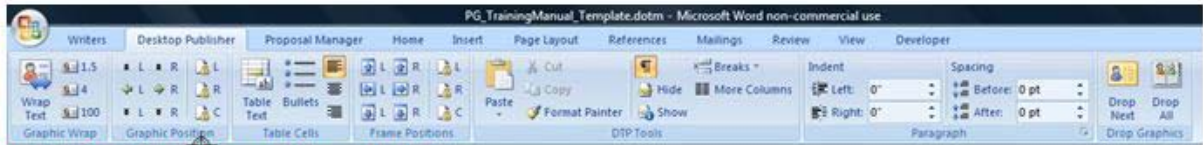
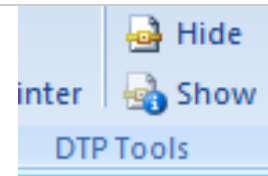


## Showing/Editing Graphic File Location Information

There are only 3 (three) commands in the **DTP Tools Group** that are special commands for working with the Proposal Geeks Ribbon. The other commands are placed on this Ribbon to keep the desktop publishing team from having to switch back and forth between ribbons when they are working in the document(s). The other commands will allow the team to cut, paste, format paint, show/hide paragraph marks, insert page, section, and column breaks, and to quickly change a paragraph or list of bullets into multiple columns or just insert columns.



**Insert Graphic C:\JPGs\aw010.jpg**

**Figure 18.1-1 Desktop Publishing Ribbon.**

**Figure 15.5-1 Hidden File Code.**

The three commands are the “Hide” and the “Show” commands and the IDC command. The IDC command is for creating Individual Documents and is discussed in another topic.

The “Hide” and “Show” commands show or hide the code that is used to insert the graphics from the graphics folder for each proposal. The hidden code contains the folder and file name of the graphic. The command is first placed in the document when the “Graphic” command is performed using the Writers Ribbon. However, if you have a special graphic that needs a different folder, file type, or you just need to change the information for the graphic, you use the “Show” and “Hide” commands.

**NOTE:** Notice that the pagination will change when you click the “Show” command.

**Common Mistake:** The most typical mistake by the Writers is a typo in the file name. The Writers will not be able to see this typo since the code is hidden. When they click the “Drop Graphic” command, they might get an error or the graphic just won’t appear. The table row will expand and leave a large empty space. This is helpful when they need space to be allotted for a graphic that they KNOW is not complete. However, if the graphic is ready and it is still not being imported, they may have typed the name wrong.

To fix mistakes or make edits, **SHOW** the code and type directly into the file path name. **HIDE** the code when you are finished.