Setting up a Microsoft Word document for editing

Introduction

After the RFT documents have been generated, setting up the word document with the right layout and settings will make it easier to edit the RFT and reduce issues in the future.

Opening the Navigation Pane

The navigation pane assists with navigating through the document efficiently. You can also search for specific terms using the search bar. Entire sections can be moved as well by dragging and dropping in the required area within the navigation pane, if a change to the order is required.

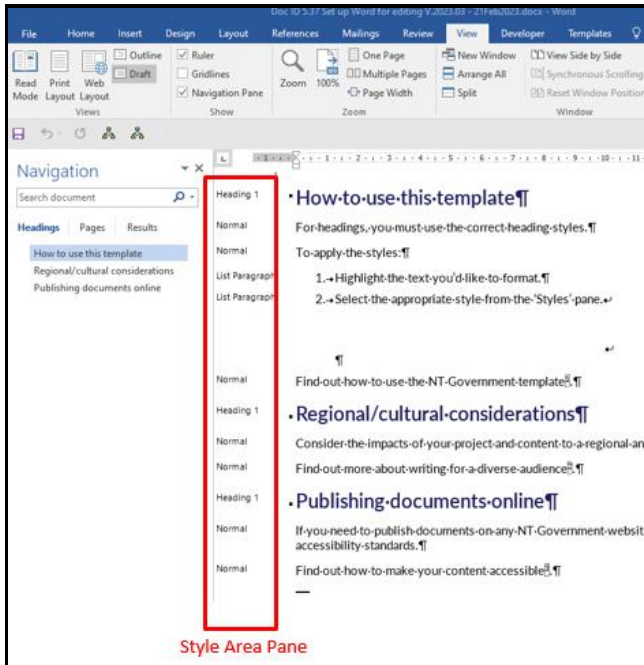Open the RFT document and select the **View** tab

Select the **Navigation Pane** option in the **Show** group in the Ribbon (toolbar)
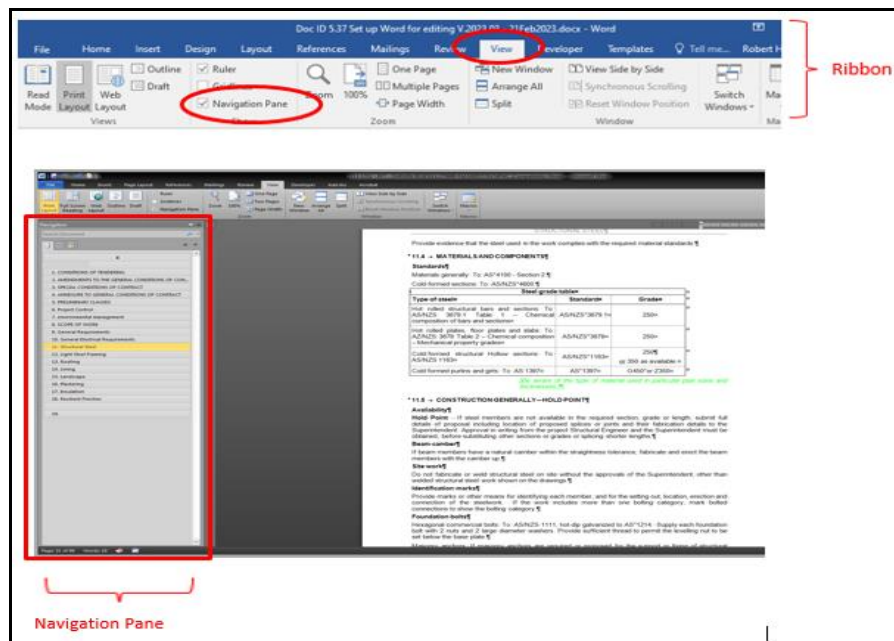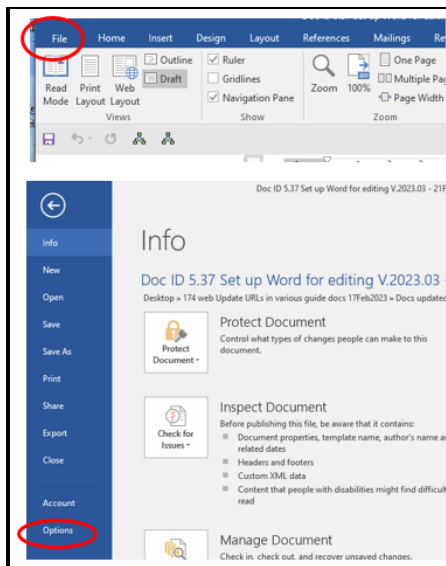
Opening the Style Area Pane

