendix A: Styles](#) to learn more.

Getting Started with Styles

Open the “Styles Pane”:

1. From the “Home” tab, look to the far right where you will see the “Change Styles” icon. **DON'T click on it.**
2. Instead, **click on the little arrow** in the bottom right corner to reveal the Report Styles built especially for a TxDOT report.
3. The Report Styles pane will open.



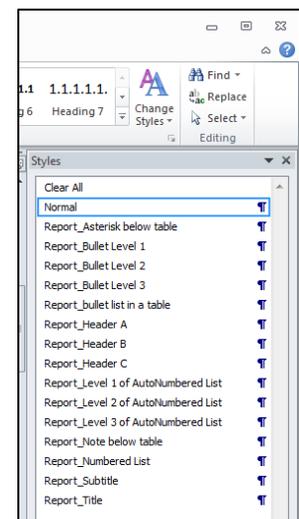
How to Use the Report Styles

1. Highlight the text in your document where you would like to apply a style.
2. Find the appropriate style in the list – they are all named for what they do – and click on it to format your text.

Do not use the Normal style. Text that you have typed and text that you have pasted from other documents may be set to Normal (if it was Normal in the original document).

Watch your Styles Pane as you paste. If the pasted content shows up as Normal, apply a Report style to it immediately. Spaces between paragraphs should be set as Report_Body Text.

3. After applying a style, you may find that you need to add more formatting directly; italicizing a document title or boldfacing a word are examples.



NOTE: You may encounter unexpected results when applying a Report style. Often the reason is a conflict created by a style already applied to pasted content. To remove all previous formatting, highlight the text and press Ctrl+Spacebar. Then re-apply the Report Style and replace any character formatting (such as boldface or italics) manually.

The Table Style – Save Yourself Some Work!

The TxDOT Creative Services team has created a specific “look and feel” for all the tables that they publish for TxDOT.

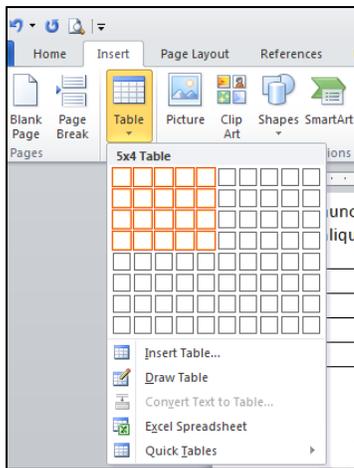
Rather than spending time duplicating their decisions, a table can become brand-compliant with one click. Go to [“Generic Environmental Report Template”](#) for more information.

Tables in the Generic Environmental Report Template

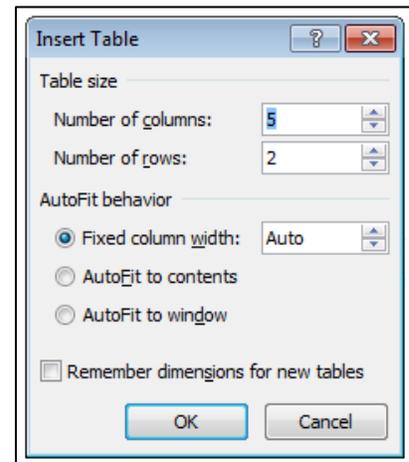
TxDOT's Creative Services team has defined the appearance of tables for all TxDOT documents. A sample table in that format is included in the ENV Report Template. You will find both portrait and landscape orientations. A List Table template has also been included.

Three Ways to Create a Table in the Generic Environmental Report Template

- **Use the built-in table.** Simply write over the “greeked” text with your own information. You may need to add or delete rows or columns to this pre-formatted table. See [Appendix B: Tables](#) if you need to learn how.



- **Build a new table on the page.** Insert your cursor where you want to place your new table. From the Insert tab on the Ribbon, click drop-down arrow to reveal the Insert Table dialog box. Drag the mouse through the table grid until you have the number of rows and columns you need. You will see a live preview on your page.



- **Specify your table by the numbers.** If the grid doesn't give you the number of columns and rows that you need, you can specify those numbers. Place your cursor into your document and, from the same dialog box, click on “Insert Table”. A second dialog box will result and you should specify the number of rows and columns there.

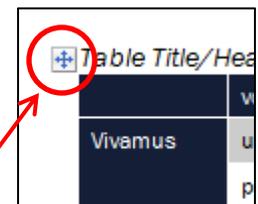
How to Apply the Custom Table Style

The ENV Report Template contains two custom Table Styles that will automatically convert your table – however it looks – to a format that adheres to TxDOT's branding requirements. Follow these steps:

1. Select your table.

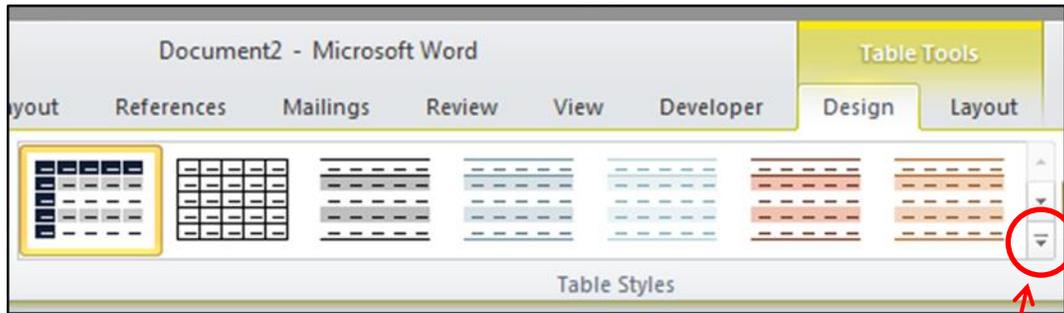
If you roll your cursor over your table, you will see the “move” symbol appear at the top left corner of your table. Clicking on it will select the entire table.

The “Move” symbol



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2. Apply the Custom table style.
 - a. Because your table is selected, the Table Tools are activated.
 - b. Click on the Design tab of the Table Tools to reveal the Table Styles.
 - c. Click on the “More” button on the Table Styles scrollbar to reveal the Custom table styles.



The “More” button

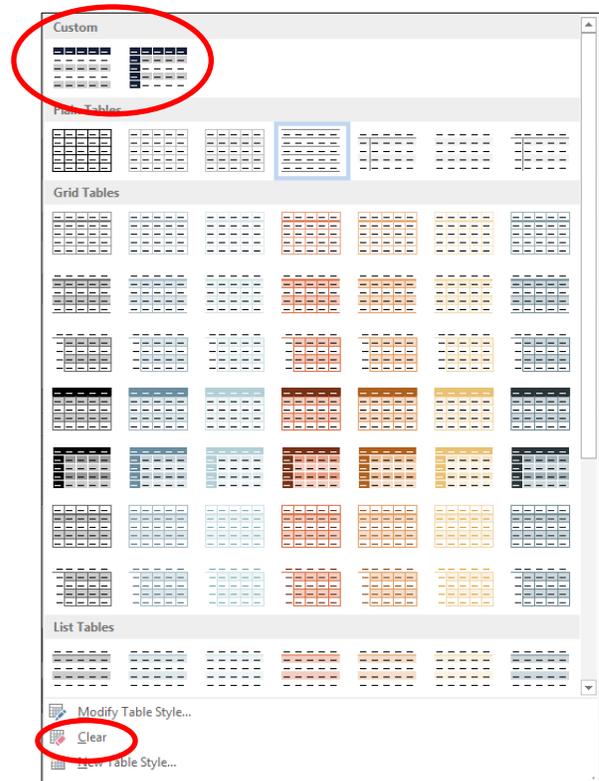
There are only two custom table styles that belong in your report. They are under the Custom tab.

3. With your table still selected, click on the Custom table style to bring your table into compliance.

You may need to manipulate your table further in some instances. You may want to:

- Add/delete rows or columns
- Apply the header rows to every page of a long table
- Control the way your table breaks from page to page

Those operations are covered more fully at the end of this document in the [“Appendix B: Tables.”](#)



NOTE: If you have copy/pasted a table, you may not be able to apply the custom style until you clear the original formatting with the button at the bottom of the dialog box

Section Breaks and the Generic Environmental Report Template

The Generic Environmental Report Template uses several section breaks to create the various sample pages that it provides.

A **section break** is used to create a barrier between parts of a document, allowing you to format each section independently.

You may need to add – or remove - some section breaks as you work. Begin by turning on the **formatting marks** so you can see where the section breaks are located.

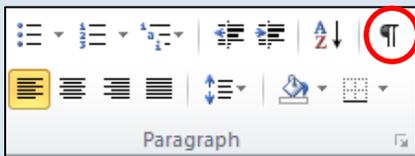
Some are defined below; you can learn more about formatting marks in [Appendix F: Formatting Marks](#).

To turn on the formatting marks, press Ctrl+Shift+8 or :

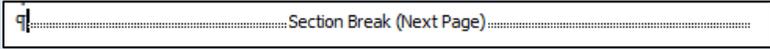
On the “Home” tab, click on the ¶ symbol to see your formatting marks:

Here’s what the symbols mean:

Tab characters	→
Spaces	...
Paragraph marks	¶
Hidden text	abc
Optional hyphens	~
Object anchors	⚓



A section break looks like this:



Think of section breaks as a pair of **brackets** that contain a set of attributes that describe the section itself. Page size or orientation, margin settings, header/footer information, number of columns and page numbering are some examples.



The section break controls the attributes of the pages BEFORE it and it controls those attributes until it hits another barrier – the section break above it.

Always think from back to front when thinking about section breaks.

See for yourself!

