

# Creating Learning Materials for Open and Distance Learning:

Introducing the Commonwealth of Learning instructional design template  
for Microsoft Word 2007

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For the Commonwealth of Learning



# Copyright

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The Chair of the Board of Governors is H.E. The Honourable Burchell Whiteman, O.J.; the Commonwealth of Learning's President and Chief Executive Officer is Sir John Daniel.

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Due to continued development, the information, content and structure in this documentation may change regularly. If you experience any problems using the documentation or the templates for which it is written, please report them by email: [info@col.org](mailto:info@col.org)

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# Foreword

This template is for anyone who wants to write learning materials for open and distance learning (ODL). At COL we see ODL playing a critical role in development. This is because it is a methodology that enables the knowledge and creativity of a single teacher, or expert - or even a team of experts - to be taken to scale and made available to learners or fellow educators wherever they may be in the world. However, we also know at COL that the potential of ODL is lost if learning materials are not of high quality. For us this means giving careful attention to the special pedagogical features of ODL that contribute to excellence. Acquiring and applying these pedagogical skills often takes a long time and therefore hinders the adoption of ODL. By using this template COL hopes that any of you who may feel discouraged from developing ODL learning materials will feel empowered to begin to do so.

Many people across the Commonwealth have been involved in developing and testing this template. We are grateful to them all. However we also know that although we have tested it thoroughly weaknesses may remain. We are also sure that users will be able to improve it. So we hope that you will contact COL with feedback on how you have used the template and what improvements you have made.

*Sir John Daniel*  
*President and CEO*  
*Commonwealth of Learning*

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# Contents

<b>Overview</b>	<b>1</b>
Welcome to the Creating Learning Materials for Open and Distance Learning: user guide	1
Template functionality .....	2
Who should read this user guide? .....	2
How this user guide is structured.....	3
Need help? .....	3
<b>Saving the template on your computer</b>	<b>4</b>
Where do I save the template? .....	4
Saving to a personal directory .....	4
<b>A guided tour of the template</b>	<b>5</b>
“Help!” prompts.....	5
Can’t see the “Help!” prompts? .....	5
The ODL Course Manual template toolbar .....	5
Can’t see the ODL Course Manual template 2007 toolbar? .....	5
About the ODL Course Manual template 2007 toolbar .....	7
How the template is structured .....	7
Template automation .....	8
Cover page .....	8
Form fields.....	8
What is a form field? .....	8
Table of Contents.....	9
Page headers and footers .....	9
Design specifications .....	9
Page layout.....	9
Spot colour .....	10
Why spot colour?.....	10
<b>Before you start!</b>	<b>12</b>
Check your document options .....	12
Show formatting marks.....	12
Don’t want to see the Help! prompts?.....	12
Show field shading .....	13

Review the standard text.....	14
Review the cover page watermark.....	14
Review the page headers .....	15
<b>Using the ODL Course Manual template</b>	<b>16</b>
Open a new ODL Course Manual document.....	16
From the user templates directory .....	16
From a personal directory .....	16
Save your new document.....	17
Print your new document.....	17
Why should I do this? .....	17
Switch on Show/Hide formatting marks.....	18
Why should I do this? .....	18
Complete the introductory pages .....	18
What to look out for!.....	18
Cover page .....	18
The [DOCUMENT TYPE] form field .....	18
The [Add course title here] form field.....	19
The [Your logo here] watermark.....	19
Contents page.....	20
The [Your logo here] header logo .....	20
Course overview .....	20
Course outcomes .....	20
Adding an outcome: .....	20
Deleting unused outcome fields .....	20
Course units .....	20
Unit structure.....	21
Wait! Can I copy text from an existing document? .....	21
Writing the unit content .....	22
Removing a unit assignment.....	22
Removing a unit assessment.....	23
Adding a new unit.....	23
Removing a unit.....	23
<b>Understanding Styles</b>	<b>25</b>
What is a document style?.....	25
Think BACH! .....	25
Body Text.....	25
AutoText.....	25
Characters .....	26
Headings.....	26
What is my current style?.....	26
Changing an existing style .....	26
Why would I want to do this?.....	26
How do I choose a style? .....	27
Applying a new style.....	27

<b>Using Graphics</b>	<b>28</b>
Margin icons .....	28
Why margin icons? .....	28
Adding a margin icon.....	29
Changing the icon label .....	29
Adding borders to margin icon text .....	30
Changing the border colour and/or width .....	30
Illustrations .....	31
Adding the illustration place marker .....	31
Adding your illustration.....	32
Method 1: If your illustration already exists elsewhere .....	32
Method 2: If you are going to create your illustration .....	33
Changing your picture position settings .....	33
Checklist graphic .....	34
Adding extra rows to the Checklist graphic .....	35
Full page insert .....	35
Table graphic .....	36
About the Table graphic .....	37
Inserting the Table graphic.....	37
Adding extra rows to the Table graphic .....	37
Removing rows from the Table graphic .....	37
Text Box graphic .....	38
Writing Space graphic .....	39
Adding additional lines to the Writing Space graphic.....	40
The Work in Progress menu .....	40
What exactly is the Work in Progress menu? .....	40
Adding a document to the Work in Progress menu .....	40
Switching between documents on the Work in Progress menu.....	40
Removing a document from the Work in Progress menu.....	41
<b>Printing your ODL course manual</b>	<b>42</b>
Choosing a different paper size .....	42
<b>Customizing the template</b>	<b>43</b>
Adding your institute's watermark .....	43
Setting the watermark characteristics .....	43
Copying the watermark to your document .....	45
If you do not wish to include a customized watermark .....	45
Customizing the header .....	46
Adding your institute's logo .....	46
Setting the logo size .....	46
Copying the logo to your ODL manual.....	47
Setting the logo position.....	48
If you do not wish to include a customized logo .....	49
And the COL logo?.....	49

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Saving your customized template .....	49
Resources .....	51
<hr/>	
Document styles list .....	61
<hr/>	
Paragraph styles .....	61
<hr/>	
Heading 1 .....	62
<hr/>	
Heading 2 .....	62
Heading 3 .....	62
Heading 4 .....	62
Heading 5 .....	62
Body Text style .....	62
List Bullet style .....	63
List Bullet 2 style .....	57
Margin Note style .....	57
Question style .....	57
List Number style .....	64
List Number Bullet style .....	58
List Continue style .....	58
List Alpha style .....	65
Note style .....	65
Note – Special Attention style .....	59
Quotation style .....	59
Character styles .....	66
Custom Bold .....	66
<i>Custom Italics</i> .....	66



## Overview

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# Welcome to the Creating Learning Materials for Open and Distance Learning: user guide

It was during the Commonwealth of Learning's Institute on "Open and Distance Learning for Development" held in Vancouver in May 2005 that participants recommended that COL develop a template for instructional design. It was felt that such a template might aid the sustainable adoption of ODL methodologies. A template it was felt would guide new authors through the process of developing learning materials. So often it was argued enthusiasm for ODL developments floundered after initial attempts at writing failed to produce the kind of quality materials authors aspired to. This was identified as a major impediment to the adoption of ODL methodologies. When discussing this problem Michael Alford from the United Nations System Staff College (UNSSC) discussed a template he had been involved in developing when he had worked at the International Labour Office (ILO). He subsequently made a presentation on this template at the Canadian Association of Distance Education (CADE) conference that took place immediately after the COL Institute.

Charged with taking forward the idea of a template COL approached Sharon Roffey the designer of the ILO template to undertake a similar development for COL. Her instructions were simple. The template had to be user friendly and simple. The template and this user guide are the result. Created in just over a year, and tested in many countries and institutions, with feedback provided by many instructional designers, COL wishes to take this opportunity to thank everyone in the ODL community who has been involved in this "work in progress".

This is a work in progress in that we want to develop the template and improve it – incorporating your suggestions and ideas. Please contact us at [info@col.org](mailto:info@col.org) with ideas and suggestions for improvement.

The template is self-standing and can be used "as is" or may be customised to suit individual requirements. In essence, it is a user-friendly tool enabling you, as a content developer, to convert your own subject matter expertise into learning materials. Using the template will give you more control over the creative and development process which we hope will lead to higher levels of motivation and satisfaction. In effect the template collapses the previously separate roles of content specialist, writer and graphic designer into one.

*Helen Lentell Education Specialist  
(Training and Materials Development)*



---

## Template functionality

Intuitive, easy to use and customizable, the template is suitable for everyone, regardless of word processing skill level.

The step-by-step instructions in this user guide are applicable to Microsoft Word 2007. Careful attention has been given to ensure compatibility with earlier versions of Microsoft Word (as far back as Word 97). However, should you encounter any difficulty with functionality of the template of a *technical* nature please report them by email to [info@col.org](mailto:info@col.org). Be sure to include the words “ODL template 2007” in the subject line.

---

## Who should read this user guide?

This user guide is written as an accompaniment for anyone using the ODL Course Manual template provided by the Commonwealth of Learning.

Developing open and distance learning materials is an integration of content development (planning and writing) and instructional design. This guide addresses the template’s specific design issues.

- It is an easy step-by-step practical tool.
- No assumptions have been made regarding the word processing skills level of content developers.
- The minimum requirement for using the template is a working knowledge of Microsoft Word 2007 and an understanding of document Styles.

Although most of the functionality in the template has been automated, we *urge* you to read the sections “A guided tour of the template” on page 5 and “Before you start!” on page 13 *before using the template for the first time*—this will ensure that you understand what is going on “behind the scenes”.

A one-page “Quick Reference” job aid highlighting the major steps has also been provided to you to use as a working tool.

See the section  
“Understanding Styles” on  
page 25.



Recommended  
reading

A recommended accompaniment to this user guide is the COL publication “*Creating learning materials for open and distance learning: a handbook for authors and instructional designers*” by Richard Freeman.

It is a “must read” for anyone who plans and writes learning materials for use in open and distance learning. You can download Richard’s handbook from COL’s website: [www.col.org](http://www.col.org). Click on Resources > Publications > Startup Guides & Training Resources > Training handbooks.



Note it!

This user guide was written after the publication of Richard Freeman’s handbook. The ODL Course Manual template takes care of the course manual structure; therefore the section in his book 9.1.5 “Mechanics of drafting” does not apply to you.

