



Agenda Style Guide

Agendas on schoolboardnet are actually web pages displayed as HTML. While you can copy and paste from Word you need to consider both the advantages and limitations of Word and HTML web pages.

This guide explains how you can efficiently create your agenda using the schoolboardnet Word Style Guide Template. Using this template will provide you a clean and easy-to-read agenda.

Get the Template

There are two versions of the schoolboardnet Word Style Guide Template, one for Word 2003 and one for Word 2007. You can download both templates from the Administrator's Group How Do I section or <http://lesspaper.schoolboard.net/system/files/private/schoolboardnet+Style+Guides.zip> if you are logged in.

How to use the Template

Open Word. Depending on your version of Word, follow the File menu or Office Button to **New from Template**. Select the schoolboardnet template you downloaded. This file ends in .dot or .dotx and is not a document file.

Save your file with a name (ending in .doc or .docx). Your agenda can now be created using the styles contained in the template.

Template Styles

Defined in the template are styles for:

- Headings (Heading 3)
- Indent 1 (rteindent1), Indent 2 (rteindent2), Indent 3 (rteindent3)
- Normal Text (normal)
- List Paragraph (list paragraph) – similar to Indent 1
- Bold (strong)

Do not change the font sizes or styles since they are tied to the web page which will be generated by your agenda.

Sample format and details appear on the next page.



Headings

Use the style **Heading 3** to make text larger and bolder.

Heading 3 should be used for all titles in agendas.

Font: 12 pt, Bold, Font color: Black, Space Before: 10 pt, After: 0 pt, Keep with next, Keep lines together, Level 3, Style: Linked, Quick Style, Priority: 10, Based on: Normal, Following style: Normal

Normal Text

Normal text is the default style used for regular text. We have provided a slight spacing in normal text so it's easy to read.

Font: (Default) Arial, Left, Line spacing: Multiple 1.15 li, Space After: 10 pt, Widow/Orphan control, Style: Quick Style

Indenting Text

There are three (3) indents available. They are indented from the left by $\frac{1}{2}$ ", 1" and $1\frac{1}{2}$ ", respectively. The style names are:

rteindent1 - Indent: Left: 0.5", Style: Linked, Quick Style, Based on: Normal

rteindent2 - Indent: Left: 1", Style: Linked, Quick Style, Based on: Normal

rteindent3 - Indent: Left: 1.5", Style: Linked, Quick Style, Based on: Normal

Lists and Outlines

For most agendas, lists and outline format are used. The style **list paragraph** should be used for numbered and lettered lists. **Important: Do NOT use auto lists in Word**

1. This is item 1 - note the number 1 is typed
2. This is item 2
3. This is item 3

Another example is lettering:

- a. First item – note the letter a. is typed
- b. Next item

Indent: Left: 0.5", Don't add space between paragraphs of the same style, Style: Quick Style, Priority: 35, Based on: Normal



Summary

To get the most out of the schoolboardnet Agenda Style Guide:

1. Use the templates
2. Do not modify the template styles
3. Do not modify font sizes
4. Use Ctrl-A to select all text in Word
5. Hit Ctrl-C to copy the text
6. Use the Paste From Word icon in your agenda body
7. Hit Ctrl-V to paste to paste the text
8. You are done

Use the I Have a Question form for any questions.