

# User Instructions

## Tender Design Template Based On Microsoft Word

**A straightforward guide to adapting this classic layout design to your tender or reporting needs.**







**Please bear in mind that these instructions are based on my user experience. Your version of Word or individual settings may vary, which could result in differences in appearance or functionality.**

**If you experience any discrepancies, please refer to Word's built-in Help feature or consult your IT support.**

**These instructions are not a Microsoft product, nor are they affiliated with Microsoft.**

# Contents

1  
2  
3  
4  
5  
6  
10



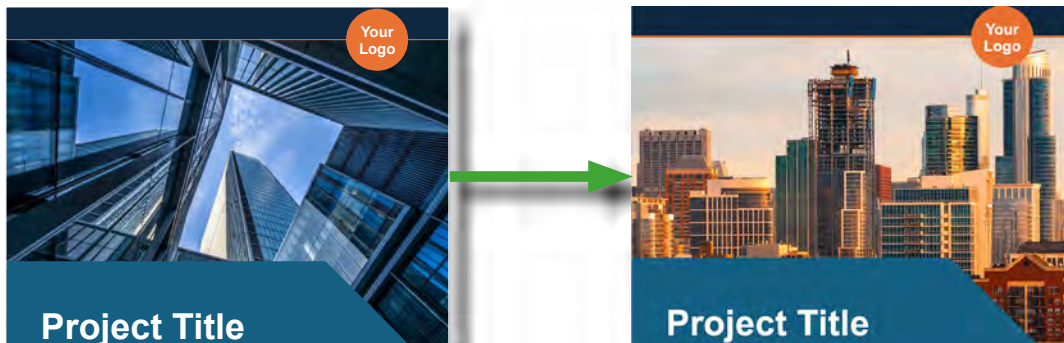
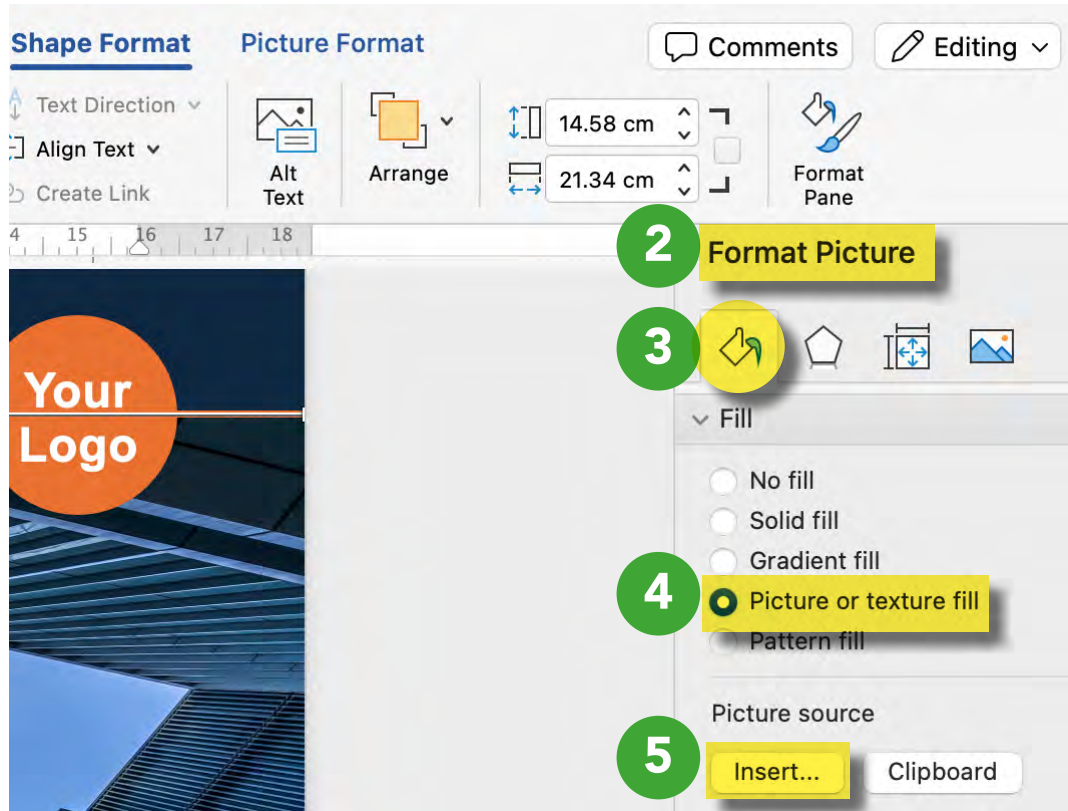
Click a Contents heading to view that page



Click the Home icon and return to the Contents page



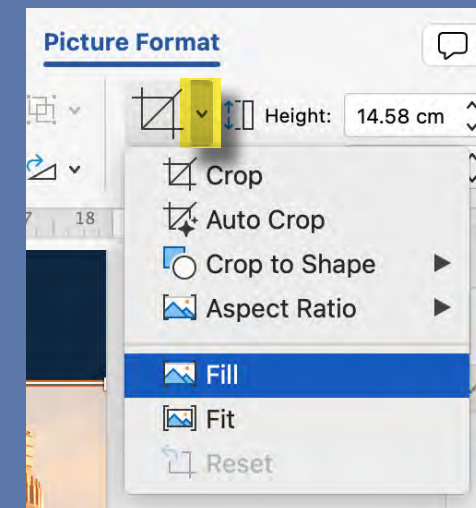
# Change Cover Photo



1. Double-click anywhere on the image.
2. Navigate to **Format Picture**.
3. Click on the bucket icon.
4. Select the **Picture or texture fill option**.
5. Click **Insert**.
6. Choose the desired image from the relevant file.

