

LeaderGuide Pro

The Text/Table Formatting Group

On the LeaderGuide Pro™ Ribbon



User Guide

Course ID: UG_TTFG_v15

The Text/Table Formatting Group

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Acknowledgements

This user guide was developed by Great Circle Learning to support users of LeaderGuide Pro, the premiere ILT & VILT development tool.

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Overview

Purpose



The Text/Table Formatting Group:

It is important to know how to use the buttons in the **Text/Table Formatting group** because:

- they control the styles in your Facilitator Guides and Participant Guides, and
- styles are key to the proper functioning of LeaderGuide Pro.

The Text/Table Formatting group is also important because:

- these buttons make it fast and easy for you to apply and maintain formatting that is consistent and professional.

Consistent, professional formatting makes your content:

- easier to follow, and
- is a hallmark of a worldclass training document.



Take a moment to reflect:

Please read and consider your answers to the following questions.

Question	Answer
1. How much time do you currently spend formatting content?	
2. How often do you find yourself having to reformat content from other sources to make it match the formatting in your documents?	

Question	True	False
Formatting matters. A poorly formatted document is harder to read and feels less professional.		
My colleagues and I are experts at formatting our documents.		
I know how to make things look okay but then everyone else messes things up.		

Learning Objectives



Objectives:

This User Guide will help you learn:

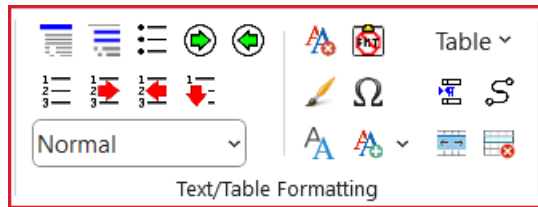
- How to locate the Text/Table Formatting group on the LeaderGuide Pro ribbon.
 - The purpose of each button in the Text/Table Formatting group.
 - How to use the Text/Table Formatting group buttons to format LeaderGuide Pro™ guidebooks.
-

The Text/Table Formatting Group

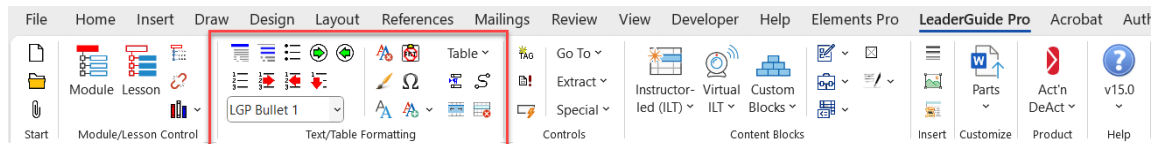
Overview



The Text/Table Formatting Group



- This is the **third group** from the left on the **LeaderGuide Pro ribbon**.



- This group contains 20 buttons and a styles box.
- The buttons in this group format the text and the tables on your lesson pages.



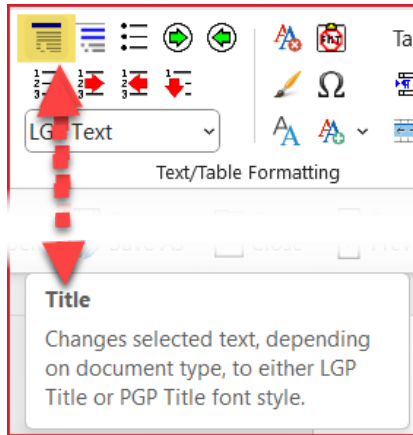
IMPORTANT NOTE

- Styles play a significant role in helping LeaderGuide Pro perform.
- Many of the automated tasks LeaderGuide Pro executes include a step that finds specific LeaderGuide Pro styles.
- To ensure that LeaderGuide Pro performs as expected it is important to always use the LeaderGuide Pro styles rather than styles from other documents or from Word.

