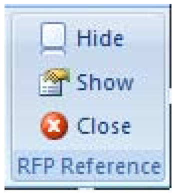
Using the RFP References (Hiding and Showing the RFP Requirements)

Arguably, the most important responsibility of a writer is the delivering the proper response to



the RFP Requirements. This unique feature allows the writer to show the RFP requirements at anytime. By allowing the Author to easily refer to the RFP requirements, they can ensure their response is kept concise and to the point. They are able to ensure that every requirement is answered and that they use the same terminology as the RFP.

To use these buttons, ***click the hide*** button to hide all requirements and the ***show button*** to show all requirements. It is very easy to toggle between the two.

TIP: If your ribbon has the delete button on it, please do not use it until the final production phase. These references are used in the Color Review process by the evaluators to speed up the evaluation process.

NOTE: If the buttons are not working check to make sure the style of the RFP Numbering and Requirements are set to the style "PG Req". Also, if you decided to add additional numbering and/or requirements you will need to set the style for those to "PG Req". To check or set the style to "PG Req" you will need to highlight the section you are wanting to check/change select Alt +Ctrl + Shift + S. The Styles Task Pane will open then chose the Style Inspector button; this will tell you what the style is.

NOTE: The Close button is used at initial set up to attach the styles from the template, save the file and close the document. You can also use this to simply close your document, however it will SAVE your file prior to closing. If you want to close your file without saving, you will need to use the standard close button.