

# Corporate Identity and Forms



## Overview

### General information

Heineken uses forms to communicate with all kinds of different people: suppliers, customers, businesses and of course its own employees. All these people come into contact with forms issued by Heineken, so in a way these forms also function as a business card.

The new Corporate Identity does not simply denote a change in outward appearance, it also has practical objectives such as enhancing customer-friendliness, increasing efficiency and reducing costs. By devoting attention to the language and style of the forms, they can be made more accessible and thus more customer-friendly. In addition, the information in the forms can be processed more easily and costs can be saved by standardising formats and paper.

### Form development

The best way to create a form is to divide the job into stages. A list of the various stages that have to be followed in their logical order, is displayed below.

The experts who contribute to the development of a form are also mentioned. The person who considers the form to be necessary is called the instigator. He or she could also be called the 'perpetrator', which suggests that the fewer forms there are, the better. Try if at all possible to avoid the use of forms.

Consider whether the relevant information could be obtained in another way. Examine the usefulness of all the existing forms critically and on a regular basis. Experience reveals that once a form has been developed, it continues to be used routinely for years even if a more efficient means of communicating or obtaining information has been devised in the meantime.

## Stages in form development

| What?   | Who?  |
|---|---|
| <b>Stage 1 Preliminary investigation</b>  |   |
| <ul style="list-style-type: none"> <li>Establish whether the form is necessary.</li> </ul>  | Instigator  |
| <ul style="list-style-type: none"> <li>Establish the function of the form (Invoice, Request, Declaration). The function also determines the name of the form.</li> </ul>  | Instigator  |
| <ul style="list-style-type: none"> <li>Establish the information to be obtained or communicated via the form.</li> </ul>  | Instigator  |
| <ul style="list-style-type: none"> <li>Establish how the form is to be created, distributed and returned. How will the form be printed (offset or computer print)? Is an address needed? How will the form be processed after it has been filled in?</li> </ul> | Instigator, processors, IT employee, Form designer  |
| <b>Stage 2 Editing</b>  |   |
| <ul style="list-style-type: none"> <li>Decide upon the questions to be asked or the information to be communicated.</li> </ul>  | Instigator  |
| <ul style="list-style-type: none"> <li>Put the questions and explanations in order (structure).</li> </ul>  | Instigator  |
| <ul style="list-style-type: none"> <li>Formulate the questions, information, classifications and explanations.</li> </ul>   | Text writer, designer   |
| <b>Stage 3 Advance testing</b>  |   |
| <ul style="list-style-type: none"> <li>Have the form tested in advance if necessary; for example, by the prospective users.</li> </ul>  | Form administrator  |
| <b>Stage 4 Style</b>  |   |
| <ul style="list-style-type: none"> <li>Design the form on the basis of the Heineken Corporate Identity.</li> </ul>  | Designer  |
| <ul style="list-style-type: none"> <li>Check and correct the proofs.</li> </ul>   | Instigator (content)<br>Form administrator (editing and style)<br>Designer (production process) |
| <b>Stage 5 Production</b>   |   |
| <ul style="list-style-type: none"> <li>Offset print or computer print.</li> </ul>   | Printer   |
| <ul style="list-style-type: none"> <li>Distribution or processing.</li> </ul>   | Instigator's department   |

## Checklist

The following check-list is useful for exercising maximum control over the process:

- Is the form really necessary?
- What is the purpose of the form?
- Does a form with a similar function already exist, or can this new form be combined with an existing form?
- Does the form have a name, and is this name as short as possible?
- Is all the information requested or communicated relevant?
- Do the questions or information have a logical order?
- Does the form have a clear layout and is it user-friendly?
- Have the explanations been reduced to a minimum?
- Is the spelling contemporary and correct?
- Which permissible size is the most suitable?
- Should the form have a portrait or landscape format?
- How will the form be used and filed away?
- Have the technical specifications been established (e.g. perforations, folds, gummed edges, punched holes, paper, use of colour)?
- Will the form be filled in by hand or by print? How will it subsequently be read? Will it be filled in partly by hand and partly by print?
- Is the form for external use whereby it has to be printed in green, or is it for internal use only whereby it can be photocopied or printed (offset or computer) in black?
- How many duplicates or copies are needed?
- How is the form to be sent out? Is the (return) address positioned correctly for a window envelope?
- Has the processor been consulted with regard to the processing?
- Who will be responsible for updating the form?
- Is there any other way of obtaining or communicating the desired information without having such a form?

