**Directions to Format a Proposal**

1. **Open the Partnership Proposal file** (on Wiki space) to practice organizing content for a proposal
2. **Click the show/hide button** (paragraph group) to reveal non-printing characters
3. Use the View tab, **click Outline button**. You can apply up to nine heading levels
   1. Press PgDn, click to left of Introduction and click the Promote to Heading 1 button
   2. Click in paragraph of text below Introduction and click Demote to Body Text button, click after the phrase, agreement will be negotiated, at the end of the paragraph and press Enter, click the Promote to Heading 1 button, type Partnership Requirements and press Enter
   3. Click the Demote to Body Text button and then type: This section provides background information about PM Connections and Skill Mart and discusses how the partnership could benefit both companies
   4. Click to left of Background Information, click the Promote to Heading 1 button once to move heading to Level 1, and then click the Demote button once to move the heading to Level 2
4. Click in paragraph below Background Information heading, and click the Demote to Body Text button
   1. Apply outlining levels to the remaining headings and subheadings, and demote all the paragraphs of text to body text
      1. PM Connections Level 3
      2. Skill Mart 3
      3. Benefits 2
      4. PM Connections 3
      5. Skill Mart 3
      6. Financial Considerations 1
      7. Projected Revenues 2
      8. Financing Required 2
      9. Proposed Seminars 1
      10. PM Connections Seminars 2
      11. Skill Mart Seminars 2
      12. Conclusion 1
5. Save and **add a table of contents** as follows:
   1. Close Outline View and return to Print Layout, scroll to Introduction
   2. Click to left of Introduction, press [Ctrl][Enter], press the up arrow once, type Table of Contents, and then press the Enter key three times
   3. Center align TOC title. Move insertion point to left of paragraph mark above the page break
   4. Click References tab, click TOC, Insert TOC, click Formats and click formal. Choose OK and save
   5. Introduction starts on page 3 in the TOC just generated. Now **divide the proposal into three (3) sections** so you can use different page numbering options for each section as follows:
      1. Section 1 contains title page and no page number
      2. Section 2 contains the TOC page and should include a page number formatted as *i*
      3. Section 3 contains the text of the proposal and should include a page number formatted in the 1, 2, 3 style and start on page 1
6. **Divide the document into sections as follows:**
   1. Press [Ctrl][Home] to move to top of document, press [Ctrl][H] to open the Find and Replace dialog box, click More, click Special, click Manual Page Break and then click Find Next
   2. Move the dialog box so you can see the page break, click the selected text in document (the page break), press Delete key to remove page break, click the Page Layout tab, click Breaks in Page Setup group and then click Next Page in the section breaks area to create a Next Page section break
   3. Click Find Next in Find and Replace dialog box, close Find and Replace and then replace the page break between pages 2 and 3 with the Next Page section break. The document is now divided into three (3) sections
   4. If necessary, press Delete key to remove extra paragraph mark above Introduction on page 3 and save
7. Add headers, footers, and page numbers:
   1. Scroll to TOC and click anywhere in TOC page. Click Insert tab, click Footer, click Blank option, and press Delete key two times to remove the text placeholder and then click the Link to previous button in the Navigation group. Deselect Link to Previous because you do not want the page number you enter in the footer to also appear in section 1 of the document. By default, the Link to Previous button is selected
   2. Type your name, press Tab twice and click the Page Number button in the Header & Footer group, point to Current Position and click Plain Number
   3. Click Page Number button in Header & Footer group again, click Format Page Numbers, click the Number format list arrow in the Page Number Format dialog box and then select, I, ii, iii
   4. Click Start at option button, click OK, and then click the Next Section button in Navigation group to move to the footer for Section 3 of the proposal. At present, a 2 appears in the footer and the Link to Previous button is again selected. You do not want the number in the footer to be linked to the text in the footer in section2 because you want the number to be 1 instead of 2
   5. Click the Link to Previous button to deselect, click the Page Number button in Header & Footer, click Format Page Numbers, click the Start at option button and then click OK. Your name appears at the left margin and a 1 now appears in the footer for page 1 of the proposal text
   6. Click Go to Header in the Navigation group, click the Link to Previous button to deselect it, type Partnership Agreement Proposal, select the text, center and bold the text, and then click Close Header and Footer in the Close group on Header & Footer Design Tools tab
   7. Right-click the TOC, click Update Field, click the Update entire table option button and then click OK. Now the page number 1 appears next to Introduction. If you remove any text from the document, you can update the TOC again and the new page numbers will be generated