RSSB Templates: Formats and styles
How your text will appear - eventually

About this document
This document describes each of the pre-determined paragraph formats and text styles that has been embedded within the RSSB Word templates that should be used to develop reports and other similar documents for publication. [Railway Group and Rail Industry Standards and related documents use a separate set of templates.]

This document has been created using Adobe FrameMaker, one of the software applications that RSSB uses to prepare documents for publication. To that end it will show you some aspects of the final appearance of your documents. The RSSB Word templates do not use this page layout.

Different formats for different purposes
For long reports, FrameMaker allows us to build a ‘book’ from a set of individual files, so different formats can be used for individual parts of a final document. For example, while you may want to use outline numbered headings in the main body of your report, the Executive Summary would not need numbered headings. FrameMaker allows us to combine different files in one final document. Similarly you may want a different numbering style for your appendices from that used within the body of the document.

While this is technically possible in Word, using its Master Files capabilities, best practice advice on this is ‘Don’t’!

Creating short, standalone chunks of information, each in a separate file is good practice. It is one of the first steps towards structured writing. Structured writing, which RSSB will be adopting in the not-too-distant future, is needed to deliver information to mobile devices with a range of screen sizes.

Paragraph formats and text styles
Paragraph formats and text styles have different uses, but they should all be applied by using the pre-determined list in the Word Styles pane. This is because of the way that your text will be imported into the output application.

Text that is to have a different format or style applied to it should be highlighted, and the style or format applied by clicking on its name in the Styles list.

The remainder of this document describes and shows you the final appearance of each of the paragraph formats and text styles
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available within the RSSB Word templates. These are described in logical groups, rather than the order in which they appear within the Styles pane in Word 2007.

To open the Styles list in Word 2007/10

In Word, click on the Home tab.

In the Styles pane of the ribbon, bottom right-hand corner, there is a small arrow. Click this icon to open the Styles list.

The Title formats

The ‘...Title’ formats should be used for titles.

_ChapterTitle is optional. Within FrameMaker it can be used to create a running header on even numbered pages of a document.

_CoverTitle should be used for the project title (If appropriate) and the document or topic title.

_FigureTitle should be used for captions below graphics.

_SectionTitle is optional. Like the _ChapterTitle, it can be used for a running header in FrameMaker.

_TableTitle should be used to describe the content of tables, and should be placed above the table.

Body text formats

Body text has two standard formats: Body and BodyBold. Both of these should be used for complete paragraphs. This is a Body paragraph.

And this is a BodyBold paragraph. You should not use BodyBold to apply bold to a small amount of text. For individual emphasis of words or phrases, you should use the character styles Bold or Emphasis.

- Bullet1 is for first level un-ordered lists.
- Bullet2 is for second level, or nested, un-ordered lists.

The Heading formats

The text to the left hand side of this, with the blue line running across the page, uses the Heading1 paragraph format.

Heading2

The text to the left hand side of this, is 14 point bold, in green, and uses the Heading2 paragraph format.

Heading3

The text to the left hand side of this, is 12 point bold, in RSSB blue (Pantone 2748 CVC), and uses the Heading3 paragraph format.

Heading4

The text to the left hand side of this, is 12 point regular, in green, and uses the Heading4 paragraph format.
Unlike the Word Heading formats, our paragraph formats do not have a space in their names. This is so that the paragraph names match those in FrameMaker and InDesign, to aid automatic import into these applications.

This also affects how you create tables of contents in your Word documents. The Microsoft default is to use Heading 1, Heading 2, and so on. Using these templates you will need to select Heading1, Heading2, and so on, under the Options button for tables of contents.

### Character styles

The Word templates include a small number of character styles that you can use for emphasis. These are: **Bold**, **BoldBlue**, **Emphasis**, and **Hyperlink**. You may see other character styles in the Styles pane, but these should not be used; they may have been created for other purposes, or be Word defaults which do not translate into the RSSB publication format.

Methods of emphasising text should be used consistently throughout a document or series of documents. For example, titles of articles, publications, and research projects should usually be in italics. You can italicise text using the Emphasis style.

### Underlining

Do not underline text. We read in part by recognising the shapes of words, and underlining, particularly of words with letters that have *descenders*, such as g, j, p, q, and y. Underlining makes it more difficult to recognise a word, and makes the task of reading more difficult.