Overview

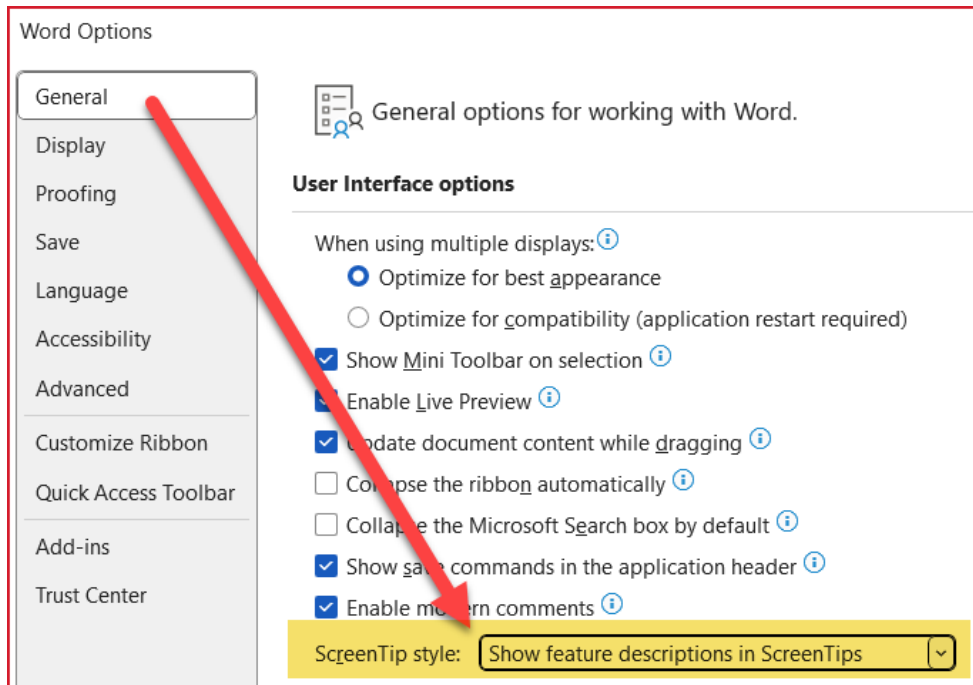


Hover your cursor over a button for a screen tip describing what the button does.



If you don't see screen tips, follow these steps to turn them on.

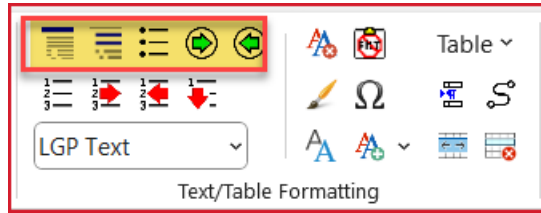
- In the top left corner of your screen, click **File**
- Look down the list on the left side of your screen and select **Options**
- In the dialog box you will see, select **General**
- Look for **Screen Tip style** and select the option: “Show feature descriptions in Screen Tips”



What the Buttons Do: The Text Buttons



The Text Buttons



- The top five buttons in this group control text. They apply:
 - LGP Title Text
 - LGP Text
 - Bullets (9 levels)
 - Promote Text & Bullets
 - Demote Text & Bullets



This is LGP Title Text

This is LGP Text.

- This is LGP Bullet 1
 - This is LGP Bullet 2
 - This is LGP Bullet 3
 - This is LGP Bullet 4
 - This is LGP Bullet 5
 - This is LGP Bullet 6
 - This is LGP Bullet 7
 - * This is LGP Bullet 8
 - This is LGP Bullet 9

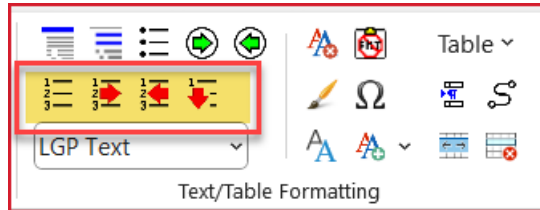
NOTE:

Depending on the Collection you are using, the font may be different than what you see here.

What the Buttons Do: The Number Buttons



The Number Buttons



- The four buttons right below the Text buttons control numbering. They do the following:
 - Apply a numbered list
 - Demote numbers in a list
 - Promote numbers in a list
 - Restart a numbered list at Number 1



IMPORTANT NOTE

LeaderGuide Pro offers an **Alternative Style Guide** that is specifically set up to give you numbered list options for the type of lists typically found in training materials.