To see how this works in real time, go to p. 5 of the Generic Environmental Report Template which is the point where the page orientation goes from portrait to landscape. Turn on the Formatting Marks, as seen above.

How to Use the Generic Environmental Report Template

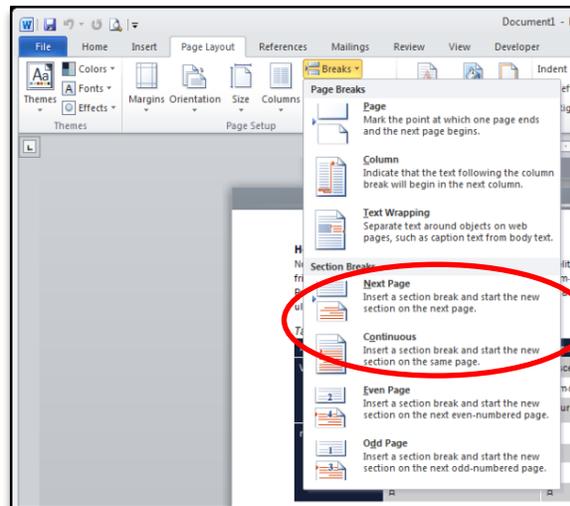
Notice the section break “brackets” at the bottom of p. 4 where the landscape page orientation begins and at the bottom of p. 5, where the landscape orientation ends.

- First, delete the section break (highlight the section break and press “Delete”) at the bottom of p.4. Notice that all the pages after the cover have turned to landscape view **because the section break on p.5 is controlling everything BEFORE it**. Why didn't the cover change too? Because it has a section break at the bottom that controls the page - which is **ABOVE** it.
- Remember, if you remove a section break, the next section break further DOWN in the document will take over. If you add a section break, it will control all the pages ABOVE it until it hits another section break.

Using the Appropriate Section Break

There are four kinds of section breaks. To locate and use them, go to the Page Layout tab on the Ribbon and drop down the Page Breaks menu, as seen at right.

You will only need two of the four. Those are circled: “Next Page” and “Continuous”.



- **“Next Page”** causes the new section to begin on the next page. Once you have added the new section, you will need to make the changes in page orientation, margin settings, paper size, columns, or headers and footers that made the new section necessary.
- **“Continuous”** starts the new settings on the same page. This version of a section break is most commonly used when more than one column of text is required or if you want different margins.



If neither the page orientation, margin settings, paper size, columns nor headers/footers need to change, a Section Break isn't required.

Don't use a section break unless it's absolutely necessary. A long document with numerous section breaks often becomes unstable.

Please read [Appendix C: Section Breaks, Page Breaks and “Page Break Before”](#) to learn about the alternatives to using a section break.

How to Use the Generic Environmental Report Template

Adding a Section in the Generic Environmental Report Template

The Generic Environmental Report Template contains sample pages, but the sequence is probably not a perfect match for your unique document. You may need to add or delete sections as you work your way through your report.

To add a section:

- Turn on your formatting marks.
- Go to the section in the ENV Report template that you need to duplicate and copy it – including **both** section break “brackets”.
- **If you have difficulty locating your section breaks**, read about the [Draft View](#) in Appendix G.
- Paste in the desired location within your report.
- Delete any elements or text that you don't need **between** the **section breaks**, but **don't** delete the section breaks themselves.
- Go to the Page Layout tab to make the necessary changes to size, orientation, margins, footer information and any additional section formatting that may be needed.

NOTE: This method will also copy and paste any description in the footer. The page numbering will remain correct, but you may need to manually correct the footer in the section you pasted. Be sure and double-check your footers if they vary within your document.

Deleting a Section in the Generic Environmental Report Template

To delete a section, select both section break brackets - including everything in between - and then press Delete.

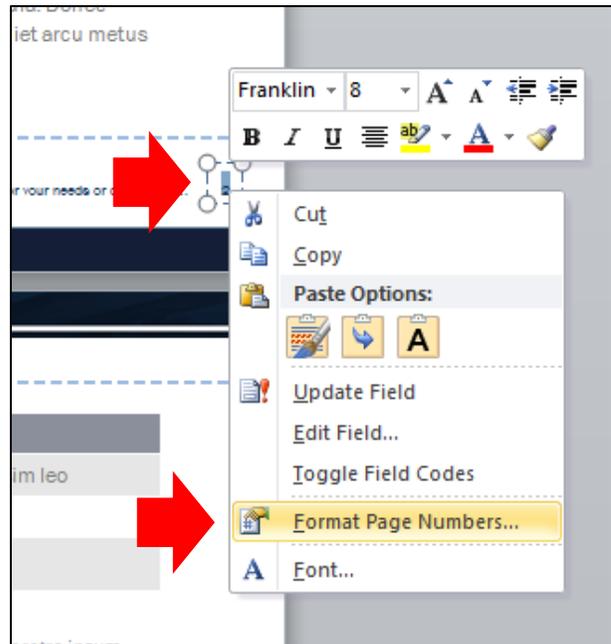
Continuous Page Numbers...or Not

If you have more than one section in your document, you will need to check your page numbers.

Depending on the way you plan to use/print your document, you may need to change their sequence.

Begin by double-clicking in the footer to open it. Next highlight your Page Number.

Once you have the number selected, RIGHT-click to get the page number menu.



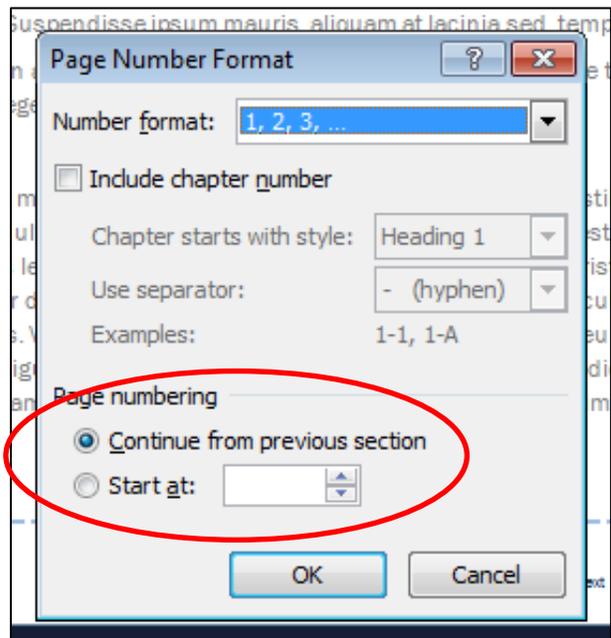
Clicking on “Format Page Numbers” will take you to the “Page Number Format” dialog box:

The styles of your page numbers have already been determined by the template, so you’ll only need to be concerned about the sequence.

If you want continuous page numbering throughout your report, click on the “Continue from previous section” radio button, as seen on the right.

If you intend to print/use one section of your document as a stand-alone document or chapter, you may want to restart the page numbering at the first page of the section.

There are also scenarios where you wouldn’t want the numbering to start at “1”. A good example is the first page after a cover page. For instance, in the Report Template, page numbering on the cover is omitted and the next page is “2”.



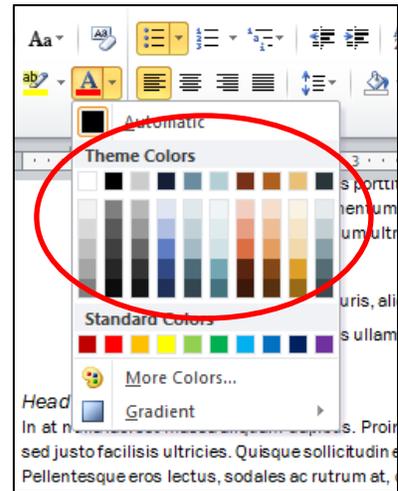
Colors Approved for TxDOT Reports

TxDOT's Creative Services team has provided a specific palette of colors for all TxDOT documents.

They are available anywhere you can select color in the Report Template under the heading "Theme Colors".

If you have a need for additional colors in your tables or flowcharts, choose from the Theme colors, or one of the tints below them.

Do not use the Standard Colors or make custom colors.



Graphics and How to Place Them

Photos and Imported Graphics

When you insert a photo or a graphic, the Generic Environmental Report Template imports it with the default **wrapping style** of "Top and Bottom", which is one of several wrapping styles available in Word.

"Top and Bottom" creates a window in your text which extends from margin to margin. Text flows above and below, but not beside, the graphic. Here is an example:



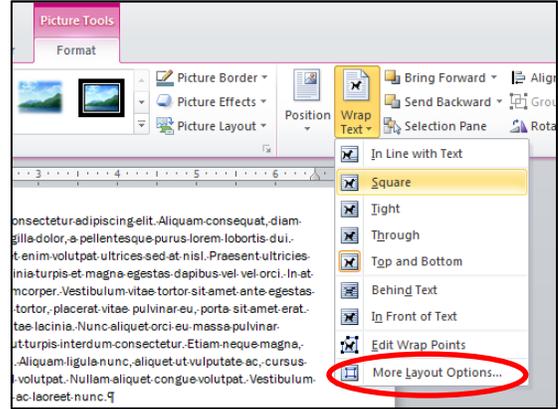
You will be able to drag the graphic anywhere in the document.