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## How this user guide is structured

This user guide walks you through each element of the document creation process using the template you have downloaded from the COL website, or have on a CD created by COL and follows a logical order of events. Because each section is generally independent of the others it can be used at any stage of the course creation process. How you use this user guide will depend on your need and/or experience.



TechNote

To the extent possible the instructions in this user guide have been kept to the minimum. However, there are times when a little further explanation may be necessary; such information will be indicated using a TechNote margin icon (see margin).

The TechNote sections can be skipped unless you require more detailed explanation on a particular feature.

---

## Need help?

We hope that any functional help that you might need will be answered in this user guide. Please check the Table of Contents carefully. If you cannot find the answer you might like to follow the suggestions below:

- 1 Check with your institute’s technical support section.
- 2 Visit the Microsoft Office Discussion Groups website at [www.microsoft.com/office/community/en-us/default.aspx](http://www.microsoft.com/office/community/en-us/default.aspx) Click on the Word link, then General Questions.

It’s a worldwide 24-hours-a-day, 7-days-a-week, 365-days-a-year resource. Questions are usually answered very quickly, often within minutes.

Be sure to give as much detail as possible, i.e. what you are trying to do, what steps you took, what problems you encountered, etc. You should also state which version of Word you are using.

- 3 Send an email to [info@col.org](mailto:info@col.org) with the words “ODL template 2007 help” in the subject line. We would appreciate hearing about any problems you encounter and solutions you have found—this will help us with later revisions of this user guide.



# Saving the template on your computer

## Where do I save the template?

Saving the template in an easily accessible location—and one that is easy to remember—is crucial.

You have two choices:

- A *personal directory* on your computer.
- The *user templates* directory in MS Word 2007.

The most obvious choice is to save it in Word's user templates directory. However, due to restrictions that may be present if your computer is part of a network, we suggest saving it to a personal directory (preferably your computer Desktop).



Help

If you wish to save the template to your user templates directory please consult your institute's technical support service for assistance.

### Saving to a personal directory



Tip

Your computer Desktop is the best place to save the template:

- When you save a file to your Desktop an icon is automatically created; this icon will be visible at all times.
- Double-clicking the icon is all that is required to create a new document based on the template.



## A guided tour of the template

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### “Help!” prompts

The template has built-in “Help!” prompts. You will notice these as soon as you open a new document based on the template. These prompts are displayed as red text and appear at the place where help may be needed.

### Can’t see the “Help!” prompts?

*This is a one-time only operation. You will need to repeat this process only if you work on another computer.*

The “Help!” prompts are formatted as hidden text. If you do not see them when you open a new document based on the template you will need to display them by following the instructions in the section “Show formatting marks” on page 12.

If you are an experienced Word user and do not need the help prompts—or you find them distracting on the screen—you may wish to switch off the hidden text display prompts by following the instructions in the section “Don’t want to see the Help! prompts?” on page 12.

---

## The ODL Course Manual template toolbar

All documents created using the ODL Course Manual template display an accompanying ODL Course Manual template 2007 toolbar (see “About the ODL Course Manual template 2007 toolbar”, Figure 3

- This toolbar should automatically appear when you create a new document based on the ODL Course Manual template.
- It is a “quick access” toolbar and you can customise it further to define tools that you want included.

### Can’t see the ODL Course Manual template 2007 toolbar?


- 1 Click on the Microsoft Office Button  in the menu bar
- 2 Click on Word Options (as shown in Figure 1 on page 6).
- 3 Click on Customize button.



Figure 1

- 4 Under the header Customize Quick Access Toolbar, choose the ODL Module Template (2007) tab from the drop-down menu.
- 5 Under the header Choose Commands From, select the Popular Commands tab from the drop-down menu.
- 6 On the Choose Commands From drop-down list, choose the following tabs to add to the Quick Access toolbar by selecting them:
  - i <Separator>
  - ii **Building Blocks Organizer**
  - iii **Styles**
  - iv **Add Auto Text**
- 7 Once these 4 tabs have been selected, click **Add**. (see Figure 2)
- 8 These new buttons should now be included in your Quick Access Toolbar (see Figure 3).

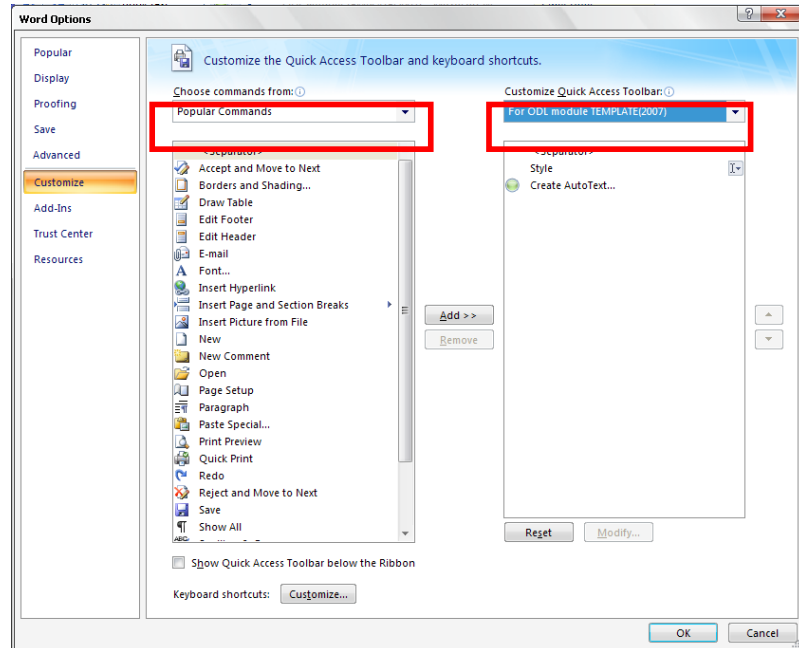


Figure 2

## About the ODL Course Manual template 2007 toolbar

The ODL Course Manual template 2007 toolbar is made up of seven components:



Figure 3

*Each of these components is explained in greater detail later in this user guide.*

- Save button.
- Undo button.
- Redo button.
- Quick Style Gallery character formatting button.
- Style list.
- Building Blocks Organizer button.
- Add Auto Text button.

## How the template is structured

The template contains the following elements:



- Cover page.
- Copyright page.
- Acknowledgements page.
- Table of Contents.
- About this [DOCUMENT TYPE]\*.
- Course overview.
- Getting around this [DOCUMENT TYPE]\*.
- Units 1-4.

\* [DOCUMENT TYPE] will be replaced by the text you added on the cover page.

---

## Template automation

The *ODL Course Manual 2007 template* contains “behind the scenes” automation i.e. activities that occur without any user intervention. A brief description follows.

### Cover page

The cover page is the source of the document’s automation: it is comprised of click-and-type form fields (see “Form fields” below).

- The text you type in these form fields will filter through the entire document.
- Any future changes to the content of the form fields will also be automatically reflected throughout the document.

### Form fields

Throughout the template you will encounter *form fields*. They are easily identified by their grey shading, the most obvious of which will be on the front cover.

- One click on a form field will put you in “edit” mode.

#### What is a form field?

- A form field is a *place marker* to indicate the place where text should be added—this is done either by you or is auto-generated by the template.

*Be careful—there is a difference!*

If you click once on a form field and it is selected (darker grey shading) you may enter text.

If you click once on a form field and it is not automatically selected then do not touch it—this is an indication that it will be filled automatically by the template.

- A form field is pre-formatted with a font style, size, and sometimes colour for the type of text to be entered.



## Table of Contents

The heading levels you use in your document are used to create a hierarchical layout in the Table of Contents.



Tip

Regenerate your Table of Contents regularly to check your document's structure.

- 1 Click inside the Contents list and press <F9>.
- 2 Choose **Update entire table**.

Regular updating of the Table of Contents is particularly useful if you are unsure of which heading level to use where—your Table of Contents will often give you the answer.

## Page headers and footers

The odd and even page headers and footers have been designed for dual-sided printing.

- The template includes a place marker for your institute's logo in the header on all of the pages.  
See “Customizing the header” on page 46 for instructions on adding or removing either of the logos.



Note it!

The text entries in the headers are fully automated—changing one may affect the entire document. Unless you are familiar with document automation they should not be touched.

The headers contain the name of the course on the odd-numbered pages and the section title/unit # and title on the even-numbered pages.

- This information is picked up from what you typed in the form fields on the cover page.

---

## Design specifications

### Page layout

The page layout uses the “generous layout” principle favoured by writers on ODL instructional design and ensures the best use of “white space”. This is achieved by setting a 2.69 inches (equivalent to 7cm) left margin. The wide left margin is used for margin icons and margin notes. The major headings (Headings 1-3) also “creep” into the margin for added emphasis.



### Recommended reading

See Richard Freeman’s handbook, section 1.3: *How do ODL materials differ from other educational materials?* (particularly Table 3: Comparison of ODL materials and textbooks) for more detailed information on design issues for ODL materials.

## Spot colour

The major heading levels, graphics and other illustrations in the template have been formatted with dark blue font. Such heading levels include:

- Cover page.
- Copyright page
  - ▣ this page also includes your institute’s name.
- Acknowledgements page.
- Contents page.
- Heading 1 level
  - ▣ Heading 1 indicates the start of a new section.
- Margin icons.
- Tables: borders and column headings.

### Why spot colour?

The subtle use of spot colour enhances the attractiveness of your course material; this is especially true where course material is used electronically, for example in PDF format. It does not add to printing costs as there is a built-in option in Word to ignore colour when printed on a non-colour printer (see the Tip box below).

#### *Did you know that ... ?*


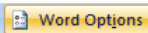
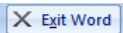
Blue is considered a colour of peace as it represents the colour of the sky above and the sea below.

White is also cited as a symbol of peace—it conceals nothing and so is seen as a symbol of purity, innocence and truth.



Tip

Set your Word 2007 options to ensure that documents containing colour print correctly on non-colour printers, as follows:

- 1 Click on the Microsoft office button .
- 2 Click on Word Options  .
- 3 Select Advanced word option.
- 4 On the Compatibility option for: heading (see Figure 4 below) expand the Layout Options.
- 5 Scroll through the list and click inside the check box next to Print color as black on noncolor printers to select.
- 6 Click Ok.

