



Wordman's Art Tables

**An add-in for Microsoft Word 2007–2016
for Proposal Professionals**

User Guide

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Introduction

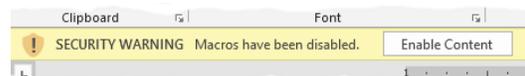
Wordman's Art Tables add-in for Microsoft® Word 2007/2010/2013/2016, WordmanRibbonT.dotm, provides a tool for easily laying out artwork in a document using floating tables, called “Artwork Tables.”

Installation

Wordman's Art Tables is supplied in a ZIP file, WordmanRibbonT.zip. Save this file to your PC, open the ZIP file, and extract WordmanRibbonT.dotm to the following folders on your PC:

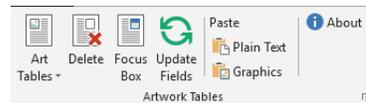
%appdata%\Microsoft\Word\STARTUP

Wordman's Art Tables will be loaded and available each time you start Word. Word may display a warning the first time you start it after installing *Wordman's Art Tables*:

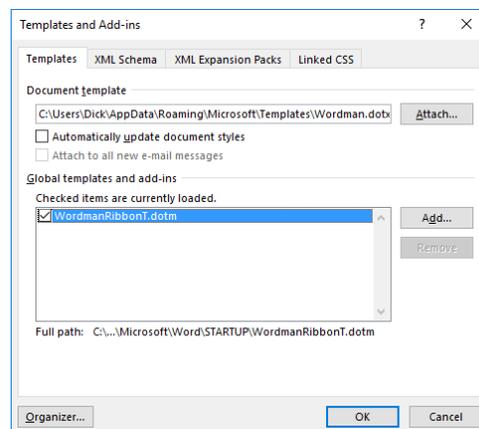


Click Enable Content

Word displays the **Wordman** ribbon tab with the **Artwork Tables** group:



If the **Wordman** ribbon tab **Artwork Tables** group is not displayed, click the Office Button (2007) or File (2010/2013/2016) and then select Word Options (2007) or Options (2010/2013/2016). In the Word Options dialog, select Add-ins. In the Manage dropdown list, select Word add-ins and then click Go... Word displays the Templates and Add-ins dialog:



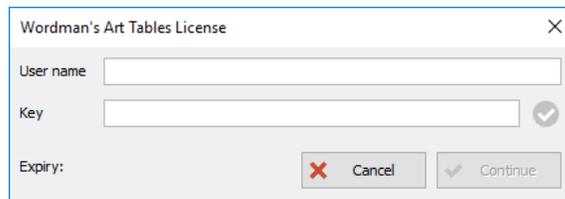
Check that WordmanRibbonT.dotm is loaded in the Global templates and add-ins list. If not, check that you saved WordmanRibbonT.dotm in the STARTUP folder location above.

Licensing

Wordman's Art Tables is a licensed product. After you have installed and first run *Wordman's Art Tables*, a thirty-day evaluation period starts, allowing full functionality. After the thirty-day evaluation period has expired, you will need to purchase a full license. To enter a full license key, click  About in the Art Tables group on the Wordman ribbon tab:



On the About Wordman's Art Tables dialog, click Enter Key. *Wordman's Art Tables* displays the Wordman's Art Tables License dialog:



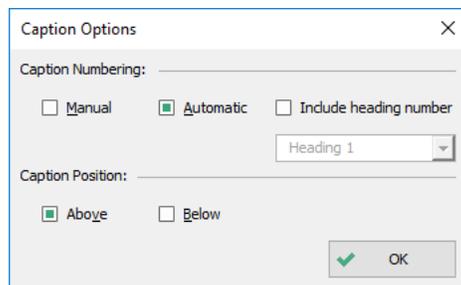
Enter the User name and Key you received by email from Wordman when you purchased your *Wordman's Art Tables* license.

Using Artwork Tables

Wordman's Art Tables uses floating tables to place artwork and an accompanying caption so that text can wrap around.

Setting Caption Options

Wordman's Art Tables allows you to set two options before inserting an Artwork Table. To display these options, click the dialog launcher, , at the bottom right corner of the Artwork Tables group on the Wordman ribbon tab. *Wordman's Art Tables* displays the Caption Options dialog:



Caption Numbering

There are three caption-numbering options:

-  **Manual caption numbering:** When you insert an artwork table, *Wordman's Art Tables* inserts figure captions in the form “Figure XX. Caption.” You have to add the caption numbering manually. To select this option, select Manual in the Caption Options dialog, and then click  OK.
-  **Automatic caption numbering:** When you insert an artwork table, *Wordman's Art Tables* inserts figure captions in the form “Figure 1. Caption.”, where the figure number is automatically generated by Word. To select this option, select Automatic in the Caption Options dialog, and then click  OK.
-  **Automatic caption numbering including the heading number:** When you insert an artwork table, *Wordman's Art Tables* inserts figure captions in the form “Figure 1-1. Caption.”, where the figure number is automatically generated by Word and includes the heading number. To select this option, select Automatic in the Caption Options dialog, check Include heading number, select the heading number from the dropdown list, and then click  OK.

