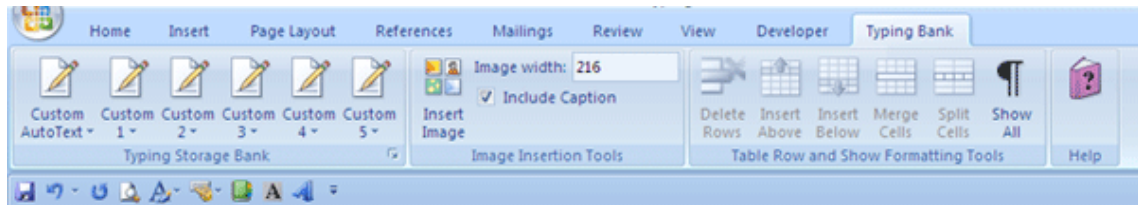


# 'Typing Bank'

## Microsoft Word 2007 / 2010 Add In General Instructions and Information.



*Also see our online video demonstration demonstrating a use of the template.*

[http://www.activeinventories.co.uk/typing\\_bank\\_video.htm](http://www.activeinventories.co.uk/typing_bank_video.htm)

Our 'Typing Bank' Add In utilises the built in Word 2007 / 2010 galleries for creating and using extended Building Block (auto text entries.) In addition we have incorporated an image insertion tool. With this tool images can be inserted at your chosen size, with, or without, a caption. Also included are convenient table row tools for quickly adding and deleting table rows.

The template can be used to build up a library of easy to access text (auto text) and building blocks including your boilerplate text and document parts, custom layouts, text entries and images in to users new documents based on the template.

**The 'Typing Bank' is *customisable* to suit your own requirements to the extents of Microsoft Word 2007 / 2010/ 2010 specifications.**

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### Quick Start Instructions.

Double click 'Typing Bank.dotm '. This will open the template with an empty new document. (You can also right click on the file and select 'New')

When you open a new document based on the template you will notice a new tab on the top row of Microsoft Word 2007 / 2010 titled 'Typing Bank'. Click on this tab and the extra tools we have provided will display and be ready to use. You can save the new document with a name and location of your choice.

The quickest way to understand the facilities is to experiment by clicking each of the various icon links displayed and explore the various facilities.

There are four areas to the Add In. 'Typing Storage Bank', 'Image Insertion Tools', 'Table Row and Show Formatting Tools' and 'Help'. The facilities in the sections are each explained below.

#### 'Typing Storage Bank' section.

There are five main menus in the 'Typing Storage Bank' section. The sections represent the Microsoft Word built in custom storage areas for building blocks.



When an icon is clicked a drop down menu containing a range of installed test entries to demonstrate the concepts of this section of the add in. These test entries can be deleted when you are familiar with using the template.

The icons show where a list of 'Categories' are displayed. The displayed test 'Categories' can contain multiple text entries / building blocks. Building blocks can be many Word 2007 allowed items from a simple text phrase to complex elements such as a formatted standard document and tables etc. Using the facilities a user is able to build up a whole series of pre formatted document layouts and text etc. The facilities allow for multiple categories which can contain multiple entries for easy point and click retrieval.

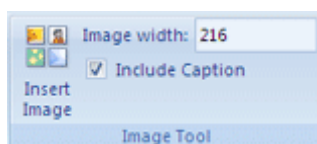
*The 'Categories' each contain a further drop down menu containing building blocks which you can point to and click to insert text and phrases in to the your document. Note the blank document that opens when you open the template can be changed to any allowed document of your choice by pasting in another document.*

**Note.** All phrases and text in the 'Typing Storage Bank section can be adapted to your own requirements You can add your own categories and text entries as well as deleting unwanted entries. (See later full product description editing techniques.)

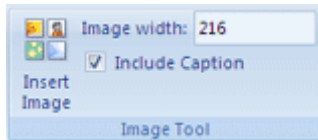
When a 'Category' from the drop down menu is selected a further menu displays building blocks. For example you can (when you have populated the template) choose text or a phrase or a table or document part etc. and it will be inserted in to your document at the current document cursor position.

All the icons in this area act in the same way as described above allowing users to organise a massive text bank storage system.

**Image Insertion Tools** section.



The Image Insertion Tools is set to initially open and look for images in a specific folder C:\Typing Bank Images on your computer. (You cannot use a folder with a different name or location) Before using the tool you need to create this folder on your computer. You can browse from this initial folder to find images at any location on your computer. Although, you may, dependent on your needs, find it more convenient and faster for multiple image entry such as for reports etc if you set up sub folders within the initial C:\ Typing Bank Images location.