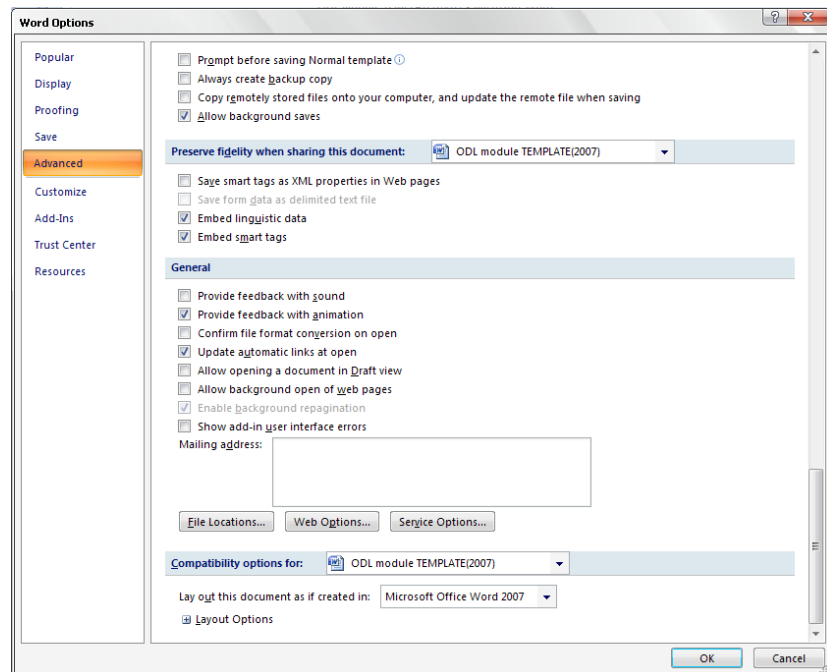


Figure 4




# Before you start!

## Check your document options

*This is a one-time only operation—it need not be repeated unless you move to a different computer.*

*You will only need to do this if you do not see the red on-screen "Help!" prompts.*

- 1 Click on the Microsoft Office button .
- 2 Click on Word Options.

### Show formatting marks

- 1 Select Display option. .
- 2 Click in the Show all formatting marks check box under the Always show this formatting marks on the screen heading(see Figure 65 below).

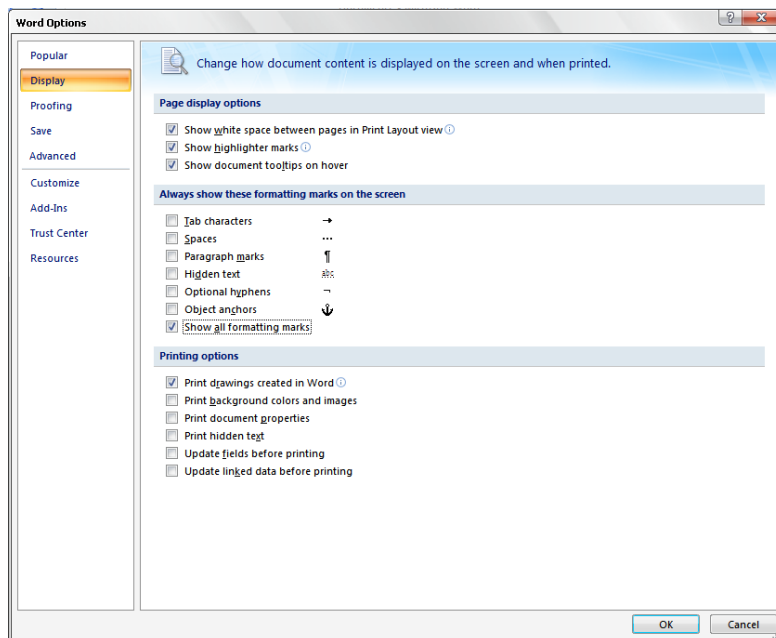


Figure 5

### Don't want to see the Help! prompts?

- 1 Click in the Show all formatting marks check box under the Always show this formatting marks on the screen heading (see Figure 6 below) to remove the check mark.
- 2 Click in each of the other boxes to select them.

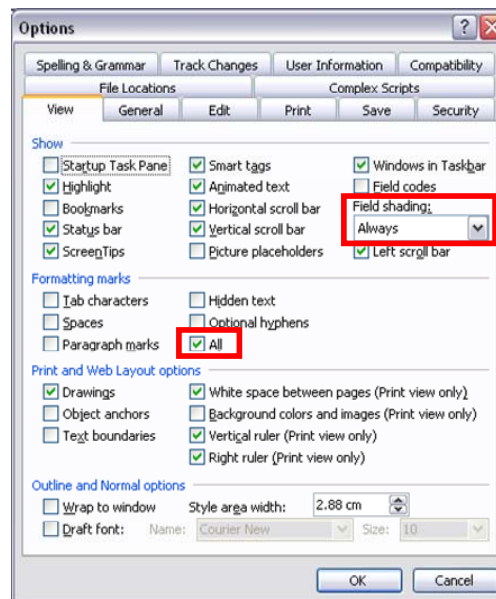


Figure 6

## Show field shading

This is a pure precaution—if the fields are shaded it will eliminate the risk of you altering or deleting them inadvertently.

- 1 Click the Popular tab,
- 2 Click in the Show Developer tab in the Ribbon check box under the Top options for working with Word heading (see Figure 6 below) to add the developer tab.
- 3 Click OK to save changes.

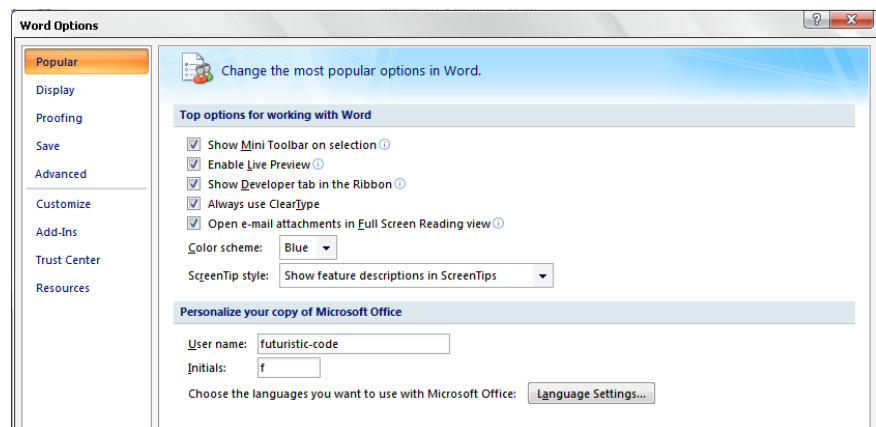


Figure 6

- 4 Select the Developer tab on the quick access menu.

- 5 Click the form field shading option under the Legacy Forms icon (see Figure 7 below).

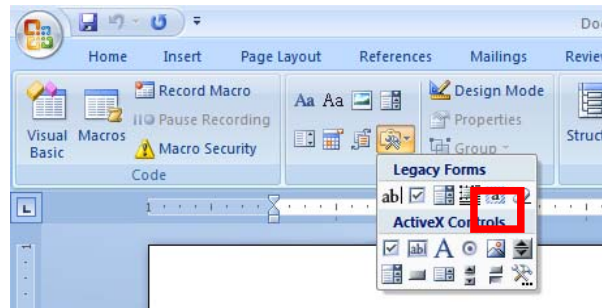


Figure 7

- Other selections may vary from what you see in Figure 6 above and need not necessarily be changed.

---

## Review the standard text

The template contains standard pre-written text throughout. This text will be included in all documentation based on the template. Please review this carefully to ensure that it meets with your institute's approval.

Make any changes required and then review the cover page watermark (see "Review the cover page watermark" below and "Review the page headers" on page 15).

If you make any changes you will need to save a *new version of the template*. Instructions for doing this are given in the section "Saving your customized template" on page 49.

---

## Review the cover page watermark

A "Your logo here" watermark place marker is included in the template. It appears on the cover page, the copyright page and the acknowledgements page.

If you wish to include your institute's logo as a watermark please follow the instructions in the section "Adding your institute's watermark" on page 43.

If you make any changes you will need to save a *new version of the template*. Instructions for doing this are given in the section "Saving your customized template" on page 49.



---

## Review the page headers

A “Your logo here” place marker is included in all of the page headers in the template.

If you wish to include your institute’s logo in the page headers in the template please follow the instructions in the section “Adding your institute’s logo” on page 46.

If you make any changes you will need to save a *new version of the template*. Instructions for doing this are given in the section “Saving your customized template” on page 49.



# Using the ODL Course Manual template

## Open a new ODL Course Manual document

Open a new document based on the ODL Course Manual template following the instructions below—either “From the user templates directory” or “From a personal directory” depending on where you saved the template.

### From the user templates directory

If you have saved the template in your user templates directory you can call upon it each time you wish to create a new document based on the template:

- 1 Open MS Word.
- 2 Click on File in the Word menu bar.
- 3 Click on New in the File menu
  - A New Document pane will open:

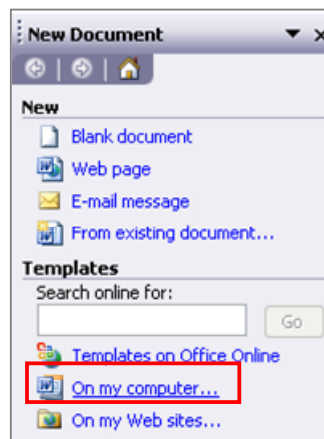


Figure 8

- 4 Click on the On my computer... link (Figure 8 above)
  - The Templates window will open.
- 5 Click on the ODL Course Manual template on the General tab.
- 6 Click on OK
  - A new *document* based on the template will be opened.

### From a personal directory

- 1 Go to the directory in which you saved the template.



- 2 Double-click the ODL Course manual template.dot file
  - If you saved the template on your Desktop all you need to do is double-click the icon.
  - A new *document* based on the template will be opened.

---

## Save your new document

Although you have not made any changes to this new document, now is a good time to save it:

- 1 Choose a unique name appropriate for your new course manual.
- 2 Save it in your usual directory.

---

## Print your new document

### Why should I do this?

A printed copy of a new ODL Course Manual will serve as a handy reference tool while you are working on the content of your own course manual.

If you follow the instructions below, the new document will print with all the on-screen Help boxes.