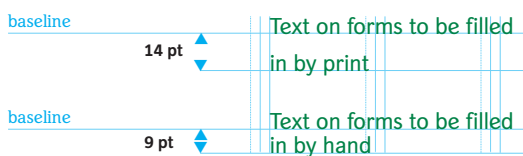




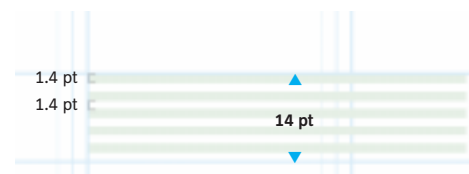


External  
Internal, representative  
Internal

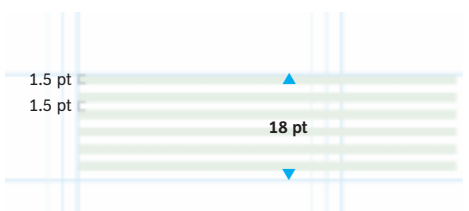
Heineken Sans **Bold**  
Heineken Serif *Italic*  
Helvetica **Bold**



forms to be filled in by printer



forms to be filled in by hand



## General Design

### Colour

For external forms and internal forms with a representative character the 'Heineken green' is used.

For other internal forms the colour is always black. Ask for the 'Printers References'.

### Typefaces

Heineken Sans  
Heineken Sans Bold  
Heineken Serif  
Heineken Serif Italic  
Helvetica  
Helvetica Bold

### Line spacing for text

Line spacing for text on forms to be filled in by printer is 14 pt, which is equal to the spacing between gridlines.

On forms to be filled in by hand the line spacing for text is 9 pt. The spacing between gridlines for these type of forms is 18 pt.

### Background of green lines

*On forms to be filled in by printer:*

Line width 1.4 pt.

Distance between the lines 1.4 pt.

The heart of the line is 0.7 pt. under the baseline.

Colour percentage 10%.

*On forms to be filled in by hand:*

Line width 1.5 pt.

Distance between the lines 1.5 pt.

The heart of the line is 0.75 pt under the baseline.

Colour percentage 10%.

### Sizes

A4 portrait and landscape  
A3 landscape  
A5 portrait and landscape  
A6 portrait and landscape

### Specifications paper quality

90 grams/m<sup>2</sup> woodfree bond paper.



1

2

3a

copy Application Internal

**Heineken International**

P.O. Box 28, 1000 AA Amsterdam

**1 Personal data**

*Don't forget to attach your photograph*

Last name \_\_\_\_\_

Given names \_\_\_\_\_

Sex  male  female Nationality \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_ Attach your photograph

Street address \_\_\_\_\_

Postal code and city \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

**2 Partner and children**

Are you married?  no  married since \_\_\_\_\_

last name \_\_\_\_\_

given names \_\_\_\_\_

date of birth \_\_\_\_\_ place of birth \_\_\_\_\_

nationality \_\_\_\_\_

Do you have children?  no  yes, fill in below

What are their names, and when were they born?

| Name of child | Date of birth |
|---------------|---------------|
| _____         | _____         |
| _____         | _____         |
| _____         | _____         |

**3 Experience**

| Period | Employer/place of business | Reason of leave | Your income from this position |              |
|--------|----------------------------|-----------------|--------------------------------|--------------|
|        |                            |                 | Salary                         | Other income |
|        |                            |                 |                                |              |
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07.00.10/006 The General Purchasing Terms and Conditions of Heineken BV, filed at the Office of the District Court in Amsterdam, apply to this order 1/4

1

2

3b

3c

**Heineken International**

Accounts payable  
P.O. Box 28 1000 AA Amsterdam  
phone: +31 (0)20 523 94 20  
fax: +31 (0)20 523 97 38

IKEA Delft  
Attn. Mr. Häkesson  
P.O. Box 3000  
2036 MB Delft  
The Netherlands

date 25.03.2000 our reference HKQX030 your reference PDS 001 order number AH xxxxxx

**Order**

| Amount                 | Description                                      | Price<br>vat extra | Per   | Discount | Total<br>vat extra |
|------------------------|--|--------------------|-------|----------|--------------------|
| 44                     | Björk deskchair / crimson red / art.no. 123.6678 | 139,00             | piece | 15%      | A 6.116,00         |
| 12                     | Mammut worktable / blank / art.no. 435.6689      | 245,00             | piece | 15%      | - 2.940,00         |
| 108                    | Höllkäse computerdesk / red / art.no. 433.9383   | 299,00             | piece | 15%      | - 5.382,00         |
| <b>Total vat extra</b> |  |                    |       |          | <b>A 14.438,00</b> |

**Delivery & terms of delivery**

Delivery address Ie van der Helststraat 4 Date of delivery 12 april 2001  
1072 NV Amsterdam Terms of delivery Freight forward

**Billing/Invoice:** Send your invoice in duplicate within 1 week after delivery to the above address. Please mention our ordernumber. We will only deal with invoices that comply with these conditions.

