

---

## Changing the Styles for Your Company

---

Some of the best tools for the Writers are the tools that automatically apply styles for them. These styles format everything from Action Captions to Theme Boxes.

The Styles that are used in the Ribbons all Start with a PG to help you identify the Styles that you need to change. NOTE: You cannot change the names of the Styles, but you can change what the Styles look like.

***Changing Styles Should ONLY be Performed by an Experienced Word Professional.***

***Proposal Geeks can change all your styles for you if you send us your current styles. The charge for this averages between \$125 and \$250 depending on the complexity of your styles.*** Not all styles can be automated exactly but generally a style can look almost the exact same so that only a Word Professional could tell the little differences. If the style cannot be copied exactly, you can always go back and make the minor adjustments at the final stages.

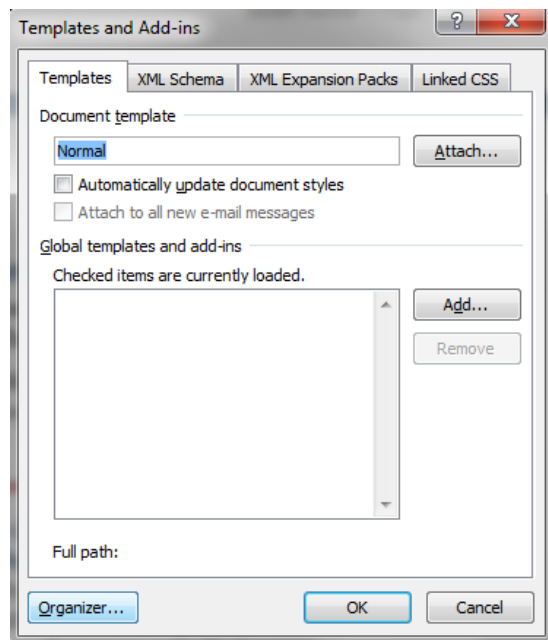
### Changing the Heading Styles

The Header and Heading Styles are part of the Ribbon Styles. These are used for the Headings and for Creating Figure Lists and Table of Contents. Many companies that used to use 2003 do not like to use Words default Heading Styles. However, Word has made many changes and there are many dynamic tools that make the Heading Styles beneficial to use.

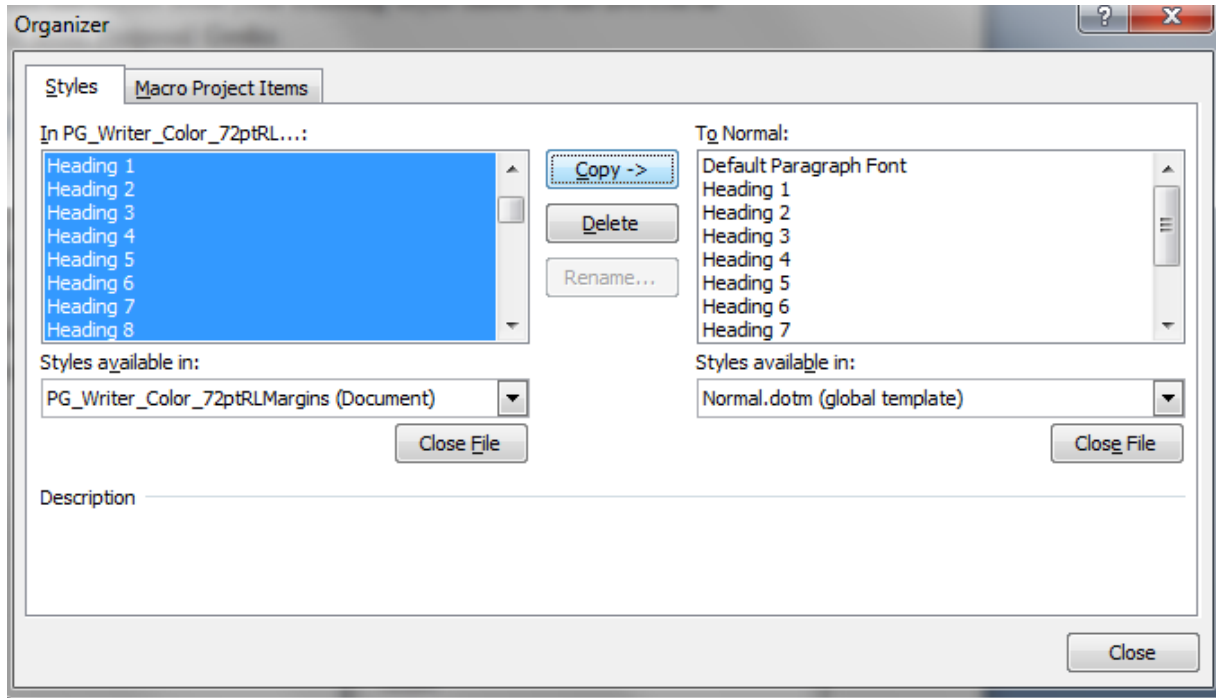
To Change the Current Heading Styles in the Automated Ribbon, it is easiest to use Words Style Organizer and simply Transfer the Styles from your Existing Style Sheet to the DOTM or DOCM file that you received from Proposal Geeks.