If you have a smaller graphic and would prefer that the text wrap around it, you will need to choose the Square wrapping style:

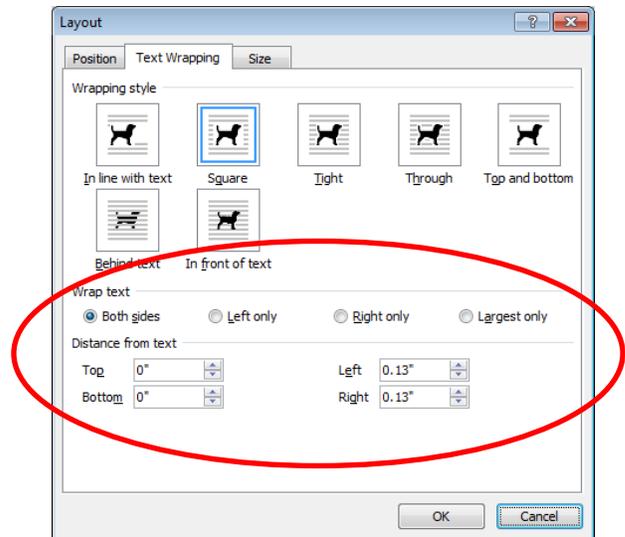
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- Select your graphic to activate the Picture Tools tab.
- Click on the “Wrap Text” icon and select “Square” from the drop-down menu. Now your text will flow around your graphic on all four sides.

Since flowing the text around object can create readability issues, you may prefer to adjust the settings for the text wrap.



- Click on “More Layout Options” and then on the Text Wrapping tab. In the Wrap Text section, you will find tools to adjust the text around your image.



Creating New Graphics Within Your Document

To build a diagram or a flow chart directly in your report, use the **Drawing Canvas**.

- The Drawing Canvas is located at the very bottom of the Insert > Shapes drop-down menu.
- The Drawing Canvas acts as a container for your graphics and **allows you to copy, paste or move your work as a group**.
- Change the wrapping style according to the size of your graphic. A drawing canvas that takes up most of the horizontal space on the page should be set to “Top and Bottom.”
- Use the approved TxDOT theme colors.

For more information about working with graphics, go to [Appendix D: Graphics in your Report](#) and [The Drawing Canvas](#) in Appendix G.

How to Create a Table of Contents Using the Generic Environmental Report Template

Once the content is complete and the report has been formatted using the Report styles, you will be able to automatically generate a Table of Contents (TOC) using the styles to dictate the hierarchy.

A Table of Contents created in this manner is easily updated if the Report styles have been applied consistently to the report.

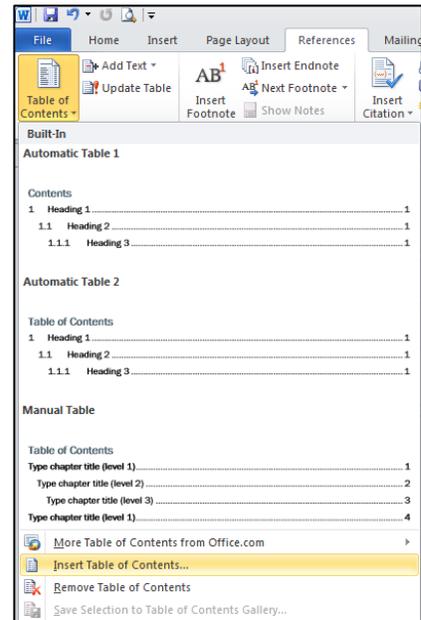
Specifying What to Include in the Table of Contents

Before Word can generate a Table of Contents, you will need to decide what level of detail to include in the TOC.

You can include any part of your document that has a style applied to it.

This example will use the Generic Environmental Report Template's three levels of headers.

- To begin, save your document.
- Go to the blank page entitled Table of Contents that appears directly after the cover and insert the cursor directly below the title.
- On the References tab in the Ribbon, click on the Table of Contents button on the far left to get the drop-down menu (at right).
- At the bottom of the drop-down menu, click on "Insert Table of Contents" to bring up the Table of Contents dialog box.



The Table of Contents dialog box is where you create your TOC.

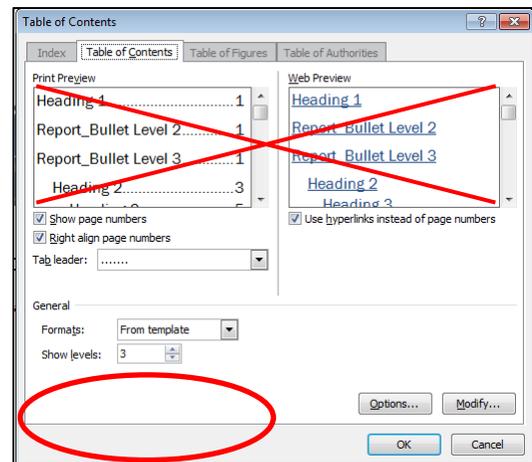
The Preview panes are irrelevant at this time.

Some settings are pre-determined by the Generic Environmental Report Template, but you will need to specify the level of detail.

For the Generic Environmental Report Template, the TOC will be based on the Report styles, so be sure that you have applied Headers A, B and C consistently in your report.

If you have not applied a header style to a header in your document, you will not see it in the Table of Contents.

Be sure that your "General" settings match the ones



Click Here

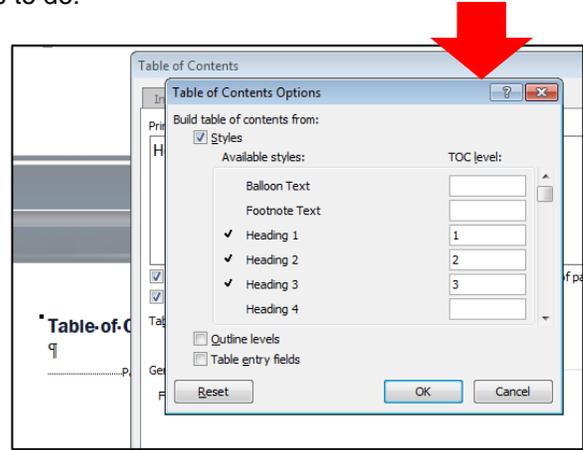
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circled at the right. All check boxes and the tab leader should also match this example.

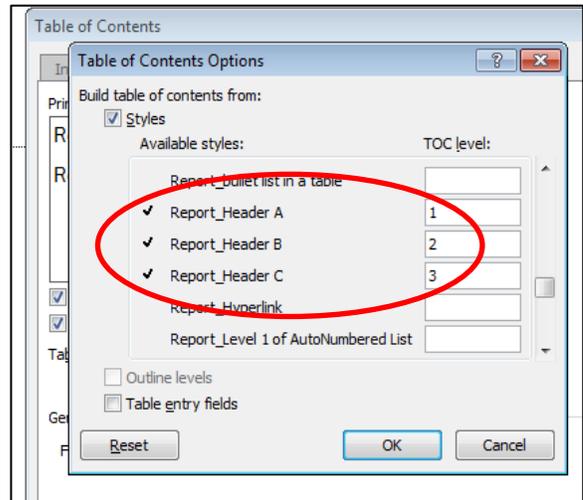
Then click "Options" to go to the Table of Contents Options dialog box.

In the Table of Contents Options, there are two things to do:

- First, scroll through the TOC level list and un-check everything.

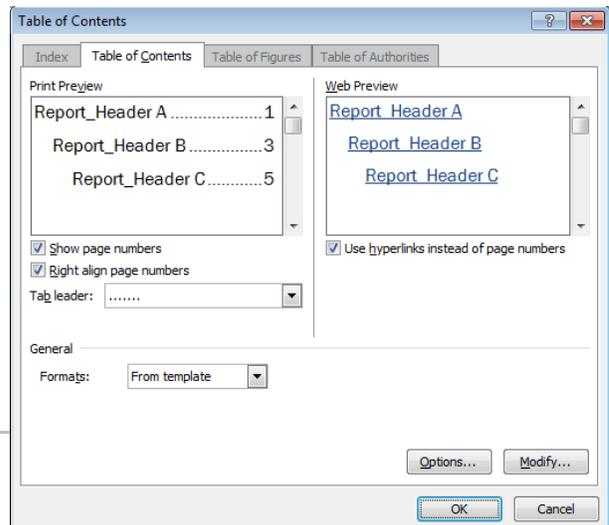


- Next, scroll to the Report styles and number the three "Report_Header" styles exactly as seen at right.
- Click OK.



You will return to the Table of Contents dialog box, where the Preview Panes now reflect your choices.

- Click OK and your Table of Contents will appear as you have specified.



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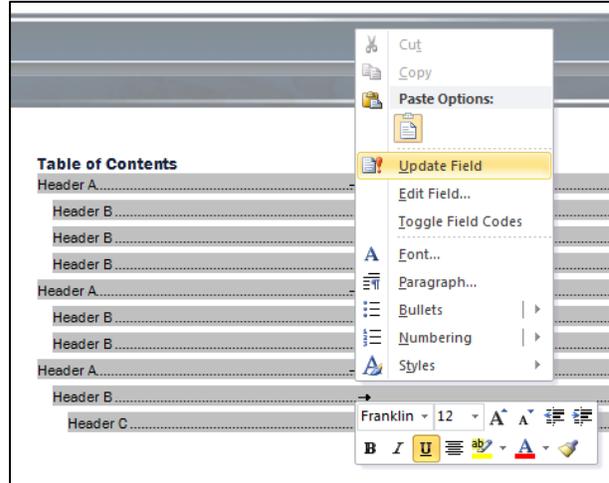
Updating the Table of Contents

Inserting the Table of Contents should be one of the last things you do to your report.

Always update the TOC if you have made changes since you placed it.

