

A Few Things to Keep in Mind

Working In & Sharing LeaderGuide Pro Files



Working with a project team:

The team will probably include colleagues who do not have **LeaderGuide Pro**:

- You can share your **LGPro** files like any other Word files.
- And your colleagues can open them and work in them like any other Word file.

But you should always keep a master copy of any **LGPro** files you share.

- Because your colleagues who don't have **LeaderGuide Pro** on their computers won't be able to do things like:
 - Add modules and lessons
 - Add Content Blocks
 - Update the Table of Contents and the Training at a Glance
 - Import & update slides.
- And they will be able to do things that could cause you headaches later, like:
 - Copy & paste Icons
 - Delete necessary section breaks & non-printing red text.



How to avoid trouble:

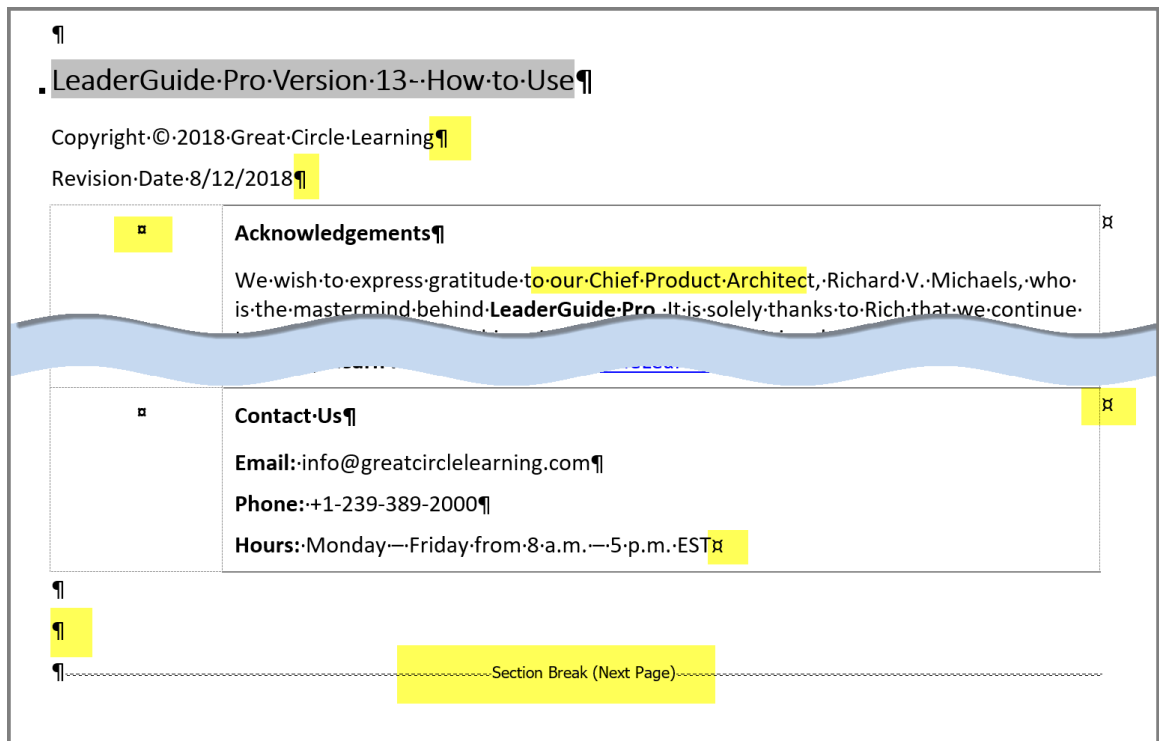
- Keep your paragraph marks on
 - Do not delete the section breaks & non-printing red text
 - Always insert Content Blocks from the **LGPro** ribbon (Don't copy & paste icons)
 - Do not manually alter the Module and Lesson page table structure
 - Do not direct format text – use the **LeaderGuide Pro** Text/Table Formatting buttons
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Working In & Sharing LeaderGuide Pro Files



Paragraph marks:

- LeaderGuide Pro turns your paragraph marks on.
- Keep your paragraph marks turned on when using LeaderGuide Pro.
- Paragraph marks are non-printing characters that Word uses to maintain the formatting in your document, including:
 - page breaks
 - section breaks
 - bookmarks
 - end of cell symbols
 - end of row symbols
 - space indicators (the little dots between words), etc.
- Some examples are highlighted in yellow below.



