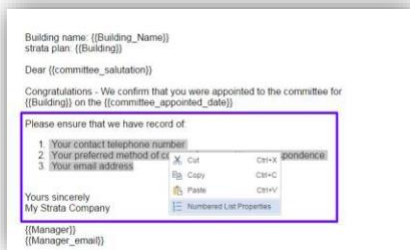


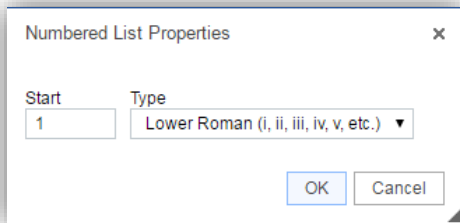
General tips for using the template editor

LISTS

- Use lists for numbered or un-ordered lists to give automatic numbering
- Right-click on a list and select 'Numbered List Properties' to edit the list (e.g. change the numbering style to alphabetic, or roman numerals)



Highlight the list you want to edit and right click, then click on Numbered List Properties



Use the dropdown list to choose a different list type

- Shift +Enter to add a new line in a list WITHOUT adding a new bullet point
- Enter whilst on an indented line to move to outdent line

INDENTING

- You can indent lists using the indent buttons on the toolbar. (this will create a multi-level list) or you can use the Tab button to indent.
- You can also indent paragraphs, tables, images or other elements using the indent button.

ALIGNMENT

- To align text to left, right or centre, highlight the text and click the alignment button on the toolbar.
- To align a TABLE, right click on the table, and select *Table Properties* and then select the alignment from the popup. (If you use buttons on the toolbar, it will align the TEXT in the table rather than the table).


Building name: {{Building_Name}}
strata plan: {{Building}}

Dear {{committee_salutation}}

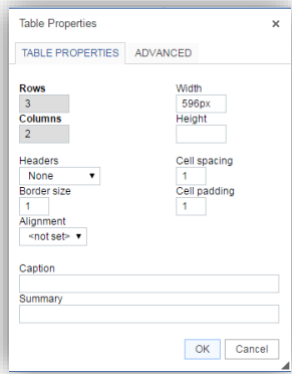
Congratulations - We confirm that you were appointed to the committee for {{Building}} on the {{committee_appointed_date}}

Please complete the following table:

Telephone Number:	
Email Address	
Email documents	Yes/No

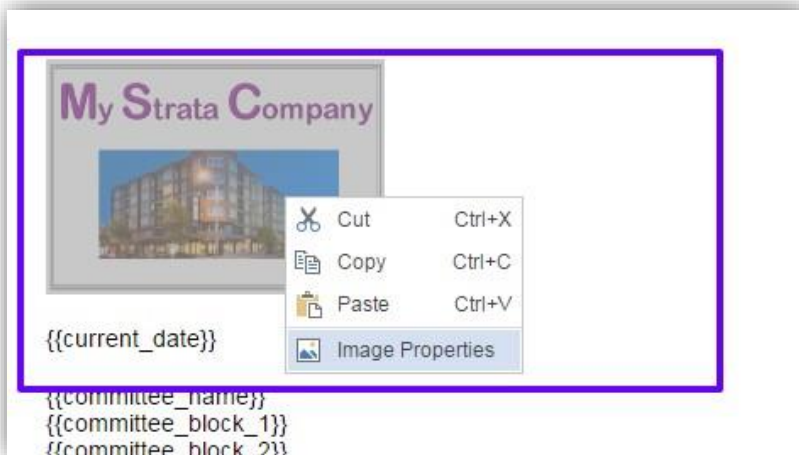


Right click on the table and then click on Table Properties

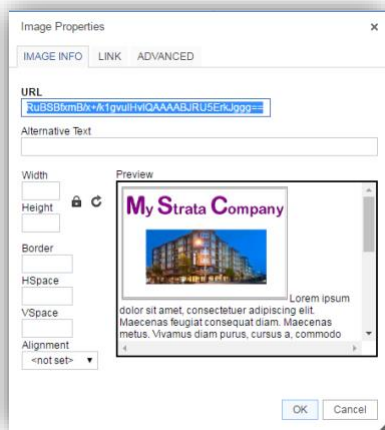


Edit the Table Properties and click OK to save

To align an image, you can right click on the image, select *Image Properties* and select the alignment of the image from the popup, or you can select the image and click the 'Left Align / Right Align' buttons to change its alignment.



Right click on the image and then click on Image Properties



Edit the Image Properties and click Ok to save



Do not left align or right align a table or an image if the table/image width is the full width of the page. (e.g. if width is 100% or even a pixel size that is the width of the document. Setting the alignment to left or right will potentially cause differences between the way what the document looks in the browser, and the way it looks like in the PDF file.) I.E. Only use the left/right alignment for elements that don't use the full width of the page.

TABLES

If you want to use tables for layout, we recommend setting the table width to 100% (rather than a specified pixel size). This means the table will resize automatically if you change margin sizes. You can resize column widths in a table by hovering over the border of a column, and then dragging the column border with the mouse to resize it.

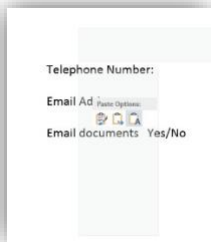
To move all the content out of a large table you can:

1. Highlight all the content of the table with the mouse, and copy (or cut) the table
2. Paste the content into notepad, or MS WORD (if pasting into word, select 'Keep Text Only' when pasting) which will paste all the content but will remove all the tables, rows and cells.
3. Copy the pure text content, and paste it back into the document.
4. Format the text as required



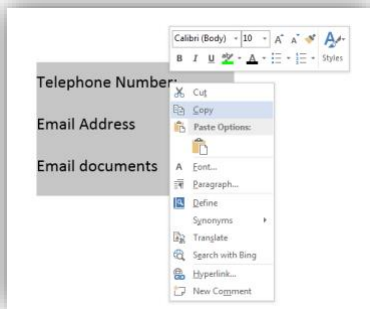
Highlight the whole table and right click, select Cut or Copy

Open Word or Notepad and create a new document. Right click to paste the information you have just copied.



If using Word, choose the option on the right – keep text only

Paste it back into the document template in PropertyIQ.



Copy the text from Word



Depending on your security settings, you may have to use your Ctrl+V keys to paste into the template

PAGE HEADERS

Although the template editor does not support true Page Headers, you can create a page header effect by following these steps.

- Use the 'add textbox' button for each page,
- Copy the header content into the text box
- Position the text box at the top of each page
- Set the page top margin to be larger than the bottom of the textbox

GENERAL

Use Enter to insert a new paragraph

Use Shift + Enter to insert a new line in the same paragraph (useful if you want to keep content together when it shifts to the next page)

Add a manual page break when you want to ensure content will always start at the top of the next page

Avoid using large tables, or tables for general layout. Try to limit the use of tables to:

- i. When you are creating tabular data. For example, a table of levies with their due dates and amounts
- ii. When you need to have 2 (or more) columns of content appearing on a single row.