The 'Image Insertion Tools' options.

You are able to pre select an image width and whether or not to include an image caption.

**IMAGE WIDTH.** The image width you require can be pre selected entering a number in the 'Image Width' input box. The image size is set by inputting a width number. (80 width = one inch (2.84 cm width) *(approx)*). You will soon learn how to gauge your image sizes by experimentation. Once the images are inserted you can also make all the usual adjustments using the standard Microsoft Word 2007 / 2010 allowed editing facilities. **NOTE.** *The image height aspect ratio is preserved when an image is inserted.*

**INCLUDE CAPTION.** You can specify whether or not a caption is included for any inserted image by ticking or un-ticking the 'Include Caption' box. If a caption is included the Microsoft Word standard caption options are displayed enabling you to set your caption preferences before the image is inserted. (**NOTE.** *You can also set a caption after the image is inserted using Microsoft Word 2007 / 2010 standard image controls*)

#### INSERT IMAGE.

Click the Insert Image button.

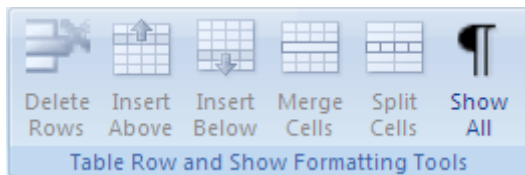
A new window will open displaying the files and folders within the 'C:\Typing Bank Images' folder. Browse to the image you wish to insert.

Double click the chosen image or select the 'Open' button.

The image will insert at the current document cursor position at the size you have specified.

**Note:** *You may wish to add table rows if you are inserting images in to a table. We discuss image insertion in more detail later in these instructions.*

#### Table Row Tools section.

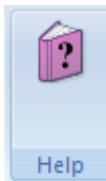


We have included useful table row commands so that inserting and deleting rows etc. can be carried out within leaving 'Typing Bank'.

The facilities become available when you are working with tables.

The 'Show All' icon toggles the showing of formatting marks in documents

**Help** section.



When you click the help button you are referred to the instructions supplied with the Typing Bank template. Copyright information is also displayed.

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## Installing other document layouts in to the blank page Typing Bank template

- Locate a document which parts you wish to include in the template document.
- Open the alternative document you wish to insert a new layout and text from.
- Place your cursor any where in the alternative document layout. Hold down the Ctrl and A keys together on your keyboard to select the entire document. <Ctrl a>. All the layout and text etc. will be highlighted.
- Press Ctrl and C together <Ctrl c>. (*Copy*) This will copy the alternative document layout and text.
- Return to the initial template document and place your cursor anywhere in the blank document area.
- Paste your alternative document in to the blank document. The keyboard shortcut to paste is Ctrl v. <Ctrl v> (*Paste*)

You can then save your revised layout with a new name. In this way you can set up a series of documents as templates to suit your requirements. You may also be able to save the inserted document parts as a building block so all your templates text etc. can be accessed without leaving the Typing Bank add in.

## Fonts

The supplied template building block (auto text) entries use the following font: Calibri at font size 10 using Automatic (black) colour. However, text entries if saved to the typing bank in the correct format will be inserted in to a document using the current set font specified within a document. You can change this behaviour by adapting Microsoft Word 2007 / 2010 options. Click the 'Office' Button and then select 'Word Options'. Select the 'Advanced' Button and scroll until you see 'Cut, Copy and Paste'. Experiment with the settings in this section to achieve the behaviour that best suits your requirements.

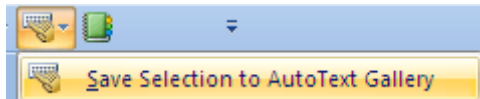
We make the following suggestion to make font changes fast and simple when you have loaded new document layouts using different fonts.

- Select the areas on the document you wish to change the font for.
- Click the Microsoft Word 200y 'Home' tab.
- Click the small arrow on the lower right hand corner 'Font' area.
- This opens the 'Font' dialogue options.
- Choose the font attributes you require.

- Click the 'OK' button.


**Note:** Fonts are a huge subject and you should study Microsoft Word 2007 / 2010 help articles to get the most out of using fonts.

## How to add your own 'Building Blocks' (auto text) to 'Category text Tools'.



You are able to add your own entries to the maximum specified in Microsoft Word 2007 / 2010 specifications. **Note.** This process may seem very complicated at first glance. However, once you have added a few entries you should soon get proficient in easily adding new entries.

