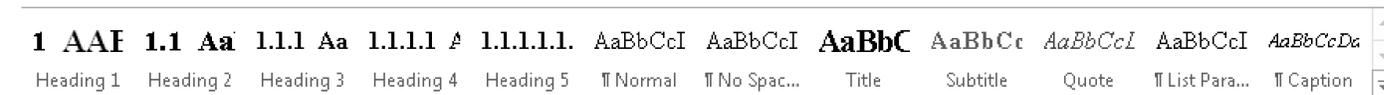


# Microsoft Word Quick Reference Guide For Preparation of eCTD Compliant Documents

## MICROSOFT WORD STYLES

Use the Styles feature for all section headings and text within a document. All section headings formatted with the Heading Styles will automatically appear in the Table of Contents. Styles do not need to be modified, as they are pre-formatted within the Protocol template.



### Applying Styles

When creating additional section headings or when writing body text under the sections, always apply the appropriate Styles. Apply Styles to headings by navigating to the **Styles** group under the **Home** tab. Use the provided Heading Styles for your document's headings, i.e., Heading 1, Heading 2, etc. Heading 1 is always the top level heading.

Before writing content under each section, place the cursor where you want to start typing and click on the Normal style. The pre-formatted Normal style will be applied to the text you type.

## COPYING/PASTING CONTENT

Do not use "Ctrl+V" shortcut to paste any content.

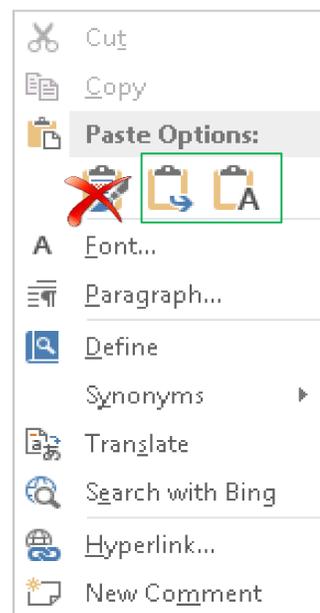
### Pasting from Another Source

When pasting content from another source, be sure to use the correct option to ensure Style use remains consistent.

Do not use the pasting option "keep source formatting" indicated by the red X. Select either of the right-two options within the green box: merge formatting or text only.

Apply the Normal Style to the pasted text by highlighting the body text that belong under a section and clicking on Normal style. Highlight the line of text that should be a section heading and click on the appropriate Heading style from the Style pane.

\*When pasting tables into a document, use "Merge Formatting."

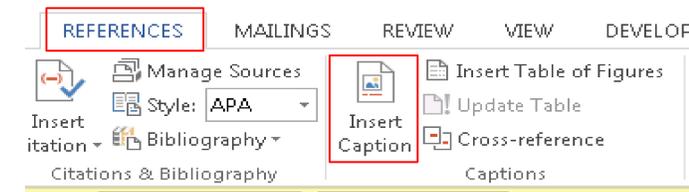


## TABLE AND FIGURE CAPTIONS

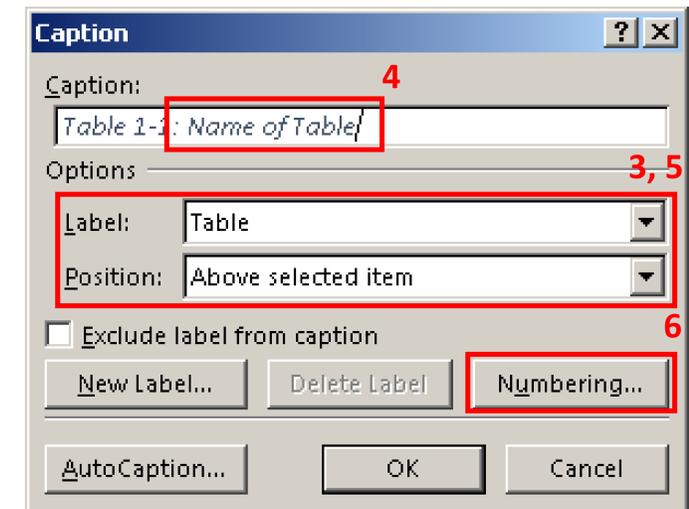
Use Captions to name all Tables & Figures within a document. All labels formatted with the Captions feature will automatically appear in the List of Tables and/or List of Figures.

### Applying Table & Figure Captions

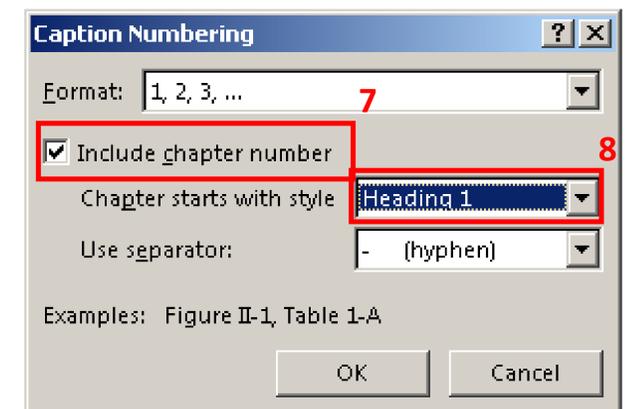
1. Select the entire figure or table.
2. Under the **References** tab, click on **Insert Caption** in the **Captions** group.