**Payment:** Within 30 days after receipt of invoice, and only if delivery is made in accordance with this order.

**Acknowledgement:** In case you feel you should deviate from our conditions as laid out in this delivery order, please inform our purchase department in writing.

**Signature client**

Name \_\_\_\_\_ Signature \_\_\_\_\_

**Internal account**

Purchaser \_\_\_\_\_ Inspection \_\_\_\_\_ Cost centre \_\_\_\_\_

Copy to \_\_\_\_\_ Applicant \_\_\_\_\_ Project code \_\_\_\_\_

Total nett amount \_\_\_\_\_

07.00.10/006 The General Purchasing Terms and Conditions of Heineken BV, filed at the Office of the District Court in Amsterdam, apply to this order 1/4



**Company logo (1)**

Size depends on page size:

On A4 portrait and landscape, height is 11.94 mm.

On A3 and A5 landscape, height is 11.94 mm.

On A5 portrait and A6 landscape, height is 7.87 mm.

On A6 portrait, height is 5.53 mm.

(For positioning see grids).

**Application**

**Form title (2)**

Font Helvetica Bold.

Aligned right.

The type size (letter size) depends on the paper format.

On A4 portrait and landscape, A3 landscape and

A5 landscape 14 pt.

On A5 portrait, A6 landscape and A6 portrait 12 pt

(For positioning see the grids).

**copy Application**

*Copy designation*

Font Helvetica.

'copy' comes before the form title.

N.B. no initial capital letter.

**Application  
Internal**

*Subtitle*

Font Helvetica.

Position under the form title.

Line spacing 18 pt.

**Accounts payable**

P.O. Box 28 1000 AA Amsterdam

phone: +31 (0)20 523 94 20

fax: +31 (0)20 523 97 38

P.O. Box 28, 1000 AA Amsterdam

**Sender (3a, 3b)**

*Sender information on correspondence forms: (3b)*

Font Helvetica regular, 8 pt.

Department name: Font Helvetica bold, 8 pt.

Line spacing 14 pt.

(For positioning see grid).

*Sender information on forms without  
destination address: (3a)*

Font Helvetica regular, 8 pt.

**Destination address (3c)**

For positioning see grid.

07 00 10/896

**Document number (4)**

Font Heineken Sans, 6pt.  
(For positioning see grids).

The General Purchasing Terms and Conditions of Heineken  
Office of the District Court in Amsterdam, apply to this or

**Footer (5)**

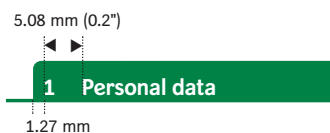
Font Heineken Sans, 6pt.  
(For positioning see grids).

1/4

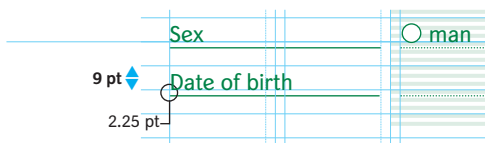
**Page number (6)**

Font Heineken Sans, 6pt.  
Right alignment.  
(For positioning see grids).

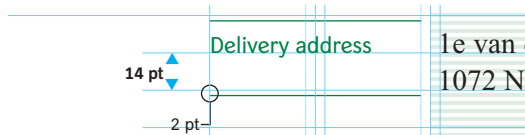




form to be filled in by hand



forms to be filled in by printer



**Headers (7)**

*Box*

- Height 14 pt.
- Line width 0.5 pt.
- Rounding radius 1.27 mm.
- Width can be flexible; preferable width: see grid.

*Horizontal lines*

- Line width 1.3 pt.
- Center of the line 0.65 pt above the baseline.

*Text*

- Font Heineken Sans bold, 8pt.
- Position 2.6 pt above baseline.
- When there is a figure in front of a heading: space between figure and heading 5.08 mm.

**Questions (8a, 8b)**

*Questions on forms to be filled in by hand (8a)*

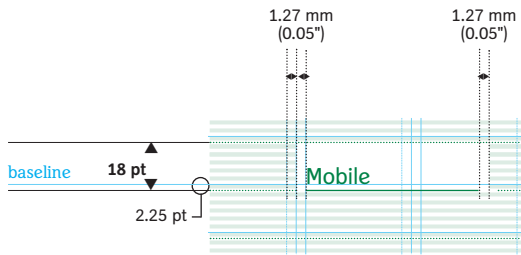
- Font Heineken Sans regular, 8 pt.
- Line spacing 9 pt.
- Each question begins with a capital.