***NOTE: Once you make all of your Changes to the Style Sheet, it is Wise to Send a Copy back to Proposal Geeks. We will save this in your Companies Preferences for future use and safe-keeping.***

***Step 1)*** Open the Organizer by going to the Developer Ribbon and Clicking on the Document Template Command in the Templates Group. It will open the Dialog Box shown to the right. Click on the Organizer Button in the lower left hand corner.



**Step 2)** Using the Organizer, Close the Default Files that open on the right and left and open up the Proposal Geeks File and your Companies File with the Correct Heading Files. Then simply select the Styles from your Companies File over to the Proposal Geeks File. It is best to go ahead and copy all your styles over to the Proposal Geeks folder. You don't need to worry about overwriting any of the existing styles unless you have any file that start with PG.



## Changing the PG Styles

There are quite a few styles that Start with a PG or a pg. The entire list is shown on the right side of this page. By changing these styles, you will change the entire look of your entire document.

The first thing you should do is identify each of these styles and how they are used. To open your Style Dialog box, click on the Home Ribbon, and Click the Styles Dialog box launcher located in the bottom right hand corner of the Styles Group.

***PG BLUE Bold, PG GREEN Bold, and PG RED Bold*** are used to place emphasis on key words in the RFP references. It is best to leave these alone.

***PG Body Text*** is the main body text that the majority of your text should be in. This replaces the use of Normal text that most documents. It is not wise to use Normal text since different computers will have different styles for Normal Text. PG Body Text is the font style that you need to change according to the RFP requirements for Each Proposal.

***PG Bullet 1 through 3*** are the Styles for Bullets. They are assigned to the Number Symbols in the Text Format Group.

***PG Caption, PG Caption Text, and PG Caption Title*** are the styles used for your Action Captions.

***PG Disclosure Statement*** is a style that can be used in Footers for the text that is required by the Government for page markings.

***PG Focus (all)*** styles are the styles that are used in Focus Boxes and Focus Statements

***PG Graphic (all)*** styles are the styles used in the Table that holds the Graphics. ***PLEASE DO NOT make changes these Styles.***

