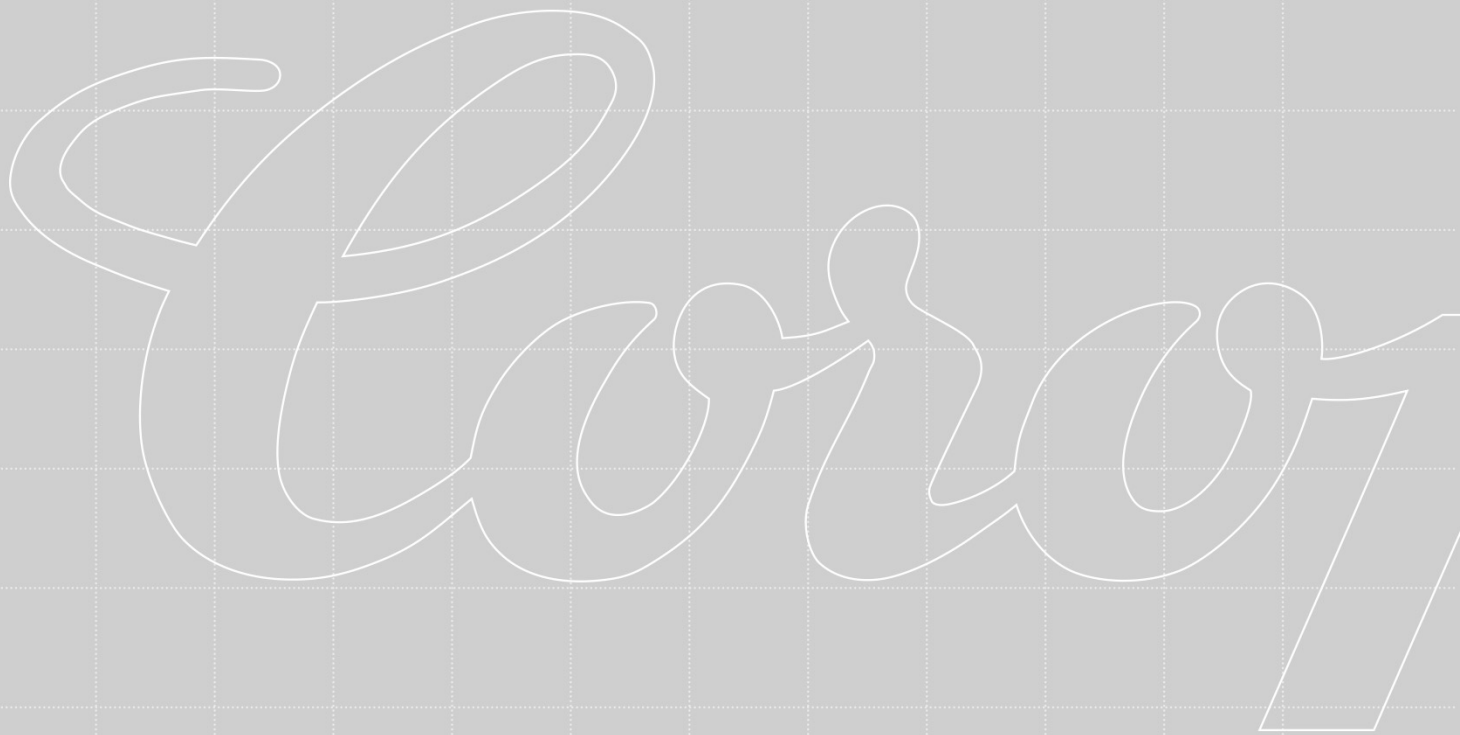




Terms of use

Tab “Corporate” & Document Templates

Author: Marketing & Communication

Date: 30 March 2020

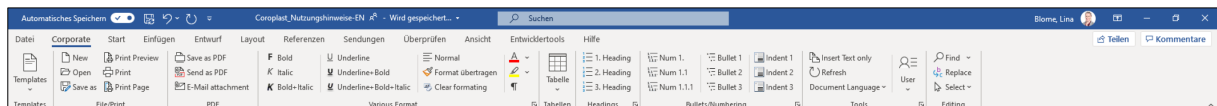
Revision: 1.01

Content

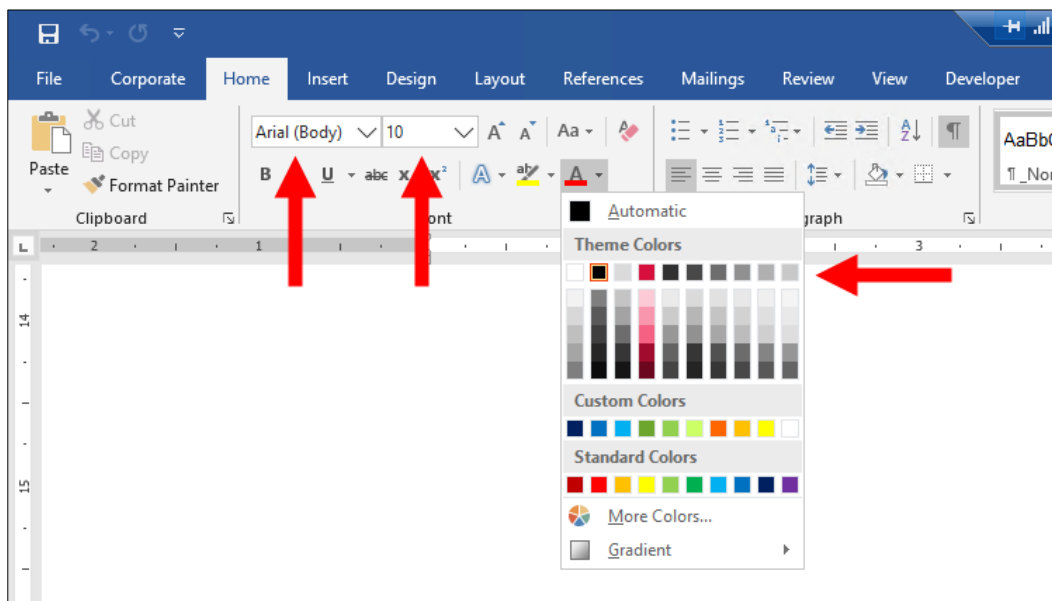
1.	Overview	3
2.	First start of Word	4
3.	These functions can be found in the tab "Corporate"	7
3.1.	Group "Templates"	7
3.2.	Group "File/Print"	7
3.3.	Group "PDF"	8
3.4.	Group "Various Format"	8
3.5.	Group "Tables"	9
3.6.	Group "Headings"	9
3.7.	Group "Bullets/Numbering"	10
3.8.	Group "Tools"	12
3.9.	Group "Editing"	12
4.	Using user administration in Word.....	13
4.1.	Create additional user	13
4.2.	Changing user data later	16
4.3.	Copy existing user	17
4.4.	Defining default users.....	18
4.5.	Delete existing user	18
4.6.	Transferring user data into a document	19
4.7.	Storage location of the personal user data.....	20
5.	Access document templates via the templates menu	21
6.	Using Word format settings	23
7.	Tips & Tricks for working practice.....	25
7.1.	How can company data such as logo, footer, etc. be changed in a letter afterwards?.....	25
7.2.	How is the text optimally transferred from existing documents to new documents?.....	25
7.3.	Why do dotted lines appear on the screen when writing a letter?.....	26
7.4.	Breaks.....	27
7.4.1.	Hard break	27
7.4.2.	Soft break	27
7.5.	Shortcuts.....	28
7.6.	Customizing the toolbar for quick access.....	28

1. Overview

The **Corporate** tab, in combination with new document templates, ensures that the use of Word 365 is optimized, avoiding time-consuming work steps, constant function repetitions and time-consuming formatting tasks from the very beginning.