- Every questions ends with a continuous line.
- Line width 0.5 pt.
- Center of the line 2.25 pt under the baseline.

*Question on forms to be filled in by printer (8b)*

- Font Heineken Sans regular, 8 pt.
- Line spacing 14 pt.
- Each question begins with a capital.

- Every question ends with a continuous line.
- Line width 0.5 pt.
- Center of the line 2.25 pt under the baseline.



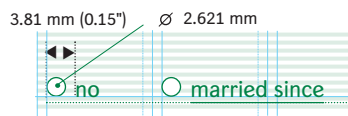
**Questions in answer column (9)**

A question in the answer column will be placed in a white field, cut out in the green lined background. Line width 0.5 pt. Center of the line 2.25 pt under the baseline. Hight of white field 18 pt.



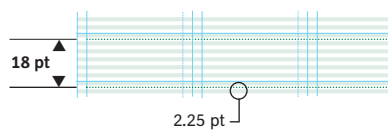
**Answer column (10)**

Font Heineken Sans regular, 8 pt. Line spacing 9 pt. All set in lower case.



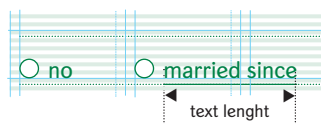
*Circles*

Diameter 2.621 mm. Line width 0.5 pt. Space between circel and text 3.81 mm (0,5").



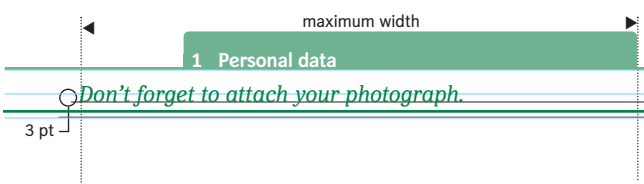
*Horizontal line*

Dotted line. Line width 0.5 pt. Center of the line 2.25 pt under the baseline.



**Subquestion (11)**

*Horizontal line*  
Under the subquestion a continuous line, which runs as long as the text. Line width 0.5 pt. Center of the line 2.25 pt under the baseline.

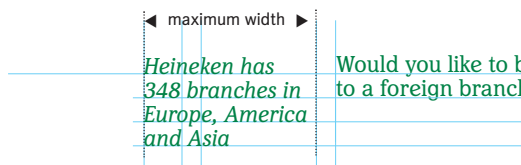


**Explanation to a category (12a)**

Font Heineken Serif Italic, 8 pt, 3 pt under the baseline. Maximum text length: see illustration.

*Line under explanation*

Center of the line 0.65 pt above the baseline. Line width 1.3 pt.



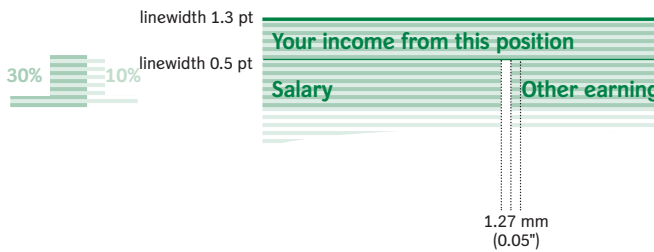
**Explanation to a question (12b)**

Font Heineken Serif italic, 8 pt. The explanation in front of question. Text runs from the leftmost position to the end of the first column.



**Doorverwijzing (13)**

Font Heineken Sans Bold, 8 pt. Δ-symbol (alt j), 90° rotated.



**Table headers (14a, 14b)**

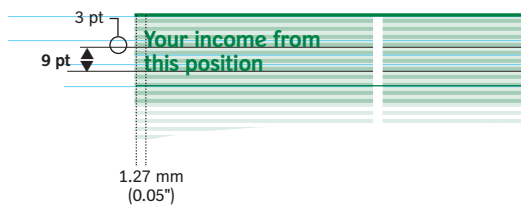
*General*

Line above table header:  
 Line width 1.3 pt.  
 Center of the line 0.65 above baseline.  
 Line between header and subheader:  
 Line width 0.5 pt.

Background headers:  
 Dark lines 30% colour percentage.  
 Light lines 10% colour percentage.

Column width 1.27 mm.

forms to be filled in by hand



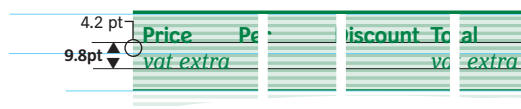
*Tables on forms to be filled in by hand (14a)*

Text:

Font Heineken Sans Bold, 8 pt.  
 Line spacing 9 pt.  
 Attention! Text position 3 pt under baseline.

