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## Introducing the Writers Ribbon

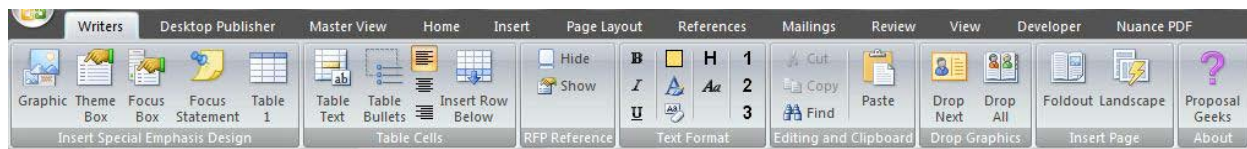
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In this training section, you will learn to use the Writers' ribbon. It introduces the Writers Toolbar and demonstrates how easy it is to perform many of the basic Desktop-Publishing tasks. The actual toolbar that you see with this document will change depending on the template that is attached. The templates are attached by the Desktop Publishing or Graphics department. They will include tools that automate the process and procedures defined by your company.

***NOTE:** You must enable macros for the Ribbons to work. You will typically get a message when you first open your document asking if you want to enable macros. If you do not get this message or if you did not enable macros, the Writers' Ribbon will not work. See Enable Macros for instructions.*

### Investigate the Writers Ribbon

The Writers Ribbon should be the first Tab on the left of the MS Ribbon at the top of the screen if you are in 2007. It will be right after the File Ribbon in 2010. If it is not already selected, click on the Writers tab to show the ribbon.



The Writers Ribbon is divided into 8 different groups. The groups are: Insert Special Emphasis Design, Table Cells, RFP Reference, Text Format, Editing and Clipboard, Drop Graphics, Insert Page, and About.

***NOTE:** Depending on your company preferences, the toolbar may look different.*

All writers typically start with a document containing the key headings set forth by the RFP and requested by the Proposal Manager. Under each heading, the RFP requirements and additional information are shown. Each proposal document has been formatted with the appropriate styles in accordance with the RFP requirements. It is important that as a writer, you do not change any of the styles in the document(s). To start writing in a document, swipe over the area that says Type text here and begin typing. You can also just start typing after any paragraph by clicking the return button. This will start a new line of text that has the Body Text format applied. Body Text is the main style that you will use in each document.

Sample proposal heading styles follow. These will be tailored to the styles mandated by your company.

### 1.0 Major Heading (1st level)

#### 1.1 Minor Heading (2nd level)

##### 1.1.1 Subheading (3rd level)

To add a new subheading simply start a new paragraph, type the name of the heading and click the “H” command that is located in the Text Format group in the Writers Ribbon. These subheadings will not display in the Table of Contents, but they do help the evaluator identify a change in the topic.



You will notice when using style headings that not only did the font change, but the paragraph spacing after the heading also changed when using this command. All the Wizard commands work in the same way. They perform multiple Word commands with just one mouse click. The above example was a very simple command. Other commands may also bring up a dialog box that asks questions. These questions are used to help automate the rest of the steps. However, the Ribbon commands are designed so you can perform most the formatting for the section of the proposal by clicking the commands. As a Writer, you should not have to learn any other Word commands. If you can learn the handful of commands shown on the ribbon above, you will be able to perform most the formatting required to produce a compliant and professionally formatted proposal.

Step through the other instructions or videos to learn all the various commands.