

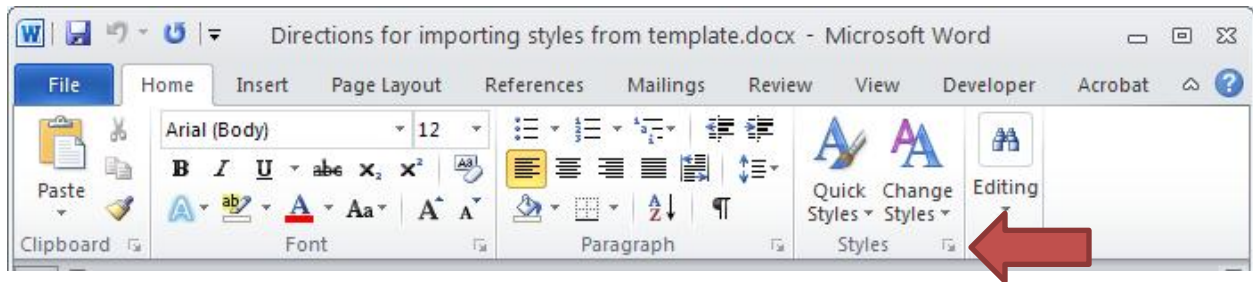
Directions for Importing Styles from a CTPS Document Template

Step One

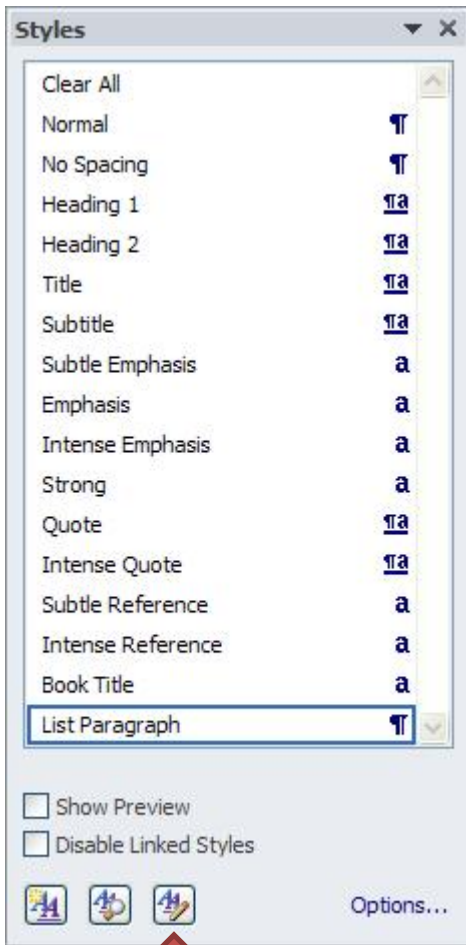
Save the applicable CTPS template (for example, work scope, memo, report) from the CTPS intranet site to your network drive or hard drive