Line between header and subheader:  
 Center of the line 0.25 pt above baseline.

forms to be filled in by printer



*Tables to be filled in by printer (14b)*

Text:

Font Heineken Sans Bold, 8 pt.  
 Line spacing 9.8 pt.  
 Position 4.2 pt above baseline.

Line between header and subheader:  
 Center of the line 0.25 pt above the baseline.



**Accent background (15)**

Dark lines 30% colour percentage.  
 Can be used to highlight certain columns.



**Service data (16)**

*Header*

Box: Line width 0.5 pt.

All other specifications: See Headers (page 13).

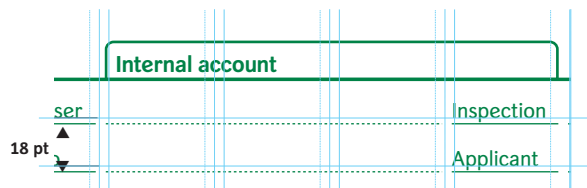
*No background!*

No green lined background.

*Question and answer columns*

Specifications: see Questions (page 13)

and Answer Column (page 14).



*Line spacing*

18 pt on forms to be filled in by hand  
and forms to be filled in by printer.









**Intern**

**Colour**

Black

Helvetica **Bold Italic**

**Typefaces**

Helvetica (Arial)

Helvetica (Arial) Bold

Helvetica (Arial) Italic

**Line spacing for text**

On forms to be filled in by hand 9 pt.

**Sizes**

A4 portrait and landscape.



**Company logo (1)**

On A4 portrait and landscape, height is 11.94 mm.

**Form title (2)**

Font Helvetica (Arial) Bold, 14 pt.

Aligned right.

*Copy designation*

Font Helvetica (Arial).

'copy' comes before the form title.

N.B. no initial capital letter.

**Ficha de revisión**

copia **Ficha de revisión**

*Subtitle*

Font Helvetica, 14 pt.

Position under the form title.

**Ficha de revisión**

Subtítulo

|                        |  |                  |  |
|------------------------|--|------------------|--|
| Información personal   |  |                  |  |
| Nombre de apellidos    |  |                  |  |
| Numero de ficha        |  | Fecha baja       |  |
| Departamento/dirección |  |                  |  |
| Categoría              |  | Fecha alta       |  |
| Domicilio              |  | Código postal    |  |
| Numero dias baja       |  | Numero dias baja |  |
| Localidad/provincia    |  | Tel. de contacto |  |

|                        |  |                  |  |
|------------------------|--|------------------|--|
| Información personal   |  |                  |  |
| Nombre de apellidos    |  |                  |  |
| Numero de ficha        |  | Fecha baja       |  |
| Departamento/dirección |  |                  |  |
| Categoría              |  | Fecha alta       |  |
| Domicilio              |  | Código postal    |  |
| Numero dias baja       |  | Numero dias baja |  |
| Localidad/provincia    |  | Tel. de contacto |  |

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## Other design features

### General

Note: Headings and question and answer spaces are created using the *table functions* in Word, so all spaces are defined as ‘cells’ of a table. This applies to the question and answer columns as well as the section headings.

### Before you begin

Select View > tick Rulers.

Select File > Page setup:

Margins:

- top 143 pt, bottom 0.5" (= 0.5 inches)
- left 0.9", right 0.68 cm
- click OK

Select Tools > Options.

Click the General tab.

- measurement units *inches*
- click OK

Select Table > Show gridlines

### Question and answer space (3)

As an example, we will show how the question and answer space shown here was created.

#### Insert a table

Table > Insert Table.

- number of columns 4
- number of rows 7
- column width *auto*
- click OK

#### Remove cell borders

Select Table > Select table.

Click the right mouse button.

Select Borders and Shading.

Click the Borders tab.

- Borders *none*
- click OK

#### Answer space shading

Select the last three columns.

Click the right mouse button.

Select Borders and Shading.

Click the Shading tab.


- fill *none*
- style 10%
- colour *black*
- apply to *cell*
- click OK

|   |   |   |   |
|---|---|---|---|
| 1 | ↓ | 3 | 4 |
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*Insert space between columns*

There will be a space of 3 pt between the columns. This white space is actually an extra column that is 3 pt wide, so you will first insert a column and then make it the right width. Note: You will not make the column white until later.

Insert a column:

Click above the second column (a  symbol will appear). This selects the whole column.

Select Table > Insert column.

Note: the inserted column comes before the current column and is now completely selected. The inserted column is as wide as the column next to it.

Note: Inserting columns makes the table wider, so it may run off the page. Don't worry, this will be fixed when the column width is adjusted.

|   |   |   |   |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
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Make the inserted column 3 pt wide:

Select Table > Cell Height and Width

Click the Column tab

- width 3 pt
- space between columns 0"
- click OK

Repeat these actions for columns 3 and 4.