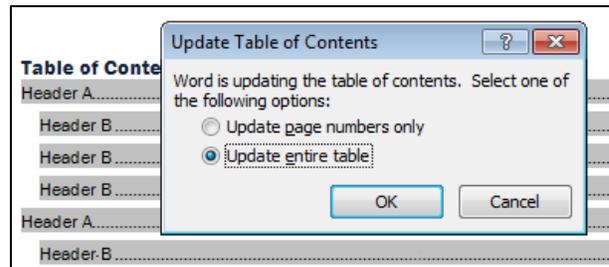
Use these steps to update your TOC:

- Insert the cursor anywhere in the TOC.
- Right-click for a menu and then click on “Update Field”.



- The “Update Table of Contents” dialog box will appear.

Click “Update Entire Table” to show the changes in the TOC.



NOTE: The Table of Contents will include any and all text to which any of the three “Report_Header” styles have been applied.

If you find unexpected entries in your TOC – or if you are missing an entry - go back and check to see if the Report styles have been applied correctly.

Appendix A: Styles

What's a Style?

A style is a set of formatting characteristics that you can apply to paragraphs, text, tables and lists in your document to quickly change their appearance. When you apply a style, you apply a whole set of formatting instructions at once.

There are three types of styles: character styles, paragraph styles and section styles.

Character Styles – Character styles contain formatting characteristics that can be applied to text, such as font name, size, color, bold, italic, underline, borders, and shading.

Character styles do not include formatting that affects paragraph characteristics, such as line spacing, text alignment, indentation, and tab stops.

Paragraph Styles - A paragraph style includes everything that a character style contains, but it **also** controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders.

The Report Styles included in the Generic Environmental Report Template are paragraph styles.

Why Use Styles?

- You'll save time. Whole paragraphs, pages or multiple pages can be formatted with just one click.
- You'll promote accuracy. Imagine working your way through an entire document applying separate instructions to every paragraph in your document. You might get the font, size and alignment correct, but forget to change the line spacing on some paragraphs. Styles won't let you forget. You will consistently get the same "look and feel" for every paragraph and you will know you haven't overlooked anything.
- An automatic Table of Contents can be inserted into your document with the different 'levels' determined by styles.
- When used appropriately, the Report Styles in the Generic Environmental Report Template will allow you to easily format your document in accordance with TxDOT publishing guidelines. The Report Styles include the correct character styles and paragraph styles required by TxDOT's Creative Services team.

Direct Formatting

Applying attributes to individual words, characters or paragraphs **without the use of a style** is called "direct formatting."

When you highlight a word and press the "B" button in the Font group, you are defining character attributes to make that word boldface. Italicizing the title of a document is also direct formatting. Changing the color or font of just one paragraph in a document is direct formatting on the paragraph level.

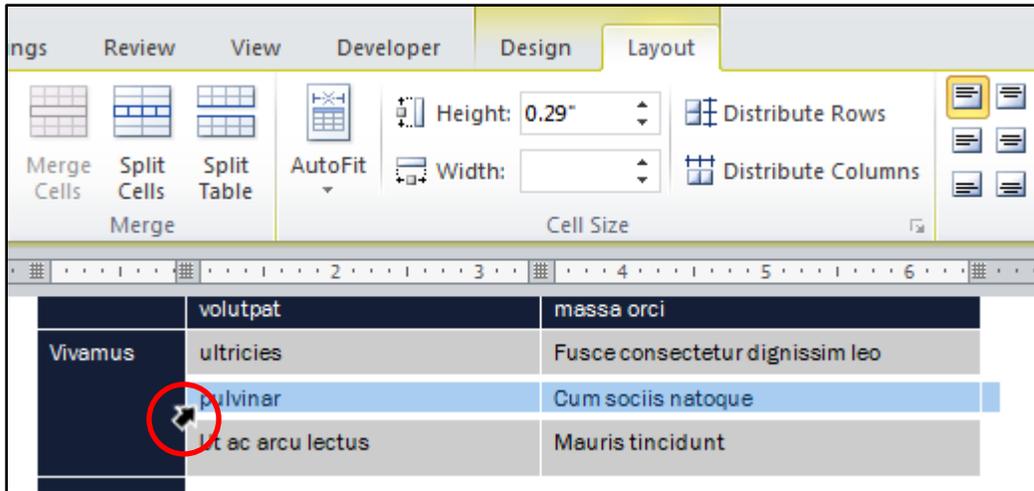
Direct formatting is necessary in many cases, but it should be used incidentally. Styles will streamline your workflow; direct formatting will put a finer point on those styles.

Appendix B: Tables

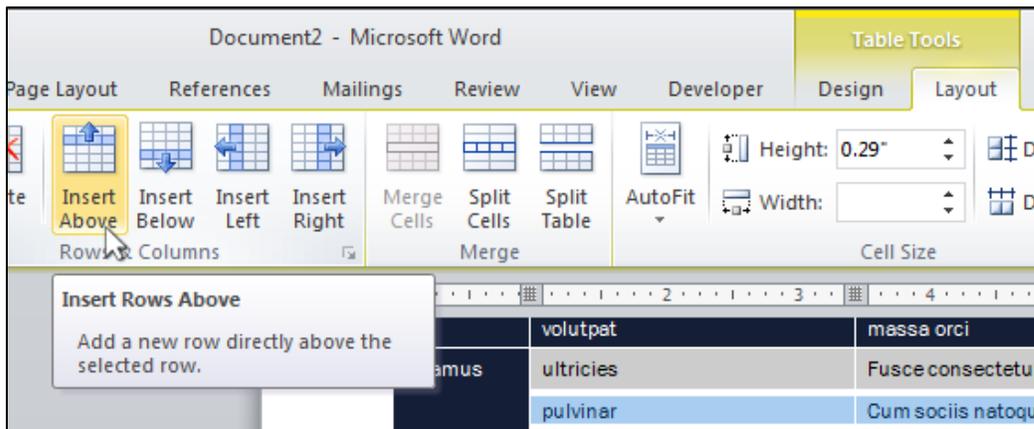
Although the Table Style in the Generic Environmental Report Template will customize an existing table, you may need to add/delete rows or columns, apply an additional colors to individual rows or cells, apply header rows to every page of a long table or control the way your table breaks from page to page.

How to Add a Row to an Existing Table

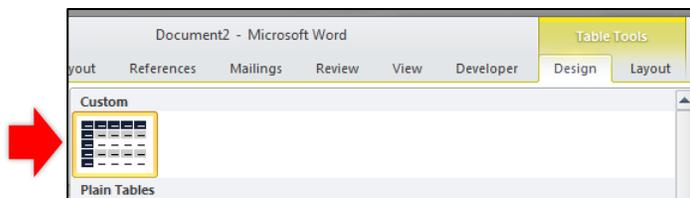
Hover your cursor over the table in the area where you need to add a row. (The cursor will change to a black arrow.) Double-click to select the row and activate the Table Tools.



Under Table Tools > Layout, click on “Insert Above” to add a row above the one selected:



NOTE: Don't worry about the color of the resulting row. Go to the Table Tools > Design tab and click on the custom table style, as shown below. The table will correct itself.



How to Use the Generic Environmental Report Template

How to Delete a Row

Hover your cursor over the row until it changes to the black arrow. Double-click to select the whole row. Under Table Tools > Layout, click the “Delete” button to eliminate the selected row.

How to Add a Column

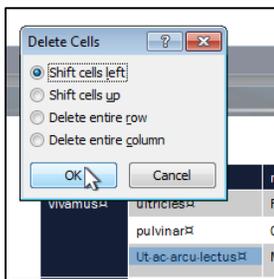
Hover your cursor over the row until it changes to the black arrow. Double-click to select the entire column. Under Table Tools > Layout, click “Insert Left” or “Insert Right”, according to your needs.

How to Delete a Column

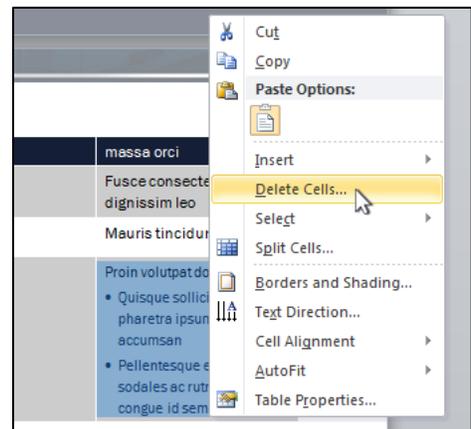
Hover your cursor over the row until it changes to the black arrow. Double-click to select the whole column. Under Table Tools > Layout, click the “Delete” button to eliminate the selected column.

How to Delete a Single Cell

- Select the cell and right-click to delete the cell.
- When you click on “Delete Cells”, a dialog box will appear with the “Shift cells left” selected.

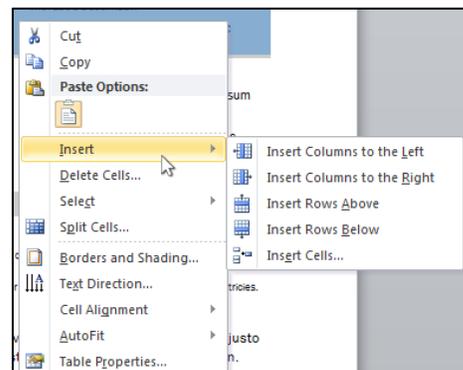


- Click OK.



NOTE: Right-clicking on a selected cell summons a table dialog box with many of the same available settings that are found in the Ribbon.

You may find this method more convenient.