Step Two

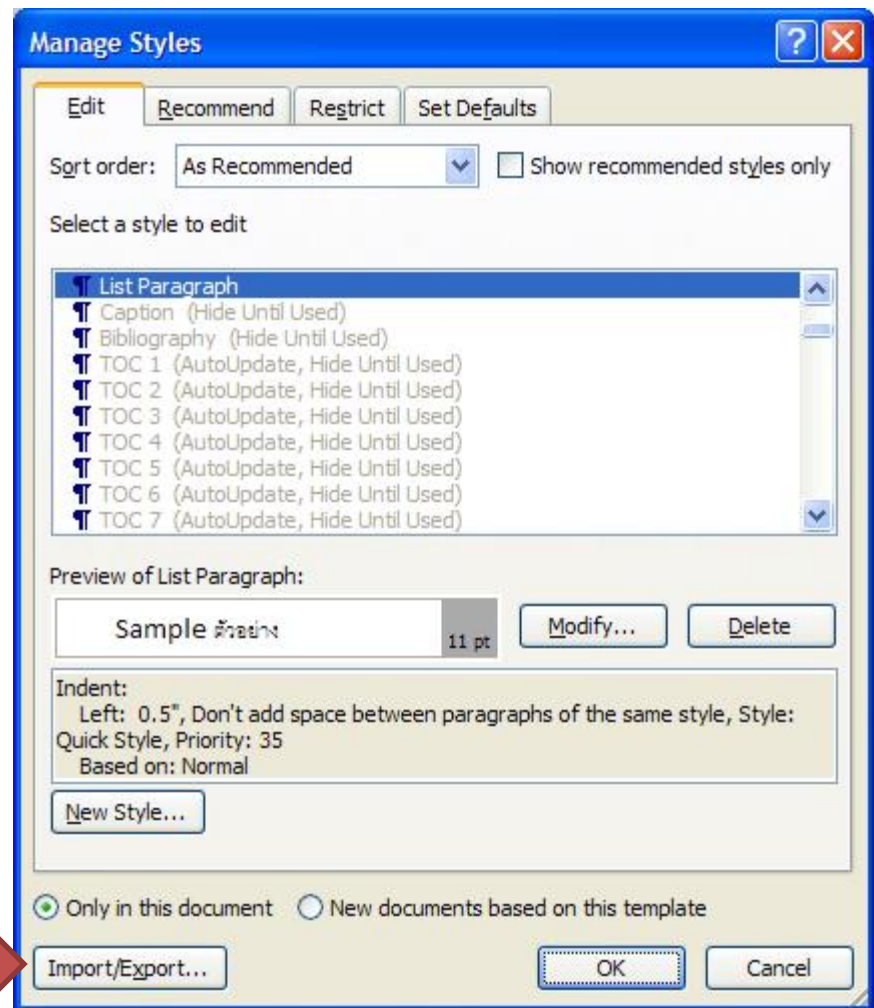
Open a new Word document or open an existing document that needs to have current CTPS styles applied. **If the existing document is in the old Word 97-2003 format (“doc” file extension), save it under the current Word 2007/2010 format (“docx” file extension).**



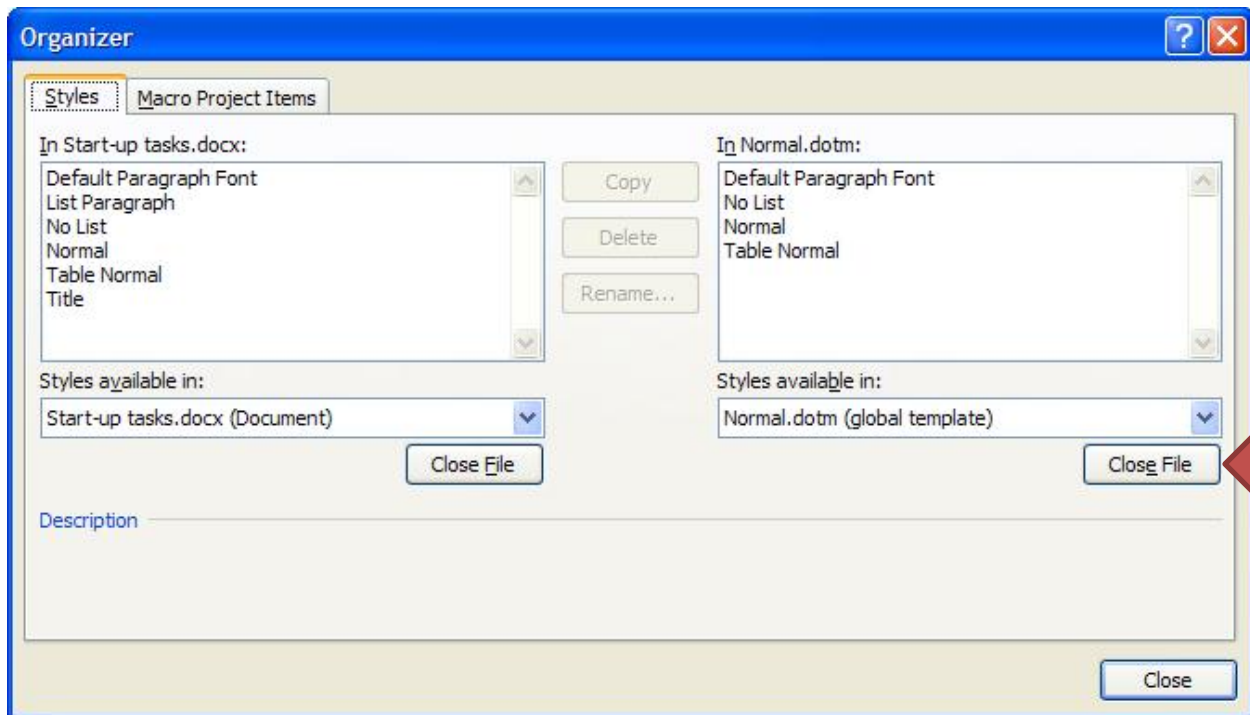
On the “Home” tab in the “Styles” area of the ribbon, click on the tiny diagonal arrow under “Change Styles”