- 1 Click on File in the Word menu.
- 2 Click on Print from the File menu.
- 3 Click on the Options button in the Print dialog box.
- 4 Click inside the Hidden text check box in the Print dialog box to select it (see Figure 9 below)
  - Other selections may vary from what you see below and need not necessarily be changed.

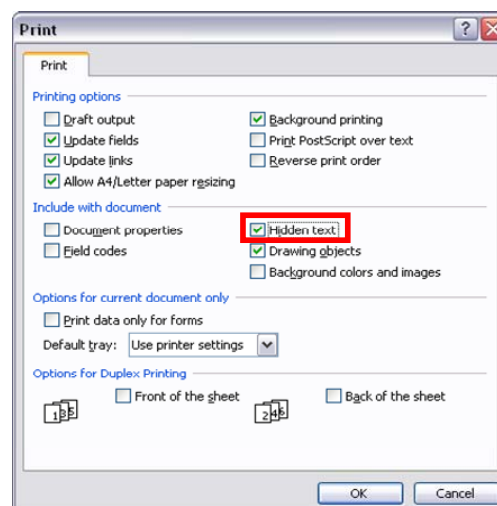




Figure 9

- 5 Click on OK.

---

## Switch on Show/Hide formatting marks

### Why should I do this?

The entire structure of the template is built using document styles (see “Understanding Styles” on page 25 for more information on document styles). Any inadvertent deletion of an end-of-paragraph marker (¶) during the creation/editing process can have catastrophic results.



During the document creation process it is good practice to work with the Show/Hide formatting marks switched on (see margin graphic):

- The Show/Hide button in the Standard toolbar is a toggle switch: a single click alternates between off or on.

---

## Complete the introductory pages

The introductory pages include the cover page to the “*Getting around this [document type]*” section.

Follow the on-screen “Help!” prompts—or a printed version of your new document if you choose to switch off the help prompts—to complete the introductory pages.

### What to look out for!

#### Cover page

##### The [DOCUMENT TYPE] form field

- Click inside the [DOCUMENT TYPE] form field and add your text *without pressing the caps key—even for the first letter*.  
(See TechNote below if more explanation is required).

**TechNote**

The [DOCUMENT TYPE] form field has been formatted using ALL CAPS and should not be changed.

Why?

The formatting in the form field is nothing more than a mask: a way of formatting the text in a style consistent with the front cover while—behind the scenes—reproducing the content in lower case throughout the document.

If you wish to override this setting you may do so as follows:

- 1 Click the [DOCUMENT TYPE] form field to select it.
- 2 Click on **Format** in the Word menu bar.
- 3 Click on **Font** in the Format menu.
- 4 Click inside the **All caps** check box under the **Effects** heading to deselect it.
- 5 Click on the **OK** button.

*Remember!* Without the ALL CAPS formatting the text you type in this form field will be exactly how it appears in the document. If you have changed it following the steps above and do not like the result you can repeat the steps above selecting **All caps** once again and then ...

... <CTRL>+<A>, then <F9> to effect the changes everywhere.

### The [Add course title here] form field

If your course title is very long and splits on to two lines there are two options to consider:

- 1 Select the course title you have typed and reduce the font
  - Currently the font size is 28pt. Try 26, then 24, then 22, etc. until your course title fits neatly on one line
- 2 Try splitting the title into two parts and use the [Course sub-title] field
  - See the cover of this user guide as an example.

**Note!**

The course sub-title field is not included in the odd-numbered page headers!

If you use this form field as part of your course title you should check that what you have typed in the [Course title] form field will be suitable in the header.

### The [Your logo here] watermark

This is a place marker for your institute's watermark. Please refer to the section "Adding your institute's watermark" on page 43 for



instructions on adding your own watermark or removing the place marker.

## Contents page

### The [Your logo here] header logo

The first page of the Contents contains a place marker for your institute's logo. Please refer to the section "Adding your institute's logo" on page 46.

*This is a one-time operation—adding your logo here will also place it on all odd-numbered pages throughout your document.*

## Course overview

### Course outcomes

We have made provision for six course outcomes. If you require more—or you have less—please follow the instructions below for adding or deleting outcomes.

#### Adding an outcome:

- 1 Place your cursor at the end of the last outcome, replace the ending full stop with a semi-colon and press <ENTER>.
- 2 Type the outcome text—remember to start with a taxonomy verb
  - See Richard Freeman's handbook, section 3.3.3: *Bloom's taxonomy*, section 3.3.4: *Other taxonomies*, and section 3.3.5 *Learning objectives and learning outcomes*.
- 3 Select the verb and click on Custom Italics from the ODL Course Manual template toolbar.
- 4 Repeat as many times as necessary until your outcomes list is complete
  - Remember to end the list with a full stop.

#### Deleting unused outcome fields

- Select the entire outcome: i.e. both form fields *and* the paragraph marker (¶) and press the <DELETE> key.

---

## Course units

Now that you have completed the introductory pages you are ready to write the course content.

A course is typically broken down into units; often (but not always) a unit will correspond to a week's work.



**Recommended reading**

At this point you may wish to refer to Richard Freeman’s handbook, paragraph 4.1.3, “*Components that form the three-part structure*”, in particular “*Stage 2: Conduct the session*”

---

**Note:** “*Stage 1: Explain what the session will be about*” and “*Stage 3: Remind learners what the session was about and check they have learnt it*” are taken care of by the template. See “Unit structure” below.

---



**Tip**

Unit 1 contains on-screen “Help!” fields. If you haven’t already printed your document you may wish to print Unit 1 now to help you during the completion of additional units.

You may wish to review the section “Print your new document” on page 17.

## Unit structure

As soon as you have completed the unit introduction, the unit outcomes and any new terminology, you will write the unit content.

The template contains four units ready for completion: each unit comprises either form fields or pre-written text.



**Help**

Until now you have been using pre-set styles determined either by the click and type form fields, or the pre-written standard text.

Now that you have started on your course content you will need to make some decisions on your own. If you are not familiar with the basic principles of styles we highly recommend that you read the section “Understanding Styles” on page 25.

---

A complete set of styles—and how they relate to each other—is shown in the “Document styles list” annex on page 61.

---

### Wait! Can I copy text from an existing document?

Absolutely! There are a few precautions you must take though before you copy from your old document to your new one:

- 1 Select the text you wish to copy.
- 2 Press <CTRL>+<Spacebar>
  - This action will strip any formatting from the existing text.

Why is it important to do this?

*Both keys must be held down at the same time!*



Any formatting to the existing text may have undesirable results when pasted into your new ODL template document.

- 1 With the text still selected, press <CTRL>+<C> to copy the text to the clipboard.
- 2 Return to your new document
  - make sure the cursor is in the correct position.
- 3 Press <CTRL>+<V> to paste the content of the clipboard into its new location.

## Writing the unit content

- 1 Complete the [First topic heading] and [Add topic text here] form fields.
- 2 Complete the topic content.
  - This will be a mixture of Body Text, bullet lists, numbered lists, etc. *plus* any number of activities (margin icons).  
You might like to read the section “Adding a margin icon” on page 29.
- 3 Repeat the above for each topic within the unit.

**Remember!** A unit summary and any assignments or assessments required for the unit are already included for you in each unit structure.

- 4 Complete the unit summary, assignment and assessment content.
  - If you do not require either an assignment or an assessment for a particular unit please refer to the sections “Removing a unit assignment” (below) and “Removing a unit assessment” (below) for instructions on removing them.

## Removing a unit assignment

If a particular unit does not have an assignment you may remove the section as follows:

- 1 Save your document now!
- 2 Make sure that you have Show / Hide switched on.
- 3 Place your cursor directly in front of the Assignment heading.
- 4 Select the entire text as far as—and including—the paragraph marker directly under the assignment box.
- 5 Press the <DELETE> key.

*If you can see ¶ symbols they are switched on.*



---

## Removing a unit assessment

If a particular unit does not have an assessment you may remove the section as follows:

*If you can see ¶ symbols they are switched on.*

- 1 Save your document now!
- 2 Make sure that you have Show / Hide switched on.
- 3 Place your cursor directly in front of the Assessment heading.
- 4 Select the entire text as far as—and including—the paragraph marker directly under the assessment box.
- 5 Press the <DELETE> key.

---

## Adding a new unit

*If you can see ¶ symbols they are switched on.*

*This filters the AutoText entries to display only those applicable to this particular template.*

*Word will remember this selection so you only need to do this once per editing session.*

- 1 Make sure that you have Show / Hide switched on.
- 2 Click on the last paragraph marker (¶) at the end of the previous unit.
- 3 Click on Add a Graphic/Table/New Unit on the ODL Course Manual template toolbar.
- 4 Do you have *COL partner - ODL module.dot* selected in the Look in: box at the bottom of the AutoText screen (see Figure 10 below)?
  - If not, click on the down-facing arrow and select it.

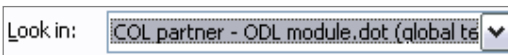


Figure 10

- 5 Scroll down the list to display the New Unit AutoText entry.
- 6 Click on the New Unit to select it.
- 7 Click on the Insert button
  - A new unit will be added to your course manual.
  - The New Unit AutoText entry spans two pages.
- 8 Scroll up to the [Add Unit # here] heading and complete the unit as usual.

---

## Removing a unit

If you do not require four units you may delete a unit follows:

*If you can see ¶ symbols they are switched on.*

- 1 Save your document now!
- 2 Make sure that you have Show / Hide switched on.
- 3 Place your cursor directly in front of the Unit # heading.



- 4 Select the entire text as far as—*and including*—the last paragraph marker directly under the assessment box at the end of the unit.
- 5 Press the <DELETE> key.



# Understanding Styles

The template—and any document you create based on the template—contains styles that determine how your document is structured.

All the styles used in the template are included in the Style list in the ODL Course Manual template toolbar.

- The toolbar is automatically launched when you create a document based on the template. See the section “The ODL Course Manual template toolbar” on page 5.

## What is a document style?

Simply put, a style determines the “look” and behaviour of a piece of text. A style can apply to a single character (*character style*) or a block of text (*paragraph style*).

A style has been applied to every element of the template—all you need is a basic understanding of these styles—the “what” and “why”—and how to choose or apply them—the “how”. This section addresses those issues briefly.