## Need more help?

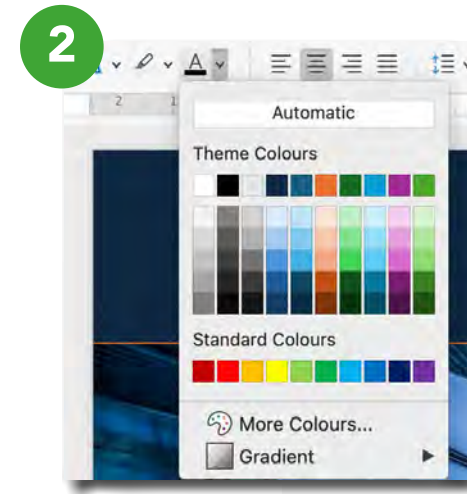
If the inserted picture is warped, click on **Picture Format** and then click the small arrow by the **Crop** symbol. Select **Fill**. This should display the image with its correct dimensions.



# Edit Template Colours

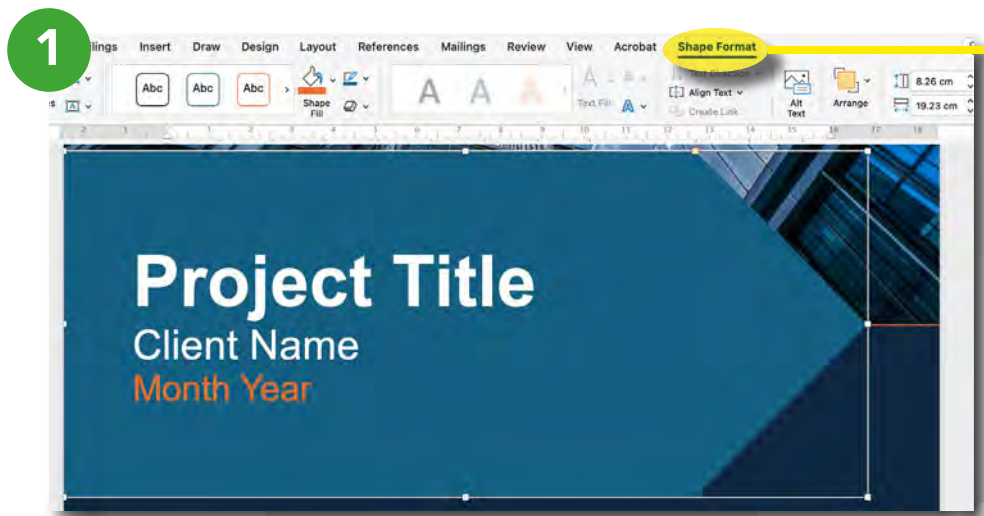
## Change Text Colour

1. Click on the **A** icon on the Ribbon.
2. Choose your preferred colour from the drop down menu.



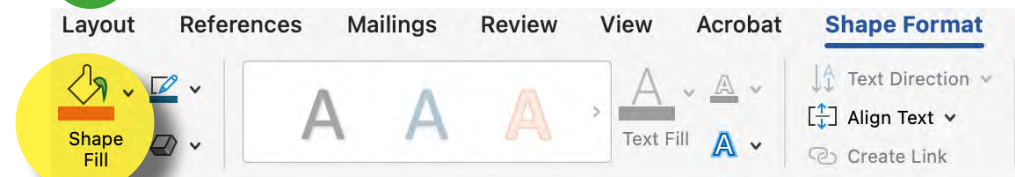
## Change Design Element Colour

1. Double click the design element you want to change (such as a background or shape). This will reveal the **Shape Format** tab.
2. Click the **Shape Fill** icon on the Ribbon.
3. Choose your preferred colour in the drop down menu (this will be similar to the text colour drop down menu).