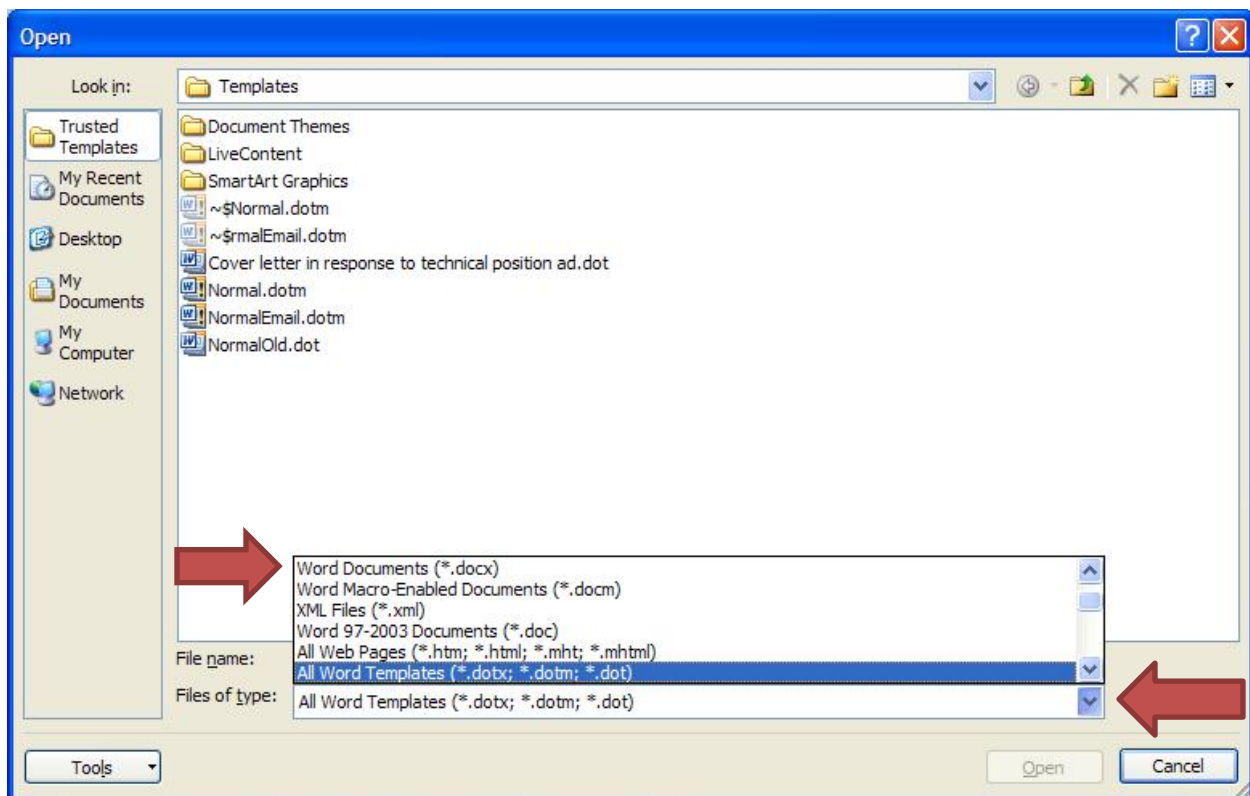
Click on the third button at the bottom of the drop down list (“Manage Styles” when you mouse over the button)