### In simple terms:


- Type your required text to store. (or create another allowed other building block such as a table etc.)
- Select the required text. (or other allowed building block)
- Assign the text (building block) to an existing or new 'Gallery'. (A gallery could most conveniently be one of the sections of the 'Typing Storage Banks'.)
- You do this by Using the 'Create New Building Block' dialogue box. (Hold down the .Alt and F3 keys together on your keyboard to bring up the dialogue box) Alternatively, you can more conveniently click the 'AutoText' icon on the 'Quick Access Bar' area below the ribbon  when you have selected your text or allowed building block. **Note:** the 'Buildings Block Organiser icon can also be accessed in this area.

The built in Microsoft Word 2007 / 2010 'Galleries; relate to the 'Typing Storage Bank as follows:


'Typing Storage Bank Gallery Names	Word 2007 Galleries
Entries displaying under 'Custom Autotext'	are stored in Custom Auto Text
Entries displaying under 'Custom 1'	are stored in Custom 1
Entries displaying under 'Custom 2'	are stored in Custom 2
Entries displaying under 'Custom 3'	are stored in Custom 3
Entries displaying under 'Custom 4'	are stored in Custom 4

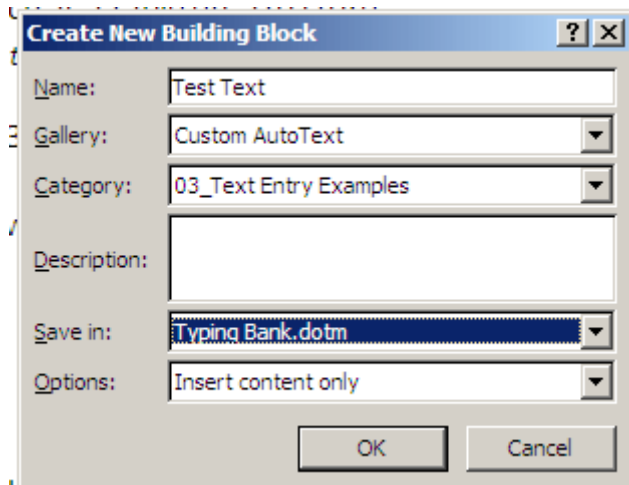
Entries displaying under 'Custom 5' are stored in Custom 5

- Each 'Gallery' can have multiple 'Categories'. (To the limit of Microsoft Word 2007 / 2010 specifications)
- Categories can be selected when entering building blocks (auto text)
- New Categories can be added when entering building blocks (auto text)

**NOTE.** Text entries stored without a paragraph mark should enter in to a document when selected from the Typing Bank in the current document font. Entries saved with a paragraph mark should preserve the fonts etc. Used when saving the entry. Show formatting marks by clicking the 'Show All'  in the 'Table Row and Show Formatting Tools'. Or in the ribbon 'Home' tab in the 'Paragraph' section.)

### Step by Step

- Type your required text (or building block such as a table etc.) to store.
- Select required the text. (or you can select existing text already typed or any allowed building block type)
- Hold down Alt on your keyboard and press F3. <Alt + F3> Or click the 'AutoText' icon on the quick access bar. 
- This will bring up and display the 'Create New Building Block' dialogue box.



- **Name:** The first part of your selected text will be automatically displayed here. You can leave this or change.  
*We strongly suggest you do not include any special character in your chosen name. (.\*/#\ & etc,)*
- **Gallery:** Scroll down the list and choose your chosen gallery. (See list above)
- **Category:** Choose from a displayed category or create a new category. The option to create a new category is located at the bottom of the 'Category' list.  
*We strongly suggest you do not include any special characters in the new category names.*

(.\*/#\ & etc,)

- **Description:** You can enter a description. We have not used this facility in any meaningful way in the installed test building blocks (auto text). You may wish to experiment with using this option as it may help you find your entries when using the Building Blocks Organiser'. (*More later on using the Building Blocks Organiser*)
- **Save In:** Select 'Typing Bank.dotm'.
- **Options:** We have selected 'Insert Content Only' for the included test entries.