Also new are the standard default settings for font and colors in Word: From now on, the font **Arial** in a font size of **10 points** is preset when Word is started and in the document templates for letter, agenda, minutes, etc. And last but not least, all documents are based on the colour specifications of the Coroplast Group.



The following pages explain in detail which additions are available in Word to make your daily work easier.

Note

This documentation was created based on the document template **Text document with title page (A4 format)** and was designed completely with the new format templates.

2. First start of Word

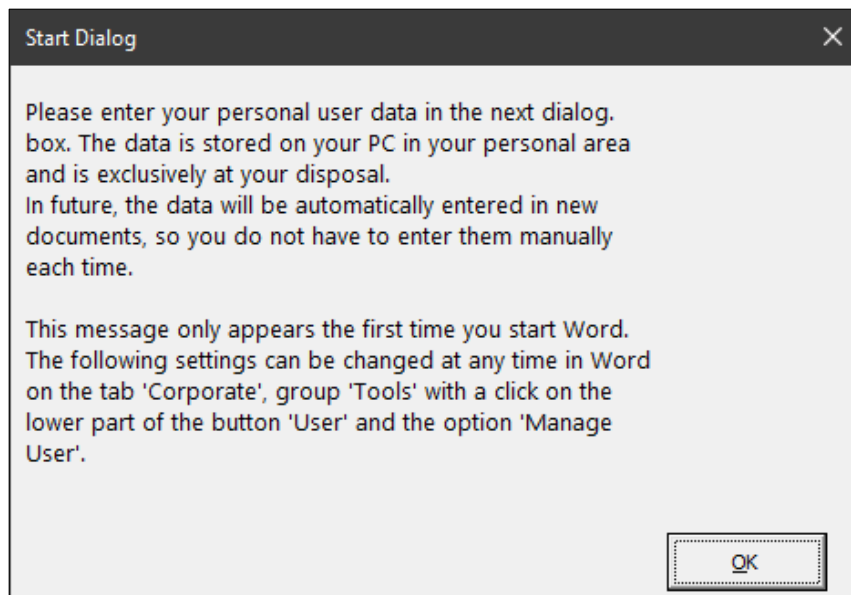
The first time you start Word after you install the new tab and template, you are prompted to enter your user information. When you write a new letter, for example, the data is automatically transferred to the fields provided for this purpose. This makes it easier for you to use the document templates, since no repetitive entries are necessary.

Notes

- The user data is saved on your PC and is therefore only available to you - no third party has access to the data.
- You can subsequently modify the stored data at any time as described in Chapter 4 "Using user administration in Word".
- The chapter also describes how to create multiple users, for example, to write in the name of a third party and to switch quickly between users.

These steps are performed at the first start of Word:

1. When you start Word for the first time, the following message appears with information on the steps to be carried out. After reading the message, confirm it by clicking on the **OK** button.



2. Now the Create User dialog box opens, in which you enter your data. Some fields may already be pre-filled based on your PC login. Nevertheless, all data must be checked and corrected if necessary.
3. Is your First Name and Last Name correctly entered in the text fields First Name and Last Name? Please also check the text fields telephone, fax number and e-mail for correct spelling/content.

Define User data

User data

Display Name: Nyhm, Arno

Firstname: Arno

Lastname: Nyhm

Phone Nb.: +49 292 2681 000

Fax Nb.: +49 292 2681 001

E-Mail-Address: a.nyhm@coroplast.de

Position: Word-Support

Company: Coroplast Group DE - Wuppertal

Add-In Language

☒ Add-In Language = Display Language

Language: EN

OK

Notes

- The text field **display name** is automatically filled with your last name and first name and is used for pure display within the user administration.
 - The text fields **display name**, **First Name** and **Last Name** are mandatory fields and must be filled.
 - You must manually select the company from the drop-down list field **company**. All companies of the Coroplast group worldwide are available for selection here. Please note that each company is also assigned the corresponding company language.
 - When creating a letter based on the document templates, the information of the selected company is used to ensure that the correct logo, business data in the footer, language, etc. is displayed.
4. All commands of the add-in, i.e. the **Corporate** tab and all dialog boxes and messages, can be displayed in both English and German. By default, the **Add-In Language = Display Language** check box in the Add-In Language group at the bottom of the dialog box is checked: the language is thus adapted to the Word display language; if it is set to German, the Add-In will also appear in German. For all other languages, the add-in appears in English.

Add-In Language

☒ Add-In Language = Display Language

Language: EN

OK

Do you want to set the language of the add-in independent of the Word display language? Then switch off the check box Add-In **language = display language** and then select between **DE** (German) and **EN** (English) in the language drop-down list box.

5. Once you have checked all text fields and the language, confirm the dialog box by clicking on the **OK** button. The dialog box is closed, and you will end up in an empty Word document.

The creation of your user is now successfully completed, and you can continue working with Word.

Note

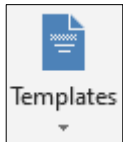
The user you have just created is automatically the default user. His or her data will be automatically transferred to the designated fields when opening a new letter etc. Via the user administration (see chapter 4 "Using user administration in Word" another user can be defined as the standard user at any time.

3. These functions can be found in the tab "Corporate"

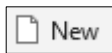
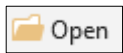
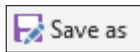
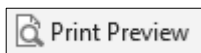
When you start Word, you will automatically be taken to the **Corporate tab**, where you can select from a list of important Word functions and individual functions created for the Coroplast Group.

Below is an overview of all the functions on the **Corporate tab**. Note that each tab page in Word is divided into groups. Groups are separated by a vertical line and have a unique name at the bottom. The following function description is divided into groups.

3.1. Group "Templates"

Symbol	Function
	Opens a menu with all Word document templates. A click on the respective command then opens a document based on the document template. Depending on the document template type, the user data is automatically entered into the new document.

3.2. Group "File/Print"

Symbol	Function
	Additionally opens a new, empty document. It already contains all Coroplast Group templates.
	Displays the Open dialog box for opening an existing Word document.
	Displays the Save As dialog box so that you can save the current document under a new name or adopt the existing name.
	Opens the Print Preview dialog box and displays the document as it will appear on the printer (as an alternative to previewing it backstage via File Print).
	Opens the Print dialog box (as an alternative to printing backstage via File Print).
	Prints the current page, i.e. the page on which the cursor is currently located, on your Windows default printer without further prompting.