Shape Format

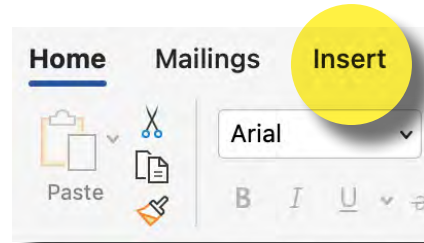
2



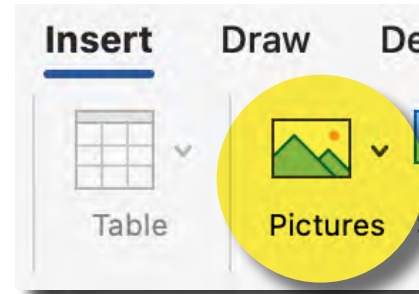
# Add Your Logo



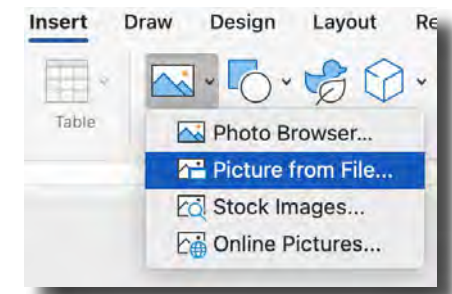
1. Click once onto "Your Logo"
  - » A white box surrounding the text will appear.
2. With the white box present, press **Delete**.



3. Navigate to the Ribbon and select the **Insert** tab.



4. Click the **Pictures** icon to release the drop down menu of picture locations.



5. Select **Picture from File**, or the location where you've saved your logo.
6. Insert your logo.
7. Change the logo's size so that it fits the dimensions of the orange circle.

## Need more help?

### Change Your Logo's Size

Select your logo and then drag any one of the corner squares outwards or inwards. This will make the logo smaller or bigger while keeping its dimensions proportionate.



# Filling Text Boxes

Some areas of the tender template include text boxes. The Section Titles on the Contents page and *lorem ipsum* place holder text are the exceptions.

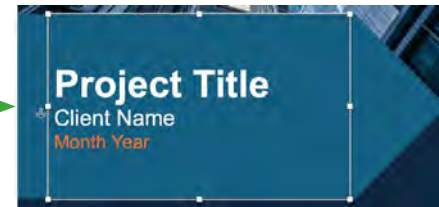
Here's how to amend the place holder wording in the text boxes:

## Before



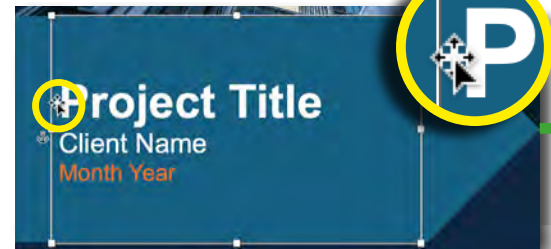
1

## After



1. Click once on the chosen text to reveal the white text box, just as with the "Your Logo" text in the Add Your Logo steps.

## Before



2

## After



Cursor

2. Click once on the area where you want to change the text. This will insert your cursor within the text box.
3. Amend the place holder text accordingly.

**Note:** Double-clicking the text in quick succession will trigger the **Format Shape** option and won't insert the cursor.

## Need more help?

The below images are of pages that contain little or no text boxes. You will only need to click into a text box to change "Contents" and place holder captions under the images.





# Add New Pages

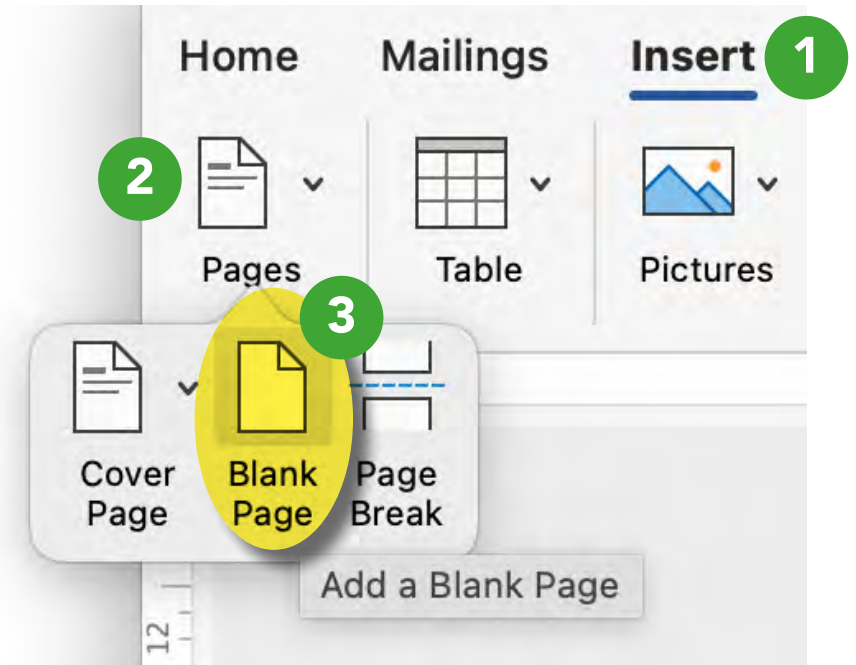
Adding a new page using the **Blank Page** function will help avoid awkward layout and shifting page elements.

You may want to add a new blank page to include graphics, tables, images, or add section dividers. Word doesn't have an option for rearranging pages, so inserting a new blank page and then pasting the desired content is a workaround for reformatting your document.