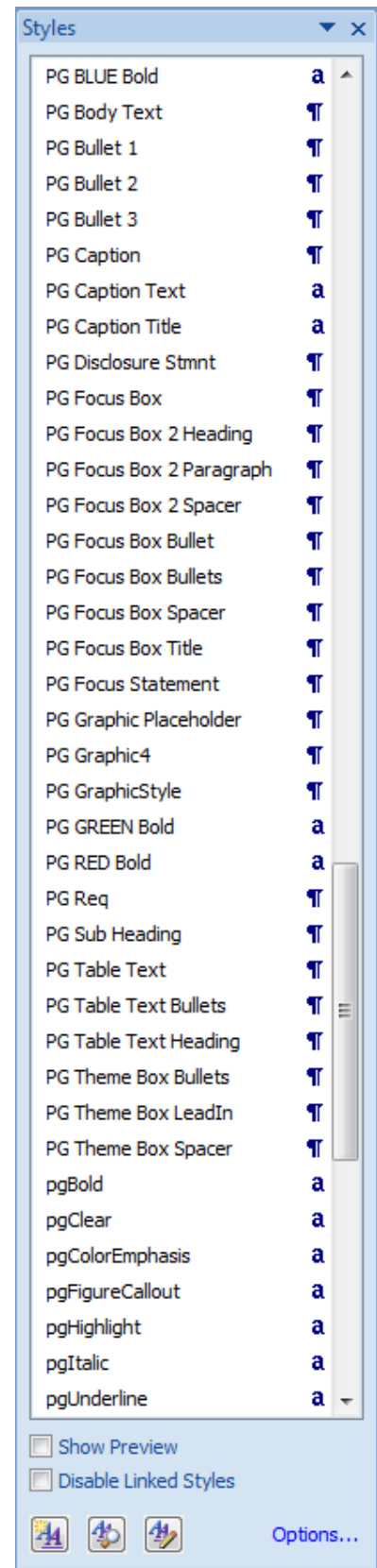
***PG Req*** is the style used for the RFP Requirements. ***Please DO NOT make changes this Style.***

***PG Sub Heading*** is the style for Headings that do not appear in the TOC. This style is attached to the “H” in the text format group.

***PG Table Text (all)*** are the styles used inside of the Tables. The Text and Bullet styles are attached to Icons in the Table Cells group of the Writers Ribbon.

PG Theme Box (all) styles are used to create Theme Boxes.

All the ***lower case pg styles*** are attached to the Icons in the Text Format group. They apply attributes to the underlying style.



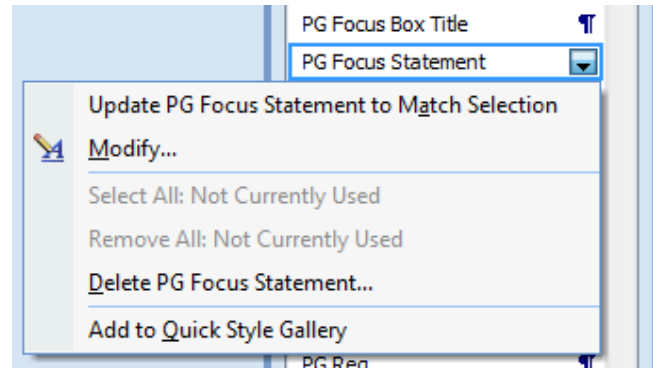
Now that you know the styles, let's walk you through two easy ways to change styles. We will start off with something simple like the Focus Statement.

### Changing a Stand-Alone Style

Many styles can be changed by simply clicking the drop down arrow in the Style Dialog Box and Selecting Modify. Then make the changes and click Save.

Another method is to changing the style once it is in the document and then clicking the Update Style to Match Selection.

So go ahead and try it. Click the Focus Statement Button and enter in some generic text. Make changes to the Style and then run the command again. You will notice that your new style will now be applied when you run the Focus Statement.



### Changing Styles that Work Together

Styles for the Theme Box and Focus Box use multiple styles and rely on each other to create a single image. Changing these styles is a little different since they use Frames and the Frame Sizes must be the Exact Same Size so that the Styles will automatically combine into a Single Frame.

Let's change the Focus Box Styles to show you how this works.

Click the Focus Box Button and Enter in Some Generic Text. You should get an image similar to the one shown here.

Open Word's Style Inspector by clicking the middle icon at the bottom of the Style Dialog box.