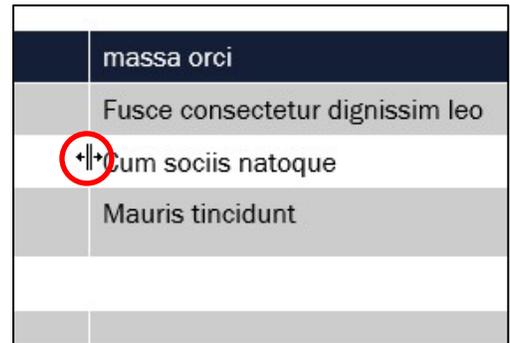


How to Use the Generic Environmental Report Template

How to Change the Size of a Row or Column

Hover your cursor over a border in your table until it changes to the two-headed cursor show at right and then drag the border

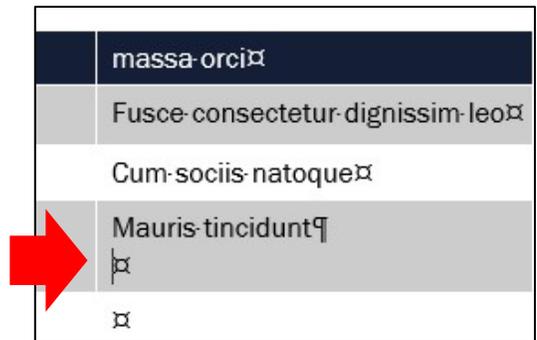
This works on both rows and columns.



NOTE: If you can't shorten a row, check to see if you have a paragraph return that is preventing it.

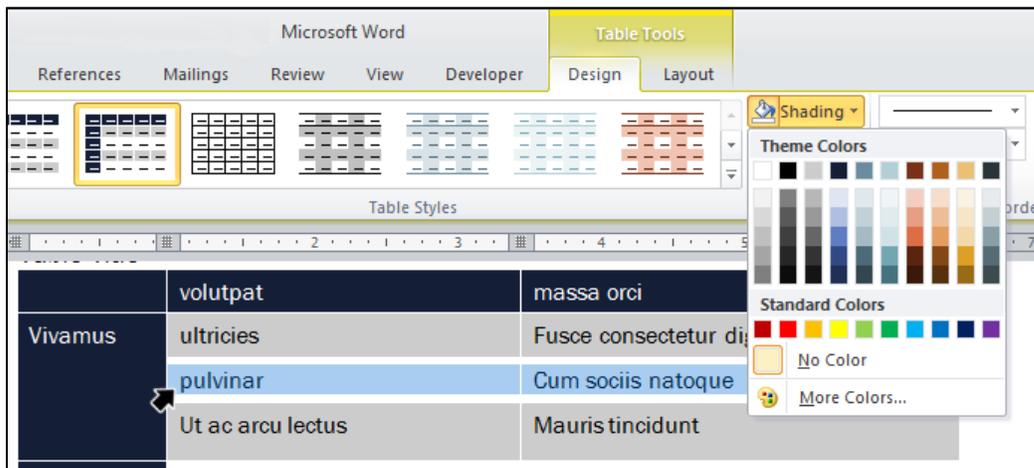
To find it, click on the ¶ symbol in the Home tab to turn on your formatting marks.

When you delete it, your will be able to shorten the row.



How to Change the Color of a Row, Column or Cell

To change the color of a row, column or individual cell, hover your cursor over the table until your cursor changes to a black arrow. Click and drag to select your target cells and activate the Table Tools. Click on the Design tab and click the small arrow to the right of the Shading button to drop down the approved Theme colors. Do not use Standard colors or make custom colors.



How to Use the Generic Environmental Report Template

How to Merge Cells

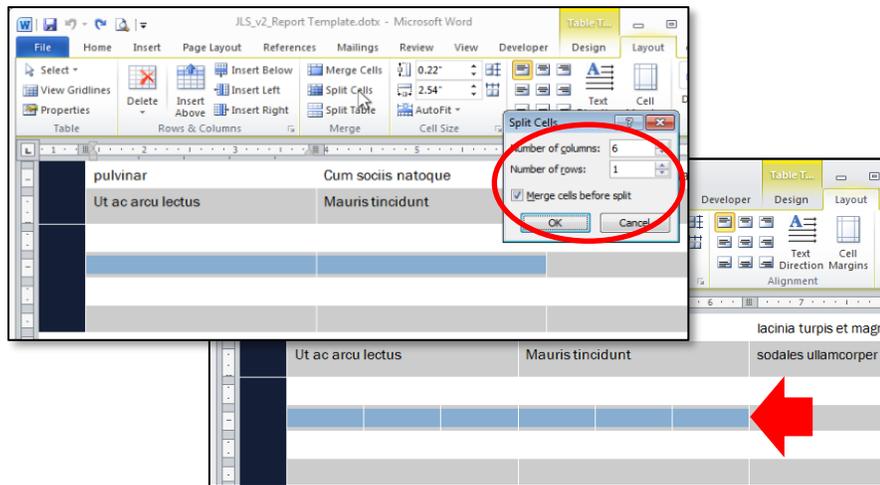
Select the cells that you want to merge and click Layout under the yellow Table Tools tab and then “Merge Cells” from the Merge group.

How to Split Cells

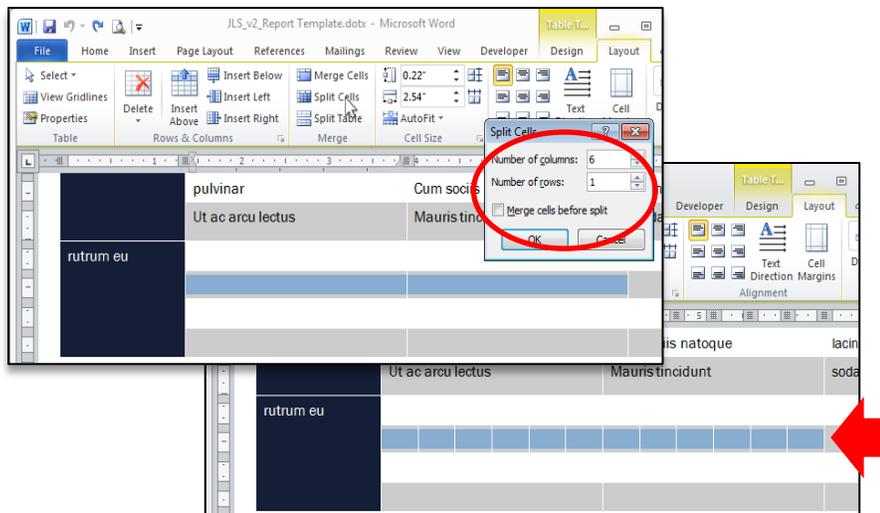
To split a single cell:

- Select the cell that you want to split.
- Click the Layout tab and select “Split Cells” from the Merge group to bring up the Split Cells dialog box.
- Choose the number of rows and columns that you want to split the cell into. Then click OK.
- This procedure also works if you select multiple cells.

If you check “Merge cells before split” in the Split Cells dialog box, Word will apply your changes to the total span of the multiple cells.



If you uncheck it, your changes will be applied identically within each cell.

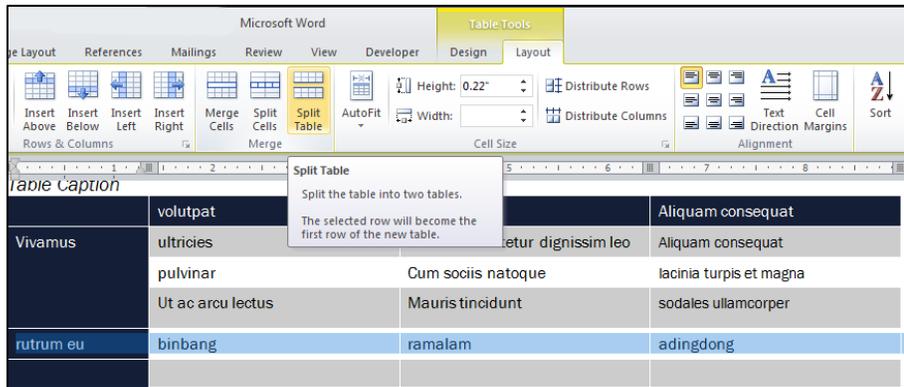


How to Use the Generic Environmental Report Template

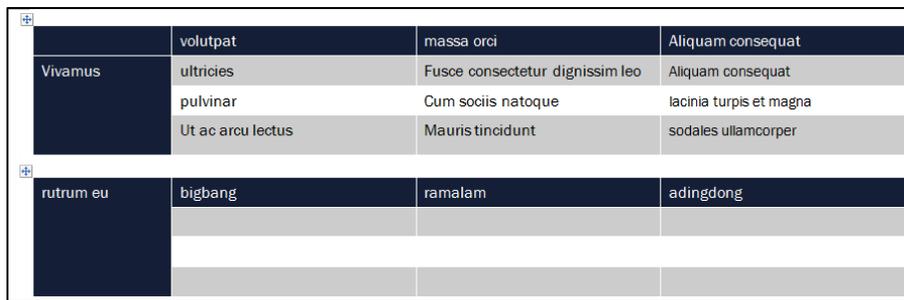
How to Split a Table

If you want to split your table into several smaller stand-alone tables:

- Select a row to be the first row of your new table; then click Layout in the Table Tools tab.



- Click on Split Table in the Merge group to divide your table.