While hitting the Enter or Return key is also an option for moving the cursor onto a new page, it could lead to problematic and finicky formatting later on.

## Helpful Reminder

Using the Enter or Return key to create a new blank page could lead to formatting problems down the line.



1. Click the **Insert** tab on the Ribbon.
2. Click the **Pages** option.
3. Select the **Blank Page** function.



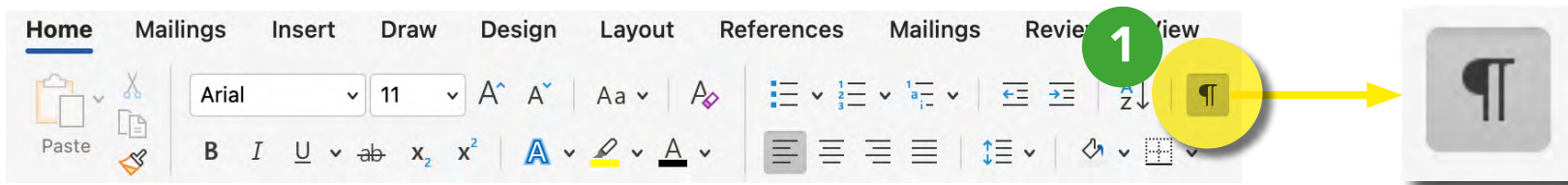
# Add New Section Dividers

Since Microsoft Word is a word processor and not a layout design tool, the below instructions provide a work around for being unable to simply copy and reposition the existing Section Divider page.

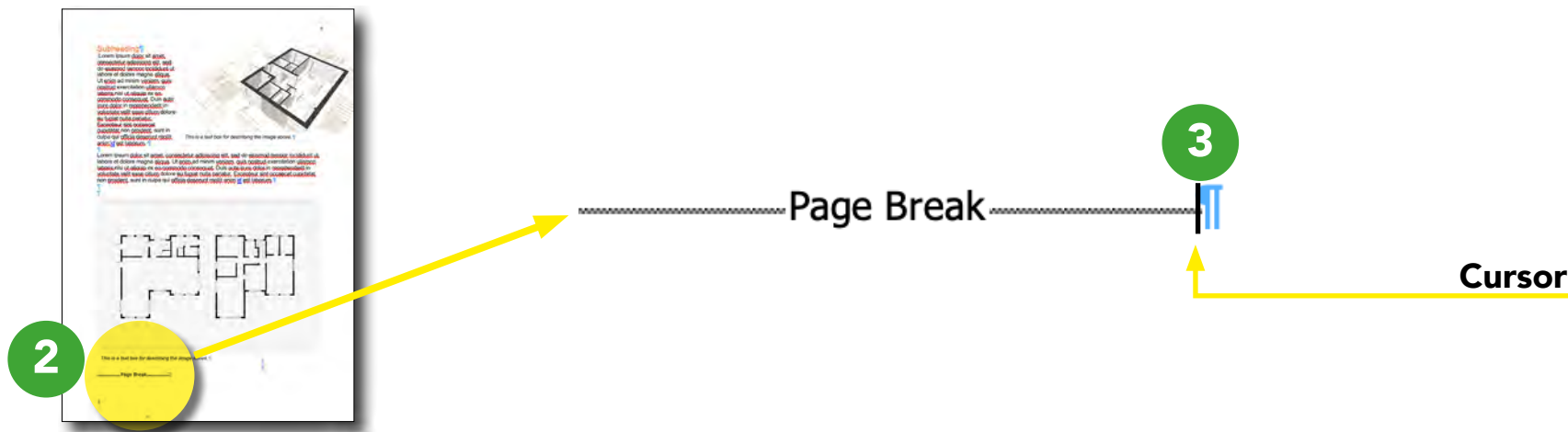
These steps will help you structure and organise your document as you populate it with your own content. They will also explain how to exclude page numbers from the dividers for a more professional and streamlined look.

## Setting Up the Divider

1. Navigate to the Ribbon and select the **Show/Hide** icon. This will reveal the characters involved in document formatting.

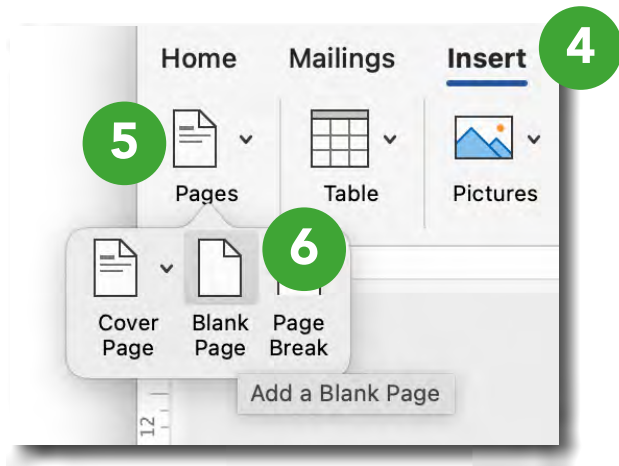


2. Go to the page that will come **before** your new section divider.
3. Place your cursor at the end of the dashed line on the right-hand side of "Page Break."