Note: The inserted columns will not be made white until later.

|       |  |  |  |
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| 18 pt |  |  |  |
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*Make all cells 18 pt high*

Click in the first row, first column.


Select Table > Cell Height and Width

Select the Row tab.

- height of row 1-7 Exactly
- at 18 pt
- indent from left 0"
- click OK

|      |  |  |  |
|------|--|--|--|
| 0,5" |  |  |  |
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*Adjust the cell width*

Click above the first column (a  symbol will appear). This is how you select the column.

Select Table > Cell Height and Width.

Select the Column tab.

- width of column 1 .... enter the cell width here. This is variable but must be a multiple of 0.1", so 3.5", 1.6" or 2.7", not 0.55", 2.68" or 1.71"
- space between columns 0"
- click OK

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Put a question in the question column

Note: Start from the *bottom cell*.

Underline the cells:

Click the right mouse button in the bottom cell of the question section.

Select Borders and Shading.

Click the Borders tab.

- fill *none*
- style \_\_\_\_\_
- colour *black*
- width  $\frac{1}{2}$  pt
- preview diagram: click the *bottom line* only.  
Make sure only the bottom line is visible in the preview diagram. You can turn lines on and off by clicking in the preview or on the buttons around the diagram.

Note: This action changes 'fill' to *custom*.

- apply to *cell*
- click *OK*

Click the right mouse button in the cell above and repeat the action.

Do this with all cells in the question section.

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Text:

Enter the text and select it.

Click the right mouse button in the cell.

Select Alignment > Align bottom.

Type the text and select it.

Set the font: *Arial 8 pt*.

|                        |  |  |  |
|------------------------|--|--|--|
| Nombre de apellidos    |  |  |  |
| Numero de ficha        |  |  |  |
| Departamento/direccion |  |  |  |
| Categoria              |  |  |  |
| Domicilio              |  |  |  |
| Numero dias baja       |  |  |  |
| Localidad/provincia    |  |  |  |

Repeat for all cells in the question column.

|                        |  |  |  |
|------------------------|--|--|--|
| Nombre de apellidos    |  |  |  |
| Numero de ficha        |  |  |  |
| Departamento/direccion |  |  |  |
| Categoria              |  |  |  |
| Domicilio              |  |  |  |
| Numero dias baja       |  |  |  |
| Localidad/provincia    |  |  |  |

Put a question in the answer column

Note: Again, begin in the *bottom cell*.

Make the cell white:

Click the right mouse button in the cell you want.

Select Borders and Shading.

Click the Shading tab.

- fill *none*
- style *solid (100%)*
- colour *white*
- apply to *cell*
- click *OK*

|                        |  |                  |  |
|------------------------|--|------------------|--|
| Nombre de apellidos    |  |                  |  |
| Numero de ficha        |  | Fecha baja       |  |
| Departamento/direccion |  |                  |  |
| Categoria              |  | Fecha alta       |  |
| Domicilio              |  | Código postal    |  |
| Numero dias baja       |  | Numero dias baja |  |
| Localidad/provincia    |  | Tel. de contacto |  |

Underline the cell:

Click the right mouse button in the cell.

Click the Borders tab.

- setting *none*
- style \_\_\_\_\_
- colour *black*
- width  $\frac{1}{2}$  pt
- preview diagram: click the *bottom line* only.  
Make sure only the bottom line is visible in the preview diagram.  
Note: This action changes 'settings' from *none* to *custom*.
- apply to *cell*
- click *OK*

Text:

Click the right mouse button in the cell.

Select Alignment > Align bottom.

Type the text and select it.

Set the font: *Arial, 8 pt*.

If you wish, repeat the above actions for the cell above and so on.

|                        |  |                  |  |
|------------------------|--|------------------|--|
| Nombre de apellidos    |  |                  |  |
| Numero de ficha        |  | Fecha baja       |  |
| Departamento/direccion |  |                  |  |
| Categoria              |  | Fecha alta       |  |
| Domicilio              |  | Código postal    |  |
| Numero dias baja       |  | Numero dias baja |  |
| Localidad/provincia    |  | Tel. de contacto |  |

*Make the white column*

Note: In the example here, the cells to be made white are shaded in blue. Make sure these are cells to the left and right of a white question block *only*.

Click the right mouse button in the cell you are going to make white. The easiest way to do this is: click in the cell to the left of the cell and then go to the cell you want with the <tab> key.

Select Borders and Shading.

Click the Shading tab.