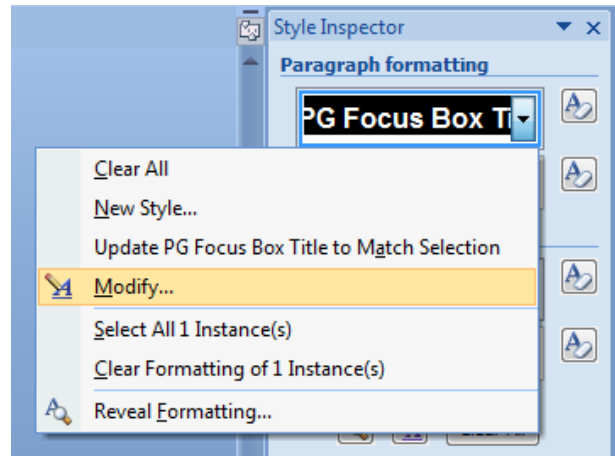
The Style Inspector Launcher ICON:



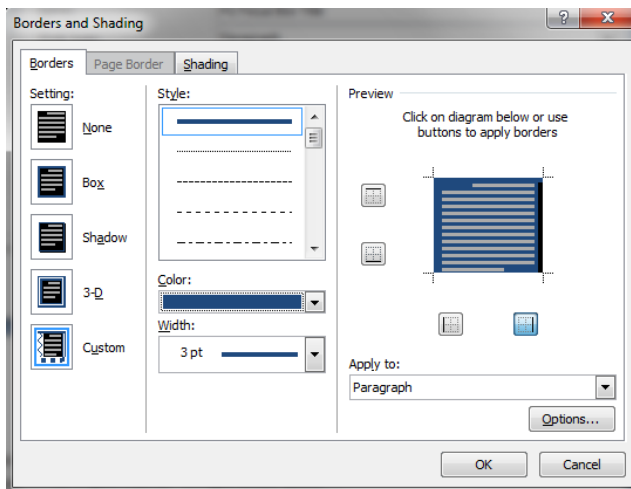
#### Benefits of Automated Special Emphasis Commands

- Saves Time and Money
- Ensures Style Consistency Between Authors
- Helps Authors Create Compelling Proposals
-

Now place your cursor in the top of the Focus Box you created and use your down arrow key to identify all the styles that are used for the Focus Box. You will notice that there is a Spacer Style used to give extra space between the Heading and the Bullet Text. Move your arrow back to the PG Focus Box Heading and click the drop down box in the Style Inspector next to the heading and *Select Modify*.



Click the Format Option and then Click the Borders Option. Change the Shading and the Border Colors to Blue or Any Other Color that you wish. When you finish making your changes click the OK Button.

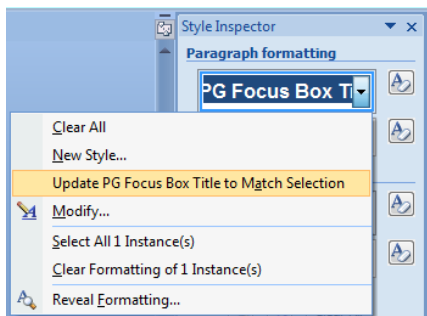
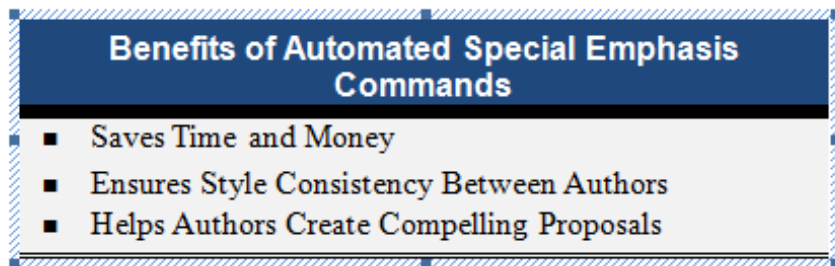


Your Sample Fox Box will now have a Blue Background and Border around the Heading.

Now let's say that you want to change the Size of the Frame. Since Frame sizes have to be the exact same for Styles to combine into a Single Frame, we are going to use the Update Style method this time as a way to modify and update the styles.

Go back to the Focus Box that you Created and Click inside it. You will notice a dotted

line around the Focus Box. That is the Frame around the text. Hover over the line and click it. It will change to a different appearance and it will now have handles on it. Select the left middle handle and drag it out to change the size of the frame. This will change the size of the Frame settings on all three styles.