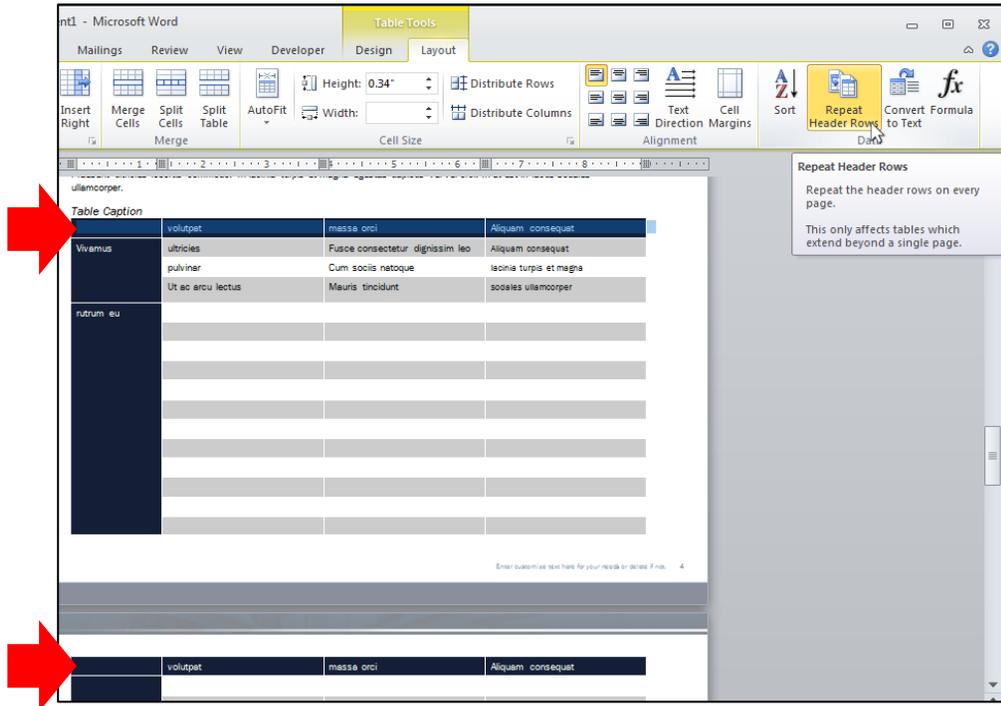
NOTE: The key command for this function is: Ctrl + Shift + Enter.

How to Use the Generic Environmental Report Template

How to Repeat Header Rows on a Multi-Page Table

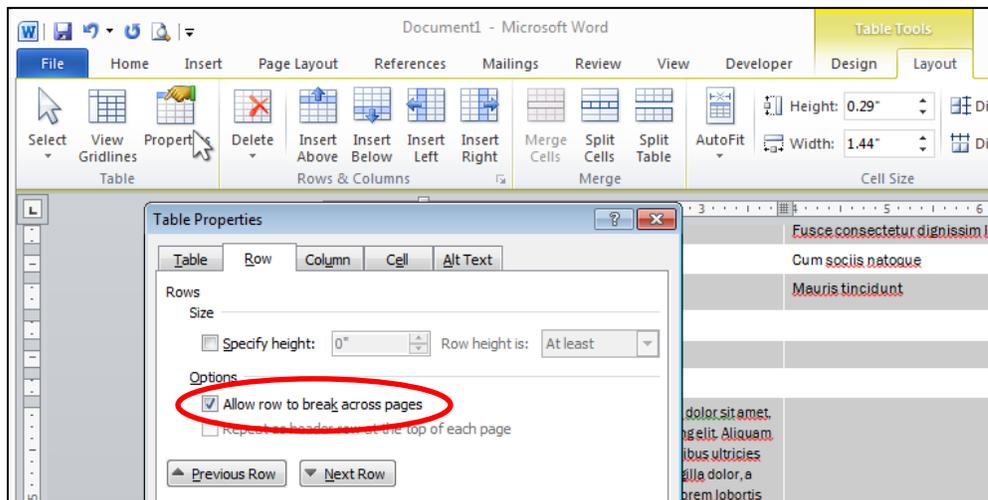
To assist the reader, it is often helpful to let the Header Rows of a long table repeat on every page.

To repeat Header Rows, double-click to select the entire Header Row. This will activate the Table Tools. Click on Layout; then click on the “Repeat Header Rows” button.



How to Prevent a Table Row from Breaking Across Pages

In the Table Tools tab, click Layout and then Properties to open the Table Properties dialog box. Under the Row tab, uncheck “Allow row to break across pages”.



Appendix C: Section Breaks, Page Breaks and “Page Break Before”

Section Breaks

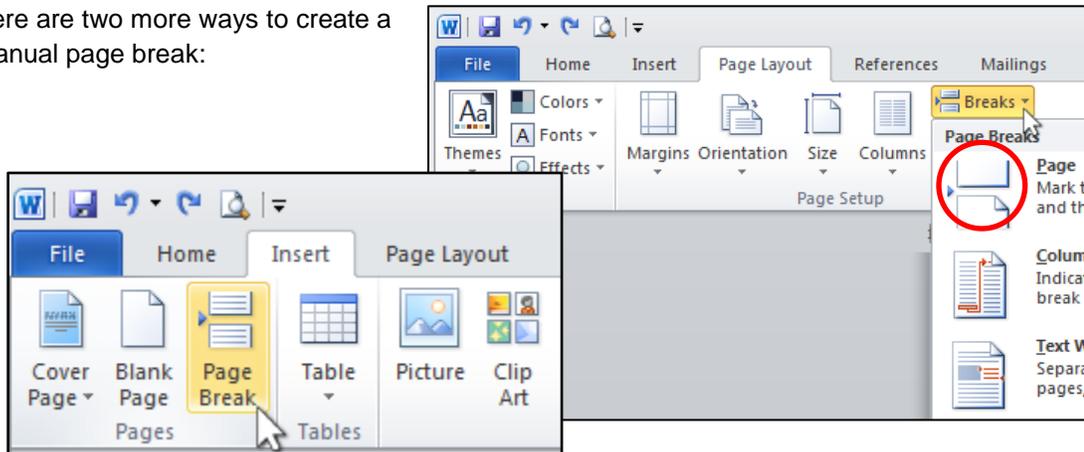
- A **section break** is used create a barrier between parts of a document, allowing you to format each section independently.
- Think of section breaks as a pair of **brackets** that contain a set of attributes that describe the pages between them.
- The section break controls the attributes of the pages **BEFORE** it and it controls those attributes until it hits another barrier – the section break **ABOVE** it. Always think from back to front when thinking about section breaks.
- Use a section break when the page size, orientation, margins, headers, footer, page numbering or number of columns need to change.

If none of these things need to change, you don't need a section break.

Page Breaks

- A **page break** is the end of a page of text. It tells Word to continue at the top of the next page. You can insert a manual page break anywhere in your document. Insert your cursor in the desired location and use the key command Ctrl + Enter.

- Here are two more ways to create a manual page break:



- A **page break is fixed on the page**. If you go back and type above it, it will roll with the text. If you add enough text, it will jump to the top of the next page, creating an unintended blank page.
- Often, the best time to add a page break is when your document is nearing completion. If you insert them as you go, be sure and check your report often for unintended white space. If you don't want to worry about that, you might want to use your [Paragraph](#) options instead.

“Page Break Before”

Instead of inserting manual page breaks, you can set automatic page breaks.

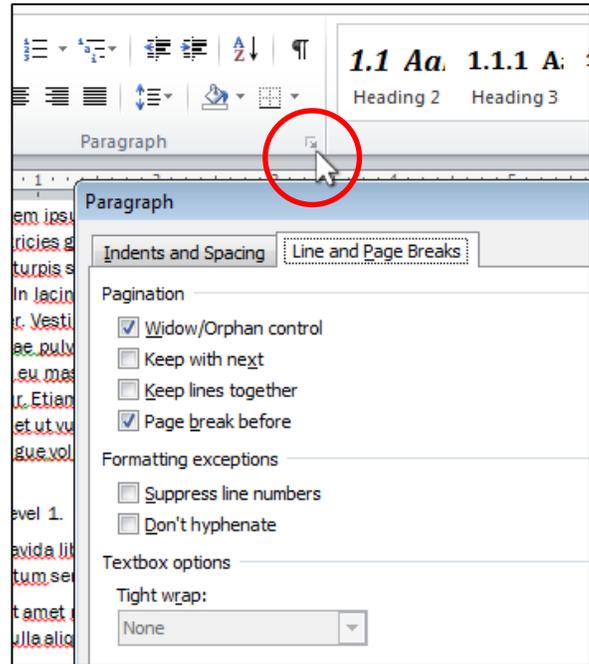
- Insert your cursor anywhere in the paragraph you want to appear at the top of a page
- From the “Home” or “Page Setup” tab, click on the little corner arrow in the Paragraph group to launch the Paragraph dialog box and then check “Page Break Before.”

This setting tells the paragraph that it must **always** appear at the top of the next page.

Other Useful Settings

There are two more very useful settings in the Paragraph dialog box:

- **Keep With Next:** This option keeps the current paragraph with the paragraph that follows it. This is useful for keeping a heading and the first paragraph together.
- **Keep Lines Together:** This setting keeps all the lines of the current paragraph together on the same page.



Appendix D: Graphics in Your Report

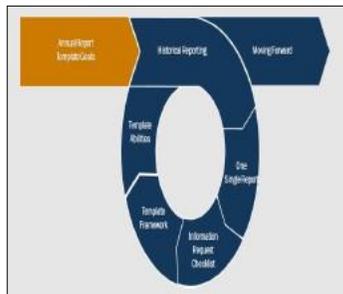
Guidelines for Photos

- **DON'T** apply any picture effects, artistic effects or picture styles.
- **DON'T** colorize your photos.
- **DO** use full-color if you have it. Black/white should be used only if you have no other option.
- **DON'T** rotate your photos; keep them square on the page.
- **DON'T** allow your photos to overlap the dark blue headers and footers.
- **DO** size and crop your photos to fit on the page.
- **DO** remember to add the correct attribution to your photos. (See [“Attributions for Visual Elements.”](#))

Sizing/Scaling

- To make an image smaller, drag one of the **corner** handles to maintain the aspect ratio and prevent stretching and distortion.
- You can use the same method enlarge your image, but check the results carefully. If the resolution is too low, your photo may turn out blurry and be unacceptable.