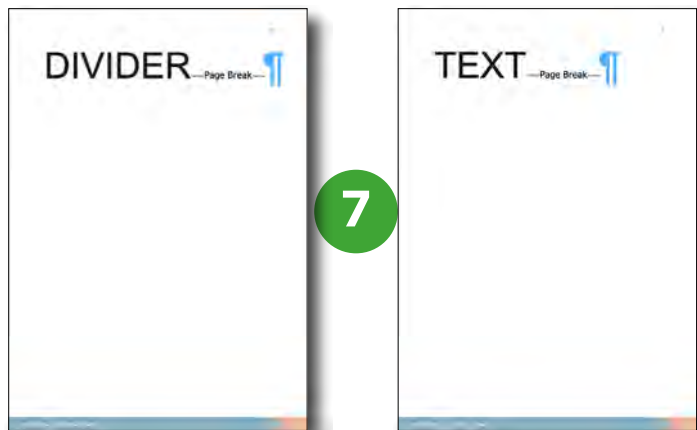


## Setting Up the Divider

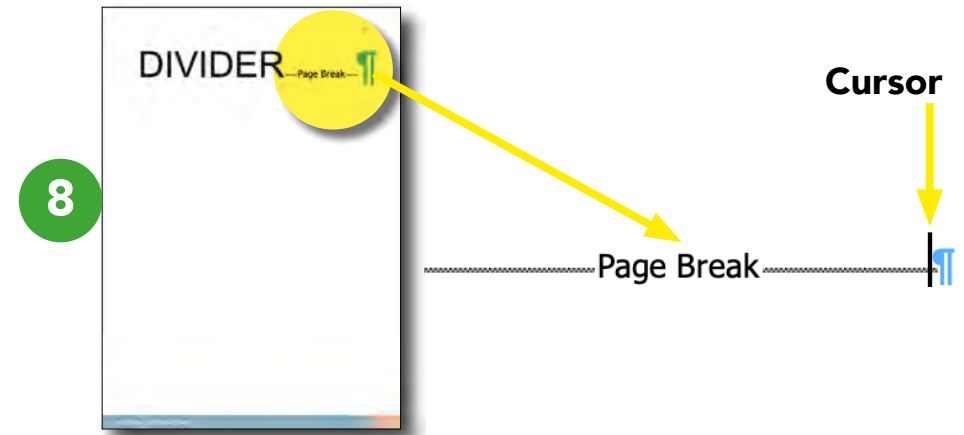
4. Select the **Insert** tab on the Ribbon, then .
5. Click **Pages**.
6. Click the **Blank Page** option twice. This will insert two new pages.



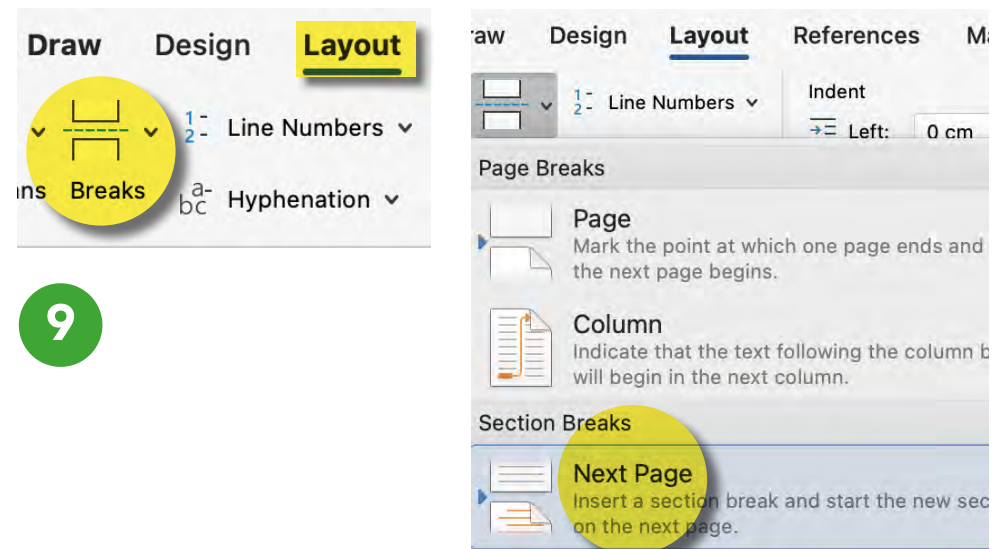
7. Label the first page of the two recently added pages with "DIVIDER" and the second page with "TEXT" to keep track of them



8. Go to the DIVIDER page and place your cursor at the end of the dashed line on the right-hand side of "Page Break."



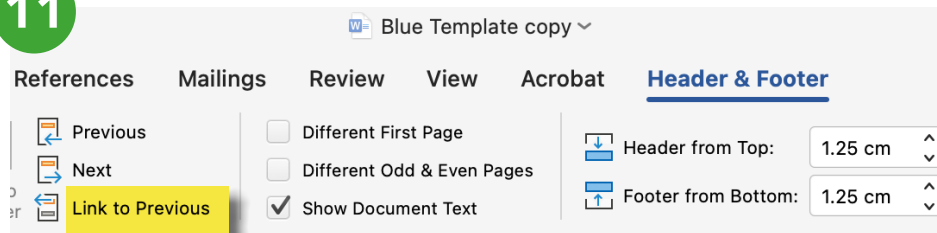
9. Navigate to **Layout > Breaks > Next Page**.