In the “Manage Styles” dialog box that opens, click on the “Import/Export” button at the bottom left corner.

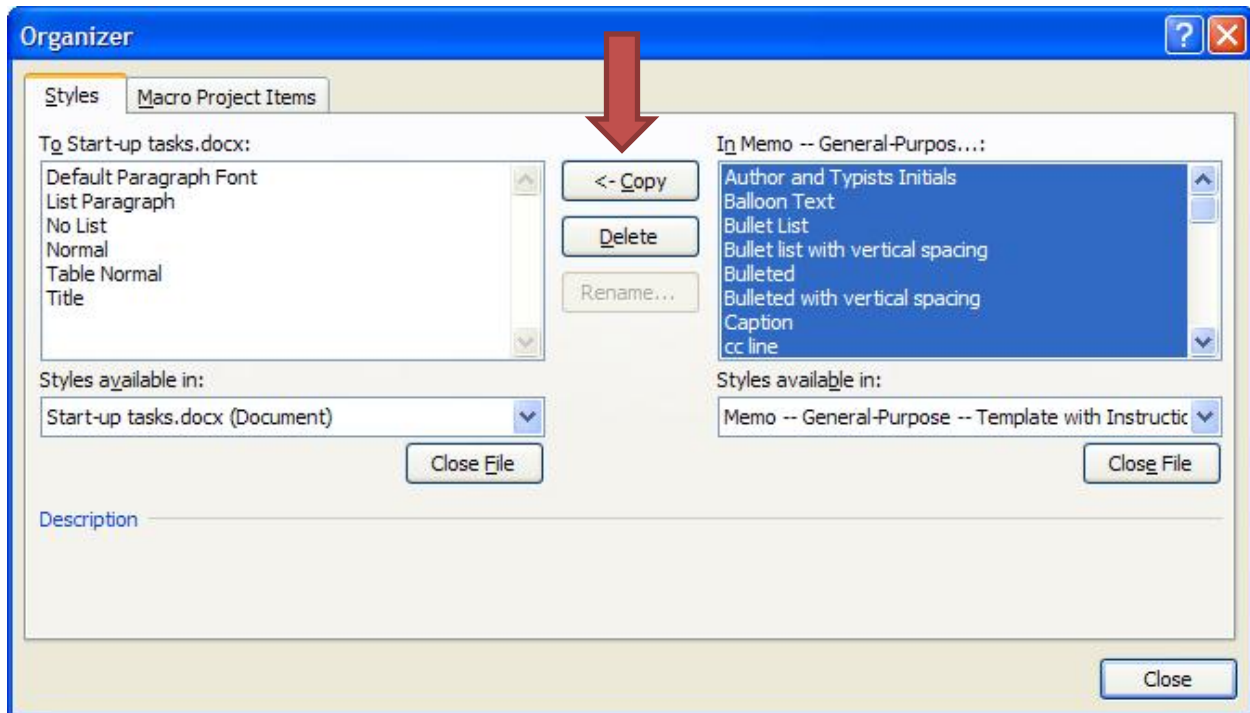


In the “Organizer” dialog box that opens, click on the “Close File” button on the right hand side (under “In Normal.dotm” and “Styles available in:”), then click the “Open File” button that appears where the “Close File” button was before



In the “Open” dialog box that opens:

- on the bottom right, click on the down arrow next to the box that displays “All Word Templates (*.dotx;*. . .)” and select “Word Documents (*.docs)”
- find the applicable CTPS template file that you saved in step one, and click on it



This will take you back to the “Organizer” dialog box, where you will select all of the styles in the list that appears on the right side in the box under “In Memo – General-Purpose...:” Then click the “<-copy” button in the middle so that the list of styles on the right will all go into the box on the left.