### Think BACH!

There are many styles in the template but they are basically broken down into four major components:

#### Body Text

Body Text is the default paragraph style.

*What does this mean?* In text processing “default” equates to “normal”; it is the basis of all other styles and is how text appears unless you apply other styles. Other styles such as List Bullet, List Number, etc. are enhancements of the underlying “default” Body Text.

#### AutoText

Although not strictly a style, AutoText is included here as it is used heavily throughout the template. In the context of the ODL Course Manual template AutoText refers to pre-formatted elements you will add to the basic template structure to enhance and personalize your document.

- AutoText ensures the correct positioning and formatting of text associated with graphics, illustrations, tables, text boxes, etc.
- The AutoText entries are contained in the Add a Graphic/Table/New Unit button on the ODL Course Manual template toolbar.



## Characters



Tip

Avoid using the Bold and Italics buttons on the Formatting toolbar. Instead use Custom Bold and Custom Italics on the ODL Course Manual template toolbar. See the comparisons below:

**This is regular bold**

*This is regular italics*

**This is Custom Bold**

*This is Custom Italics*

A character style is one that you apply to a single character or groups of characters within an existing paragraph. Look at the example below:

“The *quick* brown **fox** jumps over the *lazy* white **dog**.”

- The entire sentence is formatted with the paragraph style Body Text.
- The words “quick” and “lazy” are formatted individually with the character style *Custom Italics*.
- The words “fox” and “dog” are formatted with the character style Custom Bold.

## Headings

A Heading style is what you use to give your document structure. The Heading level you choose will determine the hierarchical structure of your document’s Table of Contents.

## What is my current style?

Any text that you type will automatically have a style applied to it.

Determining which style is applied to existing text is easy:

- Click anywhere inside the text and check the Style list (see Figure 11 below).

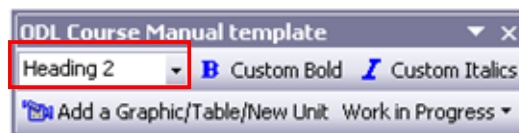


Figure 11

## Changing an existing style

### Why would I want to do this?

You may wish to choose a different heading level, or you may wish to apply bullets to a list.



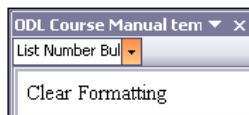
## How do I choose a style?

*Check the "Document styles list" annex on page 61.*

- 1 Scroll through the introductory pages of your new document.
- 2 Click on a heading or a piece of text that you think will fit.
- 3 Check the style in the Style list in the ODL Course Manual template toolbar (see Figure 12 below).

## Applying a new style

*If you can see "¶" symbols they are switched on.*



- 1 Save your document now!
- 2 Make sure that you have Show / Hide switched on.
- 3 Select the entire text as far as—and including—the paragraph marker at the end of the text.
- 4 Click on the down arrow in the Style list in the ODL Course Manual template toolbar.
- 5 Scroll to the top of the list and click on Clear Formatting (see margin)
  - This is a precaution—any existing formatting could interfere with the formatting of a new style.
- 6 Click on the down arrow in the Style list in the ODL Course Manual template toolbar (see Figure 12 below).

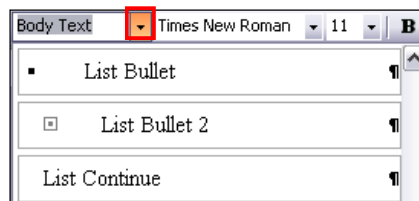


Figure 12

- 7 Scroll through the list—or type the first letter of the style name if you know it—and click on the style name.

# Using Graphics

## Margin icons

A complete set of margin icons has been included within the template. Each icon represents a particular theme, e.g. activity, assignment, case study, etc.



TechNote

The graphics included in the ODL Course Manual template toolbar have been defined as *AutoText* entries.

The AutoText entry controls the precise size and positioning of the graphics.

### Why margin icons?

These icons serve to “signpost” a particular piece of text, a new task or a change in activity.



Recommended reading

See Richard Freeman’s handbook, section 4.4: *Illustrative devices* for more information concerning the use of graphics in ODL materials.

The icon set contained in the template is shown below.

			
Activity	Assessment	Assignment	Case study
			
Discussion	Group activity	Help	Note it!
			




Outcomes	Reading	Reflection	Summary
 Terminology	 Time	 Tip	

Figure 13

## Adding a margin icon

You have already seen examples of margin icons in this user guide (e.g. Recommended reading, TechNote, Tip, Help).

To add a margin icon:

- 1 Make sure that you have **Show / Hide** switched on.
- 2 If your cursor is at the end of a line with existing text press <ENTER> to go to a new line.
- 3 With the cursor on the new line, choose **Body Text** from the Style list
  - This is just a precaution—whatever style is applied to the “empty” line is the style that will follow the margin icon.
- 4 Click on the **Add a Graphic/Table/New Unit** button on the ODL Course Manual template toolbar.
- 5 Do you have *COL partner – ODL module.dot* displayed in the **Look in:** box at the bottom of the AutoText screen? If not, click on the arrow on the right side to select it from the list
  - This filters the AutoText entries to display only those applicable to the ODL Course Manual template.
- 6 The margin icon AutoText entries appear at the top of the list, scroll down to select the one you require.
- 7 Click on the margin icon name to **select it**.
  - The Preview box will show the selected graphic.
- 8 Click on the **Insert** button.

*If you can see “¶” symbols they are switched on.*

*You only need to do this once per session ... the next time you want to add a Graphic/Table/New Unit this selection will be remembered.*

## Changing the icon label

Margin icons are inserted with an optional descriptive label, e.g. Assessment, Case Study, Reflection, Reading, etc.

The icon label can be modified or deleted, as required.

- 1 Select the label text.
- 2 Type the new text, or press the <Delete> key, as required.



### TechNote

The Margin icon AutoText entry is actually a one-row, two-column table formatted with the “No border” option.


The borders are not visible either when previewed on-screen, converted into PDF format or printed on paper.

Formatting the AutoText entry as a table has two distinct advantages:

- 1 It relieves you of the task of aligning a conventional text box with the margin icon
  - Conventional text boxes are prone to “roaming” ... during document editing there is no guarantee that a text box will stay put!
- 2 With the click of a button you can add borders to an activity without having to draw a conventional text box.

## Adding borders to margin icon text

Due to its design as a table, adding borders to a margin icon text is a quick and easy process:

- 1 Click inside the text area (the column on the right).
- 2 Click on the **Border** button (  ) in the Formatting toolbar.
- 3 Click on the **Outside Border** option (see Figure 14 below).

*This should be done only where absolutely necessary so that you do not lose consistency within your document.*



Figure 14

## Changing the border colour and/or width

- 1 Click on **Format** in the Word menu bar.
- 2 Select **Borders and Shading** from the Insert menu.
- 3 If it is not already selected, click on the **Border** tab.
- 4 Select the line style, colour and width (see Figure 15 below):
  - Scroll the **Style** list and click on a line style to select it
  - Click on the arrow in the **Color** to select a colour
  - Click on the arrow **Width** list to select a heavier border.
- 5 Click on **OK**.

*It would probably be best to stay with a blue colour to complement the spot colour in the template*

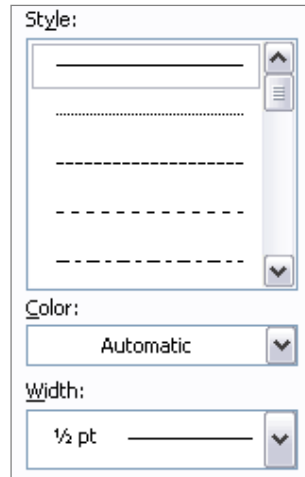


Figure 15

---

## Illustrations

The template also includes an AutoText entry to help you with the placement and formatting of additional illustrations, for example photographs, cartoons, charts, etc.

Adding an illustration is a two-part process: first you will add the illustration place marker, then you will add your illustration.

### Adding the illustration place marker

- 1 Make sure that you have Show / Hide switched on.
- 2 If your cursor is at the end of a line with existing text press <ENTER> to go to a new line.
- 3 With the cursor on the new line, choose **Body Text** from the Style list
  - This is just a precaution—whatever style is applied to the “empty” line is the style that will follow the new illustration.
- 4 Click on the **Add a Graphic/Table/New Unit** button on the ODL Course Manual template toolbar.
- 5 Do you have *COL partner – ODL module.dot* displayed in the Look in: box at the bottom of the AutoText screen? If not, click on the arrow on the right side to select it from the list
  - This filters the AutoText entries to display only those applicable to the ODL Course Manual template.
- 6 Click on the **Illustration** entry to select it
  - The Preview box will show only two red paragraph markers—this is perfectly correct.
- 7 Click on the **Insert** button

*If you can see “¶” symbols they are switched on.*



*The paragraph markers are formatted in red only to distinguish them from already existing paragraph markers. It is important they are identified as such as they are linked to the Figure # caption holder.*

- The Illustration AutoText entry comprises two red paragraph markers and a Figure # caption holder.
- If this is the first illustration in your document you will see Figure 1. Otherwise, the number displayed will be automatically adjusted. For example, if you already have six illustrations, this will appear as Figure 7.

## Adding your illustration

### Method 1: If your illustration already exists elsewhere

This method will apply to photographs, cartoons, etc.

- 1 Copy your illustration to the clipboard.
- 2 Click on the *second* of the two red paragraph markers you added in the steps above.
- 3 Click on the Paste icon in the Standard toolbar
  - or select Edit from the menu bar, then Paste from the Edit menu.



Tip

Depending on how your options are set, the illustration you insert may not appear in the place where you positioned your cursor. This can be easily corrected as follows:

- 1 Click on the illustration to select it.
- 2 Click on Format in the Word menu.
- 3 Click on Picture in the Format menu.
- 4 Click on the Layout tab in the Format Picture dialog box.
- 5 Click on In line with text graphic (see Figure 16 below).
- 6 Click on OK.

If you wish to make this setting permanent please follow the instructions in the TechNote entry under “Changing your picture position settings” on page 33.