3.3. Group “PDF”

Symbol	Function
 Save as PDF	Saves the current document under a selectable file name and a selectable location as a PDF file.
 Send as PDF	Saves the current document as a PDF file, opens a new empty e-mail and adds the PDF file as an attachment to the new e-mail. Word uses the file name the attached file. If the document is empty and has not yet been saved, the name "Dok" is chosen with a consecutive number assigned by Word, for example "Dok1.pdf". If there is already text in the document that has not yet been saved, the first words of the document are used as file name.
 E-Mail attachment	Opens a new empty e-mail and adds the Word file as an attachment to the new e-mail. As name for the attached file Word uses the file name of the file. If the document is empty and not yet saved, the name "Document" is chosen with a consecutive number assigned by Word, for example "Document1.docx".

3.4. Group “Various Format”

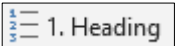
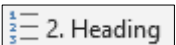
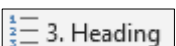
Symbol	Function
 Bold	Formats the selected text or word in bold.
 Italic	Formats the selected text or word in italic.
 Bold+Italic	Formats the selected text or word in bold and italic.
 Underline	Formats the selected text or word in underlined.
 Underline+Bold	Formats the selected text or word in underlined and bold.
 Underline+Bold+Italic	Formats the selected text or word in underlined and bold and italic.
 Normal	Formats the selected paragraph or the paragraph in which the cursor is located using the standard formatting.
 Format Painter	Applies the formatting (including style sheet) of the text selected before clicking the button to the text selected afterwards.
 Clear formatting	Removes all formatting from the current selection and displays the text in the standard formatting again.

Symbol	Function
	Formats the selected text with the font color selected here.
	Formats the selected text with the selected text highlighting color ("Highlighter function").
	Enables or disables the display of formatting characters. When the display is active, for example, spaces are made visible on the screen by a period ·, tab stops by a small arrow → and paragraph mark by the character ¶
	Opens the Format Styles task area on the right side of Word with an overview of all the format templates available in the current document.

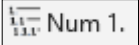
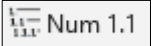
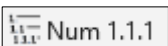
3.5. Group “Tables”

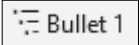
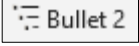
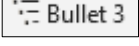
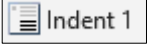
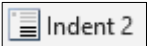
Symbol	Function
	Enables the user-friendly insertion of a table. When you click on the button, a menu opens in which you can, among other things, define the table size by clicking and dragging.

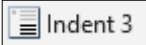
3.6. Group “Headings”

Symbol	Function
	Formats the selected paragraph or the paragraph in which the cursor is located with the style _Heading 1 . The text thus belongs to the first level in the document and appears in the table of contents.
	Formats the selected paragraph or the paragraph in which the cursor is located using the _Heading 2 style, i.e. the text belongs to the second level in the document and appears in the table of contents.
	Formats the selected paragraph or the paragraph in which the cursor is located using the _Heading 3 style, i.e. the text belongs to the third level in the document and appears in the table of contents.
	Opens the Format Templates task area on the right side of Word with an overview of all the format templates available in the current document.

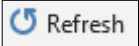
3.7. Group “Bullets/Numbering”

Symbol	Function
 Num 1.	Formats the selected paragraph or the paragraph in which the cursor is located with the style _Numbering 1st. The paragraph is assigned a (consecutive) number in the style "1st" and the text is indented to the right. If the Enter key is pressed at the end of a paragraph formatted in this way, the following paragraph is also numbered. If you do not need numbering there, format the paragraph using the _Normal. If you want the numbering in a list to start with 1 again, click on the desired paragraph with the left mouse button and select the command Start new with 1 from the context menu. To continue numbering that has been interrupted in this way, click the desired paragraph with the left mouse button and select Continue Numbering from the shortcut menu. Further paragraphs, which should appear indented by the same amount but without numbering, can be formatted using the _Indent 1 style.
 Num 1.1	Formats the selected paragraph or the paragraph in which the cursor is located with the style _Numbering 2. a (consecutive) number in the style of "1.1" is assigned to the paragraph and the text is indented to the right. If the Enter key is pressed at the end of a paragraph formatted in this way, the following paragraph is also numbered. If you do not need numbering there, format the paragraph with the style _Normal. You can format further paragraphs, which should appear equally indented but without numbering, using the _Indent 2 style.
 Num 1.1.1	Formats the selected paragraph or the paragraph in which the cursor is located with the style _Numbering 3. the paragraph is assigned a (consecutive) number in the style of "1.1.1" and the text is indented to the right. If the Enter key is pressed at the end of a paragraph formatted in this way, the following paragraph is also numbered. If you do not need numbering there, format the paragraph with the style _Normal.

Symbol	Function
	Further paragraphs, which should appear equally indented but without numbering, can be formatted using the _Indent 3 style.
 Bullet 1	Formats the selected paragraph or the paragraph in which the cursor is located with the _Bullets 1 style, the paragraph is assigned the bullet character "-" and the text is indented to the right. If the Enter key is pressed at the end of a paragraph formatted in this way, the following paragraph is also assigned a bullet character. If you do not need a bullet point there, format the paragraph using the _Normal style sheet. If you want other paragraphs to appear indented equally but without bullets, you can format them using the _Indent 1 style.
 Bullet 2	Formats the selected paragraph or the paragraph in which the cursor is located using the _Bullets 2 style, with the bullet character "-" assigned to the paragraph and the text indented to the right. If the Enter key is pressed at the end of a paragraph formatted in this way, the following paragraph is also assigned a bullet character. If you do not need a bullet point there, format the paragraph using the _Normal style sheet. You can format additional paragraphs that should appear indented equally but without bullets using the _Indent 2 style.
 Bullet 3	Formats the selected paragraph or the paragraph in which the cursor is located using the _Bullets 3 style. The paragraph is assigned the bullet character "-" and the text is indented to the right. If the Enter key is pressed at the end of a paragraph formatted in this way, the following paragraph is also assigned a bullet character. If you do not need a bullet point there, format the paragraph using the _Normal style sheet. You can format additional paragraphs, which should appear indented equally but without bullets, with the _Indent 3 style.
 Indent 1	Formats the selected paragraph or the paragraph in which the cursor is located using the _Indent 1 style, indents the paragraph so that the text is flush with paragraphs formatted using the _Numbering 1 or _Bullets 1 style.
 Indent 2	Formats the selected paragraph or the paragraph in which the cursor is located using the _Indent 2 style, indents the paragraph so that the

Symbol	Function
	text is flush with paragraphs formatted using the _Numbering 2 or _Bullets 2 style.
	Formats the selected paragraph or the paragraph in which the cursor is positioned using the _Indent 3 style, indents the paragraph so that the text is flush with paragraphs formatted using the _Numbering 3 or _Bullets 3 style.
	Opens the Format Templates task area on the right side of Word with an overview of all the format templates available in the current document.

3.8. Group “Tools”

Symbol	Function
	Takes only raw text without any formatting from the content in the clipboard. This means that text from other documents or from the Internet, for example, can be transferred without errors to your own documentation, where it can be formatted using the format templates in the Coroplast group style.
	Updates all field functions in the current document such as the table of contents, page numbers, cross references, etc.
	Opens a menu to select the language for the current document. Clicking on one of the offered languages sets the spelling and grammar checker and hyphenation to the selected language. In addition, for documents such as letters, faxes or agendas, the date format, salutation, greeting formula, filling in instructions and much more are set in the selected language.
	Inserts - if existing - the data of the standard user in the placeholders of the current document.
	Opens a menu in which a maximum of 10 users and the Manage Users menu are displayed (the default user is always listed first).
	Opens the Info dialog box with information about the current version of the Corporate tab (= "Add-In"), the template path, the Office version etc.

