This document describes how to use the OCHA generic Word template. The template has been created to facilitate document creation for OCHA staff and to improve consistency and quality.
http://ochanet.unocha.org/OS/HQ_Branches_Offices/CISB/OCHA_Templates/default.aspx

Font styles

Font styles (size, colour, boldness, etc.) are pre-defined in the template. They are available for all types of text, including for use in tables, captions and headings. When you want to change from one style to another (creating a large blue headline from regular body text, for example), you should do this by using pre-defined styles. You should not manually change the font settings in the document. (Using pre-defined styles saves time if changes are required later, as well as simplifies the layout process.) All pre-defined styles are listed in the **Styles** task pane, and all styles begin with ocha_.

Word 2007 & 2010: To access a pre-defined style, click on the **Home** tab and open the **Styles** task pane by clicking on the small icon on the bottom right of the Styles Dialog Box.

Once the **Styles** task pane opens, select the text in the document to which you wish to apply the style. Then click the name of the style you wish to use from the **Styles** task pane. Word automatically applies this style to the selected text.
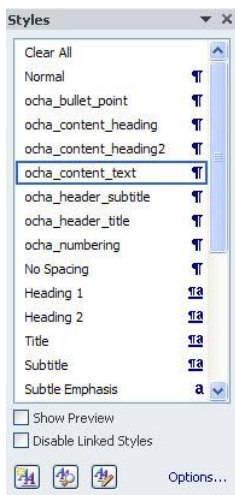
Available styles:

ocha_content_heading

ocha_content_heading 2

ocha_content_text

Hyperlink

- Bullet point
- Bullet point

ocha_caption

ocha_blue

ocha_red

ocha_table_text
ocha_graph_title

Word 2003: To access a pre-defined style, follow this chain from the top menu: **Format > Styles and Formatting…** Once the **Styles** task pane has opened, follow the same instructions as in Word 2010.

www.unocha.org
The mission of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors.
**Coordination Saves Lives**

Table styles

The template also includes pre-defined table styles so that tables will look professional across all OCHA products. To access these styles, you can create a simple table in your Word document without changing any formatting. When you're done, you then apply your chosen table style, and Word will automatically generate a table with the same information in the requested style.

Word 2007 & 2010: To apply a table style:

Select the table that you want to format.

Click a table style from the gallery of table styles on the **Design** tab, on the **Table Tools** tab.
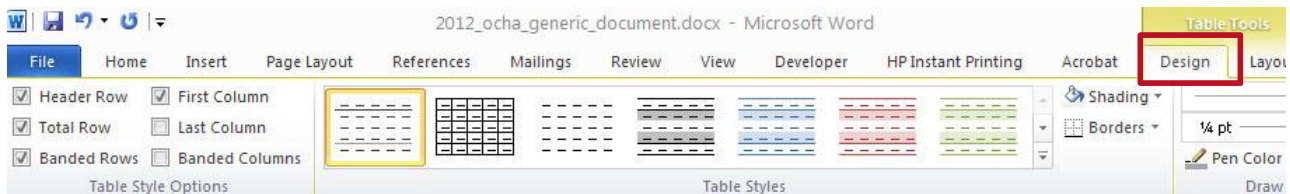
Within an individual table cell, you can use styles and direct formatting to format the cell's content (for example, putting information in some cells in bold or a different colour). Formatting applied this way overrides the formatting that comes from the table style in the selected cell(s). Use "ocha_table_text" in the Styles task pane.

Word 2003: From the top menu, follow **Format > Styles and Formatting**… **, and scroll down to the table styles marked ocha_table_ (see examples below).**

Available table styles:

Use this simple table for data. Align the numbers column to the right ("right justify") to facilitate comparison across cells. If you want to emphasize certain data, use **ocha_red** from the **Styles** or highlight the cell with grey background.

ocha_table_simple

Name	Value 1	Value 2
Alpha	13	27
Beta	2	3

ocha_table_simple

Name	Value 1	Value 2
Alpha	13	**27**
Beta	2	3
Total	15	30

For more complex tables or tables with a lot of text, you may want to clearly distinguish different rows or columns. In this case, you can use the blue tables, or a simple white table intended for long text:
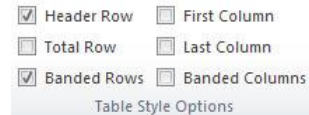
ocha_table_blue

Name	**Title**	**Description**
Alpha	Lorem ipsum dolor sit amet	Lorem ipsum dolor sit amet
Beta	Lorem ipsum dolor sit amet	Lorem ipsum dolor sit amet
Gamma	Lorem ipsum dolor sit amet	Lorem ipsum dolor sit amet

ocha_table_blue_longtext

Name	Title	Description
Alpha	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Beta	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Gamma	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

☑ Header Row   ☐ First Column
☐ Total Row   ☐ Last Column
☑ Banded Rows   ☐ Banded Columns
Table Style Options

ocha_table_simple_longtext

Name	Title	Description
Alpha	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Beta	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Gamma	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

☑ Header Row   ☐ First Column
☐ Total Row   ☐ Last Column
☐ Banded Rows   ☐ Banded Columns
Table Style Options

ocha_blue_box

Use the blue box to highlight elements of the report

Change header

If your document is more than one page, please make sure to change the header to include the title of your document. This way, the title will appear on every page.