#### Notes:

- Your new building block (auto text) entries are added to a chosen 'Category' in the order they are added. Therefore, you will find new entries displayed at the bottom of a chosen 'Category' drop down menu.
- Categories are displayed in alpha numeric order. Therefore, a new category you may add will display in a category list alphabetically according to the title you enter.
- We have explained how to use the 'Create New Building Block' in line within the concepts of our 'Typing Bank' template only. You should be aware that the 'Building Blocks' concepts in Microsoft Word 2007 / 2010 are far reaching and not explained in full detail in these instructions. You may wish to research all the aspects of Building Blocks so you can take best advantage of Microsoft Word 2007 / 2010 and our Typing Bank.
- TIP. Before selecting text to add to the template turn on 'Show paragraph marks' (¶). The command to do this can be found 'Table Row and Show Formatting Tools' section of our add in or the 'Home' tab on the Microsoft Word 2007 / 2010 'Ribbon'. (*Keyboard shortcut = Ctrl+Shift+\**) (*Hold down Ctrl and Shift and + together*)
- TIP. Decide whether your new entry will need to be on its own line (*Paragraph mode*) or whether you wish the entry to be pasted from your chosen gallery without a carriage return (*Enter*) being added (*Continuous mode*).  
If desired to be added with a carriage return when the new auto text entry is used (*Paragraph mode*) make sure that the paragraph mark (¶) at the end of your text is included with your selection.  
If your auto Building Block (auto text entry) is not desired to be on its own line with a carriage return after it (*Continuous mode*) make sure that the paragraph mark (¶) **is not** included when you select your text.  
You may need to turn off 'Use Smart Paragraph Selection' in Microsoft Word 2007 / 2010 to allow this form of selection.  
To do this click the Office Button and choose 'Word Options' at the bottom of the pop up box.  
Select 'Advanced' on the left hand choice list.  
From the list under 'Editing Options' un-tick 'Use smart paragraph selection'.  
This will allow you to select your text without including the paragraph mark (¶) at the end of your text. If using 'continuous mode' you should include a space at the end of

your text. (e.g. After any full stop / period character.) So that subsequent words or phrases are entered with the correct spacing.

- Here is a shortcut for selecting text without an end of paragraph mark. Place your cursor immediately before the paragraph mark (¶) at the end of your text. Hold down the Ctrl and Shift keys. Then press the Up Arrow key (^). This will select the text from the end to the beginning of the required text without including the paragraph mark (¶).  
*(You can include the paragraph mark in the selection for a 'Paragraph' mode entry.)*
- **VERY IMPORTANT.** Never use '&' (or other special characters) in a Building Block (auto text) or Category name. This may crash the software. Always type 'and'. For example: 'Rugs & Mats' is not suitable for the Template. The '&' (and other special characters) may cause the software to crash. Rugs and Mats will be suitable.

## How to test and retrieve (use) your added building blocks (auto text) entry

Place your cursor in the document where you wish your new auto text entry to be inserted.

Select the 'Typing Bank' tab to show the Typing Bank ribbon.

Select the Gallery under which you assigned your auto text entry *(for example 'Standard Items')*

The menu of 'Categories' will drop down.

Click 'Refresh' at the bottom of the displayed 'Category' list.

If you do not click 'Refresh' after adding items they will not show in the list.

Once refreshed in to the list they will remain unless deleted *(Deleting is carried out using the Building Blocks Organiser''). More information follows later in these instructions.)*

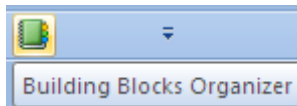
Select the 'Category' where you assigned your new auto text *(or other allowed building block)* entry.

Choose your new auto text entry from the displayed list. The text will be inserted in to the document at the current cursor position.

### **Note:**

When you close your document you will be asked if you wish to save your new Building Block (auto text) entries in the 'Typing Bank.docm' template. To save new entries for later use choose 'Yes'. To discard the changes choose 'No'. Word 2007 / 2010 keeps track of documents based on the Typing Bank template and additions and deletions you make to documents based on the template stay linked to the original template. (Typing Bank.docm)

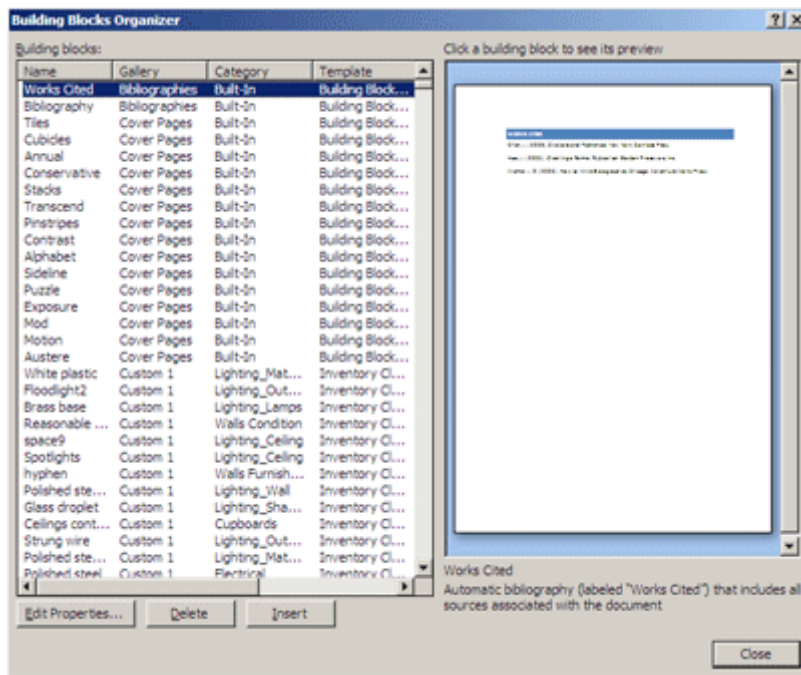
## How to delete building blocks (auto text) entries