3.9. Group “Editing”

All the buttons in the **Editing** Group are exactly the same as the familiar functions that are available on Word's **Home** tab on the right.

4. Using user administration in Word

When you create a new document based on the Coroplast Group document templates (accessible via the tab “**Corporate**” > Group “**Templates**” > button “**Templates**”), the data stored in the user administration is automatically inserted in the respective document, thus personalizing the document.

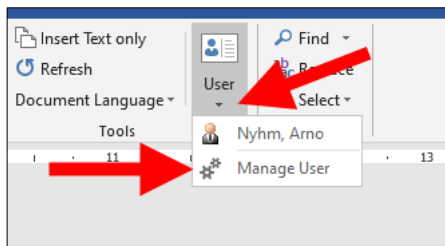
For this to be possible, a user must be created in the user administration. For this reason, when Word is started for the first time in conjunction with the template solution, the data of the user logged on to the PC is automatically created as the default user (see Chapter 2 "First start of Word").

As any number of users can be created, it is also possible to create documents as deputy or for other companies without any problems, as this data is then transferred to the new document.

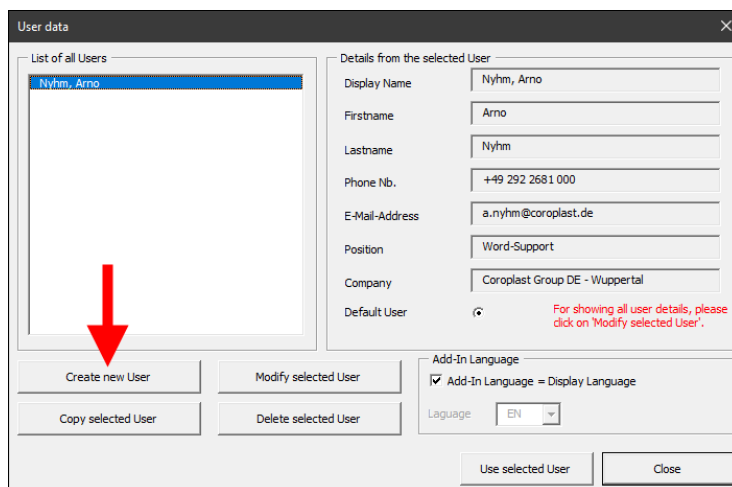
4.1. Create additional user

To create a new user, proceed as follows:

1. On the **Corporate** tab in Group **Tools**, click the bottom of the Users button. A menu opens and you click on the **Manage User** command.



2. The **User data** dialog box opens. Click on the **Create new User** button.



3. The further dialog box **Create new User** opens. Enter the name of the user you want to add in the **Choose a new User** drop-down list box. Always start with the last name. The more letters you

enter, the more precisely the suggested name will be completed (in the following figure, the automatic completion is marked in blue).

You can also click on the drop-down button to open an overview of all names and then click on the desired name in the drop-down list.

Make sure that you are connected to the company network (WLAN, LAN, VPN). Otherwise you will receive an error message.

4. Confirm the entry/selection of the name by clicking the **Add** button. The data of the selected user are then transferred to the text fields.

5. Check all data of the new user to be created on the two tabs of the dialog box. Pay particular attention to the following points:
- is your First and Last Name correctly entered in the **Firstname** and **Lastname** text fields?
 - Also check the text fields **Phone Nb.**, **Fax Nb.** and **E-Mail-Address** for correct spelling/content.
 - Make sure that the company selection in the drop-down list box at the bottom of the dialog box is correct. This is because the logo, the sender line and the footer line with the business data are inserted in the letter template depending on the company. In this way, the complete company name can be changed by a simple user change.

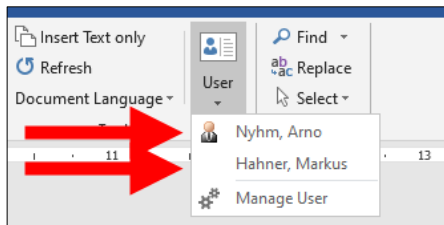
6. Note that for **Display Name**, enter the name that appears in the **User Data** list box in the **User Data** dialog window (see dialog window in step 2).

The display name is used in the **User Data** list field to display the stored users and is not included in the documents; to distinguish between different users or languages, it can also contain a company name, for example. The display name is independent of the two text fields **Firstname** and **Lastname**.

7. If the **Display Name**, **Firstname** and/or **Lastname** are missing and you confirm the dialog box with **OK**, you will receive the following message and have the possibility to add the missing data.



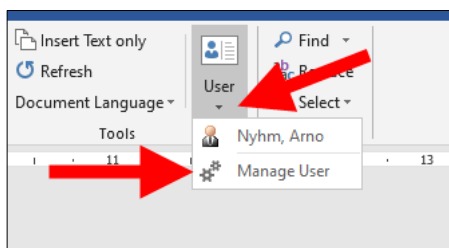
8. If you want the new user to be used as the default user (his data will be inserted automatically without further query when creating a letter based on the letter document template), click on the option field **Default User** in the dialog box at the bottom left. Please note that there can only be one default user at a time (see Chapter 4.4 "Defining default users"). The user that was created at the initial startup automatically became the default user.
9. Accept the data of the new user with **OK** and return to the **User Data** dialog box. Now also close the **User Data** dialog box by clicking the **Close** button.
10. The user data is now saved permanently and is available for selection in the **User Data** dialog box as well as (if not more than 10 users have been created) in the **User Menu** (**Corporate** tab, Group **Tools**, lower part of the **Users** button) for transfer to a corresponding document.



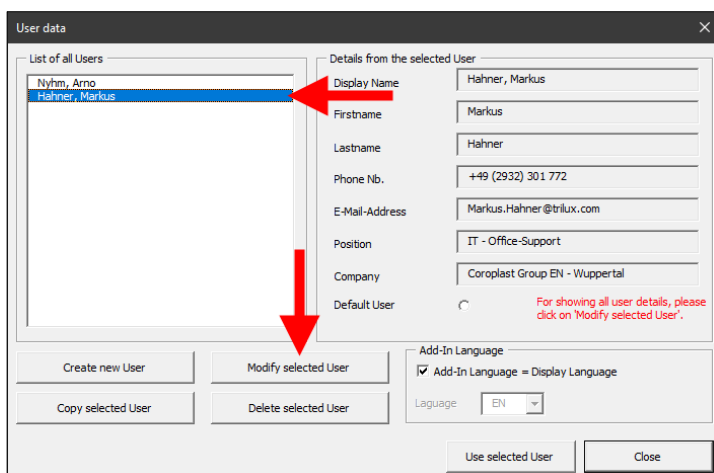
4.2. Changing user data later

To change the data of an existing user, use the following procedure:

1. On the **Corporate** tab in **Group Tools**, click the bottom of the **Users** button. A menu opens and you click on the **Manage User** command.



