How to Convert Content to LeaderGuide Pro Format

Good to Know

Word Document

- Your content needs to be in Word format.
- If you have a PDF, you must first convert the PDF to Word.
  - Open the **PDF** in **Adobe**
  - Click **File**
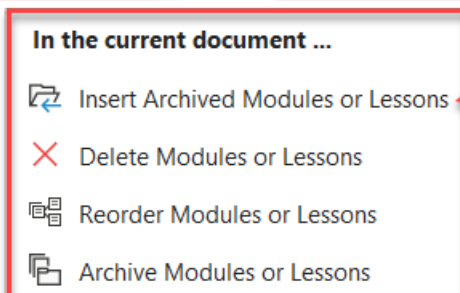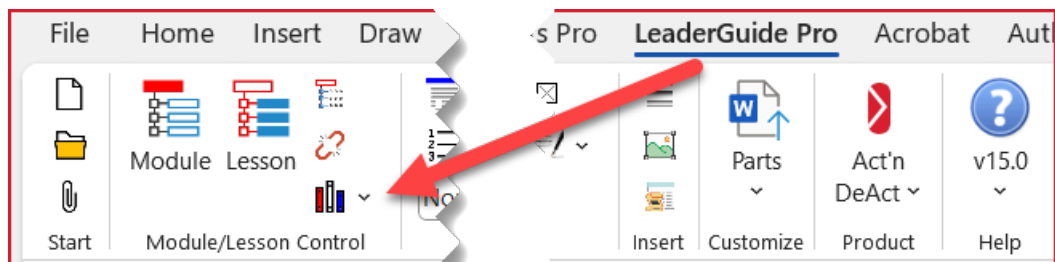 - Click **Export To … Word**

Content Part

You will be using the **LeaderGuide Pro Attach** function to create a Content Part, which consists of:

- either a Module and its Lessons,
- or just a Lesson.

Librarian

You can import your Content Part into any LeaderGuide Pro document using the **LeaderGuide Pro Librarian** function.

Steps to Follow

1

Open the Word document to convert.

■ If the document has a cover page and/or a Table of Contents, delete them.

   – When you later integrate this content into a full LeaderGuide Pro™ Facilitator Guide or Participant Guide that document will have these components.

   – If you need this content part you are creating to have a cover page and a Table of Contents, you can use the LeaderGuide Pro Extract function to "extract" your content part (once created) into a full LeaderGuide Pro guidebook. This way, everything is in LeaderGuide Pro format.
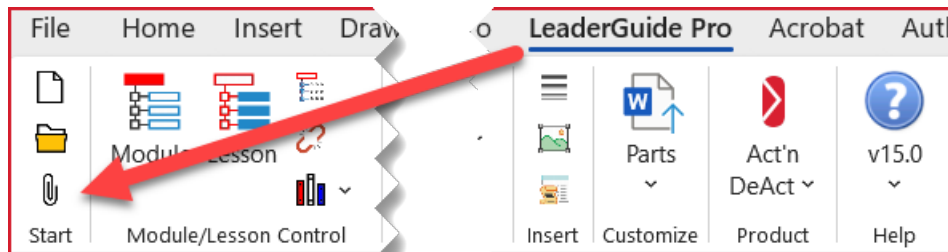

2

Click the LeaderGuide Pro tab along the top of your screen.

■ To bring up the LeaderGuide Pro ribbon.