### Lists

The templates include options for *ordered* and *unordered* lists; that is, numbered and bulleted.

#### Ordered lists

For ordered, or numbered, lists there are three levels available to you. These should be used consistently in the order provided.

1. The Number1First paragraph format is indented from the Body paragraph.
2. Each paragraph is preceded by an Arabic numeral. You can insert lower order paragraphs between Number1First paragraphs.
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The Number2First paragraph format is indented from the Number1First paragraph format, and is preceded by a lower case Latin alpha character.

And the Number3First paragraph format is indented again, and is preceded by a lower case roman numeral.

This is another Number3First paragraph.

And this another Number1First paragraph.

Should the numbering format go awry, and not do what it is supposed to do (as can happen in Microsoft Word), simply put a note in your text [in square brackets] telling the person doing the final layout what it should be.

Including images and graphics

Images, figures, and charts should be inserted into one of the paragraph formats with the name that includes Graphic or Figure.

The Graphic or Figure paragraph formats are positioned to align with the left-hand edge of the Body paragraph.

The paragraph format called Graphic sits across the whole of the text area of the page. These is centred across the whole width of the text area.

Figure 1 - All the Figure and Graphic formats should automatically be followed by an automatically numbered _FigureTitle paragraph.

Your text relating to the information provided in a chart or figure should be close to that chart or figure.

Inserting images and graphics

If you want to include any type of graphic in your document you should insert it into a Graphic or Figure type paragraph using the menu commands Insert > Picture > From File…

Figures should be inserted into a single graphic or figure paragraph. Images should not be ‘copied and pasted’ into space created using blank paragraphs.

Sizing images and graphics

Images and other graphics should be sized in their original format so that they will fit within the limits of RSSB document pages.

For an A4 portrait page such as this, images should either be no more than 10 cm wide, to align with the left-hand edge of the Body text, or no more than 15.5 cm wide if they are to make use of the full width of the text area.
Providing images and graphics to RSSB

For A4 portrait pages, no image should be more than 19.5 cm high. This allows space for a caption to appear below it, on the same page.

For A4 landscape pages, image widths should be no more than 16 cm or 24 cm. No image should be more than 14 cm high.

These measurements should also be applied to tables, although tables may run over more than one page if needed.

Inserting images and graphics into Word often makes them unusable in RSSB’s publishing output applications. For this reason high-resolution copies of image files should be provided separately to RSSB. These should have a resolution of at least 200 dots or pixels per inch.

The Microsoft Word Drawing Tool should never be used to originate diagrams to be included in RSSB publications. Microsoft’s Visio application can be used, and the diagrams saved in JPEG or EPS format, at high resolution (300 ppi). You may also use other professional illustration tools, including CAD applications.

You also need to be aware that if you annotate an image with text overlayed in a text box, that text will not be read when the image is imported. That annotation should be done to the image with appropriate image editing software.

Tables

Tables have their own paragraph formats, designed for the purpose of including text within tables. These are: TableBody, TableBodyBold, TableHead, TableBullet, and TableNumberFirst.

TableHead should be used for headings in tables, the other formats should be used in cells within the body of the table.

Titles for tables should be placed above the table, using the _TableTitle paragraph format, which includes automatic, sequential numbering.

Numbering Figures and Tables

Figures and numbers should each be numbered consecutively throughout a document. They should not be sub-numbered using document section numbers. Do not number any figures in your executive summary.

Text boxes

When text from Word is imported into FrameMaker the contents of text boxes is ignored. To avoid this issue, when you would
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usually use a text box, instead us a single cell table. In this case, use the TextboxText paragraph format for the text inside the table.

This is not the final output

The RSSB publication process includes taking the content from your Word documents and importing it into Adobe FrameMaker (or InDesign). While the Word templates have been developed to look similar to the final outputs from FrameMaker, they are not identical. Because of this, you should not change any of the formatting, to try to make it 'look right'.

As our audiences expand the ways in which they expect to access information, we will adapt the content (text and images) you provide to our audiences for delivery through web browsers, tablets, and even mobile phones. This will remove the format in which you write content even further from the format in which it is delivered.

If you find that you need other paragraph formats in order to present your information most effectively, please contact one of RSSB's template specialists. In the first instance, the Senior Technical Communicator, Ant Davey.
(e-mail: anthony.davey@rssb.co.uk)