2. The **User Data** dialog box opens. In the **List of all Users** list field, all created users of the text deposited at Display Name are now listed. In the **List of all Users** list select the user whose data you want to change. Then click the **Modify selected User** button (alternatively you can double-click the user to be edited).



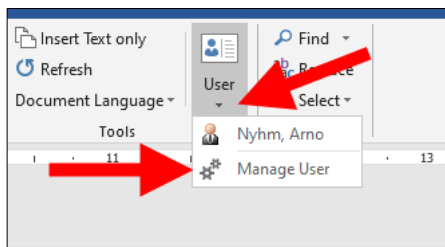
3. The **Edit User** dialog box opens. Adjust the desired data here.
4. Accept the changed data with **OK** and return to the User Data dialog box. Now close the User Data dialog box by clicking the **Close** button.

The user data are now permanently saved and are available for selection in the **User Data** dialog box as well as (if not more than 10 users have been created) in the **User** menu (**Corporate** tab, group **Tools**, lower part of the **Users** button) for transfer to a corresponding document.

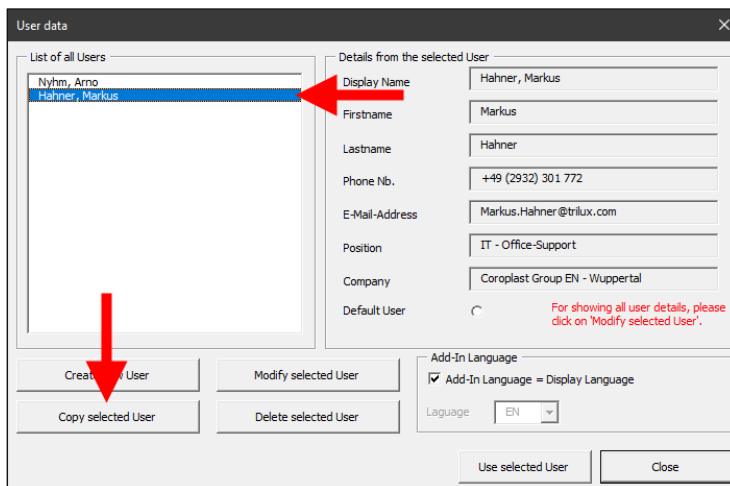
4.3. Copy existing user

To simplify the creation of new users, you can copy an existing user and then only need to adjust the data to be changed:

1. On the **Corporate** tab in Group **Tools**, click the bottom of the Users button. A menu opens and you click on the **Manage User** command.



2. The **User Data** dialog box opens. In the **List of all Users** list field all created users of the text deposited at Display Name are now listed. In the **List of all Users** list select the user whose data you want to copy. Then click the **Copy selected User** button.



3. The selected user is copied and displayed in the list field **User Data** with the addition (**Copy**).
4. **Keep the copied user selected** and click on the **Modify selected User** button (alternatively, you can double-click the user you want to edit)
5. To edit the copied user, proceed as described in Chapter 4.2 "Changing user data later".

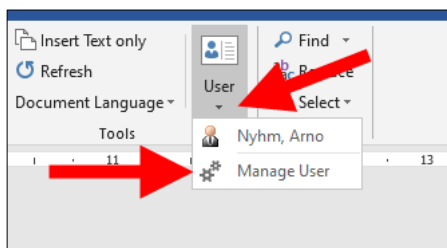
Note that when copying a user, the **Default User** property is not copied! If the copied user is to be the default user, you must click the **Default User** button when editing the copied user after copying (see Chapter 4.4 "Defining default users").

4.4. Defining default users

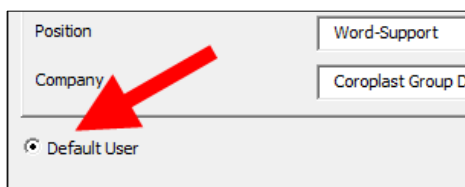
When creating a letter based on the letter document template, the data of the user marked as default user is automatically inserted in the corresponding items without further query. For this reason, make sure that you define a user as the default user that is mainly used. If only one user is defined in user management, this user is automatically the default user.

And this is how you set the default user:

1. On the **Corporate** tab in **Group Tools**, click the bottom of the **Users** button. A menu opens and you click on the **Manage User** command.



2. The **User Data** dialog box opens. In the **List of all Users** list field, all created users of the text deposited at Display Name are now listed. In the **List of all Users** list select the user whose data you want to change. Then click the **Modify selected User** button (alternatively you can double-click the user to be edited).
3. The **Edit User** dialog box opens. Click the **Default User** button in the lower left corner of the dialog box.



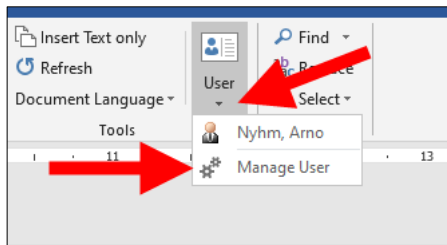
4. Close the dialog box with **OK** and return to the **User Data** dialog box. Now also close the **User Data** dialog box by clicking the **Close** button.

The user data is now permanently saved and the user you have just selected is now the default user.

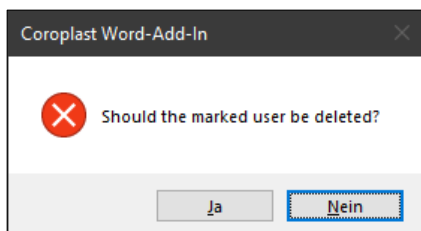
4.5. Delete existing user

The user data of a user created in the user administration can be permanently deleted with a few mouse clicks:

1. On the **Corporate** tab in **Group Tools**, click the bottom of the **Users** button. A menu opens and you click on the **Manage User** command.



2. The **User Data** dialog box opens. In the **List of all Users** list field, all created users of the text deposited at Display Name are now listed. In the **List of all Users** list select the user whose data you want to delete. Then click the **Delete selected User** button.
3. A confirmation request appears asking whether the user should be deleted. Confirm the message with **Yes**.



4. The user is immediately removed from the list. Now close the **User Data** dialog box by clicking the **Close** button.

The deleted user will not be available for selection in the **User Data** dialog box or (if no more than 10 users have been created) in the **User** menu (**Corporate** tab, Group **Tools**, bottom part of the **Users** button).

Note

The default user cannot be deleted. If the user with the **Default User** property is to be deleted, you must first assign the **Default User** property to another user (see Chapter 4.4 "Defining default users").

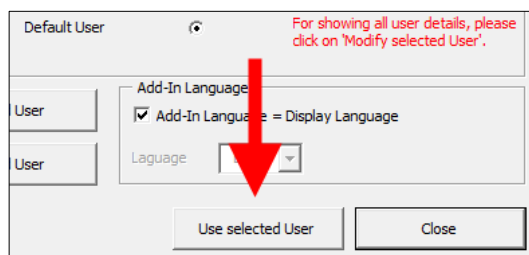
4.6. Transferring user data into a document

If you open the menu with the templates via the tab **Corporate**, Group **Templates**, button **Templates**, you can select a letter based on the letter document template. This contains placeholders (in the form of text marks and content controls), which are automatically filled with the data of the default user (including logo, business data in the footer, etc.). This way, the respective document is personalized at the first go without additional effort. In addition, the document language is also determined based on the company selected by the user.