3

Click ATTACH in the Start group
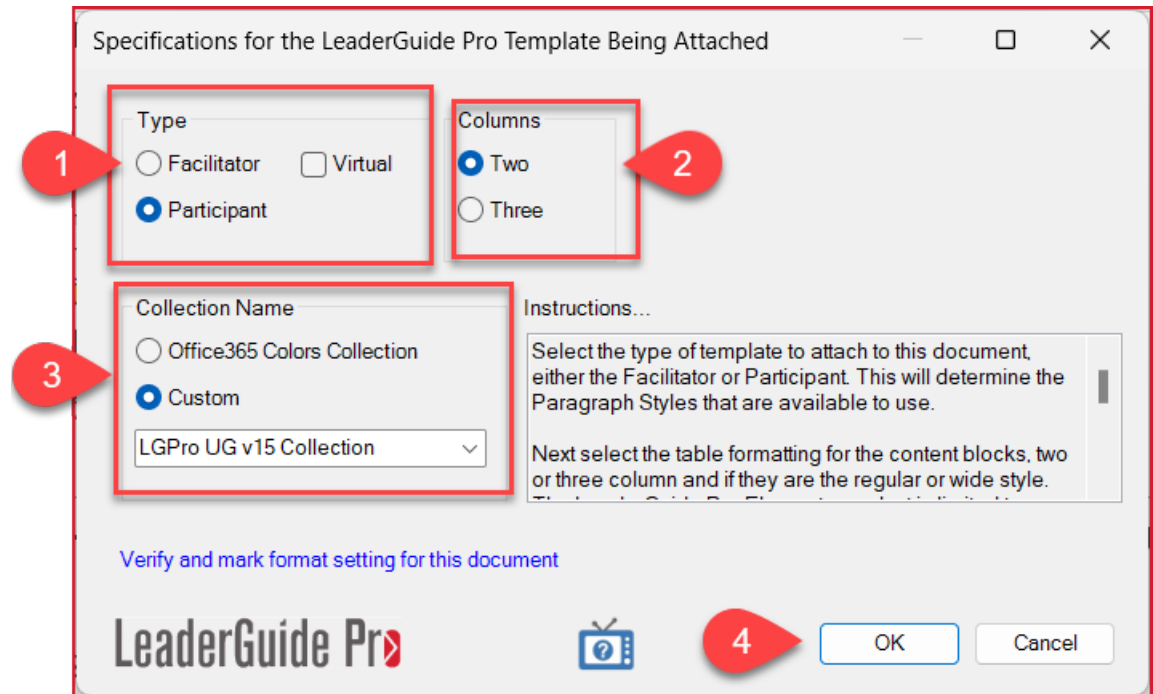
■ At the left end of the LGPro ribbon.

■ This will bring up the Attach dialog box.

Steps to Follow

Use the ATTACH dialog box to set up your LeaderGuide Pro™ document.

1. Select with type of guidebook you are building.

2. Select your lesson page layout.

3. Select which Collection to use.

4. Click OK.

5. Say "yes" to the question you will see about converting the text to your Collection's LeaderGuide Pro style.

6. Say "yes" to the question you will see about converting content block icons to match the icons in the Collection you are attaching.

7. Save your file.

TIP:

■ Save your file with a new name – to preserve your original Word document.

Steps to Follow

④ **Use the LGPro ribbon to build out your content.**

- Begin by setting up a Module and Lesson – or just a Lesson.
- Then start moving content into LeaderGuide Pro™ Content Blocks.
- Format text using the buttons in the LeaderGuide Pro Text/Table Formatting group.

To set up a Module and Lesson or just a Lesson:

- Place your cursor at an empty paragraph mark the start of your Word document.

- Click **Module** on the **LGPro ribbon** to add a Module and a Lesson.
  - Type over **New Module** with your Module name and click **OK**.
  - Type over **New Lesson** with your Lesson name and click **OK**.
    - You can edit these names in your document at any time by going to the Module page and/or the first page of your Lesson
- Or, click **Lesson** on the **LGPro ribbon** to add just a Lesson.
  - Type over **New Lesson** with your Lesson name and click **OK**.

On your Module page:

- Fill in the place holders on the Module page by typing over the placeholder text highlighted in yellow.
- You don't need to type anything into the **Module Time** placeholder.
  - Instead, enter a **Lesson time** in the **Time Block** at the top of the **Lesson page**.
  - When you click **Update All Fields** in the **Controls group** on the **LGPro ribbon**, LeaderGuide Pro will update the Module time based on your lesson times.

Steps to Follow

On your Lesson page:

■ Enter a Lesson time in the Time Block at the top of the Lesson Page.

> **Cumulative·time:·xxx**¶ **①**
>
> Time·to·complete·this·lesson:·**###**·minutes¶ **②**
>
> [Optional·25·word·or·less·overview]¶ **③**
>
> ¤

1. Do not type anything into the **Cumulative Time** spot.

   a. LeaderGuide Pro will update this information once you integrate your Module into a full guidebook and click Update All Fields in the Control group on the LGPro ribbon.

