myreportdoc

Support Guide – Templates, Covers & Publishing

myreportdoc is a bespoke system that will help you to create Official and National Statistics publications. The new templates will ensure that our publications meet accessibility standards, and that SG branding is applied consistently and correctly.

Template Options & Themes

Using **myreportdoc** is simple. From the website, you can download a range of bespoke National and Official Statistics Word templates – depending on the type of report you are writing (e.g. Cover report or Bulletin). In addition there are a pre-approved set of overarching Themes with a pre-agreed colour, which your document must fall under as follows:

Theme

Theme	Colour
Crime and Justice PMS 548	
Transport and Travel PMS 5275	
People, Communities and Places PMS 647	
Public Services and Government PMS 307	
Agriculture, Environment and Marine PMS 3292	
Business and Energy PMS 363	
Culture and Events C=0 M=87 Y=100 K=8	
Health and Social Care PMS Process Magenta	
Equality and Welfare PMS 193	
Children, Education and Skills PMS 200	
Economy and Labour Market PMS 2592	

Each individual template has been set up with the corresponding Theme colour and with pre-defined styles to ensure brand consistency and accessibility.

The system lets you create two types of publications 'Cover' and 'Bulletin'. The Cover publications will have front and back cover pages. Bulletin publications will have the main findings on the front cover. It's up to you which style you choose, although Bulletin will likely be most appropriate for all but the longest publications, or publications that will be printed.

The website also allows you to choose a cover design for Cover reports, add your document title and save this to your local computer. For Bulletins the templates are pre-populated with a masthead (the branding at the top of the page) in the correct Theme colour.

Once you are happy with your documents, they can be sent to APS, via the **my**reportdoc website, for print, web conversion, e-book or alternative formats as required. A dedicated APS Account Manager will be on hand to discuss this with you once all details have been submitted via the online publishing form.

Downloading and using Word templates

Using **Step 1** on the **my**reportdoc website you can download the template style for the theme you require. You will then be prompted to download the template to your workstation.

Styling instructions are provided on the first two pages of your template. Once downloaded, you may find it useful to print or save a duplicate copy of the first two pages of the template as a 'Style Guide', so that you can be working on your master document whilst referring to the Style Guide from a separate copy.

How do I use styles in Word templates?

What are styles?
All formatting in Microsoft Word is controlled by styles. A style is a set of formatting instructions. Word applies the formatting instructions when you apply a style. **my**reportdoc templates have been set up with several built-in styles. Styles generally describe the purpose or function of the text. The styles have been named to reflect their intended purpose. For example: **Heading 1**, **Body Text**, **SG Body Indent**.

Applying copy styles
Place your cursor in the paragraph you want to edit, or select all the text you want to format. Use the ctrl function relating to the style you wish to use from your Style Guide.

Top Tip! Before you apply styles to your body copy, you may wish to delete the spaces in between paragraphs, as the style settings will automatically apply the correct spacing before and after each heading or paragraph.

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Additional style functions

Auto Table

A standard table style has been supplied on the styling pages of the template. To ensure you pick up the correct table style with the allocated Theme colour as shown, you will need to save this into your Quick Tables gallery within word. Do this as follows:

- Highlight the table in the template
- Click 'Insert' on your navigation pane at the top of the page
- Select 'Table' and then 'Quick Tables'
- Save selection to 'Quick Tables Gallery'
- Insert a name for your new Table and click 'OK'

Now you can go to the quick styles table drop down each time you wish to insert a table, and the correct version will be there.

The table style will work well for simple tables, but may not be suitable for more complicated tables, for which you may need to create your own bespoke styles.

Insert Chart

You can paste charts into your document in the normal way. If you are inserting a chart onto the front page of your Bulletin document, you may need to reposition it to fit, as follows:

- Right click on the chart
- Select 'Wrap Text' and select the option required e.g. Square
- You can then adjust the position of your chart accordingly

Chart Numbering

If you are using multiple charts within a document you may wish to number these for referencing elsewhere within your document. To do this:

- Right click on chart
- Click 'Insert Caption'
- Select 'New Label', type label text and click 'OK'

Once you have done this, any subsequent charts will automatically number.

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Updating Contents and Back Page Templates

Once you have finished styling your document, you need to do three things.

Firstly, ensure that the correct back page template has been used, and that the Revisions page has been populated (if required) or removed. The Revisions page only appears in Cover documents.

Secondly, delete the guidelines on page 1 and 2 of the Template you've been using (if you haven't already done so).

Finally, you can then go back to your contents list if it is required. If your publication is short then you probably won't want one, so you can just delete it. To allow the template to automatically update your Contents, you can:

- Click on the contents table.
- Select 'Update Table' from the box that appears at the top
- Select 'Update Entire Table'

This will then automatically pick up all of your headings and populate the related page numbers alongside each.

Top Tip! If a contents page is required, do not delete the contents section at the beginning of the document until you have finished styling the entire document. This way you will not need to manually re-insert contents in the correct styles, once your document is complete.

How do I create a cover for my document?

Using **Step 2** on the **myreportdoc** website you can create a front cover for your document, and save the file to your computer for review. To create your cover follow the steps provided and you will be prompted to download the cover to your chosen location on your workstation. This cover is uploaded separately, alongside your document, when you send your files to APS.

NOTE: For Bulletin reports you will not need to create a cover.

How do I send my files to APS?

Once your files have been approved, use **Step 3** on the **myreportdoc** website to send your files to APS. You will be prompted to fill in various fields and to attach your files.

Thereafter you will receive an automated email from APS confirming your Unique ID number and confirmation of next steps and timescales.