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¶ LeaderGuide Pro Version 13 - How to Use ¶

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■ Acknowledgements ¶

We wish to express gratitude to our Chief Product Architect, Richard V. Michaels, who is the mastermind behind LeaderGuide Pro. It is solely thanks to Rich that we continue

■ Contact Us ¶

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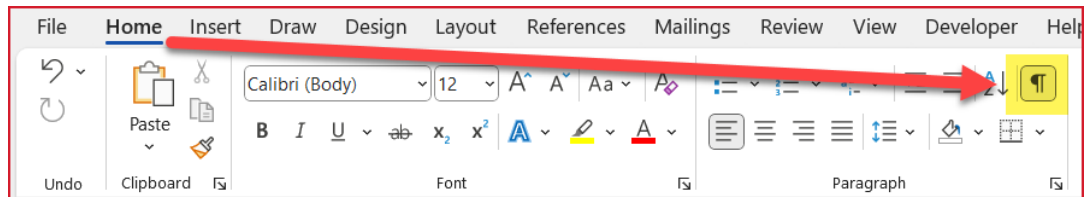
¶ -----Section Break (Next Page)----- ¶

Working In & Sharing LeaderGuide Pro Files



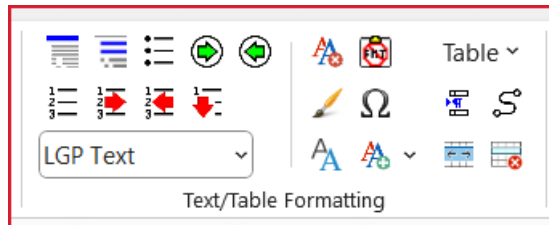
How to turn Paragraph Marks off & on

- Use the **Show/Hide** button on Word's **Home** tab ribbon.
 - It is a toggle switch.
 - Click to turn the paragraph marks off.
 - Click to turn the paragraph marks on.



How to edit text:

- Use the **LGPro Text/Table Formatting** buttons to format your text.
 - Hover your cursor over the buttons on the ribbon to see what they do.



- Type in text & edits.
 - Use the **LGPro Paste Special** button to paste in content copied from other sources.
 - This strips out the source formatting and applies LeaderGuide Pro formatting.
 - **Paste Special** is the second button from the right in the top row of the Text/Table Formatting group on the LGPro ribbon.
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Working In & Sharing LeaderGuide Pro Files

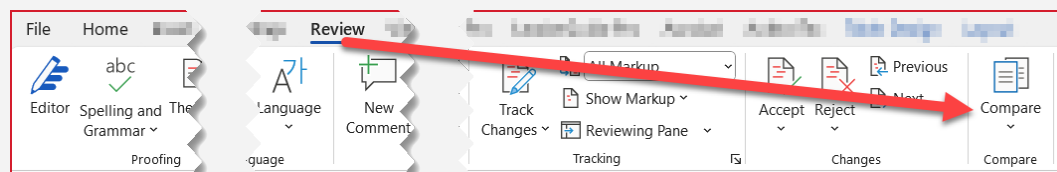


If you use Word's Track Changes function:

- Accept or Reject changes as they are offered.
- Be careful about letting unaccepted changes build as the file changes hands.

If it is necessary to allow Tracked Changes to build before going to Final...