Do you want to copy the user data of another user into a letter created as described above and thus overwrite the data of the standard user there? This is possible with three mouse clicks:

1. Click on the lower part of the **User** button on the **Corporate** tab in the Group **Tools**.

2. A menu opens, in which the first 10 users created in the user administration are available for selection. Is the desired user included in the list? Then click on it with the left mouse button and its data will be transferred.
3. Have you created more than 10 users and the user is not shown in the list? Then click on the **Manage User** command at the end of the list. This opens the **User Data** dialog box, in whose **List of all Users** list all created users are listed.
4. Select the desired user in the list and close the dialog box by clicking the **Use selected User** button. The data of the selected user are then transferred to the current document.



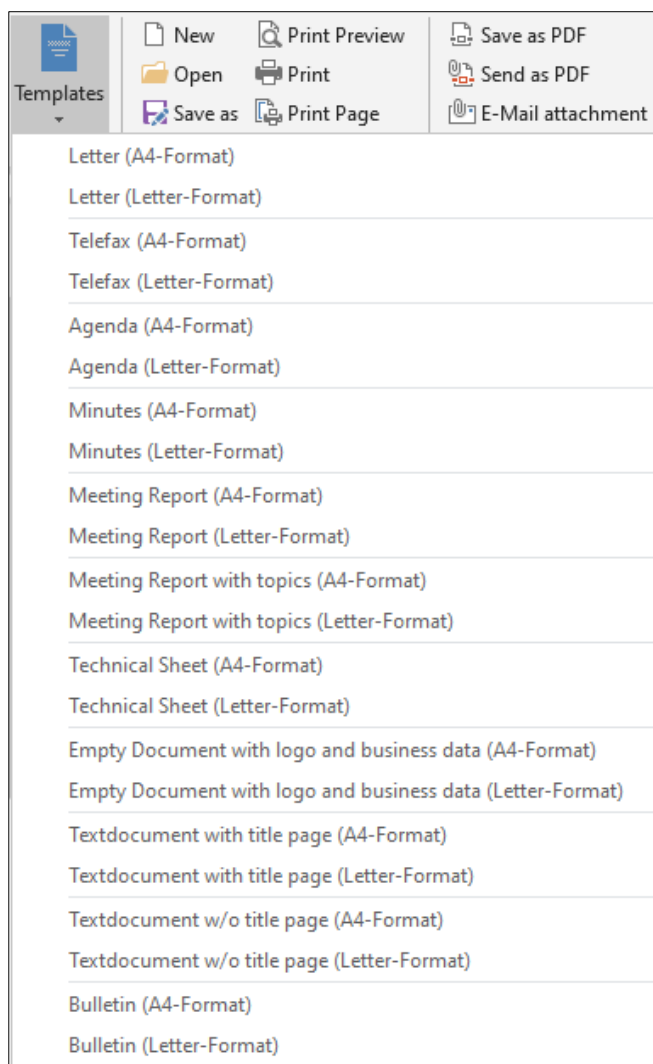
This process can be repeated with other user data as required. It is also possible to change the user data at any time even if the document has already been saved and closed in the meantime. The only requirement: The placeholders for the user data, i.e. bookmarks and content controls, must not have been deleted.

4.7. Storage location of the personal user data

All data stored in the user administration is stored in your personal profile under the file name **Coroplast-Userdata.ini**. The data is thus exclusively available to you and is protected against third-party access.

5. Access document templates via the templates menu

On the **Corporate** tab, Group **Templates**, the document templates in the Coroplast Group design are available via the **Templates** button.



In the document templates from the Templates menu, user data is automatically transferred to the newly created document (the document is "personalized"), so that, for example, the first and last name, sender data or telephone numbers (marked yellow in the following figure) are immediately entered correctly and no subsequent manual work is necessary.

	
Coroplast Fritz Müller GmbH & Co. KG, Wittener Straße 271, 42279 Wuppertal Recipient address	Max Mustermann Position T +49 202 2681 XXX F +49 202 2681 XXX max.mustermann@coroplast-group.com Wuppertal, 01.04.2020
Subject	
Salutation	
x	
Best Regards	
Max Mustermann	
Coroplast Fritz Müller GmbH & Co. KG Wittener Straße 271 42279 Wuppertal Germany www.coroplast-group.com Headquarters: Wuppertal HRA 15463 Liabe shareholder: Coroplast Verwaltungs GmbH District Court Wuppertal HRB 6560 Managing directors: Natalie Meikelburger, Marcus Söhngen, Torben Kämmerer	

All input fields marked with blue writing are to be filled out with the given data. By your input the blue placeholder text disappears, the entered text appears black in the standard font colour.

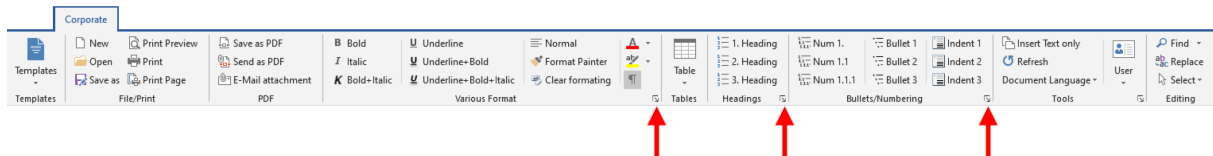
Note

The date fields in the document templates (date of the document) are automatically set to the current date; the date format is adapted to the language of the selected company. The date remains until you change it manually. The date is a convenient date selection content control, where the date can be set using a calendar. The selected date is not changed the next time you open it!

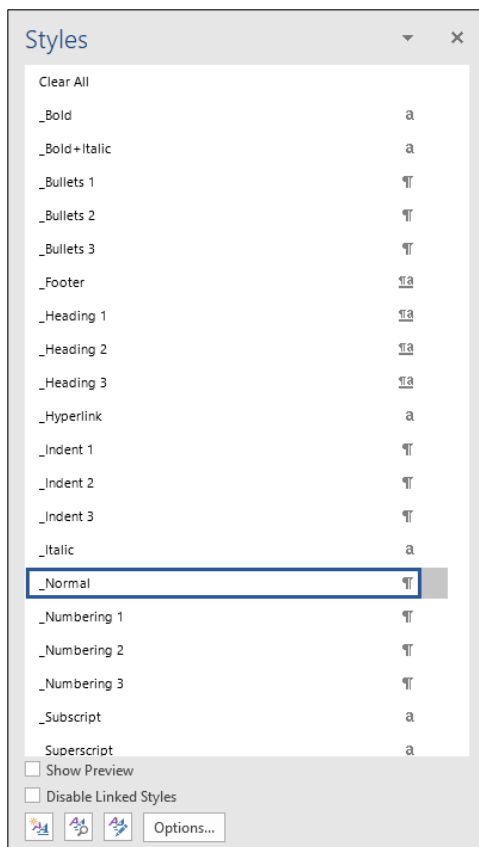
6. Using Word format settings

In addition to the format templates available on the **Corporate** tab, a complete set of format templates for all relevant formatting is available for simplified, uniform formatting of Coroplast Group documents. When using the format templates, you save yourself the time-consuming manual formatting and constant repetitions when calling up the format functions. They ensure uniformly formatted documents that are easier to add to and edit in the future, and you also receive Word documents that are no longer prone to errors.