- Often a numbered list in a Facilitator Guide or a Participant Guide goes like this:
 - Numbered item one
 - A picture
 - Numbered item two, containing a question
 - A line for the answer to be written on
 - Numbered item three, etc.
 - And typically, the person creating the list removes the numbers from the pictures and the answer lines in the list.
 - But removing those numbers messes up the list as far as Word is concerned and can lead to headaches as your document gets bigger and you add more lists.
- LeaderGuide Pro** eliminates this source of trouble by giving you a numbered list format that includes demoted number styles that don't display any numbers.
- On the next page, see examples of a numbered list created with the Alternative Style Guide and a numbered list created with the Standard Style Guide.

What the Buttons Do: The Number Buttons



Numbered List Example using the LGPro Alternative Style Guide

1. Number One

This is what you get when you demote to the 2nd level number using the LGPro Alternative Style Guide. It gives you an indented number style without an actual number, allowing you to insert a picture or an answer line.

Ω This is what you get when you demote to the 3rd level in the LGPro Alternative Style Guide. It gives you an indented omega symbol to indicate it is a placeholder for an answer.

a. This is what you get when you demote to the 4th level.

This is what you get when you demote to the 5th level.

Ω This is what you get when you demote to the 6th level.

i. This is what you get when you demote to the 7th level.

This is what you get when you demote to the 8th level.

Ω This is what you get when you demote to the 9th level.

2. Number Two

3. Number Three



Numbered List Example using the LGPro Standard Style Guide

1. → Number · one ¶

a. → Demoted · to · 2nd · level · number ¶

i. → Demoted · to · 3rd · level · number ¶

1. → Demoted · to · 4th · level · number ¶

a. → Demoted · to · 5th · level · number ¶

i. → Demoted · to · 6th · level · number ¶

1. → Demoted · to · 7th · level · number ¶

a. → Demoted · to · 8th · level ¶

i. → Demoted · to · 9th · level ¶

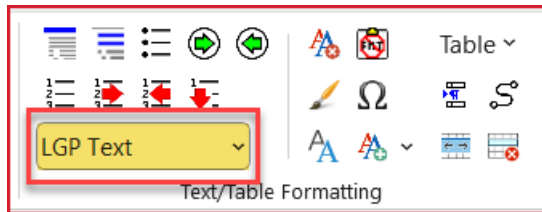
2. → Number · two ¶

3. → Number · three ¶

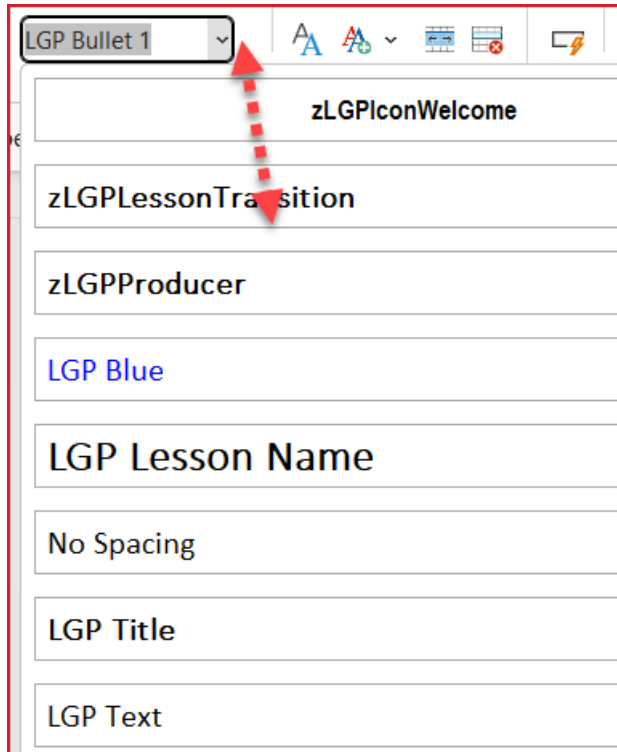
What the Buttons Do: The Styles Box



The Styles Box



- The Styles box is below the Numbers buttons.
- The style displayed in the box is the style of the text your cursor is sitting in.
- Click the little arrow at the end of the Styles box to see a list of the LeaderGuide Pro styles.