Word 2007 & 2010

- On the **Insert** tab, in the Header & Footer group, click Header or Footer.

Header Footer Page Number   Header Footer Page Number
Header & Footer   Header & Footer
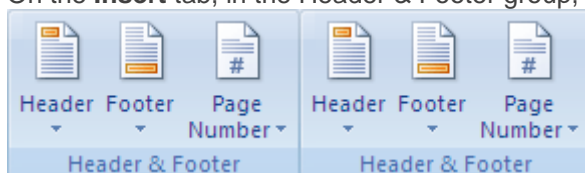
- Click Edit Header or Edit Footer

Word 2003

- From the top menu, select View > Header and Footer.

- If necessary, click Show Previous 🔲🔲or Show Next 🔲🔲on the Header and Footer toolbar to move to the header and footer you want to change.

Copy & Paste Special

Formatting problems often arise as a result of copying and pasting text from other documents into your document. A simple copy and paste will preserve the original document's formatting, which can create formatting problems in your document. In order to avoid inconsistent formatting when copying and pasting text from other documents, use **Paste Special > Unformatted Text** to avoid formatted style from the previous document transferring into your document.

Paste Special is under the **Edit** function in the top menu. (Keyboard shortcuts (CTRL+V) do **not** perform Paste Special.) After you have placed the unformatted text into your document with Paste Special, you can then apply the desired Style from the **Styles** task pane.

If you wish to remove formatting from text, select the desired text and click on "Clear All" in the **Styles** task pane.

Place a photo

Photos are important for creating attractive documents, but they can also cause formatting difficulties. The best practice for placing a photo in your document is to insert it inside a table (use "no border"). This allows you to move it more easily and ensures that the proper caption (including source and description) will always remain close to the photo. To create a table to "house" a photo, follow these instructions:

- Insert > Table and select 1x1 Table
- Ensure that the table borders will not be visible when printed ("no border" or "no line").
- Inside the table, click Insert > Picture and select the picture
- Resize the table so that it fits to the picture
- Write a caption including credit information below the picture (apply the style "ocha_caption")
- To wrap the text around the table, select the table and go to Table tools > Layout tab > Properties. (In Word 2003, select the table, right click and go to Table Properties.)
- In the **Table Properties** panel, select the **Table** tab and select "**Around**" under the Text wrapping. By clicking the "**Positioning…**" button, you can select the position of wrapping.

Sangar, Sindh, Pakistan (7 Oct 2011) - The family of these two sisters opted to stay in their flood-damaged home in order to tend to their livestock. Credit: UNHCR/S. Phelps
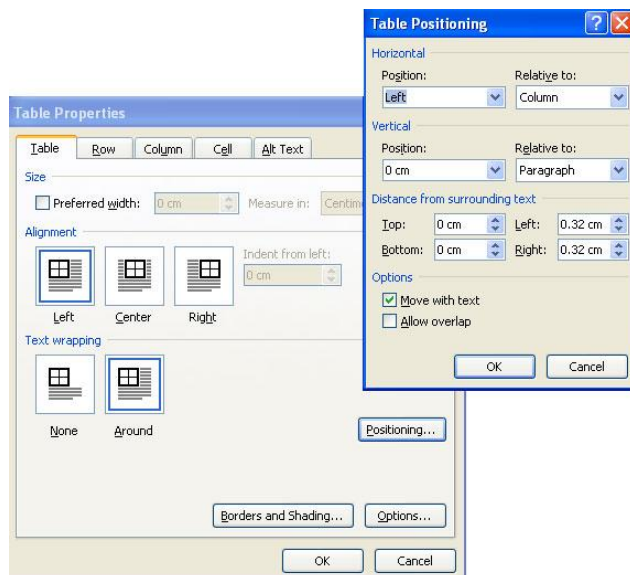
Create a chart in Word

Insert > Chart and select the chart type. For more details, see "Creating charts in Microsoft Word 2007/2010" guideline on OCHAnet.

Paste a chart or graphic

As with photos, the best practice is to place the chart or graphic inside a table in order to allow adequate spacing for the title and source.