To display the overview of all styles, click on the **Corporate** tab in the **Standard Formats**, **Headings** or **Numbering/Enumeration** groups or on the **Home** tab in the Start group by clicking on the small arrow in the lower right corner (the name of this button is officially the start program for dialog boxes).



This opens the Styles area on the right-hand side. Alternatively, to open the Styles area, press **Shift + Ctrl + Alt + S**.



- To ensure that the Styles area window does not overlay and cover the text, it can be "snapped in" by double-clicking on the area title bar on the right-hand side. This step is only necessary once. From now on, the task area will always appear on the right-hand side when it is displayed and no longer as a "floating window".
- By clicking on a style, the style is assigned to the selected text or the paragraph in which the cursor is located.
- The style that matches the selected text or paragraph in which the cursor is placed is automatically outlined in the **Styles pane** in Word
- The names of the styles are always in English, regardless of the language selected for the Word version. This means that the style templates can be used uniformly worldwide.
- All Coroplast Group style sheets begin with the underscore prefix "_", for example **_Normal** or **_Bold**. A glance at the **Styles pane** shows you whether foreign format templates have been used in the document that do not correspond to the Coroplast Group's corporate design.
- Numerous format templates are also available for direct retrieval on the Corporate tab in the Group's **Various Format**, **Headings** or **Bullets/Numbering**. For details, see chapter 3.4 "Group "Various Format"", 3.6 "Group "Headings"" and 3.7 "Group "Bullets/Numbering"".
- On the **Home** tab, Word displays a selection of styles in the **Styles** group. Regardless of whether you use the template from the **Styles pane**, the **Corporate** tab or the **Home** tab, the templates are always the same.

7. Tips & Tricks for working practice

The following are useful tips & tricks for using the functions on the Corporate tab, the document templates, formatting and data exchange between old and new documents.

7.1. How can company data such as logo, footer, etc. be changed in a letter afterwards?

In the case of a document based on the Coroplast group document templates, the company (company logo, footer, etc.) is always defined on the basis of the data of the selected user. If, for example, "Coroplast Tape - Wuppertal" is selected as the company in the user data of the user, the logo is automatically inserted in the header of a letter and the business data of "Coroplast Tape - Wuppertal" is automatically inserted in the footer. The document always adapts to the user data.

To change the company, only one user must be selected, to whom the desired company is assigned. If required, another user can be created in the user administration (**Corporate tab**, **Group Tools**, lower part of the button **User**, command **Manage User**), which can then be called up via the lower part of the button **User** (see chapter 4 "Using user administration in Word").

7.2. How is the text optimally transferred from existing documents to new documents?

With the introduction of the new **Corporate** tab, uniform formatting in the form of style sheets is available in both the empty document and the letter document template from the Templates menu (**Corporate** tab, **Group Templates**, **Templates** button) (see chapter 6 "Using Word format settings").

To ensure that text copied from old or third-party documents into new Coroplast group documents is formatted correctly and does not destroy the new document, always insert the text into the new document using the **Insert Text only** button (**Corporate** tab, **Group Tools**) (please do not insert the text using **Ctrl + V**).

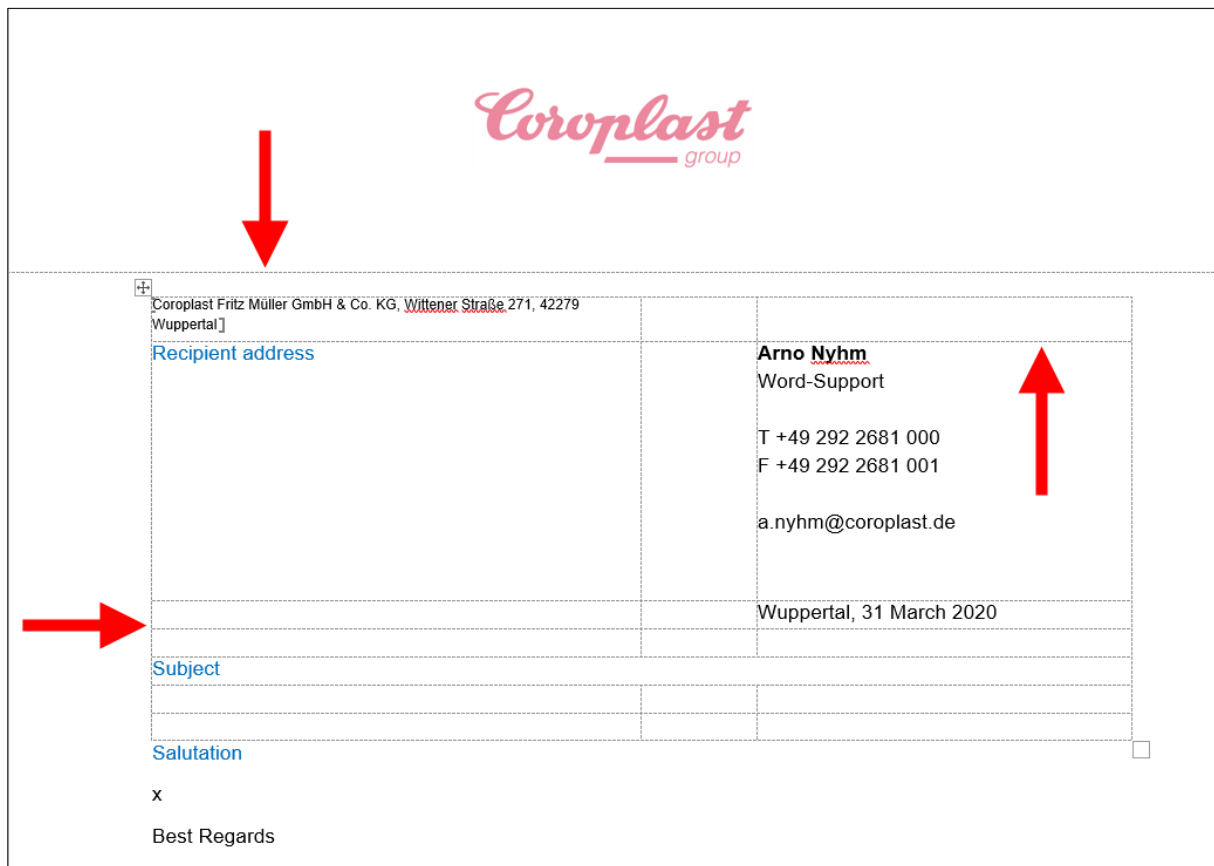
In this way, the text is transferred without formatting and formatting errors and can then be formatted using the format templates on the **Corporate** tab.

Note

If text is copied between two new documents, you can work with **copy** (**Ctrl + C**) and **paste** (**Ctrl + V**) as usual. In this case, the text is already formatted with the correct format templates.