- fill *none*
- style solid (100%)
- colour *white*
- apply to *cell*
- click *OK*

Repeat for every 'white column'-cells.

|                        |  |                  |  |
|------------------------|--|------------------|--|
| Nombre de apellidos    |  |                  |  |
| Numero de ficha        |  | Fecha baja       |  |
| Departamento/direccion |  |                  |  |
| Categoria              |  | Fecha alta       |  |
| Domicilio              |  | Código postal    |  |
| Numero dias baja       |  | Numero dias baja |  |
| Localidad/provincia    |  | Tel. de contacto |  |



|                        |  |                  |  |
|------------------------|--|------------------|--|
| Nombre de apellidos    |  |                  |  |
| Numero de ficha        |  | Fecha baja       |  |
| Departamento/direccion |  |                  |  |
| Categoria              |  | Fecha alta       |  |
| Domicilio              |  | Código postal    |  |
| Numero dias baja       |  | Numero dias baja |  |
| Localidad/provincia    |  | Tel. de contacto |  |

*Underline the question section*

Note: Again, begin at the bottom of the table.

Click the right mouse button in the bottom left cell of the answer section.

Select Borders and Shading.

Click the Borders tab.

- settings *none*
- style .....
- colour *black*
- width  $\frac{1}{2}$  pt
- preview diagram: click only the *bottom line*.  
 Make sure only the bottom line is visible in the preview diagram.  
 Note: This action changes 'settings' from *none* to *custom*.
- apply to *cell*

Repeat for all cells that need to be underlined.

|                        |  |            |  |
|------------------------|--|------------|--|
| Nombre de apellidos    |  |            |  |
| Numero de ficha        |  | Fecha baja |  |
| Departamento/direccion |  |            |  |
| Categoria              |  |            |  |

*Make the section heading*

Insert a row:

Click the first cell of the table.

Select Table > Insert rows.

|                        |  |            |  |
|------------------------|--|------------|--|
| Nombre de apellidos    |  |            |  |
| Numero de ficha        |  | Fecha baja |  |
| Departamento/direccion |  |            |  |
| Categoria              |  |            |  |

**Black box:**

Click the right mouse button in the first cell of the new row.

Select Borders and Shading.

Click the Shading tab.

- fill *none*
- style *solid (100%)*
- colour *black*
- apply to *cell*
- click *OK*

|                        |  |            |  |
|------------------------|--|------------|--|
| Nombre de apellidos    |  |            |  |
| Numero de ficha        |  | Fecha baja |  |
| Departamento/direccion |  |            |  |
| Categoria              |  |            |  |

**Line over the whole width:**

Click the first cell.

Select Table > Select row.

Click the right mouse button.

Select Borders and Shading > Click the Borders tab.

- settings *none*
- style \_\_\_\_\_
- colour *black*
- width  $2\frac{1}{4}$  pt
- preview diagram: click the *bottom line* only.  
 Make sure only the bottom line is visible in the preview diagram.
- apply to *cell*
- click *OK*

|                        |  |            |  |
|------------------------|--|------------|--|
| Información personal   |  |            |  |
| Nombre de apellidos    |  |            |  |
| Numero de ficha        |  | Fecha baja |  |
| Departamento/direccion |  |            |  |
| Categoria              |  |            |  |

Text in black box:

Click the right mouse button in the first cell.

Select Alignment > Align bottom.

Type the text and select it.

Set the font: Arial, 8 pt. Click **B** (bold).

|                        |  |            |  |
|------------------------|--|------------|--|
| Información personal   |  |            |  |
| Nombre de apellidos    |  |            |  |
| Numero de ficha        |  | Fecha baja |  |
| Departamento/direccion |  |            |  |
| Categoria              |  |            |  |

Make the section heading 2.9" wide:

Click the first cell of the first row.

Select Table > Select row.

Make the cell width 2.9":

Hold down the <Ctrl> and <Alt> keys while you drag the right side of the cell to the right.

(a ←||→ symbol will appear.)

The column widths will be visible above in the rule.

Make the section heading 14 pt high:

Click the first cell.

Select Table > Cell Height and Width

Select the Row tab.

- height of row 1-8 *exactly*
- at *14 pt*
- indent from left *0"*
- click *OK*

|                        |  |            |  |
|------------------------|--|------------|--|
| Información personal   |  |            |  |
| Nombre de apellidos    |  |            |  |
| Numero de ficha        |  | Fecha baja |  |
| Departamento/direccion |  |            |  |
| Categoria              |  |            |  |

Remove the grey background:

Select the second up to and including the last cell in the first row.

Select Borders and Shading > Click the Shading tab.

