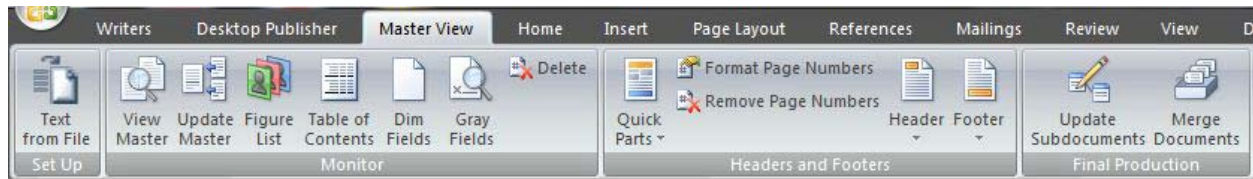

Using the Master View Ribbon

The Master View Ribbon is used during the Final Production phase but can also be used during the Writing Phase. For that reason, we discuss it at this point in the manual.

The Master View Ribbon is created to work with the Master document. You must open a Master Document to use this Ribbon.



Master View Ribbon.

The Master View Ribbon is broken into 4 groups:

- ▶ Set Up
- ▶ Monitor
- ▶ Headers and Footers
- ▶ Final Production

Set Up

The Final Production tab is meant to be used during Final Production. During Color Review Production or Final Production, all the files are brought into a single server or shared network. If you are fortunate to have a Network or Shared Drive, the Proposal Manager can also use the Master Document as a tool to monitor the entire Proposal on a daily or even hourly basis. By allowing the Proposal Manager to access the Master Document, he/she will have improved insight into the entire proposal.

Text from File

The “Text from File” command is used for inserting all individual documents into a Master document. To learn more about this command, refer to 13.0 Creating the Master Document.

Monitor

There are 6 (six) commands in the Monitor group:

- ▶ View Master
- ▶ Update Master
- ▶ Figure List
- ▶ Table of Contents
- ▶ Dim Fields
- ▶ Gray Fields
- ▶ Delete

View Master

The “View Master” command will toggle from “Show Field” to “Show Value.” You are allowed to enter text and type in the Master document without expanding the document to show the other

sections, but when you want to monitor, edit, or manage the entire proposal, you must first click the “View Master” command.

Update Master

The update master will import the current text from the subdocuments into the Master document.

Figure List

The "Figure List" will create a preformatted Figure List at the top of the document. For the “Figure List” command to work, you must first have clicked the “View Master” command so that you are viewing the text and not the code.

NOTE: When you go final and run the Merge Documents command, it will break ALL Field Links including the Figure List and Table of Contents. You should delete the Figure List and Table of Contents pages and then rerun the commands to keep the fields updated.

Table of Contents

The “Table of Contents” command will create a preformatted Table of Contents at the top of the document.

Field Shading

The text in the master view is actually a field that is pulling information from the subdocuments. Word by default grays field codes so that you know you are working in a field. To turn this feature off, click the "Dim Fields" command. To turn it back to gray, click the "Gray Fields" command. You can actually type in the Master document. Just make sure to click in an area that is not grayed out. This is a great way to insert blank pages between major sections when you are working on double-sided print jobs and want the next section to start on a new page. You can also place Section Breaks between documents if you need to change the Header and Footer of a Subdocument.

Delete

The delete button was created for removing the RFP requirements when going final.

Header, Footers, and Page Layouts

Header and Footer

The Header and Footer buttons are used for editing the Header and Footer. These tasks are done by the Desktop Publishing or Graphics Team. They are placed on this Ribbon because they are used in the Master Document and are helpful when Foldout (11 x 17) pages are inserted into a document.

The commands are all basic Word 2007 commands and do not need any training for using the Proposal Wizard. They are fairly self explanatory, but let’s look at a common challenge when working with 11 x 17 pages. Some RFPs will require that an 11 x 17 count as two pages. In that case you will need to start the page following an 11 x 17 with a different page number. It will need to be one page number higher than it was previously numbered.

Foldout and Landscape

The “Foldout” command will place a foldout (11 x 17) page immediately after the CURSOR. It is best to place the cursor at the bottom of a page after a paragraph or at the top of a page. The proper section breaks will be entered immediately before and after the current cursor mark.

The “Landscape” command will place a landscape (8 ½ x 11) page immediately after the CURSOR. It is best to place the cursor at the bottom of a page after a paragraph or at the top of a page. The proper section breaks will be entered immediately before and after the current cursor mark.

NOTE: The headers and footers will be linked at the time of the creation. It is best to use the foldout command when you are in the Master Document since this is the document that manages the Headers and Footers. However, writers can use this command to enter a "Foldout" but the Master Document will need to update the links to the "Header and Footer" at some point.

Other Word Common Commands

Quick Parts is used so that you can save a predesigned Header and Footer into your Library. Then you can quickly add it to other documents. Format and Remove Page Numbers are helpful when you need to edit the page numbering for your proposal.

Drop Graphics Group

The “Drop Next” command inserts the next graphic after the cursor in the document into the document. The “Drop All” command inserts all the graphics that are in the document. Every time you click one of these buttons the graphics in your document will be updated with the latest graphic. This is a great way to ensure that your graphics have the latest updates.

Final Production

Update Subdocuments

The “Update Subdocuments” command is EXTREMELY powerful and should ONLY be used with careful consideration. It will REPLACE the Subdocuments with changes from the Master document. DO NOT use this command unless you know that the Master Document is the correct document. If a Writer is currently writing in the document and you are also making changes, you will ERASE all the changes he has made. This command should only be used when the writers are NOT in their documents. The use of this command is very valuable for "Final Editing" but should only be used by a VERY experienced Desktop Publisher or Editor. It is the fastest way to make global changes or adjust pagination among the entire document.

Merge Documents

The “Merge Documents” command will break all the links and create one long document. YOU MUST PERFORM a SAVE AS command immediately following the “Merge Document” command. The new document can be saved as Pink Team Review, Red Team Review, Final Production, etc. After you merge the documents, any changes made by the writers will not show up. The original Master Document will still be linked to the subdocuments to enable the Proposal Manager to continue to monitor the proposal.

NOTE: It is wise to run the “Update Master” command one last time prior to running the “Merge Documents” command. You should run the spell check and the “Drop All” graphics commands again to catch any misspelled words and bring in the latest graphics.