3. Select the appropriate Label (either Table or Figure).
4. To name the table, use a colon and enter the table name at the end of the field. **Do not delete existing text.**
5. For Position, select *Above Selected Item*.
6. Click on **Numbering...** (See Caption Numbering instructions below.)



7. Check box to **include chapter number**.
8. Select *Heading 1* in the **Chapter starts with style** field.
9. Click **OK**.



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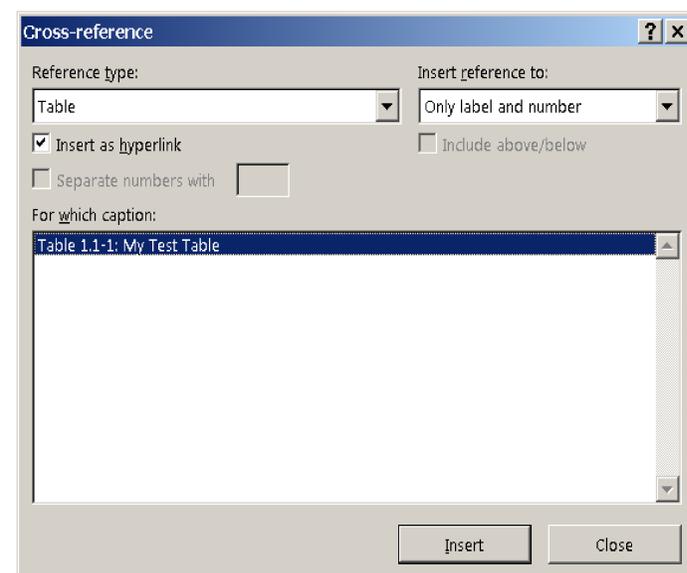
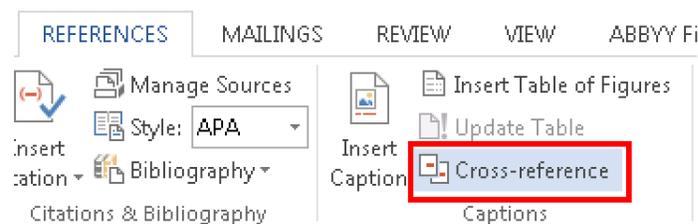
## CROSS-REFERENCES

**Do not use hyperlink tool to link to Tables or Figures as they will not to reflect updates to Table/Figure numbers.** Instead, use cross-references throughout the body of the document to link to related sections, references, appendices, Tables or Figures that are not located on the same page as the narrative text.

### Inserting Cross-References

Follow these steps to insert cross-references to items within the same document such as Tables, Figures, and other sections of the document:

1. Place cursor where you would like to insert the reference
2. Click on **Cross-reference** found under the References tab in the Captions group)
3. In the Reference type field select Table, Figure or Heading from the drop-down menu
4. In the Insert reference to field, choose “**Only label and number**” when linking to Tables and Figures and “**Heading text**” and/or “**Heading number**” when linking to specific section Headings.
5. Select the entity you would like to insert and click Insert



After making content changes to your document, always update the cross-references in your document to ensure they are accurate. To do this, use the keyboard shortcut **CTRL + A** to select all text in the document, then press **F9**. For example, if a new table was inserted, this shortcut will ensure that all subsequent tables and related cross-references are re-numbered accordingly.

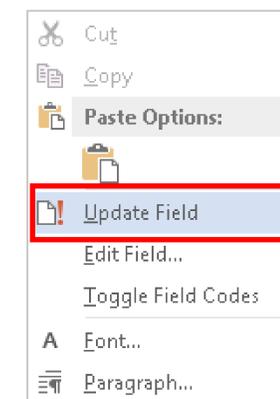
Any text that needs to link to another document in the submission should be colored red to assist the compiler generating external hyperlinks.

## TABLE OF CONTENTS

A Table of Contents (TOC) is required for every document that is 5 or more pages long. If Tables and Figures are present in the document, a List of Tables and a List of Figures must be inserted after the Table of Contents. Follow the steps below to update existing Table of Contents and List of Figures/Tables.

### Updating a Table of Contents

After making content changes, update the TOC by right-clicking on the TOC and selecting **Update Field**. In the Update Table of Contents window, select **Update entire table**.



### Updating List of Tables & Figures

After inserting Tables and Figures in the document, update the List of Tables and List of Figures. The protocol templates have been formatted to include a List of Tables and List of Figures in the pages immediately following the Table of Contents. Navigate to the appropriate page and right-click on the text “**No table of figures entries found.**” Select **Update Field**. The new Tables and Figures inserted should appear in the list.



## TABLE SIZE

Under Table Properties, set tables to a maximum width of 6.5” (landscape: 9”).

### Changing Page Orientation for Horizontal Tables

1. Select the table
2. Click on **Page Setup**, and select **Landscape** orientation
3. Under the **Apply to:** drop-down menu, select **Selected text**
4. Click **Ok**