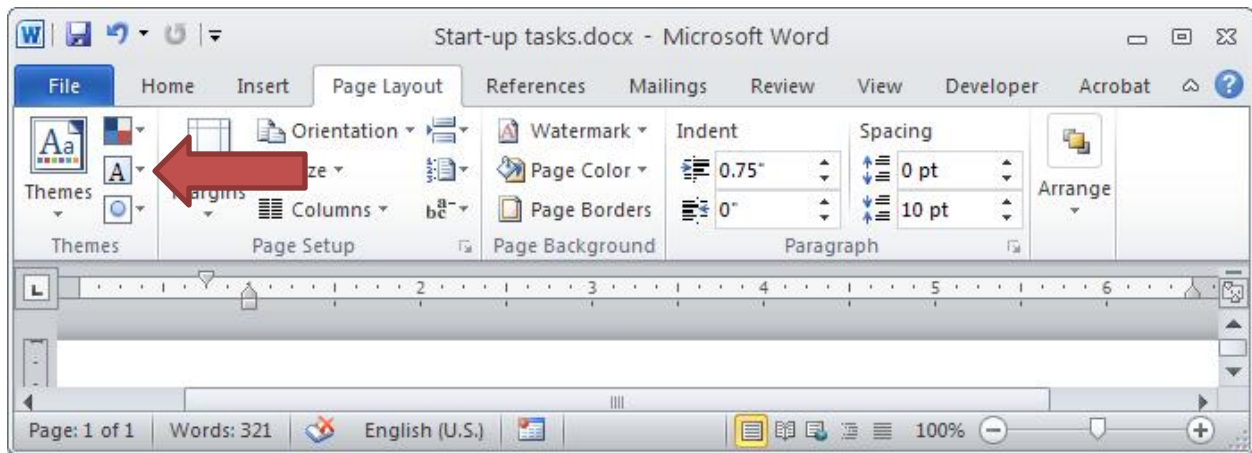


A “Microsoft Word” dialog box will open that asks “Do you wish to overwrite the existing style entry Normal?” Click “Yes to All”

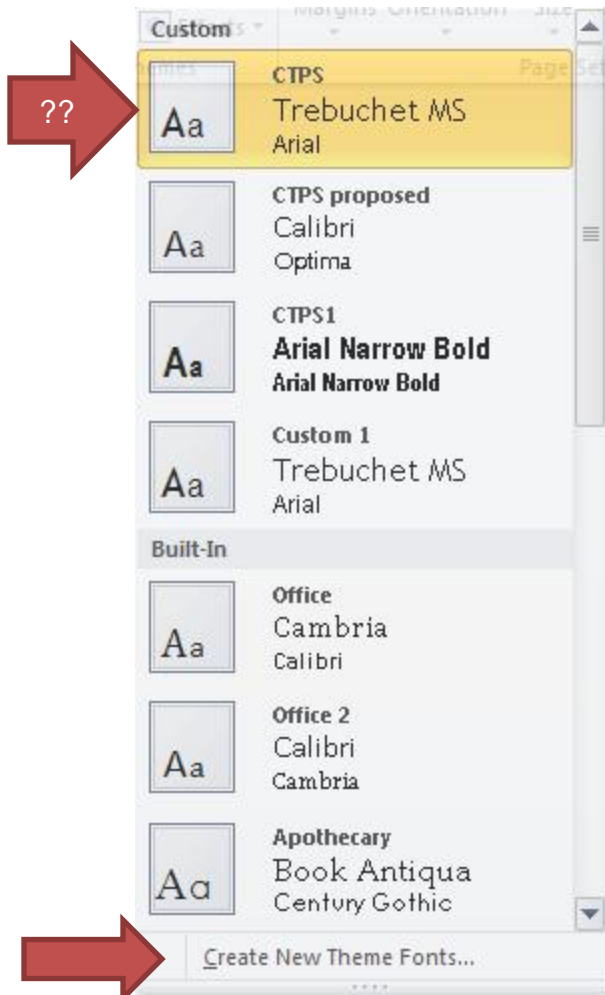
At the bottom right corner of the “Organizer” dialog box, click the “Close” button