To delete unwanted entries you will need to use the Word 2007 / 2010 built in 'Building Blocks Organizer'. This is accessed by selecting the 'Insert' tab on the Word 2007 / 2010 main ribbon. Inside the 'Insert' ribbon display choose 'Quick Parts' and then select 'Building Blocks Organizer'. A quicker access can be made by clicking the 'Building Blocks organiser' on the 'Quick Access bar' located immediately below the Microsoft Word 2007 / 2010 ribbon.

Familiarise yourself with the organiser before undertaking deletions or editing so that you are confident of what you are trying to achieve. On first glance the organiser can be daunting as it affects many aspects of Microsoft Word 2007 / 2010 Building Blocks aspects.

You will need to carefully locate the entry you are trying to edit or delete. Once located you will be able to edit or delete using the Word 2007 / 2010 built in facilities.



**TIP.**

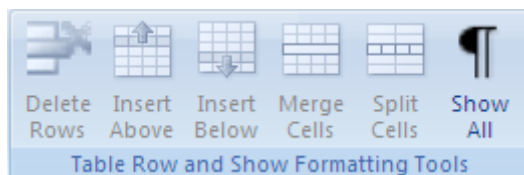
Double click the 'Category' column head tab at the top of the display. This will sort the list below and be easier to find an entry for deletion in its 'Category'. You can also widen the column by hovering your cursor on the right hand side edge of the 'Category' tab and double clicking when the cursor changes to a cross type symbol. (†)

**IMPORTANT:**

We strongly suggest that you restrict activities in the 'Building Blocks Organiser' to only deleting unwanted items. We have found that editing Building Blocks can cause the 'Typing Bank' template to crash. We have found that It is easier and more reliable to delete an unsatisfactory 'Building Block' (auto text) entry than to risk a crash by editing it.

### Image Insertion Tips

If you are inserting your images in nested tables (tables within other tables) You may find the table cells sizes restrict the size options you may require for your images. To easily overcome this you can insert a full size row anywhere in the document. When inserting a new row for this purpose place your cursor in the left most area of a row and click the 'Insert Row Below' (or above) icon in the 'Table Row Tools' area of the template.



It is worth experimenting with this aspect so you can easily display images exactly how you wish.

### Backing up the template.

You cannot change the name of the template as it is hard coded in the template file xml and vba.

We suggest you keep a backup on external media.

**IMPORTANT.**

If you need to restore the template you must never have two files with the name 'Typing Bank.docm' stored on your computer or opened at the same time. Microsoft Word 2007 / 2010 keeps track of the template and having two file of the same name on your computer may crash the template.

## More help.

Please see the video demonstration on our website demonstrates the a template use in the residential lettings inventory clerk industry.

[http://www.activeinventories.co.uk/typing\\_bank\\_video.htm](http://www.activeinventories.co.uk/typing_bank_video.htm)

Please contact us if require further assistance.

### COPYRIGHT

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### AUTHORIZED USAGE

The usage of this report is limited to bone-fide purchasers of the Typing Bank.docm. Any other usage must be authorized.

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### DISCLAIMER

The preceding information and details represent a general guide to using our 'Typing Bank' Add In. These instructions are set out as a practical guide to the extent of the capabilities of the 'Typing Bank' Add In capabilities and scope of facilities offered which are delivered on an 'As Is' basis. We do not guarantee the accuracy of any information set out in this document. Any actions the reader may take in relation to activities described herein are solely the responsibility of the reader

No warranty of accuracy is given concerning the contents of the information contained either in the information above or in the ability of the 'Typing Bank' Add In to operate beyond the scope of the software programming as delivered. To the extent permitted by law no liability (including liability to any person by reason of negligence) will be accepted by Active Management Services Limited Trading as Active Inventories or its subsidiaries or employees or agents for any direct or indirect loss or damage caused by omissions from or inaccuracies in this document or in failures of any description with the provided software..