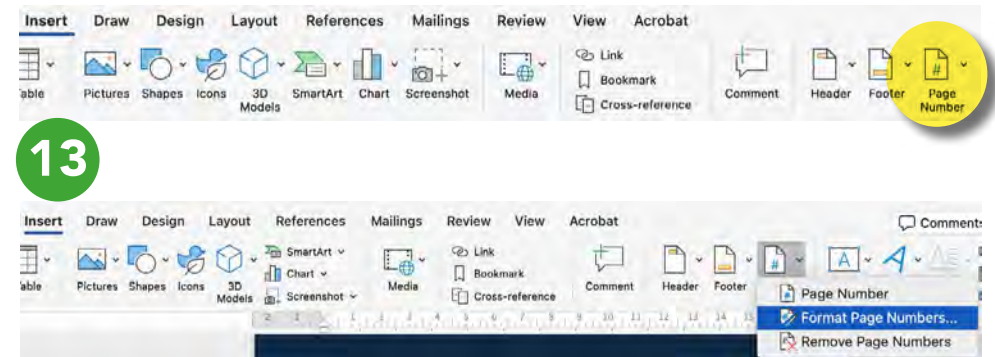
## Setting Up the Divider

10. Scroll to the bottom of the DIVIDER page and double click the footer to access it. Take note of the page number as well.
11. Check to see if the **Link to Previous** option is greyed out / activated under Header & Footer mode. If so, click on it to disconnect the footer from the previous section. In the example below, **Link to Previous** isn't greyed out and therefore isn't activated.
12. Scroll down to the TEXT page while Header & Footer is enabled and deactivate **Link to Previous** if necessary.

11



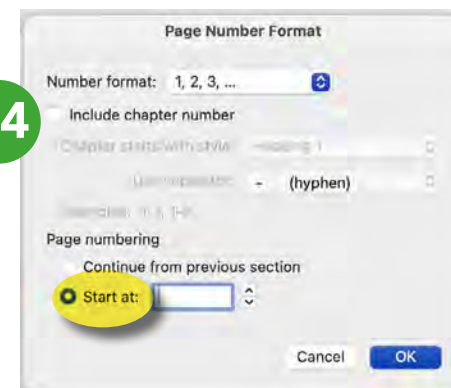
13. While the footer is still activated on the TEXT page, navigate to **Insert > Page Number > Format Page Numbers**.



13

14. Under **Page Numbering**, look for **Start at**.
15. Input the same number as the DIVIDER page.
16. Press **OK**
17. Double check that the DIVIDER and TEXT pages have the same page number.