This pane shows the style applied to each string of text. This can help when trouble shooting formatting issues, and ensuring imported text has the correct style.

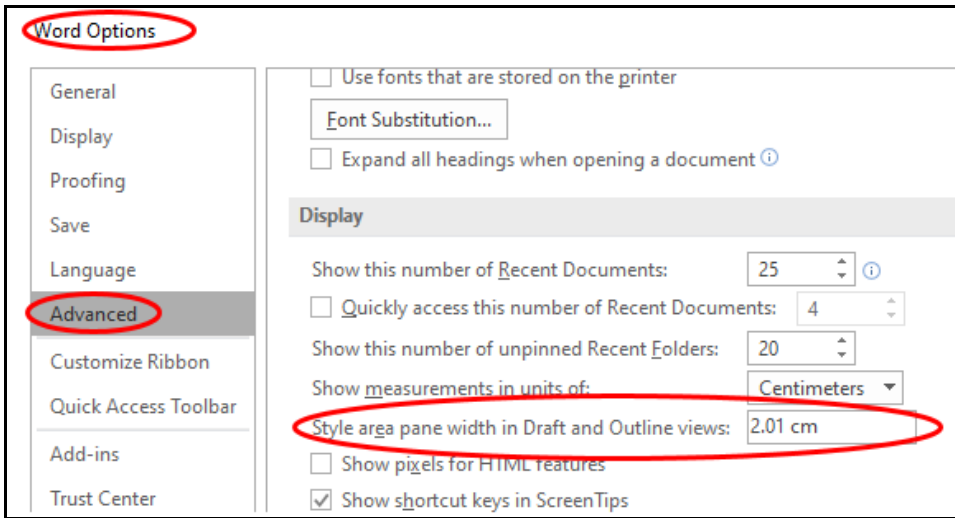Select the **View** tab, then **Draft** view.

If the Style Area Pane is not visible, or if it is too narrow to be useful, proceed to the next step.

Select **File**, then **Options**

In the Word Options window – Select **Advanced** and scroll down to **Display** - Change the **Style Area Pane** width to 2 or 3cm.

Click **OK** and the style area pane should appear adjacent to the Navigation pane.

Track Changes

When editing a document it is helpful to use the Track Changes function. This shows where changes have been made which facilitates review of the updated document.
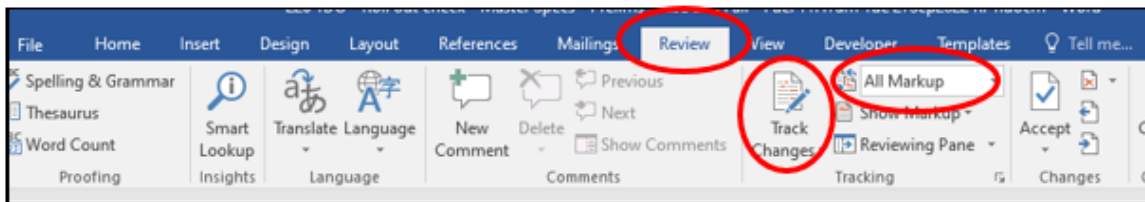
Select the **Review** tab, click on **Track Changes**. The changes can be hidden by selecting **No Markup** in the field at the upper right of the tracking section of the ribbon.

