

Curriculum Formatting

DOs



- Always use the Participant and Trainers Notes Style Guides as your reference for proper curriculum formatting.
- Be sure to use the numbering tool to organize a list instead of typing the numbers manually. The numbering will be more unified, and if you need to add an item in the middle, the numbering will adjust accordingly.
- When organizing text into columns of information, use a table instead of the column formatting tool or creating multiple tab stops. In a table, it is easy to adjust cell width, add rows or columns to the table, and format the lines between items.
- When entering the page number in the footer, be sure to use the “Insert Page Number” tool, instead of manually entering the page number. This allows you to assign page numbers to your document once and does not mess up the formatting when additional content needs to be inserted in the middle of the document.

DON'Ts



- Don't use the spacebar to separate text. Use tabs instead. It is not only cleaner formatting, but also makes moving the distance between text easier to accomplish.
- Don't underline text to add emphasis. Bolded, italicized, or even bordered text will stand out more effectively and will not make the text appear to be a hyperlink.
- Don't use text boxes for example boxes or blocked text. Text boxes float in the document and are difficult to reposition when content needs to be moved around in the document. When text needs to be blocked, use the Example Box style. This puts a border around the text and indents it in the document.
- Don't use the Enter key to move to the bottom of the page and advance to the next page. Use a page break. When additional content needs to be added in the middle of the document, the overall page formatting will be preserved.
- Don't use the command that Word provides for a “Different First Page” header or footer. Instead, create a section break on page one, click the “Link to Previous” button in the Header/Footer toolbar to separate it from the previous section, and then change the header and/or footer in the new section as needed.