DON'T size your photos by using the handles on the **flat** sides. That will cause distortion like this:



How to Use the Generic Environmental Report Template

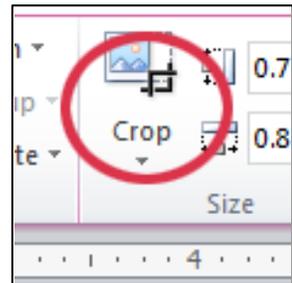
Cropping

To remove unwanted portions of your photos, **crop** them.

- First, click on your photo to select it.
Notice that the pink tab labeled “Picture Tools” tab has activated.
Click on the “Picture Tools” tab to get the Picture Tools.



- At the far right, you'll see the Crop tool. Click on it.



- Now your photo will have black brackets on all sides.



- Drag these brackets to crop all unwanted areas out of your photo.



- Click off the photo and you're finished.

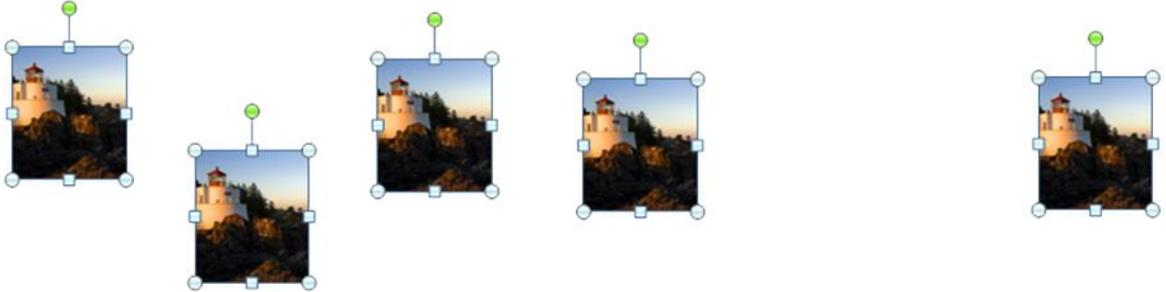


How to Use the Generic Environmental Report Template

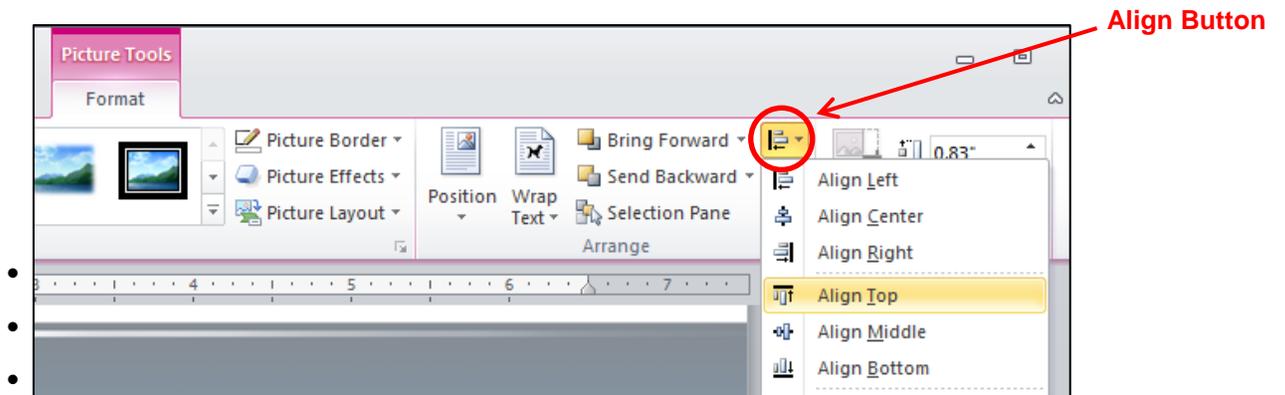
Alignment

To perfectly align your photos:

- Shift-select all of your photos by holding down the Shift key as you select each one. The first image you select is the one that the remaining images will align with.



- Click on the pink “Picture Tools” tab, drop down the “Align” menu and choose “Align Top.”



- Click OK and your elements will align their top edges **to match the first one selected.**



How to Use the Generic Environmental Report Template

Spacing

If you want equal space between each of the images, you can use “Align” in a different way.

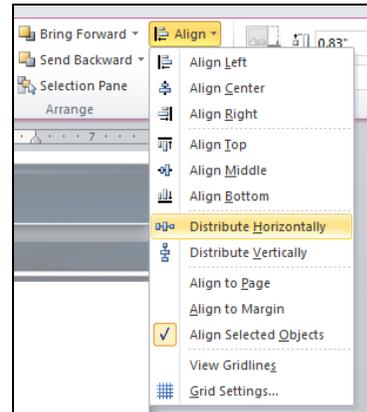
- First, decide where you want the outside edges of your group.
- **While holding down the Shift key**, slide the image on the outside left to where you’d like it to be. Do the same with the one on the far right. (In this instance, holding down the **Shift** key prevents your image from traveling out of alignment.)



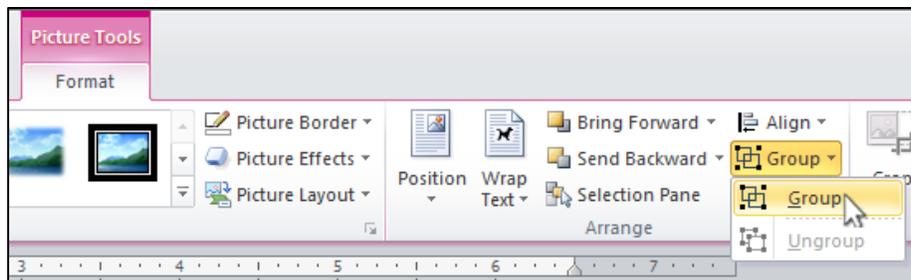
- Next – again holding down the Shift key – shift-select the rest of your images. **Be sure to select the outside elements first.**

- Click the “Align” tool, open the drop-down menu and choose “Distribute Horizontally.”

- Your images will distribute horizontally within the boundaries that you set with the first two selections, as seen below:



- While they are still selected, group your aligned elements.



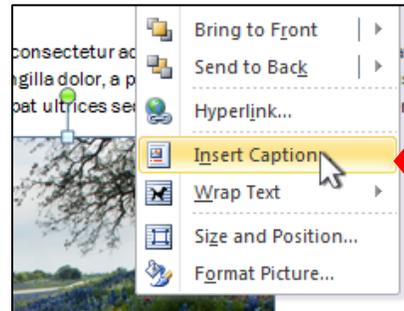
Appendix E: Attributions for Visual Elements

TxDOT's Creative Services team requires that attribution be given for visual elements that aren't property of TxDOT. Here are their guidelines:

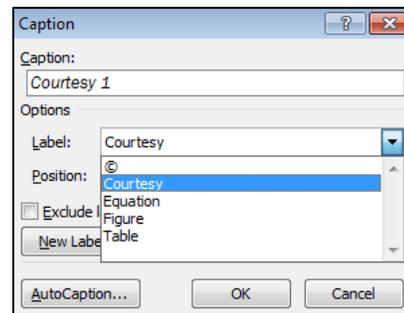
- Display copyright attribution on your photos and maps, as necessary.
- No attribution is required for TxDOT-owned or licensed photos.
- If you have a photo that you (or a contractor) took while employed by TxDOT, that photo is property of TxDOT -- so the copyright attribution is not necessary.
- If your photo is one that you took while **not** working, or that you **have permission to use** from another agency, company, or person, use the word "Courtesy" followed by the organization or person's name.
- If you are using copyrighted material with permission, use the copyright symbol. There is a pre-set style for the copyright caption text in the Label menu of the Caption dialog box. For other needs, the key command to **insert the copyright symbol** (©), is "Ctrl + Alt +C".

Adding an Attribution Caption to an Image

- Right-click on the image to get a menu, as shown at right.
- Click on "Insert Caption."

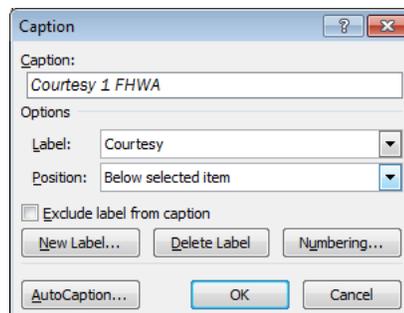


- Open the drop-down Label menu and choose a label for your caption.



- Finish naming your image.

NOTE: Microsoft Word automatically inserts a number in the caption. You will be able to remove it in the next step if you wish.



How to Use the Generic Environmental Report Template

- Click OK and remove the number if necessary.