Changing Styles

The Styles tool box is found in the ribbon under the Home tab. It facilitates easy change of style of text within the document. Text and format is required to be consistent to APRO standards before submitting.
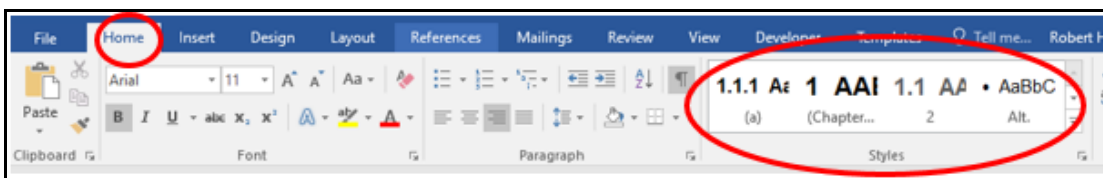

Select (highlight) the text which needs to have a different style, scroll the **Styles** field using the arrows at the right of the field until the required style is visible, click on the required style name in the styles field. The selected text should now be in the new style.

Showing or Hiding Hidden Text

New RFTs and technical work sections will contain guide notes (green text).

Click the **Home** tab and click the **Show/Hide** button to view Guide Notes, hidden formatting and other hidden text

Show hidden functions and/or text selected – Document composition functions, such as enters , tabs, spaces, are affected by this. Hidden text is also affected by this.
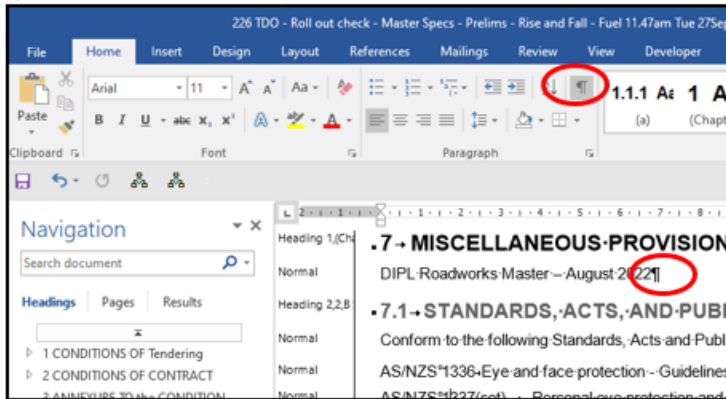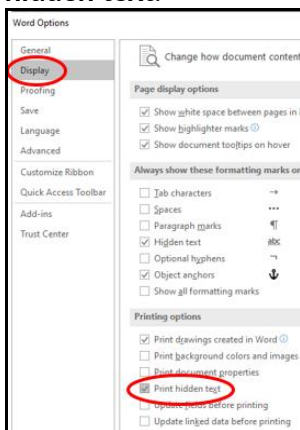

Show hidden functions/text not selected
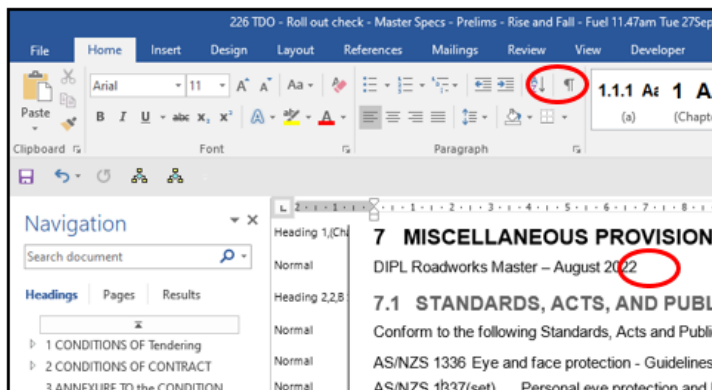

Guide notes are in hidden text style.

To print guide notes go to the **File Tab**, select **Options**, select **Display**, put check mark in box at **Print hidden text**.

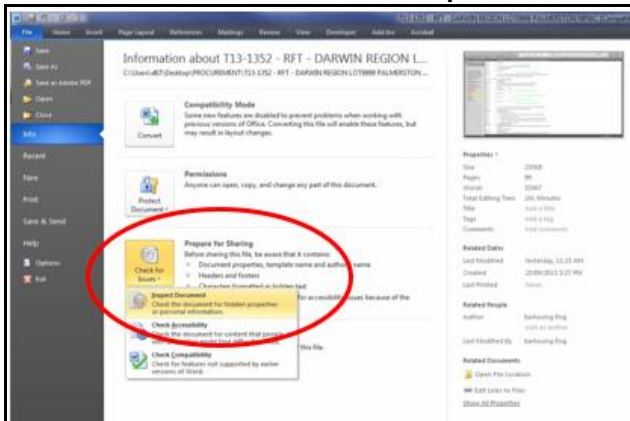# Preparing the document for APRO

Once the document has been edited and is complete, prepare the document for submission to APRO by removing guide notes and revisions.