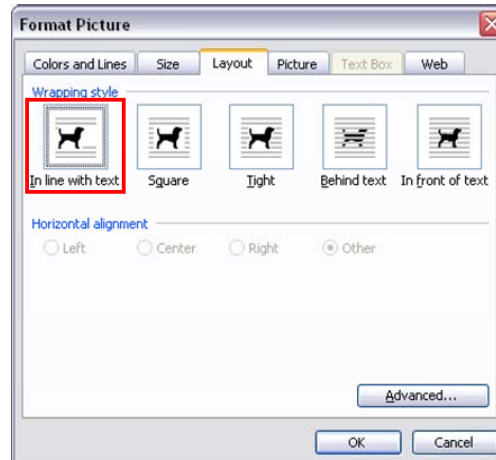


Figure 16

### Method 2: If you are going to create your illustration

This method will apply to diagrams, charts, etc.

- 1 Click on the *second* of the two red paragraph markers you added in the steps above.
- 2 Create or add your illustration as applicable.



TechNote

### Changing your picture position settings

- 1 Click on Tools in the Word menu bar.
- 2 Click on Options in the Tools menu.
- 3 Click on the Edit tab in the Options dialog box.
- 4 Click on the arrow in Insert/paste pictures as: and select In line with text (see Figure 17 below).
- 5 Click on OK.

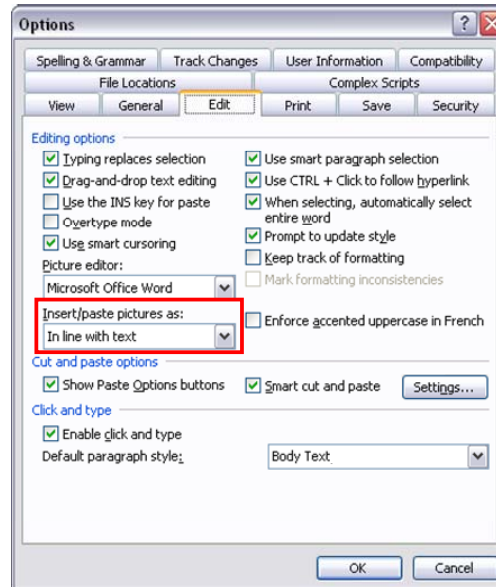


Figure 17

## Checklist graphic

Use this graphic as part of a reader exercise, or perhaps where you want to emphasize—or recap—a particular activity (see Figure 18 below).

6	Checklist	<input checked="" type="checkbox"/>
7		<input type="checkbox"/>
8		<input type="checkbox"/>
9		<input type="checkbox"/>
10		<input type="checkbox"/>
11		<input type="checkbox"/>
12		<input type="checkbox"/>

Figure 18

*If you can see “¶” symbols they are switched on.*

- 1 Make sure that you have **Show / Hide** switched on.
- 2 If your cursor is at the end of a line with existing text press <ENTER> to go to a new line.
- 3 With the cursor on the new line, choose **Body Text** from the Style list
  - This is just a precaution—whatever style is applied to the “empty” line is the style that will follow the new illustration.
- 4 Click on the **Add a Graphic/Table/New Unit** button on the ODL Course Manual template toolbar.
- 5 Do you have *COL partner – ODL module.dot* displayed in the Look in: box at the bottom of the AutoText screen? If not, click on the arrow on the right side to select it from the list
  - This filters the AutoText entries to display only those applicable to the ODL Course Manual template.
- 6 Click on the **Checklist** entry to select it
  - The Preview box will show the top row of the checklist.
- 7 Click on the **Insert** button.

*You only need to do this once per session ... the next time you want to add a Graphic/Table/New Unit this selection will be remembered.*

### Adding extra rows to the Checklist graphic

- 1 Click in the last column of the last row and press the <TAB> key
  - A new row will appear; the numbering will continue automatically.
- 2 Repeat as many times as necessary.

## Full page insert

If for any reason you need to include a page where the 7cm left margin would not work, you may switch temporarily to a full page width using the **Full page insert** AutoText entry.



If you can see ¶ symbols they are switched on.

- 1 Make sure that you have Show / Hide switched on.
- 2 If your cursor is at the end of a line with existing text press <ENTER> to go to a new line.
- 3 With the cursor on the new line, choose Body Text from the Style list
  - This is just a precaution—whatever style is applied to the “empty” line is the style that will follow the Full page insert.
- 4 Click on the Add a Graphic/Table/New Unit button on the ODL Course Manual template toolbar.
- 5 Do you have *COL partner – ODL module.dot* displayed in the Look in: box at the bottom of the AutoText screen? If not, click on the arrow on the right side to select it from the list
  - This filters the AutoText entries to display only those applicable to the ODL Course Manual template.
- 6 Click on the Full page insert entry to select it
  - The Preview box will show only a paragraph marker and Section Break (Next Page)—this is perfectly correct.
- 7 Click on the Insert button
  - The Full page insert AutoText entry spans two pages.
- 8 Scroll up to go to the beginning of the new page you have just inserted
  - The new page insert starts with a Heading 2 form field. If you do not require a Heading 2 level select the entire text *including the end paragraph marker* and apply a new heading style.

## Table graphic

The Table AutoText entry is available in four formats:

- Table (Body Text width) - 2 cols (see example in Figure 19 below)
- Table (Full page width) - 2 cols
- Table (Full page width) - 3 cols
- Table (Full page width) - 4 cols

Column header	Column header

Figure 19



TechNote

## About the Table graphic

- The table header row is shaded with a light grey background and is pre-formatted so that text typed into each of the column header rows is automatically formatted with Custom Bold character formatting (see Figure 19 above).
- For added impact the text and borders are formatted as dark blue.
- If the table splits over on to another page the header row is automatically repeated.
- Tables automatically carry a “Figure #” caption. If this is the first graphic in your document you will see Figure 1, otherwise the number will be automatically adjusted.

## Inserting the Table graphic

*If you can see “¶” symbols they are switched on.*

- 1 Make sure that you have Show / Hide switched on.
- 2 If your cursor is at the end of a line with existing text press <ENTER> to go to a new line.
- 3 With the cursor on the new line, choose **Body Text** from the Style list
  - This is just a precaution—whatever style is applied to the “empty” line is the style that will follow the new illustration.
- 4 Click on the **Add a Graphic/Table/New Unit** button on the ODL Course Manual template toolbar.
- 5 Do you have *COL partner – ODL module.dot* displayed in the **Look in:** box at the bottom of the AutoText screen? If not, click on the arrow on the right side to select it from the list
  - This filters the AutoText entries to display only those applicable to the ODL Course Manual template.
- 6 Click on the required **Table** AutoText entry to select it
  - The Preview box will show only the first row of the table for the **Body Width** table or a **Section Break** for the **Full page width** table—this is perfectly correct.
- 7 Click on the **Insert** button.

## Adding extra rows to the Table graphic

- 1 Click in the last column of the last row and press the <TAB> key
- 2 Repeat as many times as necessary.

## Removing rows from the Table graphic

- 1 Click in the first column of the first row to be deleted.
- 2 Hold down the mouse key and select all the rows to be deleted



- The selected rows will be highlighted in black.
- 3 Select Table from the Word menu bar.
  - 4 Select Delete from the Table menu.
  - 5 Select Rows from the Delete pop-up menu.

## Text Box graphic

*If you are going to print your document on a non-colour printer, please review the Tip in the section Spot colour on page 10.*

The Text Box graphic is available in two formats: Body Text width and Full page width.

The Text Box graphic has a double-line dark blue border for emphasis. To complement this any text that you type will also be blue.

- **Text Box – Body Text width**

The Body Width text box is the exact width of the document body text.

- **Text Box – Full page width**

The Full page width text box follows the Page Setup, i.e. 2.5 cm left and right margins.

### This is a Text Box – Body Text width

The Text Box format has been defined as an AutoShape. As you enter text the Text Box will resize itself to accommodate the text.

You can include any of the formatting styles in a Text Box:

- You can include the List Bullet style in a Text Box.
- 6 You can include the List Number style in a Text Box.

Figure 20

*If you can see “¶” symbols they are switched on.*

- 1 Make sure that you have Show / Hide switched on.
- 2 If your cursor is at the end of a line with existing text press <ENTER> to go to a new line.
- 3 With the cursor on the new line, choose **Body Text** from the Style list
  - This is just a precaution—whatever style is applied to the “empty” line is the style that will follow the text box.
- 4 Click on the **Add a Graphic/Table/New Unit** button on the ODL Course Manual template toolbar.
- 5 Do you have *COL partner – ODL module.dot* displayed in the Look in: box at the bottom of the AutoText screen? If not, click on the arrow on the right side to select it from the list
  - This filters the AutoText entries to display only those applicable to the ODL Course Manual template.



- 6 Scroll down the list and click on the required Text box AutoText entry to select it
  - The Preview box will show the blue text box border.
- 7 Click on the Insert button.
- 8 Click on the form field inside the Text Box and type your text.
- 9 Click on the form field below the Text Box and continue as normal.

---

## Writing Space graphic



Figure 21

The Writing Space graphic is used to indicate where the reader is required to write information.

*If you can see “¶” symbols they are switched on.*

- 1 Make sure that you have Show / Hide switched on.
- 2 If your cursor is at the end of a line with existing text press <ENTER> to go to a new line.
- 3 With the cursor on the new line, choose **Body Text** from the Style list
  - This is just a precaution—whatever style is applied to the “empty” line is the style that will follow the text box.
- 4 Click on the **Add a Graphic/Table/New Unit** button on the ODL Course Manual template toolbar.
- 5 Do you have *COL partner – ODL module.dot* displayed in the **Look in:** box at the bottom of the AutoText screen? If not, click on the arrow on the right side to select it from the list
  - This filters the AutoText entries to display only those applicable to the ODL Course Manual template.
- 6 Scroll to the end of the list and click on the **Writing Space** AutoText entry to select it
  - The Preview box will show the first two lines of the writing space.
- 7 Click on the Insert button.
- 8 Click on the form field below the **Writing Space** graphic and continue as normal.



## Adding additional lines to the Writing Space graphic

The Writing Space graphic is actually just a one-column, 6-row table with a line on the bottom of each row.

Additional rows can be added as required:

- 1 Click in the last row of the graphic.
- 2 Press the <TAB> key.
- 3 Repeat as many times as necessary
  - Each press of the <TAB> key gives you a new line.

---

## The Work in Progress menu

The Work in Progress menu is not a functional part of the template but an additional feature that you may find useful. It's a neat way to help you to keep track of all your ODL modules.