7.3. Why do dotted lines appear on the screen when writing a letter?

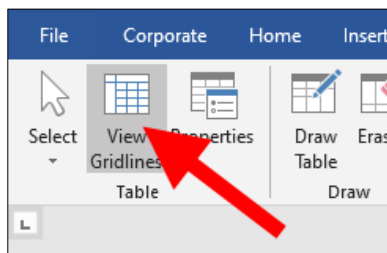
Frameless tables in the letterhead, footer and signature block ensure the correct placement of text and logos.



The screenshot shows a letter template in Microsoft Word. At the top center is the **Coroplast group** logo. Below it, a table structure is visible with dotted lines representing borders. A red arrow points down to the top of this table. Another red arrow points up to the right side of the table. A third red arrow points left to the left side of the table. The table contains the following text:

Coroplast Fritz Müller GmbH & Co. KG, Wittenberg Straße 271, 42279 Wuppertal	
Recipient address	Arno Nyhm Word-Support T +49 292 2681 000 F +49 292 2681 001 a.nyhm@coroplast.de
Wuppertal, 31 March 2020	
Subject	
Salutation	
x Best Regards	

When the Show gridlines/frame lines button on the **Table Tools Layout** context tab in the Group **table** is turned on, Word displays the table borders as dotted lines, as shown in the previous figure.



This is just a display on the screen for better orientation; the dotted lines are not visible on the printout:



Coroplast Fritz Müller GmbH & Co. KG, Wittener Straße 271, 42279
Wuppertal]

Recipient address

Arno Nyhm
Word-Support

T +49 292 2681 000

F +49 292 2681 001

a.nyhm@coroplast.de

Wuppertal, 31 March 2020

Subject

Salutation

x

Best Regards

7.4. Breaks

7.4.1. Hard break

By clicking the **Enter** key, you create a new paragraph with the so-called "hard break". If formatting symbols are displayed, you will see a paragraph mark after each paragraph.

Blindtext¶

Blindtext¶

Blindtext¶

7.4.2. Soft break

With the so-called "soft break" - you can reach it with the key combination **Shift + Enter** – you do not create a new paragraph, but only continue writing in a new line. When formatting symbols are displayed, you will now see the symbol for the line switch at the end of the line.

Blindtext↵

Blindtext↵

Blindtext¶

7.5. Shortcuts

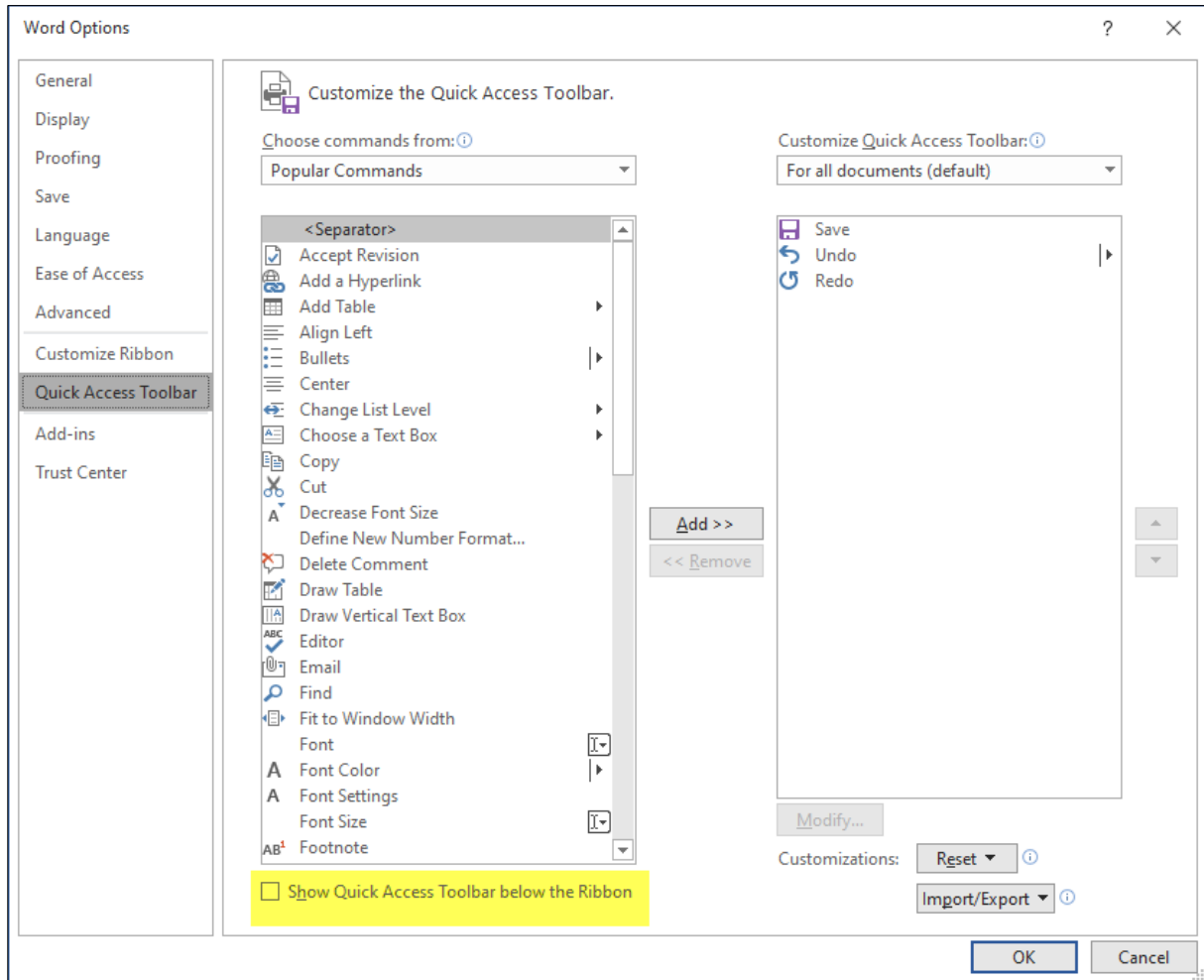
Shortcut	Description
Ctrl + Z	Undo last command
Ctrl + Y	Repeat last command
Ctrl + A	Select All
Ctrl + C	Copy selected text
Ctrl + X	Cut selected text
Ctrl + V	Paste content from the clipboard
Ctrl + Shift + -	Protected hyphen
Ctrl + -	Conditional hyphen
Ctrl + Shift + Space	Protected space character
Ctrl + Alt + C	Copyright ©
Ctrl + Alt + R	Registered Trademark ®
Ctrl + Alt + T	Brand ™
Shift + Ctrl + Alt + S	Show and hide style sheets are
Shift + Alt + Cursor left/right	Move headings or enumerations up or down in the hierarchy (right or left arrow)

7.6. Customizing the toolbar for quick access

You can place your favourite commands in the toolbar for fast access, in short "Quick Access Toolbar". They always remain present – no matter which tab you are currently on.



You can customize the toolbar via **File | Options | Quick Access Toolbar**. We recommend that you display the toolbar under the menu bar.



Alternatively, you can simply point the mouse to a desired command in the menu bar, press the right mouse button and select **Add to Quick Access Toolbar**.