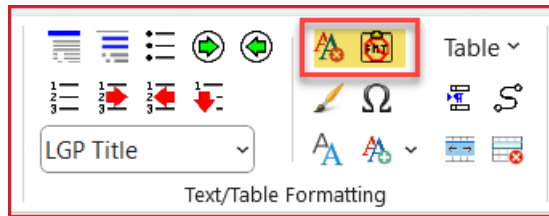
Key points:

- Always use the LeaderGuide Pro styles.
- LeaderGuide Pro looks for its styles as it is performing various automated tasks.
- The LeaderGuide Pro styles are necessary for LeaderGuide Pro to perform its work.

What the Buttons Do: The Format Buttons



The Format Buttons

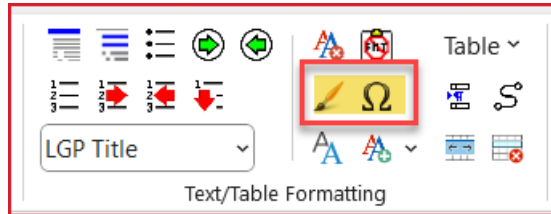


- These two buttons control formatting.
 - The **AA - Clear Formatting** - button clears formatting from wherever your cursor is sitting, or from selected text.
 - This is helpful if you have pasted in content from another source without clearing its formatting first.
 - The **red circle - Paste Special** - button pastes in copied text as unformatted (it strips the source formatting), and applies the formatting associated with the location you are pasting into.
 - The paragraph marks in your documents carry the formatting.
 - Whatever style is associated with the paragraph mark you paste in next to, that is the style your pasted in content will assume.
-

What the Buttons Do: The Answers Buttons



The Answer Buttons



- The **Paintbrush - Single Empty Line for Writing** - inserts a single empty line your facilitator or learner can use to write in a response.
 - Lines can be added anywhere in your guidebooks.
 - Below is an example of an answer line.

- The **Omega symbol/Horseshoe - Correct Answer** - inserts a text entry field for entering the correct answer to a question.
 - Below is an example of an answer text entry field.

[Enter Correct Answer]

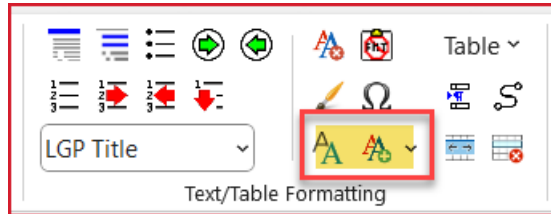
- Below is an example of an answer text entry field next to an omega symbol, which was inserted by using the Number button and then the Demote Number button.

Ω [Enter Correct Answer]

What the Buttons Do: The Styles Buttons



The Styles Buttons



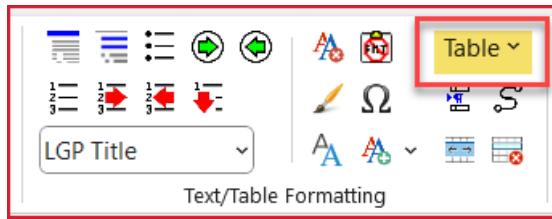
- The first, **bigger AA - Styles** - button opens Word's Styles pane.
 - You won't normally need to open Word's Styles pane.
 - We include it because it is necessary to use the Styles pane if you are customizing a LeaderGuide Pro Style Guide.
 - Customizing a LeaderGuide Pro Style Guide is an advanced user skill.
 - If you would like to customize a Style guide, please contact us so that we can help you.
 - Find ways to contact us on the last page of this User Guide.

- The second **AA button with the little arrow - Apply User Style** - reveals a list of custom styles you may add to the Style Guide, to allow you to apply a custom style to selected text.
 - Because it is important to only use LeaderGuide Pro styles, you may find you need to add a style you use regularly as a custom style. For example, a ***Bold Italic*** style or a style in a **different font color**.
 - Adding custom styles to a LeaderGuide Pro™ Style Guide is an advanced user skill.
 - If you need to add custom styles, please contact us so that we can help you.
 - Find ways to contact us on the last page of this User Guide.