Now click back inside the Frame. Then one at a time, select each style until it shows up in the Style Inspector. Then click the Update Style to Match Selection. You will notice that the Focus Box will break apart and then snap back together as you get each style's Frame Size set to the exact size.

## Updating Proposal Geek Styles to Match your Current Styles

There may be some styles that you can simply update the Proposal Geek Styles to Match Your Styles.

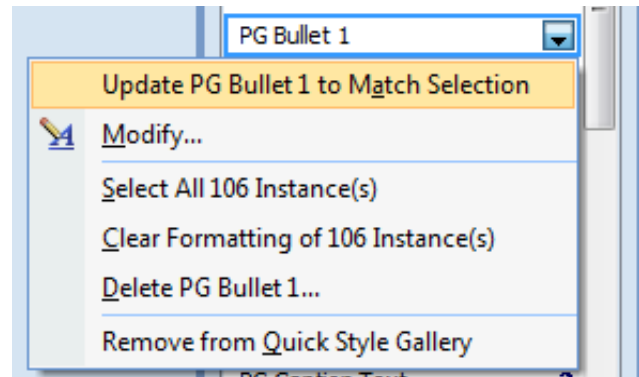
The best way to do this is to type two sentences. Apply the Proposal Geeks Style to one sentence. Apply your style to the next sentence.

For this Example try using one of the Bullet Styles.

- ▶ PG Bullet One Style

### Your Company's Bullet One Style

Then select the paragraph that has your style. With your style selected, click the down arrow in the Styles Dialog Box of the PG Bullet 1 and Select Update Style to Match Selection. The style will now look just like your current style.



## Changing Table Styles

The Table 1 Command in the Insert Special Emphasis Design starts a table with and Applies the “PG Table 1” Table Style and then Applies the PG Table Text Heading style to the top row. It also applies the PG Table Text style to the remaining rows. It places the action caption in the Total Row. The table style has different styles for the Heading Row, Odd Banded Rows, Even Banded Rows, and Total Row. Changing the Borders and Shading of these four Rows will change the look of your PG Table 1 which is the Style that will be used when the Authors click the Table 1 Command.

***NOTE: If you company uses Multiple Table Styles, Proposal Geeks can add new commands to your Ribbon for you that will use other Table Styles. This is generally at no cost the first time, but will run \$125 for future changes.***

To change a Table Style, the easiest way is to first insert a Table with 3 Columns and 4 rows. Make sure to enter in the Title, Figure Number, and Action Caption so you can see changes to the Total Row.

- 5 Insert a New Table


**Figure Table Style Benefits Sample 1.** Using Table Styles saves valuable time and ensures consistency for all tables. Tables make excellent graphics that allow the evaluator to quickly find critical data they are looking for.

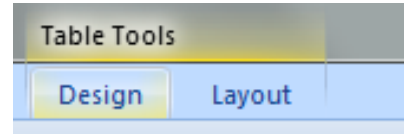
- 6 Enter in some generic text so you can see the changes with text in the table.

Table Text Heading	Table Text Heading	Table Text Heading
Table text	Table text	Table text
Table text	Table Text	<ul style="list-style-type: none"> <li>▪ Table Text Bullets</li> <li>▪ Table Text Bullets</li> </ul>

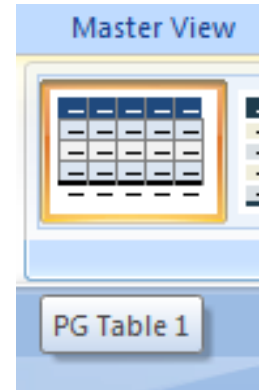
Table Text Heading	Table Text Heading	Table Text Heading
		▪ Table Text Bullets
Table text	Table text	Table text

**Figure 23.0-2 Table Style Benefits Sample 2.** Using Table Styles saves valuable time and ensures consistency for all tables. Tables make excellent graphics that allow the evaluator to quickly find critical data they are looking for.