- Although this section can be skipped, you may wish to review this section for future interest.



TechNote

### What exactly is the Work in Progress menu?

The Work in Progress menu lets you build a list of documents that you work with regularly so that you can get to them quickly.

You will not see this option if a document you are working on is not based on the ODL Course Manual template.

### Adding a document to the Work in Progress menu

---

You must have a document open in order to place it on the Work in Progress menu.

---

- 1 Click on the Work in Progress button on the ODL Course Manual template toolbar.
- 2 Click on Add to Work Menu
  - The document you currently have open will be added to the list of documents on the Work in Progress menu.

### Switching between documents on the Work in Progress menu

If you have added several documents to the Work in Progress menu you can switch between them – *even if they are not already open*.

- 1 Click on the Work in Progress button on the ODL Course Manual template toolbar



- A list of documents added to the Work in Progress menu will be listed.
- 2 Click on any of the listed documents
  - The document will open.
- 3 Repeat as often as you wish.

## Removing a document from the Work in Progress menu

For good housekeeping purposes, you should remove a document from the Work in Progress menu once it has been finalized—you can always add it again later if necessary.

This procedure removes a document from the Work in Progress menu—it does not remove the document, or affect it in any way.

- 1 Press <CTRL>+<ALT>+<- > (hyphen)
  - All three keys must be held down at the same time.
  - Your cursor will turn to a solid horizontal line.
- 2 Release the keys and move the cursor up to the menu bar.
- 3 Click on the Work in Progress button in the ODL Course Manual template toolbar
  - The documents currently in the list will be displayed.
- 4 Point to the document to be removed
  - The document on which the pointer rests will be highlighted to indicate it has been selected.
- 5 Click on the selected document
  - The document will be removed from the Work in Progress menu.
  - The cursor will revert to its normal status.



## Printing your ODL course manual

When you print (or preview) your course manual you will undoubtedly see a number of blank pages.



Note it!

Do not remove these blank pages from the printed copy: they are required for the correct placement of the odd and even page headers in duplex (“recto verso”) printing.

Removing them will have undesirable results in the final publication.

---

## Choosing a different paper size



Note it!

The ODL course manual template has been designed to print in A4 format. You will only need to do this if your printer uses a paper size other than A4, for example Letter size paper.

The instructions below will change the print format *without* affecting the physical layout of the document.

*This procedure scales the document for the current printing session only. You will need to repeat for each print request.*

- 1 Select File from the Word menu bar.
- 2 Select Print from the File menu.
- 3 Select the new paper size in *Scale to paper size* under the Zoom menu (see Figure 22 below).

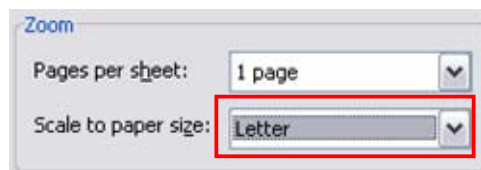


Figure 22

- 4 Click on OK.

# Customizing the template

## Adding your institute's watermark

*You will only need to perform this operation once!*

A “Your logo here” watermark place marker is included in the template. It appears on the cover page, the copyright page and the acknowledgements page.

The instructions below will guide you step by step on how to replace this with your own logo.



**Note it!**

Before you start this process, make sure that you have a copy of your institute's logo installed on your computer and that you know how to insert it into a Word document.

- 1 Open a new Word document and insert a copy of your institute's logo.
- 2 Click on the logo to select it.
- 3 Click on Format in the Word menu bar.
- 4 Click on Picture in the Format menu
  - The Format Picture dialog box will be displayed. From here you will fix the size and position of the logo.

### Setting the watermark characteristics

- 1 Click on the Size tab in the Format Picture dialog box (see Figure 23 below)
  - Check that the *Lock aspect ratio* is ticked (this ensures that the height/width ratio will be maintained).
  - Change the *Width* to 15 cm.

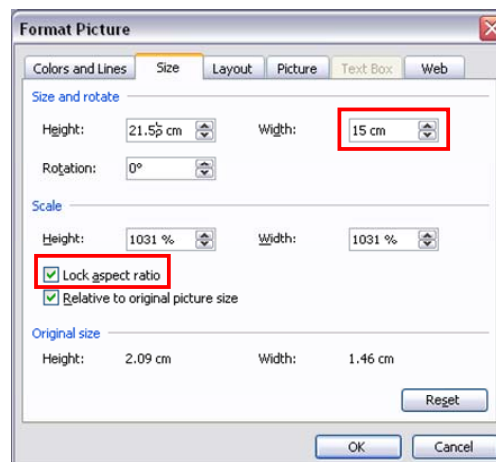


Figure 23

- 2 Click on the Picture tab in the Format Picture dialog box.
- 3 Select Washout from the list under Image control (see Figure 24 below).

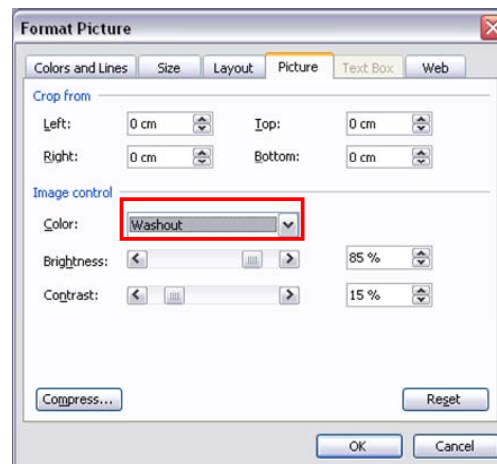


Figure 24

- 4 Click on the Layout tab.
- 5 Click on the Advanced button in the bottom right corner.
- 6 On the Picture Position tab set the Horizontal and Vertical alignment as Centered relative to Page (see Figure 25 below).

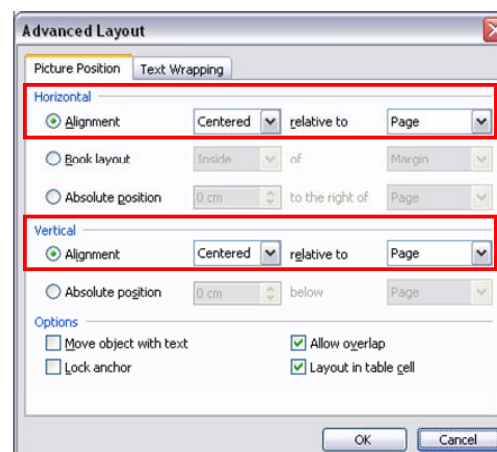


Figure 25

- 7 Click on the Text Wrapping tab.

- 8 Click on Behind Text (see Figure 26 below).

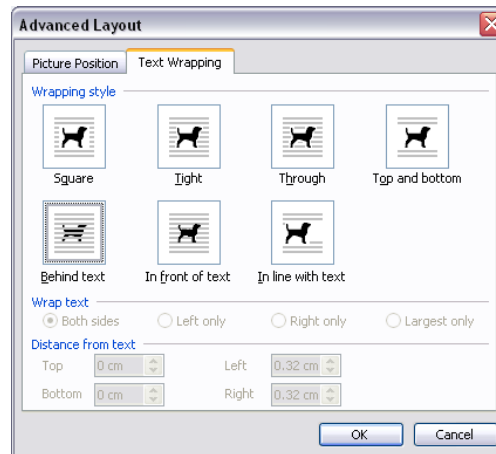


Figure 26

- 9 Click on OK to exit the Picture dialog boxes.
- 10 Click on the Copy icon in the standard toolbar.

### Copying the watermark to your document

- 1 Go to the first page of your document (press <CTRL>+<Home> if you are elsewhere in the document).

**Note:** this is a one-time operation. The template automation will ensure that when you have added your watermark to the front page of your document it will also appear on the copyright and acknowledgement pages.

- 2 Select View from the menu bar.
- 3 Select Header and Footer from the View menu.
- 4 Click on the “Your logo here” place marker and press <DELETE>.
- 5 Click on the Paste icon in the standard toolbar
  - or press the <CTRL>+<V> keys.
- 6 Click on Close in the Header and Footer toolbar.

### If you do not wish to include a customized watermark

- 1 Go to the first page of your document (press <CTRL>+<Home> if you are elsewhere in the document).

**Note:** this is a one-time operation. The template automation will ensure that when you have removed the place marker on the front page of



your document it will also be removed from the copyright and acknowledgement pages.

- 2 Select View from the menu bar.
- 3 Select Header and Footer from the View menu.
- 4 Click on the “Your logo here” place marker and press <DELETE>.
- 5 Click on Close in the Header and Footer toolbar.

## Customizing the header

### Adding your institute’s logo

A “Your logo here” place marker is included in the odd-numbered page headers in the template.

The instructions below will guide you step by step on how to replace this with your own logo.



Note it!

Before you start this process, make sure that you have a copy of your institute’s logo installed on your computer and that you know how to insert it into a Word document.

- 1 Open a new Word document and insert a copy of your institute’s logo.
- 2 Click on the logo to select it.
- 3 Click on Format in the Word menu bar.
- 4 Click on Picture in the Format menu
  - The Format Picture dialog box will be displayed. From here you will fix the size and position of the logo.

### Setting the logo size

- 1 Click on the Size tab in the Format Picture dialog box (see Figure 27 below).
- 2 Check that the *Lock aspect ratio* is ticked (this ensures that the height/width ratio will be maintained).
- 3 Change the *Height* to 1.2 cm.

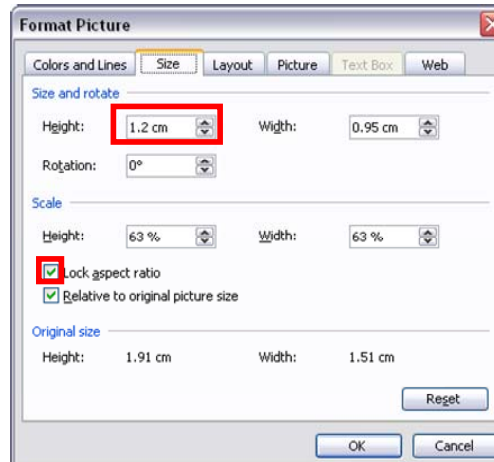


Figure 27

### Copying the logo to your ODL manual

With the resized logo selected:

- 1 Click on the Copy icon in the standard toolbar
  - or press the <CTRL>+<C> keys.
- 2 Go to the first page of your document (“About this [DOCUMENT TYPE]”).