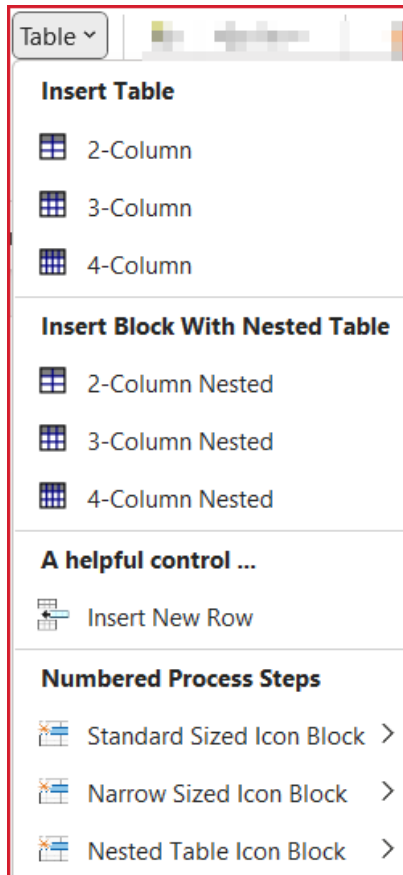
What the Buttons Do: The Table Button



The Table Button



The Table button offers a series of table options.



This is the list of table options you will see when you click the Table button.

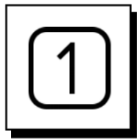
See examples on the next page.

What the Buttons Do: The Table Button, continued

This is an example of ...	a Two-Column Table



This is an example of a Block with a Nested Three-column Table



This is a Standard Size Number Block



This is a Narrow Size Number Block

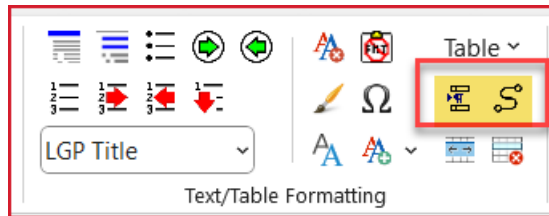


This is a Nested Table Number Block

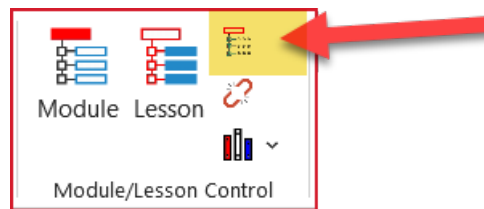
What the Buttons Do: The Manage Table Buttons



The Manage Table Buttons



- The **first button - Break Table** - splits the table just above the Content Block your cursor is in.
 - This allows you to add content to a Lesson page outside of the LeaderGuide Pro Content Block format.
 - If you do this, you will need to take an extra step to carry over the Lesson Name to the top of the next page as your content moves to that page.
 - Simply place your cursor in the first block on the page that needs the Lesson Name and click the **Continue** button in the **Module/Lesson Control** group.

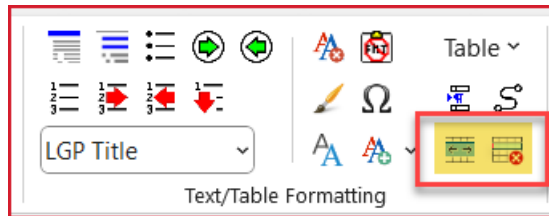


-
- The **S button - Flow Table** – allows a Content Block to flow across pages.
 - LeaderGuide Pro Lesson pages are built with Content Blocks.
 - Content Blocks are either two-cell or three-cell table rows.
 - The Lesson is meant to be built as a continuous table.
 - This means that when the page doesn't have room to hold all the content in a Block, that Block is shifted to the top of the next page.
 - This can result in unused space on the prior page.
- The **Flow** button allows you to move a Content Block back to the prior page
 - to use the maximum available space on the page
 - and then “flow” the remaining Block content to the top of the next page.

What the Buttons Do: The Manage Row Buttons



The Manage Row Buttons



- The **first button - Merge or Split** - allows you to merge or split Content Block cells.
 - If you are in a two-column document but need a three-column block:
 - Insert the block you want
 - And then click the Merge or Split button to change the two-cell block to a three-cell block.
 - If you are in a three-column document but need a two-column block:
 - Insert the block you want
 - And then click the Merge or Split button to change the three-cell block to a two-cell block.
- The **second button - Delete Table Row** - deletes a Content Block.
 - Place your cursor in the block you want to delete and click this button.
 - Because a Content Block is a Table Row, you must delete the table row using the Delete Table Row function.
 - If you highlight a Content Block/table row and use Word’s regular Delete function, you will clear the content from the table cells, but the table row structure will remain.

Additional Help

We are Happy to Help You



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
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