Turn off **Track Changes**- (should not be highlighted) - **Accept** or **Reject** changes and **Save** -   (Crtl + S) document.
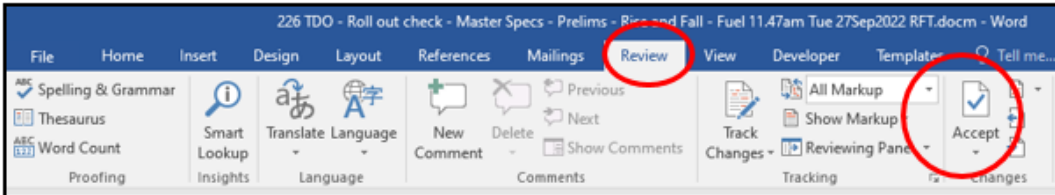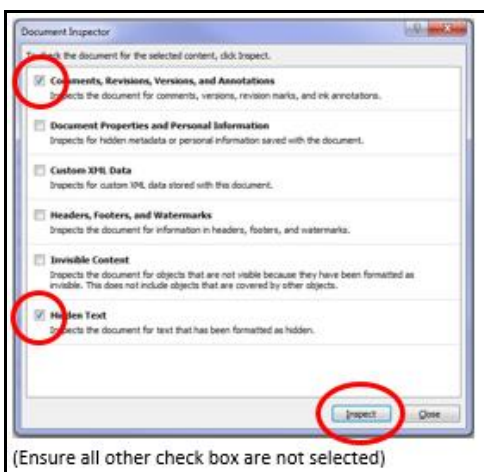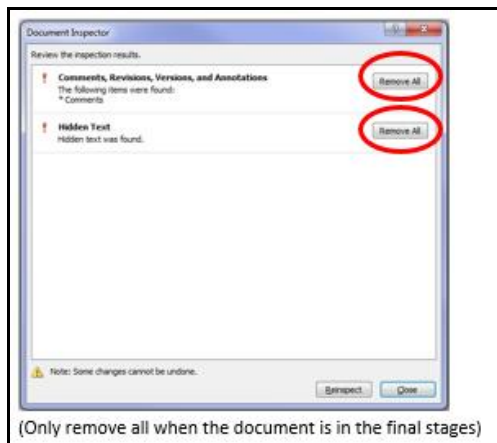

Deleting Comments and Guide notes

Select **File** – **Check for Issues** - **Inspect Document**

Inspect Document – Select **Comments, Revisions, Versions and Annotations** and **Hidden Text** then click **Inspect**
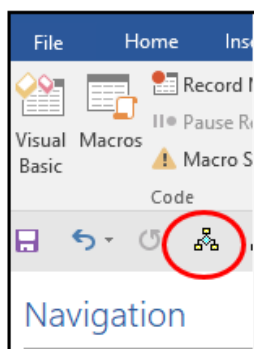
Click **Remove All** to remove all Comments, Revisions, Versions, Annotations and Hidden Text from RFT document.
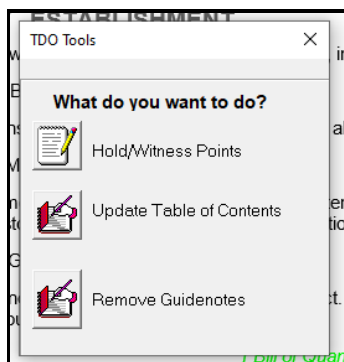

(Only remove all when the document is in the final stages)

Missing TDO tools

If the TDO Tools function is loaded on your computer it will show an icon/button as shown here.

Clicking it should bring up this menu/window.

If TDO Tools is not loaded on your computer contact Technical Specifications at specification.services@nt.gov.au for assistance.