Charts and graphics in vector format directly pasted into Word often appear blurry, which makes them difficult to read and leaves the document looking unprofessional. In order to preserve the quality of the chart, copy the chart and use the **Paste Special** function to paste it into your Word document, selecting **Picture (Enhanced Metafile)**.
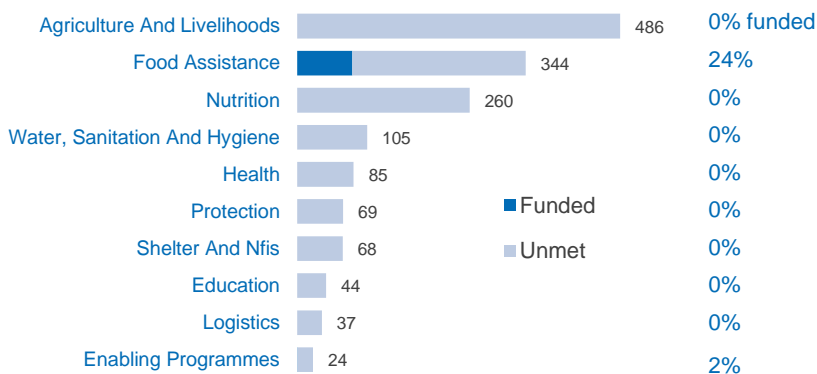
Word 2007 & 2010: To preserve the high quality of a chart, copy the chart, then in the Word document, go to the **Home** tab and click on the arrow below the **Paste** and select "**Paste Special…**" and select **Picture (Enhanced Metafile)**. That way, even if you zoom in, the quality is preserved.

Word 2003: Edit > Paste Special and select **Picture (Enhanced Metafile).**

If the chart was created in excel, you can simply use the paste function.

Somalia Consolidated Appeal 2012: Funding requirements by sector (as of 1 Feb 2012)

Sector	Value	Funded %
Agriculture And Livelihoods	486	0% funded
Food Assistance	344	24%
Nutrition	260	0%
Water, Sanitation And Hygiene	105	0%
Health	85	0%
Protection	69	0%
Shelter And Nfis	68	0%
Education	44	0%
Logistics	37	0%
Enabling Programmes	24	2%

■ Funded
■ Unmet

Source: FTS

Paste a map

The best way to paste a map into your Word document depends on the original format of the map. It's therefore important to be in touch with the map creator in order to preserve image quality.

1. Avoid resizing the map inside the document. Instead, ask the map creator to send the map in the desired size.

Ask the map creator to create a version of the map that **fits to the document** (provide him/her with an estimated width, e.g. a map of less than 17 cm) and that is a **simplified version** so that it stays readable. Maps that have been directly cut and paste into Word documents often become unreadable and are too complex for the appropriate size.

2. Ask the map creator to paste the map as an Enhanced Metafile

If the original map is in vector format (.eps, .ai, .svg), ask the map creator to copy and paste it as "Picture (Enhanced Metafile)" in the document. (To do this, follow the same instructions described previously for pasting a chart). This will preserve the vector format.

If the map creator can only provide the map as an image file (.jpg, .png, .tiff, etc.), make sure to get the map the right size before pasting it into the document. After getting the size right, decrease the picture's file size in order to keep the overall document file size small (see below).

Decrease the file size of images

Images (photos, charts, maps, etc.) may have large file sizes that can make your overall document very heavy and difficult to distribute. Compressing pictures can discard extra information such as cropped areas, which helps reduce the file size.

Click the picture or pictures whose file size you want to decrease. This will be done by changing their resolution.

Word 2007 & 2010: Under **Picture** Tools, on the **Format** tab, in the **Adjust** group, click **Compress Pictures**.
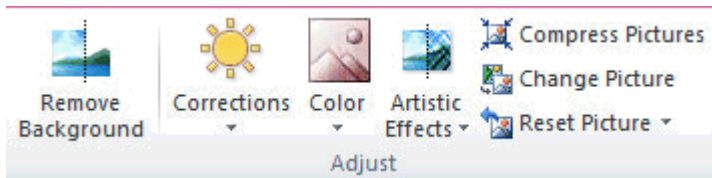
If you do not see the Picture Tools and Format tabs, make sure that you selected a picture. You may have to double-click the picture to select it and open the Format tab.

To change the resolution for the selected pictures only and not all the pictures in the document, select the "Apply only to this picture" check box.

Word 2003: From the top menu, follow Format > Picture… and select the **Picture** tab and click on **Compress.**

Language and spelling

The OCHA Style Guide (available on OCHAnet) has rules for spelling and style that are based on the officially approved United Nations Editorial Manual. Spelling conventions almost always follow the latest edition of the Oxford English Dictionary ("centre" vs. "center"; "favour" vs. "favor"; "organize" vs. "organise", etc.). In Word, the default spell check language is often English (U.S.), which can result in spellings that violate UN style being marked as correct. In order to save time on editing, you should ensure that the spell check function is using English (U.K.) when doing a final check of your document. If your default is set to English (U.S.), select all text in the document (CTRL+A), and then follow the steps below.

Word 2007 & 2010: Click on the Review tab, then click on Language, then Set Language, and select English (U.K.) from the drop-down menu.

Word 2003: From the top menu, follow Tools > Language > Set Language, and select English (U.K.) from the drop-down menu.

After applying English (U.K.) to the whole document, run the spell check function.

Save as PDF

Word 2007 & 2010: File > Save as and choose "PDF" under file type.

Word 2003: Print and select "PDF Writer". On the printer screen, click on "**Properties**" and then "**Advanced…**". Make sure that the **Paper Size** is the same as your desired document size. In the US and Canada, this is normally "US Letter". In other locations, this is mostly size A4.