- Consider using Word's Compare function as an alternative.
 - Click the Review tab along the top of your screen in Word
 - Click Compare



Don't Do These Things



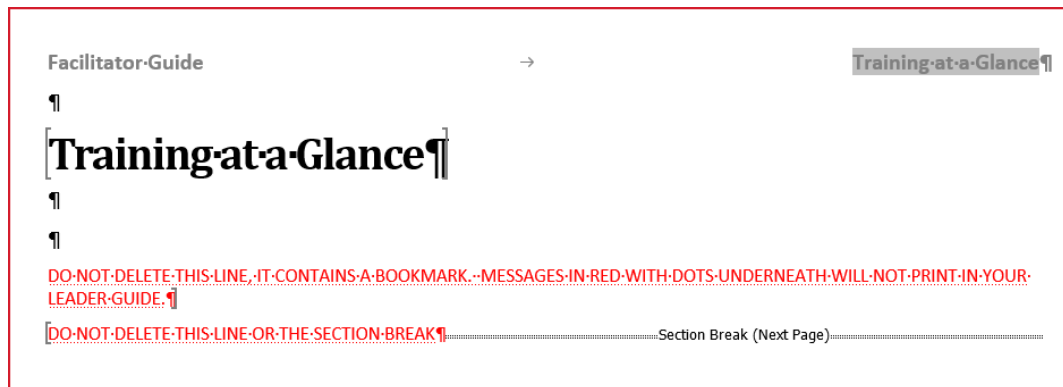
If you are running LeaderGuide Pro in Free Trial mode:

- Do not open LeaderGuide Pro files given to you by others.
 - Because that important work file will be locked as a LeaderGuide Pro demo file, and it will no longer be available for use as a production file.
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Do not delete or change the **Red text**

- With your paragraph marks on, you will see **non-printing red text**:
 - at the end of the Training at a Glance page in a leader guide, and
 - at the end of the Modules section in both leader guides and participant guides.



- You will also see **non-printing red text** when you add:
 - Assessment blocks
 - Case Study blocks
 - Handout blocks
 - Picture blocks
 - Picture Container blocks
 - **LGPro** needs **the red text** to manage extracts for these blocks.
 - The **non-printing red text**:
 - does not take up space
 - is not visible when the paragraph marks off
 - does not show when you print or PDF the file
 - is not visible in Print Preview mode.
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Don't Do These Things



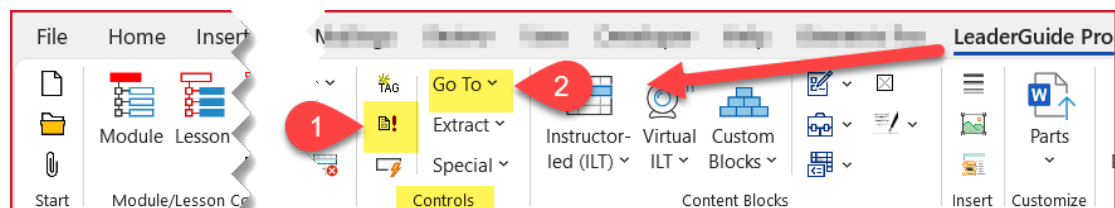
Do not delete or change the Section breaks.

- All LeaderGuide Pro Guidebooks contain two Section breaks:
 - A Section Break on the Acknowledgements page.
 - A Section Break before the start of the Modules section.
 - In a facilitator guide this is on the Training at a Glance page.
 - In a participant guide this is on the Table of Contents page.
- These Section Breaks:
 - control the headers and footers and several other features.
 - are not visible if the paragraph marks are off.
- Deleting these Section Breaks will interfere with the headers and footers and negatively impact other functions.



