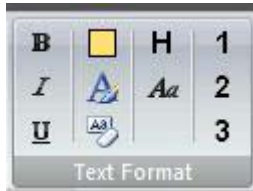

Using Text Format

As a writer, there are times you will want to place emphasis on certain words or phrases. By using styles, we can ensure that all the writers use similar methods. The



“Formatting” group allows you to place certain styles in the text. The “Highlight” style is not meant to be left in a proposal, but can be used to highlight areas of text as a reminder to gather more information or double check for the correct information later in the process. The styles replace the old style and do not add to the style. For instance, you can’t select “Bold” and then “Italic” to get “Bold Italic”. This limits the use of over emphasis and ensures a consistent look between all the writers. The “Clear Formatting” command will take the text back to the standard body text and acts as an eraser to eliminate any formatting.

The Bullet Buttons ensure that your bullets follow the styles set forth by your company and are easy to use with a simple click of 1,2, or 3 for which ever bullet is needed.

Spacing After the Final Bullet

The “after-paragraph” spacing of bullets is generally less than the typical paragraph spacing between major topics. This keeps bullet lists concise and grouped. However, the last bullet will be too close to the next paragraph. Many companies create a last bullet style just for this last bullet. That technique works fine during final production, but it can cause challenges when the writer wants to add another bullet to the list. For now, just know that it is preferred that as a Writer, you don’t worry about the spacing of the last bullet. If you as a “Writer” attempt to format the spacing of this last bullet, you will be the cause of inconsistent formatting.