Wordman's Art Tables stores the caption numbering option as a custom document property, CaptionLevel.

Caption Position

You can select to have the caption below the artwork—suitable for both printed and electronically evaluated proposals—or to have the caption above the artwork—suitable for electronically evaluated proposals. Select your option and then click  OK.

Wordman's Art Tables uses a custom document property, CaptionPosition, to store this setting in your document.

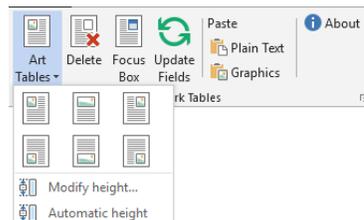
Artwork Tables and Styles

An Artwork Table is a two-row, one-column floating table:

- ✿ The artwork row uses the **Artwork** custom style. *Wordman's Art Tables* creates this style and adds it to the Quick Style Gallery
- ✿ The caption row uses the **Caption** built-in style. Normally hidden until used, *Wordman's Art Tables* exposes this style and adds it to the Quick Style Gallery. You can modify this style to your corporate proposal standard.
- ✿ Both rows are set to have 0.0" inside padding to allow the artwork and text to align with the table edges.
- ✿ The Artwork Table is set to have 0.1" distance from surrounding text.
- ✿ The Artwork Table width is determined by:
 - ✿ Full-width Artwork Tables are
(page width – left margin – right margin)
wide, i.e. 6.5" for U.S. Letter paper with one-inch margins.
 - ✿ Half-width Artwork Tables are
(page width – left margin – right margin – 0.25") / 2
wide, i.e. 3.125" for U.S. Letter paper with one-inch margins. This gives a 0.25" gutter between two half-width Artwork Tables.

Inserting an Artwork Table

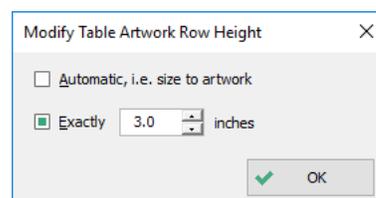
To insert an Artwork Table, place the cursor in the paragraph containing the cross reference to the figure, click **Art Tables** in the **Artwork Tables** group on the **Wordman** tab, and then click the appropriate location. *Wordman's Art Tables* inserts the Artwork Table.



Note: By default, the Artwork Table's artwork row is only one text line high when first inserted.

Adjusting the Height of an Artwork Table

To adjust the height of an Artwork Table's artwork row to simulate anticipated artwork, place the cursor anywhere inside the table, click **Art Tables** in the **Artwork Tables** group on the **Wordman** ribbon tab, and then click  **Modify height**. *Wordman's Art Tables* displays the **Modify Table Artwork Row Height** dialog:



- ✿ Select **Exactly**, and then enter a value in the box, or use up/down buttons to set the height to the anticipated height of the future artwork. *Wordman's Art Tables* expands the artwork row of the Artwork Table, and draws all the borders, i.e. left, right, top, and bottom.
- ✿ Select **Automatic...** to set the height of the artwork row of the Artwork Table to automatic size to inserted artwork and remove the cell borders. (Alternatively, click **Art Tables** in the Artwork Tables group on the Wordman ribbon tab, and then click  **Automatic height**.)

Changing the Location of an Artwork Table on the Page

To change the location of an Artwork Table on the page, place the cursor anywhere inside the table, click **Art Tables** in the **Artwork Tables** group on the **Wordman** tab, and then click on the new location.

- Note 1:** If the Artwork Table contains artwork, full-width art will obviously not fit in a half-width Artwork Table!
- Note 2:** Since Word tables will not overlap, if you add a new Artwork Table to the same location on the page as an existing Artwork Table, the two tables may join up as one table.
- Note 3:** If you cut an Artwork Table and paste it at a different location in your document, ensure that you paste with the **Keep Source Formatting** option, otherwise you will have to reapply the **Artwork** and **Caption** styles.

Relocating/Resizing an Artwork Table

Floating Word tables can be accidentally stretched or moved from their original location. To reposition an Artwork Table back to its original size and location, place the cursor anywhere in the Artwork Table, click **Art Tables** in the **Artwork Tables** group on the **Wordman** tab, and then click the appropriate location.

Inserting Artwork

Microsoft® PowerPoint® can be used to create effective proposal artwork, and it has the advantage of being is part of the Microsoft® Office suite. However, due to incompatibilities between the drawing objects in PowerPoint, and the drawing objects found in Word, it is important to insert PowerPoint-produced artwork into your document in the correct way.

The optimum method is to right-click on your artwork in PowerPoint, select **Save as Picture...**, and save as a PNG file. To insert bitmap artwork from Windows Explorer into your document:

- ✿ Select the artwork in Windows Explorer and copy to the Windows clipboard.
- ✿ In your document, place the cursor in the artwork row of the destination Artwork Table.
- ✿ Click **Graphics** in the **Art Tables** group on the **Wordman** ribbon tab. *Wordman's Art Tables* pastes the artwork into the Artwork Table, and Word sizes the artwork to fit the width of the Artwork Table. Alternatively, click and drag the bitmap artwork from Windows Explorer directly into Word.