**Note:** this is a one-time operation. The template automation will ensure that when you have added your logo to the first page of the Contents it will appear throughout the document.

- 3 Select View from the menu bar.
- 4 Select Header and Footer from the View menu.
- 5 Click on the sample “Your logo here” icon to select it.
- 6 Press <Delete> to remove the sample icon.
- 7 Click on the Paste icon in the standard toolbar
  - or press the <CTRL>+<V> keys.



*REMEMBER! This is a one-time operation!*

## Setting the logo position

With the logo selected:

- 1 Click on **Format** in the Word menu bar.
- 2 Click on **Picture** in the Format menu
  - The **Format Picture** dialog box will be displayed. From here you will fix the position of the logo.
- 3 Click on the **Layout** tab in the Format Picture dialog box (next to the **Size** tab).
- 4 Click on the **In front of text** option
- 5 Click on the **Advanced** button (bottom right corner of the Format Picture dialog box)
  - Set the *Horizontal* setting to **Absolute position 2.5 cm to the right of Page**
  - Set the *Vertical* setting to **Absolute position 1.3 cm below Page** (see Figure 28 below).

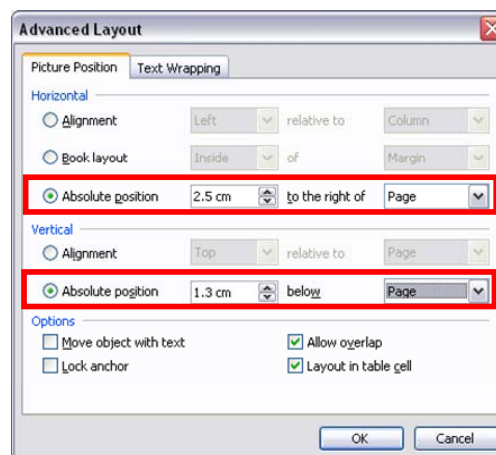


Figure 28

- 6 Click on **OK**.
- 7 Click on **Close** in the Header and Footer toolbar.

**Note it!**

The measurements in Advanced Layout (Figure 28 above) may not fit exactly with the dimensions of your logo. If this is the case do the following:

- 1 Go to the first page of the Contents.
- 2 Double click the logo
  - This is the quick way to open the Header.
- 3 Hold down the <CTRL> key and press the up/down, left/right arrow keys on your keyboard to adjust the position one notch at a time.
- 4 Click on Close in the Header and Footer toolbar.

## If you do not wish to include a customized logo

- 1 Go to the first page of the Contents.

Note: this is a one-time operation. The template automation will ensure that when you remove your logo from the first page of the Contents it will also be removed throughout the document.

- 2 Select View from the menu bar.
- 3 Select Header and Footer from the View menu.
- 4 Click on the sample “Your logo here” icon to select it.
- 5 Press <Delete> to remove the sample icon.
- 6 Click on Close in the Header and Footer toolbar.

### And the COL logo?

If you are not including your institute’s logo in the header then you will probably not want to include the existing COL logo. Follow the steps below to remove it.

- 7 Go to the second page of the Contents.
- 8 Repeat steps 2-6 above.

---

## Saving your customized template

Any changes that you make to a document based on the template will affect *only* the current document and *not* the template.

If you wish to make changes that are applicable to *all future documents* you can make these changes permanent by saving your document as a template. Instructions are given below.



We strongly recommend that you contact your institute's technical support service before doing this.

- 1 Choose File from the Word menu bar.
- 2 Choose Save As from the File menu.

From the Save As dialog box:

- 3 Click on the arrow on the right of the Save in: box and select the same folder as the one containing the ODL Course Manual template you downloaded from the COL website.
- 4 Type an appropriate name for the new template in the File name: box, e.g. *ODL Template-[your institute name]*.
- 5 Click on the arrow on the right of the Save as type: box and choose Document Template (\*.dot) from the list.
- 6 Click on Save
  - Save your new template in the same location as the original ODL Course Manual template

You may wish to review the section “Saving the template on your computer” starting on page 4 before you do this.



## Resources

### Publications

Creating learning materials for Open and Distance Learning: A Handbook for Authors & Instructional Designers, Richard Freeman, Commonwealth of Learning, 2005

### Websites

- <http://www.how-to-study.com/>  
A study skills resource site
- <http://www.ucc.vt.edu/stdysk/stdyhlp.html>  
Website of the Virginia Tech, Division of Student Affairs.
- <http://www.howtostudy.org/resources.php>  
The Chemeketa Community College website.



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Annex

# Document Styles List

ODL Course Manual Template

Microsoft Word 207 Version





# Document styles list

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## Paragraph styles

In this annex you will discover the most frequently used styles in the ODL Course Manual template.

Styles are broken down into two categories—*paragraph* styles and *character* styles.

Paragraph styles control all aspects of a paragraph’s appearance, such as text alignment, tab stops, line spacing, and borders.

Character formatting styles are described in “Characters” on page 26.

The examples that follow are the five Heading styles as well as the most commonly used paragraph styles.

Body Text has been inserted throughout to demonstrate how the different styles relate to Body Text.



# Heading 1

Heading 1 is formatted in dark blue font. Heading Level 1 always starts on a new page.

When you press <ENTER> after Heading 1 it is automatically followed by Heading 2.

---

## Heading 2

Heading Level 2 has a distinctive top border. Heading Level 2 is automatically followed by the Body Text style.

This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style.

## Heading 3

Heading Level 3 is automatically followed by the Body Text style.

This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style.

## Heading 4

Heading Level 4 is automatically followed by the Body Text style.

This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style.

## Heading 5

Heading Level 5 is automatically followed by the Body Text style.

This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style.

## Body Text style

Body Text style is the standard paragraph style used throughout your document.

This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style.

## List Bullet style

- This is List Bullet style.
- When you press <ENTER> you automatically get another List Bullet style.



- To revert to Body Text simply select the bullet—including the end paragraph marker—and choose Body Text from the Style list.

This is Body Text style. This is Body Text style. This is Body Text style.  
This is Body Text style. This is Body Text style. This is Body Text style.  
This is Body Text style.

### List Bullet 2 style

- ▣ This is List Bullet 2 style.
- ▣ You would only normally use this style after List Bullet style to create a sub-list.
- ▣ When you press <ENTER> you automatically get another List Bullet 2 style.
- ▣ To revert to Body Text simply select the bullet—including the end paragraph marker—and choose Body Text from the Style list.

### Margin Note style

Use Margin Note style to add brief explanatory text.

*This is a Margin Note. This is a Margin Note. This is a Margin Note.*

To create a Margin Note just type your text in the body, select it and choose Margin Note from the *Style* list. It will automatically be formatted correctly and placed in the margin.

This is Body Text style. This is Body Text style. This is Body Text style.  
This is Body Text style. This is Body Text style. This is Body Text style.  
This is Body Text style.

### Question style

Use Question style to ask your reader a question.

*Question style. Question style. Question style. Question style. Question style. Question style.*

This is Body Text style. This is Body Text style. This is Body Text style.  
This is Body Text style. This is Body Text style. This is Body Text style.  
This is Body Text style.

### List Number style

- 1 This is List Number style.
- 2 When you press <ENTER> you automatically get the next chronological number.
- 3 To revert to Body Text simply select the list number—including the end paragraph marker—and choose Body Text from the Style list.



### Tip

Whenever you create a new list using List Number style Word will assume you want to continue the numbering from the last list in the document.

To correct this:

- 1 Click on **Format** in the Word menu bar.
- 2 Click on **Bullets and Numbering** in the Format menu.
- 3 Click on **Restart numbering** (bottom left corner) in the Bullets and Numbering dialog box.

### List Number Bullet style

Use List Number Bullet style to follow List Number style.

- 1 List Number style. List Number style. List Number style. List Number style. List Number style. List Number style.
  - This is List Number Bullet style. Use this style to follow a list number with a bulleted list.

This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style.

### List Continue style

Use List Continue style to add extra paragraphs after List Number style if you do not want the text to have either a number or a bullet.

- 1 This is List Number style. List Number style. List Number style. List Number style. List Number style. List Number style.
 

This is List Continue style. List Continue style. List Continue style. List Continue style. List Continue style. List Continue style.

This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style.

### List Alpha style

- a** This is List Alpha style.
- b** This is List Alpha style.

This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style. This is Body Text style.

### Note style

Use Note style to draw attention to a particular point.



---

This is Note style. Note. Note. Note. Note. Note. Note. Note. Note. Note.  
Note. Note. Note. Note. Note. Note. Note. Note. Note. Note. Note. Note.  
Note. Note. Note. Note. Note. Note. Note. Note.

---

This is Body Text style. This is Body Text style. This is Body Text style.  
This is Body Text style. This is Body Text style. This is Body Text style.  
This is Body Text style.

### Note – Special Attention style

Use Note – Special Attention style to draw attention to an important point.

---

This is Note – Special Attention style. Note - Special attention. Note -  
Special attention. Note - Special attention.

---

### Quotation style

Use Quotation style when you use a verbatim quote. Quotation Style is automatically followed by Quotation Source style.

*This is Quotation style. Quotation style. Quotation style. Quotation style.  
Quotation style. Quotation style. Quotation style. Quotation style.  
Quotation style. Quotation style. Quotation style.*

Quotation source

This is Body Text style. This is Body Text style. This is Body Text style.  
This is Body Text style. This is Body Text style. This is Body Text style.  
This is Body Text style.

---

## Character styles

Character formatting is that which you apply to *selected text within a paragraph* – it may be a single character, a single word, or a group of words. A typical example of character formatting would be a change of font, e.g. bold or italics.

### Custom Bold

Use the Custom Bold character formatting to draw the attention of the reader to important points.

Text formatted with Custom Bold uses the Arial Narrow font to make it more noticeable than the **regular bold** typeface on the Formatting toolbar.

- Look at the two examples in the paragraph above to see the difference.

### Custom Italics

Use the *Custom Italics* character formatting to refer to another part of your module, or for references to other publications.



Text formatted with *Custom Italics* uses the Arial Narrow font to make it more noticeable than the *regular italic* typeface on the Formatting toolbar.

- Look at the two examples in the paragraph above to see the difference.