Courtesy FHWA

Google Maps

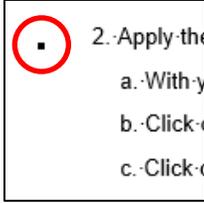
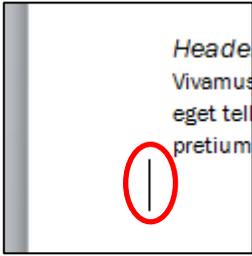
- Retain the Google's attribution text when you use Google Maps and Google.
- Google says you "...must provide attribution to both Google and our data providers."
- For comprehensive information about Google "Permissions", start here: <http://www.google.com/permissions/geoguidelines.html>



Appendix F: Formatting Marks

Formatting Mark	Name	What It Means	Additional information
¶	Paragraph Break	<ul style="list-style-type: none"> • Found at the end of each paragraph • Contains all the paragraph formatting for that paragraph • The last (¶) found in the document contains formatting for the entire document (header, footer and margin information, for example) or for the last section if there are more than one. 	<p>Press Enter.</p> <p>To copy text and formatting of a paragraph, be sure to select this end-of-paragraph mark along with the text.</p>
↵	Soft Return or Line Break	Starts a new line without starting a new paragraph	<p>Shift + Enter</p> <p>Use this when you don't want space after the paragraph or to start a new paragraph. This returns the cursor to the next line.</p>
<p>..... Column Break.....</p> <p>..... Page Break.....</p> <p>..... Section Break (Continuous).....</p>	Pagination Breaks	Each of these indicates that the author has inserted a command that the flow of the document changes at the point of insertion.	<p>These breaks are static in the document and move with the text. If you have a blank page that you can't explain, turn on your formatting marks and check to see if a Page Break has rolled with the text until it is at the top of the page.</p> <p>For more detail, go to Appendix C.</p>
space characters	Spaces	Separates words.	Press the spacebar.

How to Use the Generic Environmental Report Template

Formatting Mark	Name	What It Means	Additional information
	Line and Page Break Formatting Mark	<p>This mark indicates that one of the following has been applied:</p> <ul style="list-style-type: none"> • Keep with next • Keep lines together • Page break before • Suppress line numbers 	<p>Double-click the symbol to open the Paragraph dialog box.</p> <p>For more information about these settings, see Appendix C.</p>
	Tab	Shows where there is a tab stop.	<p>Press the Tab key.</p> <p>If you are working in a table, pressing Tab will take you to the next cell.</p> <p>To go to a tab stop within an individual cell, press Ctrl+Tab.</p>
	Revision bar	This mark shows that there is a hidden tracked change that has not yet been accepted. To accept the change and remove this mark, go to Review>Changes>Accept.	If you have multiple revision bars, use the drop-down menu to “Accept and Move to Next” or “Accept All Changes in Document”.
	End-of-cell marker	The end-of-cell marker contains paragraph formatting for the last (or only) paragraph in the cell, but it also holds formatting for the cell itself.	The same mark outside the border at the end of each row is the end-of-row marker, which contains the formatting for the entire row.¶
	Image anchor	This symbol appears at the top left of a paragraph to which an image is anchored.	<p>If you delete the image, the paragraph remains unchanged.</p> <p>If you delete the paragraph, you delete the image as well.</p>

Appendix G: Helpful Hints

Here are a few Word tips that may help when using the Report Template.

The Format Painter

The Format Painter does exactly what it sounds like it does. It copies all the paragraph formatting – including the set style – from one paragraph and applies it to another.

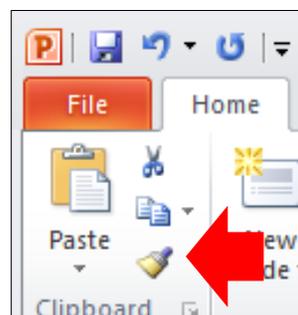
1. Select the text that has the formatting you want to duplicate.

NOTE: If you want to copy just the characteristics of the text, select a portion of the source paragraph. If you want to copy both the text and paragraph formatting – including the paragraph style – select the entire paragraph, including the last paragraph mark.

2. On the Home tab, click on the paintbrush icon to activate the Format Painter. The cursor will change to a small paintbrush

- Click once to apply the copied formatting to a single selection
- Double-click if you want to change the format of multiple selections.

3. Select the target text; it will change to match the source.
4. When you are finished, press ESC at the top left of your keyboard.



The Drawing Canvas

Word makes Shapes available to create complex flowcharts or illustrations. The Drawing Canvas is simply a container for the parts of your illustration. Once they are in that container, they can be manipulated as one object instead of as many.

To create a Drawing Canvas in your document, go to the Insert tab, open the Shapes menu from the Illustration group and select “New Drawing Canvas” at the bottom of the menu.

The resulting Drawing Canvas can be sized, moved and manipulated with the Drawing and Text Wrap tools like any other graphic.

An additional benefit is that the Drawing Canvas allows the use of connectors between shapes, such as you see in a flowchart. Connectors are lines that stay “connected” to set points on a shape. If you move the shapes that are connected by a connector line, then the line expands, contracts, or moves as necessary to keep the connection in place. Connector lines will only work within a Drawing Canvas.

F11 – The Key Command for Finding Every Link

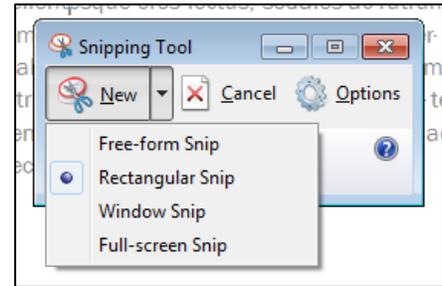
Sometimes when formatting a document that already has live hyperlinks, the paragraph style will override the familiar blue-and-underlined hyperlink style. While the link is still live and will give a prompt when the cursor rolls over it, there is no other way to know it is there. You will need to apply the Report_Hyperlink style to make it apparent to the reader.

Instead of rolling the cursor over every inch of your document, insert your cursor and then press the F11 key. It will advance through the document finding every link that is visible or hidden.

The Snipping Tool

The Snipping Tool is a screenshot utility that is included in the basic Windows package.

It can take a screenshot, or snip, of your entire screen, just one open window, or a user-defined rectangle or freeform shape.



You will be able to save the “snipped” item as a .PNG (preferred for Microsoft products), GIF or JPEG.

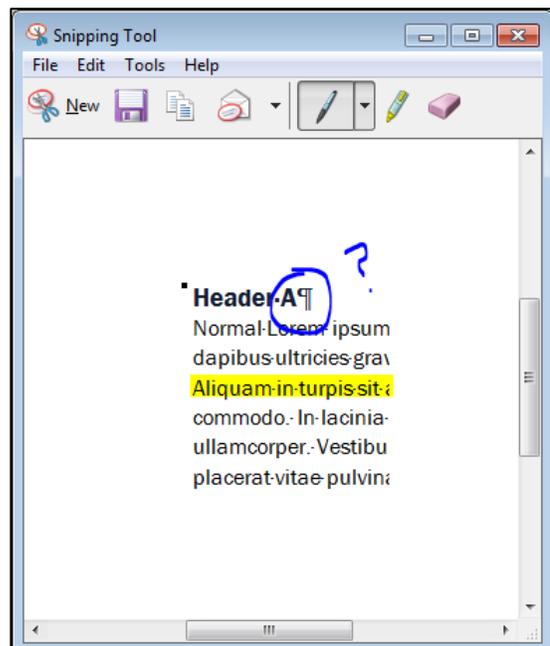
Tools are included to annotate and highlight portions of your snipped image. If you change your mind, there is an eraser to undo your comment.

A snipped image is fully edit-able in Paint or any other image-editing software as well as in Word.

When you are finished, you can insert into a document, print or even attach the image to an email from this easy-to-use application.

To open the Snipping Tool, click the Start button> All Programs>Accessories>Snipping Tool.

If you would like to keep this useful application handy, right-click on Snipping Tool in the Accessories folder and choose “Pin to Taskbar”.



How to Use the Generic Environmental Report Template

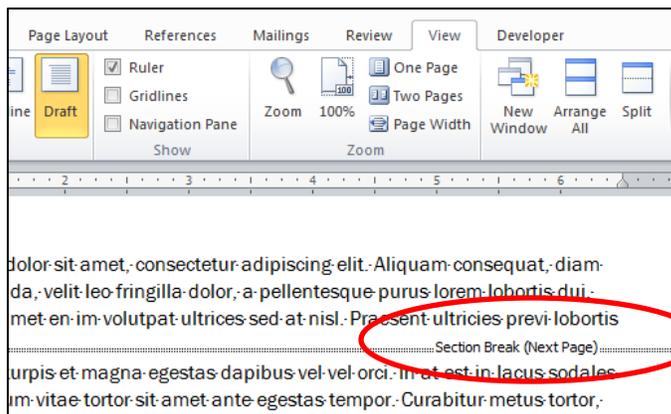
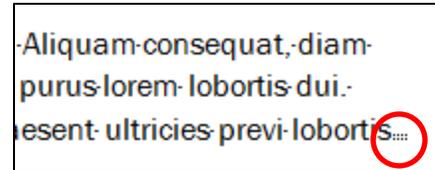
Useful Key Commands

ESC	Cancel an action
CTRL + Z	Undo and action
CTRL + Y	Redo or repeat an action
CTRL + A	Select All
CTRL + C	Copy
CTRL + V	Paste
CTRL + X	Cut
CTRL + S	Save
CTRL + K	Opens the Hyperlink dialog box
SHIFT + F5	Go back to the last editing point.
SHIFT + F3	Go to where you were when you last closed the document

Draft View

Draft View can be considered a "pared down" version of the Print Layout view. It allows you to generally see how your text will appear on paper. You can see what each line will look like, how the text appears, and where the lines will break. You can also see the page breaks and the section breaks.

Draft View is useful when a section break is inserted at near the right margin of a document so that even with the formatting marks turned on, it is difficult to see:



In Draft View, the section breaks are easy to see.

You may find it preferable to go to Draft View when selecting a section to copy/paste or delete.

You can complete the action in Draft View or switch back to Page Layout View. Your selection will not be affected.