Alternatively, to insert artwork from its host application, e.g. PowerPoint, into your document:

- ✿ Select the artwork in its host application and copy to the Windows clipboard.

- In your document, place the cursor in the artwork row of the destination Artwork Table.
- Click  Graphics in the Artwork Tables group on the Wordman ribbon tab. *Wordman's Art Tables* pastes the artwork into the Artwork Table, and Word sizes the artwork to fit the width of the Artwork Table.

The Artwork Table height may not match that of the artwork, as you may have set the Artwork Table height to an approximation of the intended artwork height. To adjust the height of the frame, make sure the cursor is still inside the Artwork Table, click Art Tables in the Artwork Tables group on the Wordman ribbon tab, and then click Automatic Height. *Wordman's Art Tables* sizes the artwork height of the Artwork Table to fit the inserted artwork, and removes borders.

Deleting an Artwork Table and its Contents

To delete an Artwork Table and its contents, place the cursor anywhere in the Artwork Table and click Delete in the Artwork Tables group on the Wordman ribbon tab. Remember to delete any cross-references to the figure in your text.

Focus Boxes and Styles

A Focus Box is conventionally located at the top right-hand corner of the first page of each major section of your proposal, and contains key claims that you explain in more detail in that section's text and graphics.

Wordman's Art Tables uses a two-row by one-column floating table to create a Focus Box. The width of the Focus Box is set automatically to be half of the available text width of the page minus 0.25 inches (0.635 cm).

The first time you insert a Focus Box, *Wordman's Art Tables* creates three styles:

- Focus Box: a table style used to color the Focus Box
- Focus Box Header: a paragraph style for the Focus Box header
- Focus Box Bullet: a paragraph style for the Focus Box bullets

You can modify these styles to suite your proposal template.

Inserting a Focus Box

To insert a Focus Box into your document, place your cursor in the first paragraph of the page, and then click Focus Box in the Artwork Tables group on the Wordman ribbon tab.

Relocating a Focus Box

If you change the width of the Focus Box table, or accidentally move it, you can reposition it to be flush to the right page margin by placing your cursor anywhere in the Focus Box, and then clicking Focus Box again.

Deleting a Focus Box

To delete a Focus Box, place the cursor anywhere in the Focus Box and click Delete in the Artwork Tables group on the Wordman ribbon tab.

Updating Fields

To update all the fields in the document, including fields in headers, footers and text boxes, click Update Fields in the Artwork Tables group on the Wordman ribbon tab. You should do this whenever you add, move, or delete an art table.

Why do this? Some fields update automatically, such as heading and page numbers. For example, if you insert a new heading, all the subsequent headings automatically renumber to preserve the correct sequence.

However, others, such as caption numbers and cross-references to captions, have to be updated manually by selecting the field and pressing F9. You can select all the text in the document by pressing Ctrl+A, and then pressing F9, but this does not update fields in the headers and footers, or in text boxes, as Word treats these as separate areas, or 'stories', of the document. The Update fields tool in the Artwork Tables group on the Wordman ribbon tab updates fields in all the document stories with one click.

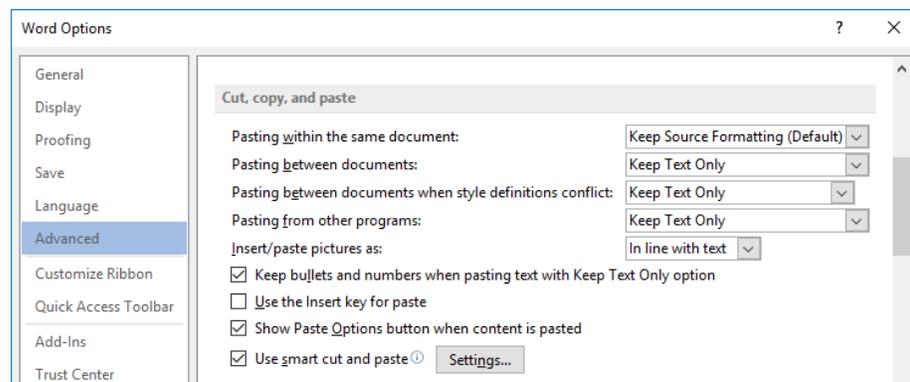
Inserting Text from Other Documents

If you want to reuse text from another Word document, or other text source such as a web page, you must be careful when pasting the copied text into your document to avoid importing unwanted styles or corrupting existing in your document. To prevent this, use the  Plain Text tool in the Artwork Tables group on the Wordman Ribbon tab.

Firstly, select the text you want to reuse, and then copy to the Windows clipboard using the Copy tool in the host application containing the source text, or press Ctrl+C.

Then place the cursor where you want to insert the copied text, and then click  Plain Text. *Wordman's Art Tables* pastes the copied text without any formatting. You can apply formatting from styles in your template.

You can also prevent style corruption by configuring the cut and paste options in Word. Click the Office Button, then Word Options. (In Word 2010/2013, click File and then click Options.) In the Word Options dialog, select Advanced then scroll down to the Cut, copy, and paste section. Set the Pasting... options as shown below:



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