2. Type your **time in minutes** over the **blue ###**

3. Either type over the yellow highlighted placeholder text with a brief description of what will take place in this lesson; or delete the yellow highlighted placeholder text.

Steps to Follow

Still on your Lesson page:

Start moving content into LeaderGuide Pro™ Content Blocks. To do this you can use several methods:
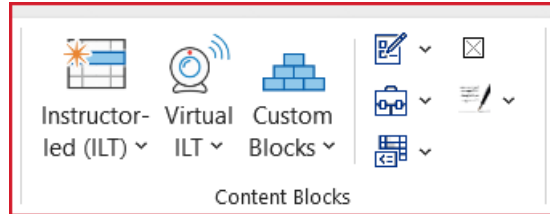
- Place your cursor by a paragraph mark below the Lesson Time block and click on a Content Block. Then either highlight and pull in or copy & paste in your content.

- Or highlight content and then click on the Content Block you want it added into.

👍 Good to Know

- As your Lesson page fills with Content Blocks, the lesson will automatically roll over the next page.

- If a Content Block has too much content to fit on the current page, it will move to the top of the next page.

  - This can leave a lot of space on the prior lesson page.

  - To get the content block to move back to the prior page and only display extra con on the next page, click **Flow Table** in the **Text/Table Formatting group**.
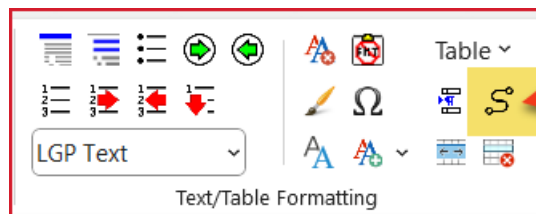
SAVE your work.

- Use Word's Save function.

Steps to Follow

6

To integrate your new Module and Lesson into a full Facilitator Guide or Participant Guide, use LeaderGuide Pro Librarian

- Save & close your content part

- Open the full guidebook to insert into

- Place your cursor a logical insertion point

- Click Librarian

  - Click Insert Archived Modules or Lessons

  - Navigate to your saved content

  - Select it & click OK
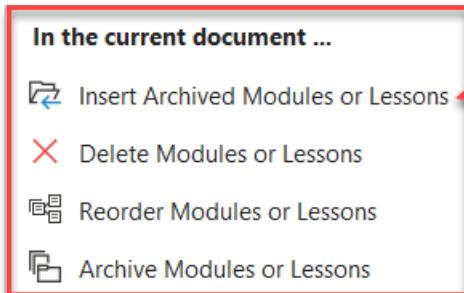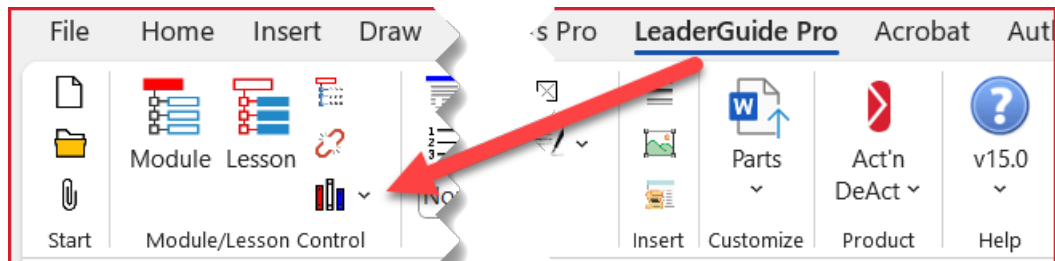
More Help

If you need more help:

Contact us using any one of the following methods:

- Go to https://www.greatcirclelearning.com and use **Chat**
- Go to https://www.greatcirclelearning.com and use the **Contact Us** form
  - This form allows you to attach a file if you need us to look at something
  - https://www.greatcirclelearning.com/contact
- Email us at info@GreatCircleLearning.com or help@GreatCircleLearning.com
- Call us at 239-389-2000