- fill *none*
- style *solid (100%)*
- colour *white*
- apply to *cell*

|                        |  |            |  |
|------------------------|--|------------|--|
| Información personal   |  |            |  |
| Nombre de apellidos    |  |            |  |
| Numero de ficha        |  | Fecha baja |  |
| Departamento/direccion |  |            |  |
| Categoria              |  |            |  |

| Fecha | Evolución |
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**Table (4)***General*

This is the easiest method: first, you create a table with only one row, then you duplicate it as often as necessary.

Select Table > Show gridlines

As an example, we will show how this table was created.

*Insert a table*

Table > Insert table.

- number of columns 2
- number of rows 1
- column *width auto*
- click *OK*

*Remove cell borders*

Select Table > Select table.

Click the right mouse button in the selected area.

Select Borders and Shading.

Click the Borders tab.

- settings *none*
- click *OK*

*Background*

Select Table > Select table.

Click the right mouse button in the selected area.


Select Borders and Shading > Click the Shading tab.

- fill *none*
- style *10%*
- colour *black*
- click *OK*

*Insert a white column*

Insert a column:

Click above the cell of the second column.

(a  symbol will appear), so the entire second column is selected. The column you are going to insert will be before the current column.

Select Table > Insert column.

Note: The entire inserted column is now selected. The inserted column is as wide as the column next to it.

Note: When you insert the column the table will become wider and may run off the page. Don't worry, this will be fixed when the column width is adjusted.

Now make the inserted column 3 pt wide:  
Select Table > Cell Height and Width  
Click the Column tab.

- width 3 pt
- space between columns"
- click OK

Click the right mouse button in the cell you will be making white. The easiest way to do this is to go into the cell before it and go to the cell you want with the <tab> key.

Select Borders and Shading.

Click the Shading tab.

- fill *none*
- style solid (100%)
- colour *white*
- apply to *cell*
- click OK

Dotted lines:

Click the right mouse button in the first cell.

Select Borders and Shading > Click the Borders tab.

- style .....
- fill *none*
- colour *black*
- width  $\frac{1}{2}$  pt
- preview diagram: click the *bottom line* only.

Only the bottom line is visible in the preview diagram. You can turn lines on and off by clicking in the preview or on the buttons around the diagram.

Note: This action changes 'fill' to *custom*.

- apply to *cell*
- click OK

Repeat for the third cell.

*Create the rest of the table*

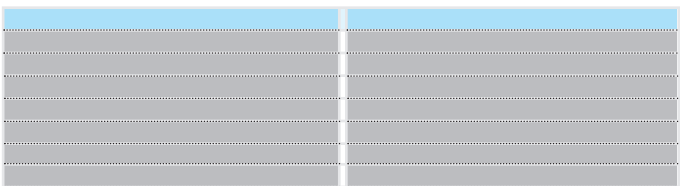
Insert a row:

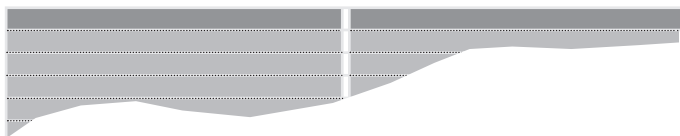
Click the first cell of the table.

Select Table > Insert rows.

- The row you enter in this way is identical to the previous one.

Repeat this action as many times as you need rows.



*Create the heading above a table*

Insert a row:

Click the first cell of the table.

Select Table > Select row.

Select Table > Insert rows.

Dark grey background:

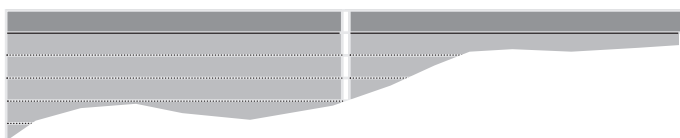
Click the right mouse button in the first cell

of the new row.

Select Borders and Shading.

Click the Shading tab.

- fill *none*
- style *30%*
- colour *black*
- apply to *cell*
- click *OK*



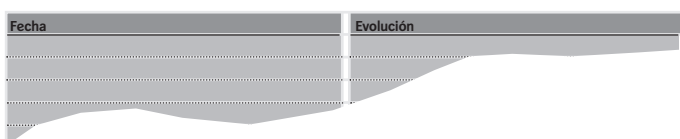
Extended line:

Click the right mouse button.

Select Borders and Shading.

Click the Borders tab.

- setting *none*
- style \_\_\_\_\_
- colour *black*
- width  $\frac{1}{2}$  pt
- preview diagram: click the *bottom line* only.  
 Make sure only the bottom line is visible in the preview diagram.  
 Note: This action changes 'fill' to *custom*.
- apply to *cell*
- click *OK*



Text:

Click the right mouse button in the first cell of the first row.

Select Alignment > Align bottom.

Type the text and select it.

Set the font: *Arial, 8 pt.*