Do not type on the Table of Contents page

- This page is populated by clicking the **Update All Fields** button on the **LGPro ribbon**
 - To edit what you see on the Table of Contents page, go to the source of the content you want to edit, which will be either a module or lesson page
 - Hover your cursor by the page number next to the TOC entry to edit
 - Then press Control button and click your mouse to go to that location
 - Make your changes on the source page
 - Click **Update All Fields** (#1) on the LGPro ribbon to update the Table of Contents
 - Use **Go To** (#2) to navigate to your Table of Contents to see your changes

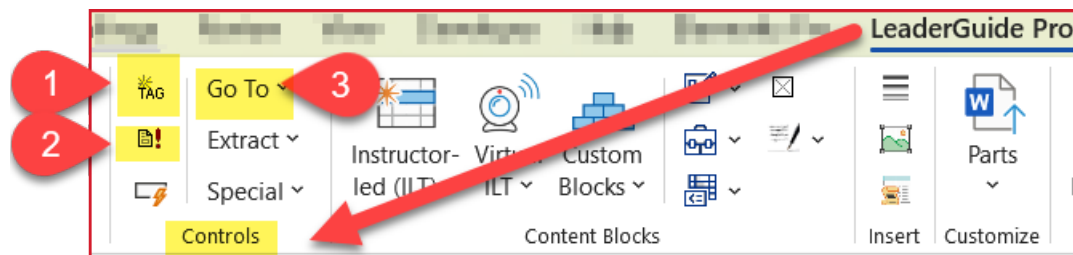


Don't Do These Things



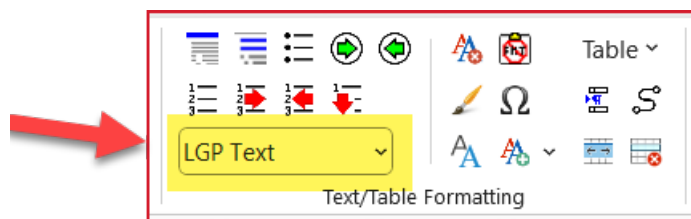
Do not type on the Training at a Glance page

- This page is only found in a facilitator guide.
 - Click **TAG** (#1) on the **LGPro ribbon** to add content to this page.
 - The Training at a Glance page will show the information you have added to your Module Overview pages.
- To edit the Training At A Glance page
 - Go to the Module page that holds the content to edit
 - To navigate there easily, hover your cursor over the module name on the Training at a Glance page and press CTRL+click.
 - Make your changes on the module page
 - Click **Update All Fields** (#2)
 - Click **Go To > Training at a Glance** (#3) to see your changes



Do not change the LGPro style names.

- **LeaderGuide Pro** uses unique style names to help it perform automated functions for you.
 - You can change the attributes of an **LGPro** style if you create a custom Collection, but even then, do not change the LGPro Style names.
- The white box in the **Text/Table Formatting** group on the **LGPro** ribbon will always show you what style your cursor is sitting in.



For example, my cursor was sitting in the LGP Text style when the screen shot shown above was taken.

Don't Do These Things



Do not manually change the LGPro font characteristics.

- The LGPro styles can easily be customized to obtain the look and feel you need. *Contact us for help with customizing styles.*
- One of the advantages of **LeaderGuide Pro** is the consistent look and feel it provides. Manually changing the style attributes is how documents become inconsistent.



Do not copy and paste icons over one another

- Each icon has its own unique style name, which **LGPro** uses when you:
 - Attach
 - Sync
 - Extract
 - Go To the next occurrence of any Content Block in your document.
- If you paste one icon over another you will get unexpected results when you:
 - Attach
 - Sync
 - Extract
 - Go To the next occurrence of any Content Block in your document.
- Because:
 - Pasting icons over each other does not change the unique LGPro style name that **LeaderGuide Pro** looks for when it is working for you.



Do not manually change slide images or slide numbering

- To update slide images:
 - Use the **LGPro Special > Replace** function if changes are made to the PowerPoint file
 - Check out our help on replacing slides, or contact us for assistance
- To maintain the slide numbering:
 - Click **Update All Fields**

Don't Do These Things



Do not:

- On the Module overview pages, do not:
 - Delete the icons or blocks on the Module overview page.
 - Delete the page break at the bottom of the Module page.
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Do feel free to ask for help.

<https://www.greatcirclelearning.com/contact>

info@greatcirclelearning.com

<https://meetings.hubspot.com/patrick-michaels/support-session>