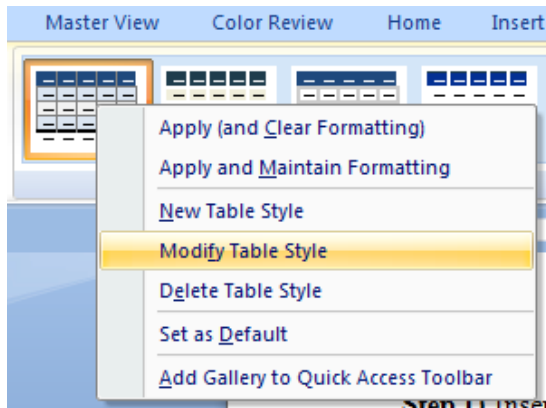
Then click inside the table. This will turn on the Table Tools Contextual Ribbon with the Design and Layout tabs. It will be located at the Top Right of the Window Ribbon. Click the Design Tab.



You will notice a Table Style highlighted. If you hover over it, it will say PG Table 1.



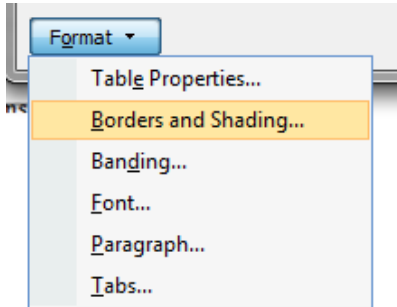
Right Click the highlighted table and select Modify Table Style.



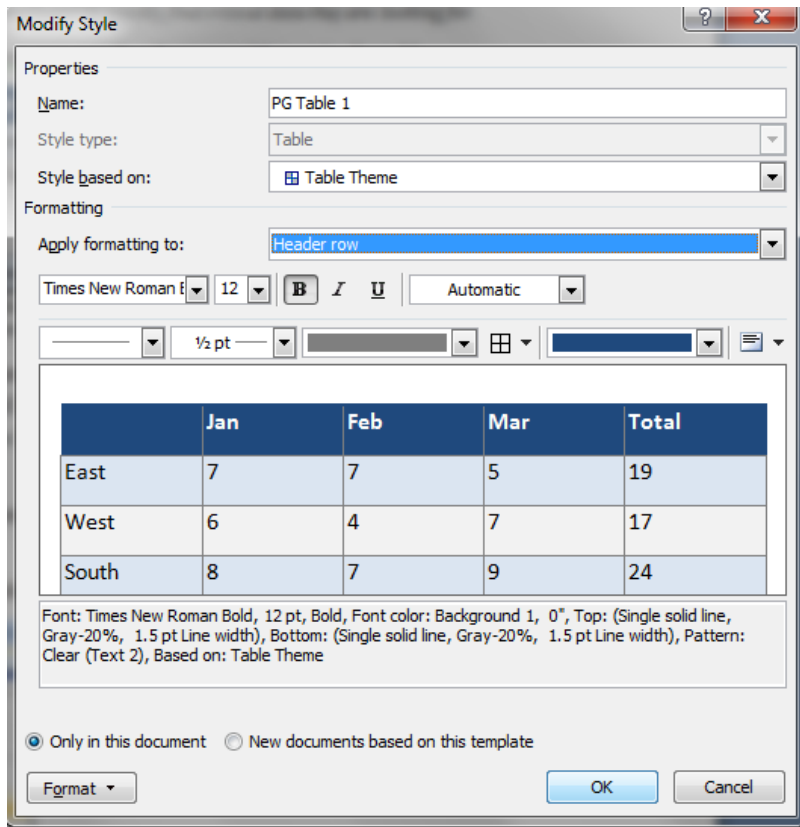
This will open the Table Design Dialog Box. For this example, we will change the Shading of the Heading Row.

When the Dialog box opens, click the drop down arrow next to the Apply formatting to: label and choose Header Row.

Choose the Format drop down in the bottom lower left of the dialog box and select Borders and Shading.



Change the Shading to a Different color. Then save your changes. This will give you a new PG Table 1 style with your chosen format styles.



There are many different options for Border Styles. Choosing different colors, thicknesses, and styles will give you very many different looks.

***NOTE: Leave the Font Styles in the Table Style Dialog box as they are. You can change those styles by changing the Styles: PG Table Text, PG Table Text Bullets, and PG Table Text Headings***