Step Three

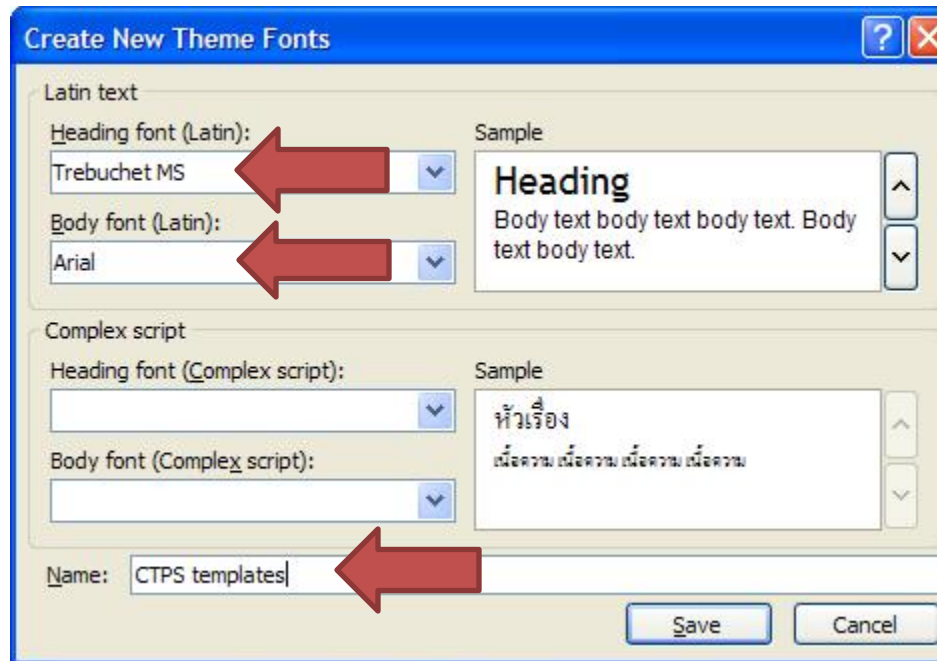
While still in the Word document for which you have completed all of the above steps, do the following:



On the “Page Layout” tab, click on the down arrow next to “Fonts” in the “Themes” area at the left end of the ribbon



If you already have a custom theme with the correct combination of fonts (because you have completed the following steps at any time in the past), just select it and skip the following steps. At the bottom of the “Custom” drop-down box that appears, click on “Create New Theme Fonts”



In the “Create New Theme Fonts” dialog box that opens, select Trebuchet MS from the drop-down list under “Heading font” and select Arial from the drop-down list under “Body font”—these are the heading and body text fonts used in the CTPS document templates. At the bottom of this dialog box, in the “Name” box, give this theme a name (for example, “CTPS document theme”) and click the “Save” button.

A Note About Applying CTPS Styles to an Existing Document

If you applied default Microsoft Word styles such as “Heading 1,” “Heading 2,” etc. to the text of your existing document, the CTPS styles will automatically replace the default styles. If you have not used styles in the existing document, you will need to apply all of the CTPS styles in accordance with the template for the type of document you are working with (for example, a report, a memo).