

Formatting Tips for Preparing the School Annual Report

Frequently Asked Questions

TIP It is easier to format a document if you select the “show all” button (“¶” - located on the tool bar). This allows you to see any column breaks, page breaks, section breaks, additional lines, rows, columns, and spaces in the document.

How do I update the page header to insert the school name?

Go to ‘View’, select ‘Header and Footer’, which will bring up the Header and Footer tool bar. Go to the text you want to update and make your update. Once completed click ‘Close’ on the tool bar. This should update all the headers in the document.

How do I import charts from the Core Performance Indicators Report into the Annual Report?

Firstly, you must be in the Excel version of the Core Performance Indicators Report (Schools have access to both an Excel version and a PDF version). Click on the chart you wish to move, (black dots will appear at the corners of the chart). Then click ‘copy’. Go to where you wish to insert the chart and then click ‘paste’. The chart should reappear. If you want to resize the chart click on one of the corners – you will notice your cursor changes to an arrow. Drag the arrow until the chart is the correct size.

When you insert a chart make sure that you select the picture alignment to be in line with text or square (right click on chart, choose ‘format picture’ and choose ‘layout’ to see which picture alignment has been chosen).

How do I insert an image into the School Annual Report?

Ensure the image you have selected is of the lowest resolution that still allows the picture to be seen clearly. Click on ‘Insert’, then “Picture”. Choose the location of the stored image and then insert it into the document.

Including several photographs of a large file size can make the Annual Report difficult to email.

How can I reduce the size of the School Annual Report?

The size of the document should be no larger than 5MB. Often photographs that are included in annual reports result in a huge increase in the size of the document. A simple way to reduce the size is as follows:

1. Right click on a photograph and select ‘format picture’.
2. Click on the ‘compress’ button.
3. The ‘compress pictures’ box will appear. Select ‘All pictures in document’ and ‘Print’ (Note: If the photographs are particularly large, select ‘web/screen’). Click ‘OK’.
4. Click ‘OK’ again and save the document.

If the above steps have little effect, consider converting the document from a Microsoft Word document to a PDF document. (The programs ‘Acrobat PDF Maker’ or ‘Cute PDF Writer’ can be used to do this). This should drastically reduce the size.

If the file is already in PDF format, go to ‘File’ and then ‘reduce size’. This should help to minimize the document size.