14

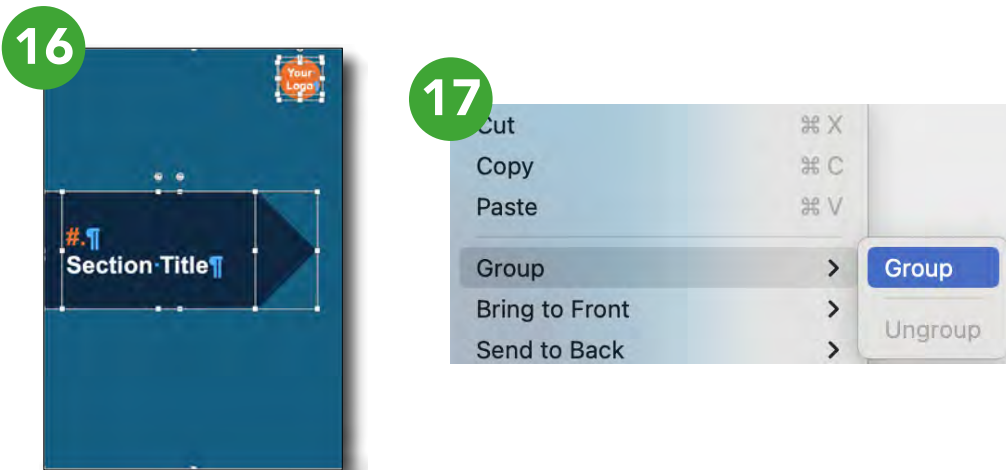




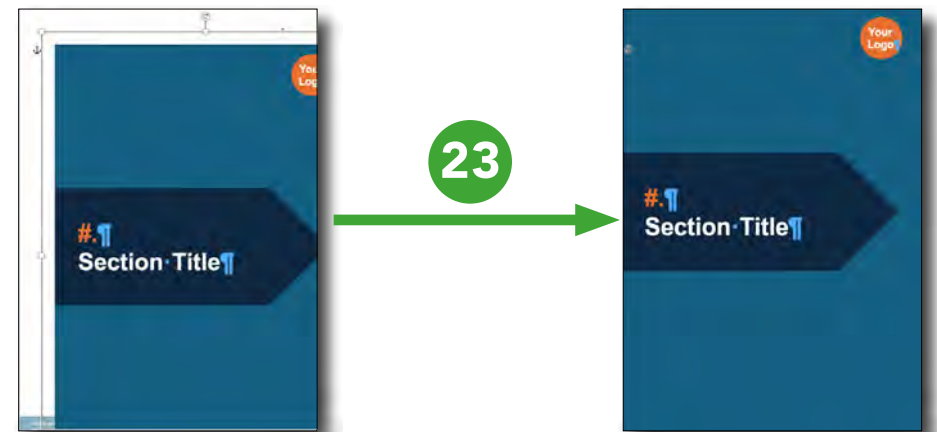
## Populating the Divider

Now that you've set up your divider, it's time to add the design.

15. Scroll to the Section Divider page that came with the template.
16. While holding down the Shift key, select each design element on the page, including the background. A white box will surround each selected design element.
17. When done, release the Shift key and right click on the page. The white boxes will still be present.
18. On the pop up menu, navigate to **Group > Group**. This will combine all of the selected design elements into a single unit and make it easier to copy them over.
19. Once grouped, the white boxes will disappear.



20. Right click on the page and select **Copy**.
21. Navigate back to the DIVIDER page.
22. Right click on the page and select **Paste**.
23. Drag the grouped design elements so that they fit neatly onto the DIVIDER page.
24. Edit the place holder text accordingly.



### Need more help?

These are the design elements on the Section Divider:

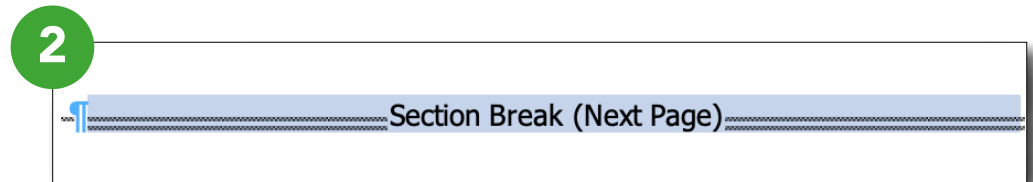
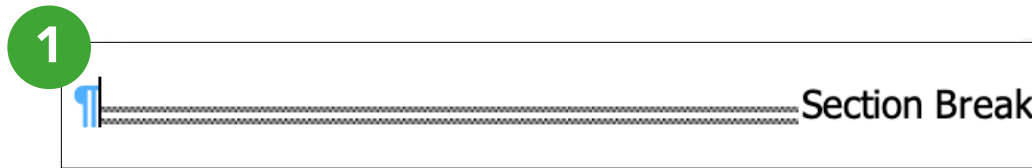
- Teal background / rectangle
- "Section Title" text box
- Dark teal arrow
- Orange circle
- "Your Logo" text box

# Deleting Section Breaks

[Microsoft advises](#) placing your cursor right before the Section Break and then hitting delete (this is while Show/Hide mode is on).

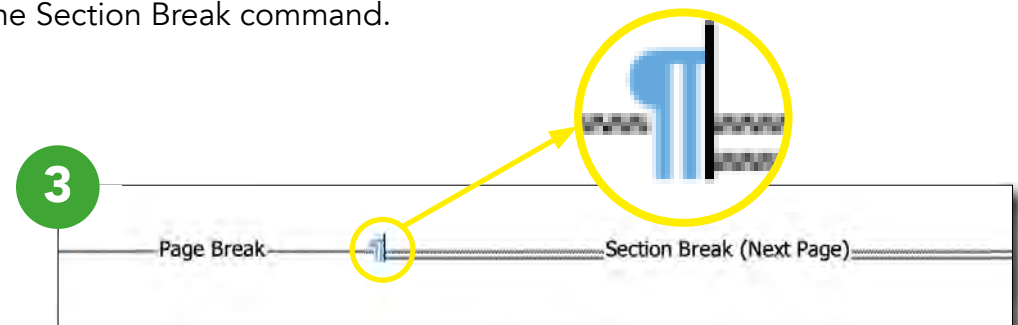
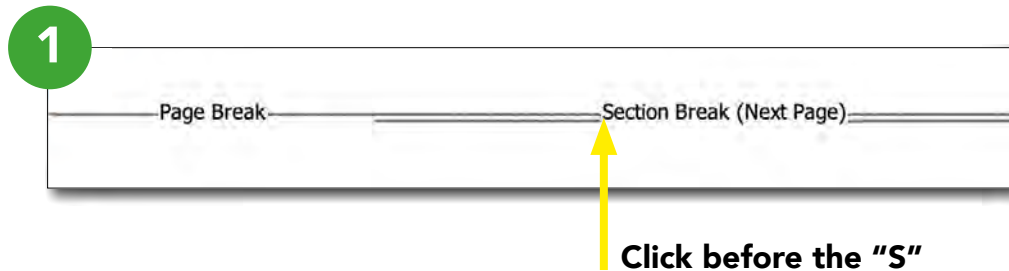
However, if this doesn't work, you can try these steps:

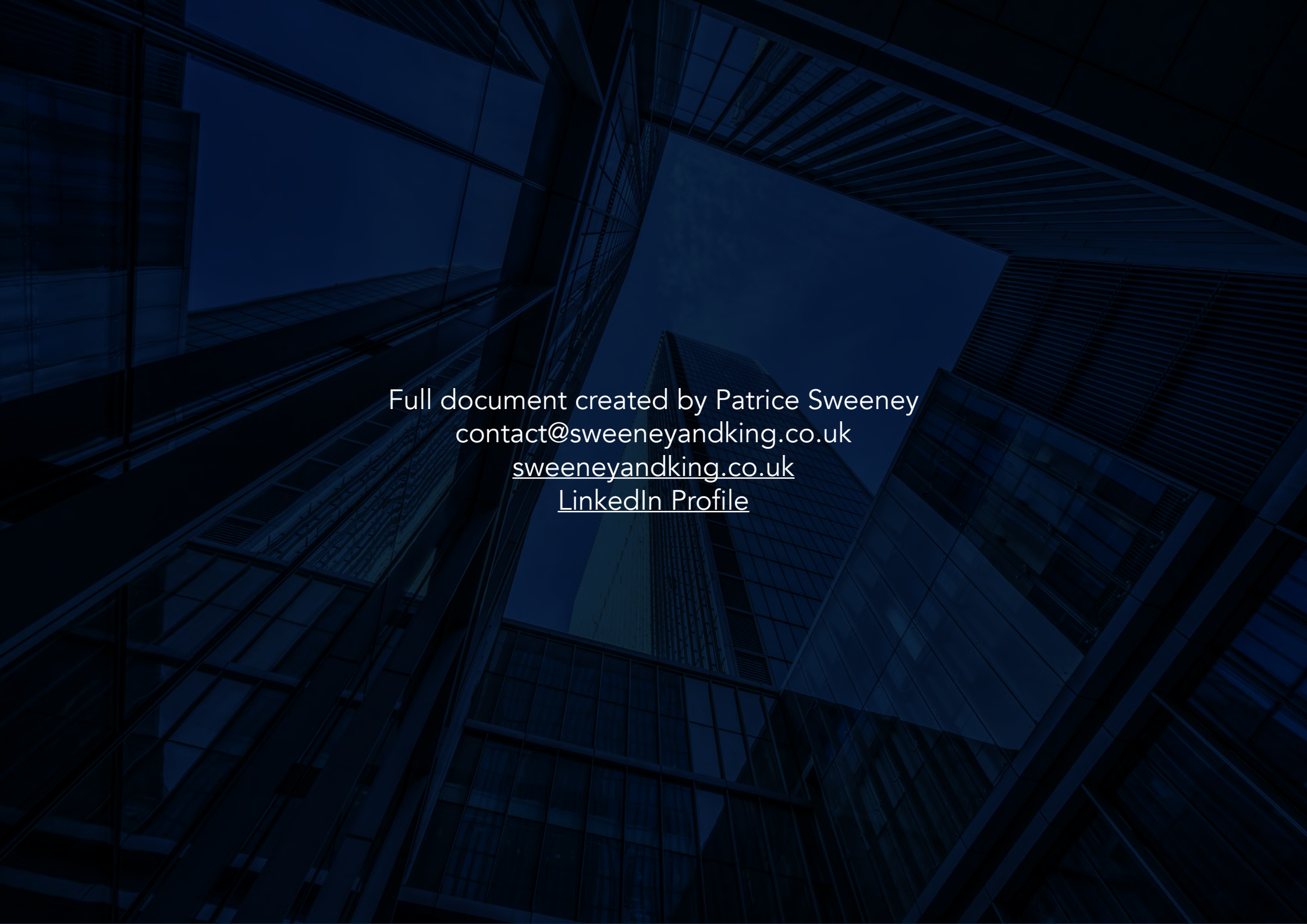
1. Click just before the dashed lines to the left of the Section Break text. You'll see the cursor positioned near the new paragraph symbol.
2. While holding down Shift, hit the right arrow key. This will highlight the Section Break command.
3. Press Delete.



Word may position a Section Break on the same line when the command soon follows a Page Break (new page). If the previous steps don't work in this situation, try the below:

1. Click on the area right before the Section Break text. Don't worry if the cursor doesn't appear by the text.
2. Hit Enter
3. You'll see the cursor positioned near the new paragraph symbol.
4. While holding down Shift, hit the right arrow key. This will highlight the Section Break command.
5. Press Delete.





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[LinkedIn Profile](#)