

Report template guidance

Guidance for inspectors when using the section 5 report template

This guidance applies to the report template for inspections of all schools inspected under section 5 of the Education Act 2005.

This document provides technical guidance for inspectors using the section 5 report template. It should be read in conjunction with the guidance *Writing the report*.

Age group: All

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361

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Contents

Introduction	4
Using the template	4
Opening and saving the document	5
Protecting the document	5
Unprotecting the document	6
Completing the report – grey shaded sections	6
Completing the front page	6
Summary of key findings for parents and pupils	7
Inspection team information	8
Inspection judgements information	9
School details	10
Drafting the text of the report	13
Summary of key findings for parents and pupils	13
Information about this inspection	14
Full report	14
Information about this school	14
What does the school need to do to improve further?	15
Inspection judgements	15
What inspection judgements mean	17
Complaint, copyright page	18
Headers and footers	20
Removing coloured shading from boxes	20
Removing the watermark	21
Formatting bullet points	22
If bullet points are required in any other place within the report	23
Using spell check	24

Introduction

This document provides technical guidance for inspectors on how to manipulate the section 5 inspection report template giving details of how to delete unwanted rows, removing highlighting and adding Ofsted house style bullet points.

Before drafting the report the lead inspector must ensure that Part 2 of the *School inspections handbook* has been read and also the *Subsidiary guidance*. They must also take account of the specific guidance provided in this document and in the *Guide to Ofsted's house style*¹.

Using the template

The template is set up to ensure consistency of style throughout and that all reports published on the Ofsted website have the same 'look and feel'. Therefore, **no** amendments should be made to the report template; font size, bullet points, line spacing and shading must **not** be modified.

You must complete the drop down sections of the report in 'protect mode'. It is recommended that you complete the drop down sections before drafting the inspection findings (pages 5 to 7 provide instructions on how to protect/ unprotect the document and complete the drop down boxes). If you choose to draft the inspection findings before completing the report's drop down sections, turn to page 13.

Drafting instructions are shown with **green highlighted text** in the report template. To delete or overwrite this text highlight all the words, including any brackets, then press **Delete** or begin typing. To remove coloured shading from any sections of the template please refer to page 20.

The bullet points and subordinate bullet points provided are aligned with the requirements of the *Guide to Ofsted's house style*. **Left click** to the right of a bullet point to start typing next to it. Pressing **Return** will automatically start a new line with a bullet point immediately below the previous one – this will be correctly formatted. No extra spaces should be inserted between bullet points.

Ensure that any other bullet-pointed lists drafted in the report are aligned with the *Guide to Ofsted's house style* (refer to page 21 below).

The report template is structured in a table format, to ensure that the text and data fields align neatly. If the outlines of the table are not visible, you can make them visible as follows:

When your cursor is on the table section on the first page of the report the **Table Tools** toolbar will be available (see right).



¹ Guide to Ofsted's house style <http://www.ofsted.gov.uk/resources/guide-ofsteds-house-style>

Click on **Layout** and you can select **View, Gridlines** from the top left hand corner of the screen. (The gridlines will not show when the report is printed).

Text should be inserted so that it abuts the borders at the top and bottom of the cell, as exemplified in these instructions. Any superfluous line returns and bullet points beneath the text should be deleted.

As you can see from the gridlines, blank rows are positioned throughout this section of the report (the first page), to ensure that there is adequate spacing between the judgements and the inspection findings (for example, a blank row separates each inspection finding). Please do not type in these, or delete them.

Any other rows throughout the document that are not required should be removed. See page 19 to remove unwanted rows.

Opening and saving the document

Open and save a copy of the template:

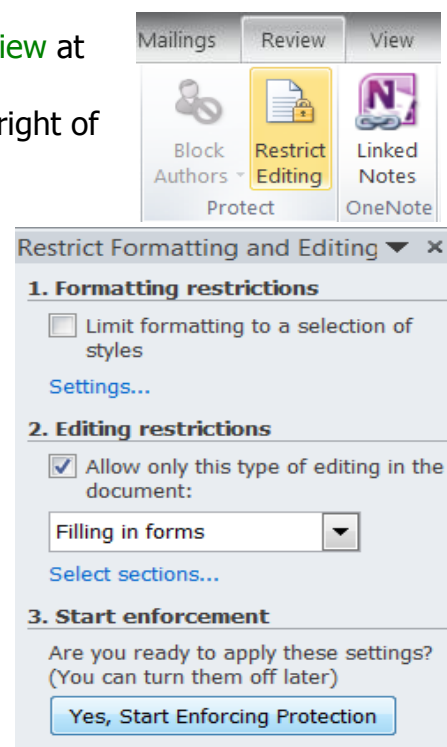
- open the report template and save it as a new document – go to **File, Save As**
- ensure that the report is drafted in the print layout view – go to **View**, and select **Print Layout**

Protecting the document

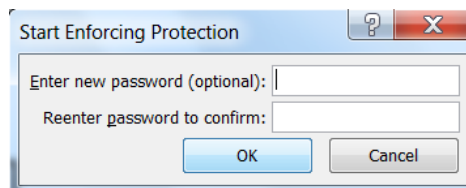
To allow data to be entered into the drop down boxes, the document needs to be protected.

To protect the document do the following:

- Select the **Review** toolbar by clicking on **Review** at the top of the screen.
- Click on the **Restrict Editing** icon, in the top right of the screen.
- The right hand side of the screen will display the **Restrict Formatting and Editing** dialogue box (as shown opposite).
- Ensure that the 'tick box' under option 1 **Formatting restrictions** is clear.
- Under option 2 **Editing restrictions** ensure there is a tick in the box and that the drop down list shows **Filling in forms**.
- Option 3 **Start enforcement** allows you to turn the document protection on.



- Click on **Yes, Start Enforcing Protection**.
- From the next dialogue box (shown opposite) leave the password boxes blank and then select **OK**.



Unprotecting the document

- When you wish to turn the protection off, select the **Review** toolbar and click on the **Restrict Editing** icon.
- When the **Restrict Formatting and Editing** toolbar appears you can unprotect the document by clicking on **Stop Protection** in the bottom of the dialogue box. Close the **Restrict Formatting and Editing** toolbar.



Completing the report – grey shaded sections

The following pages provide instructions for completing the grey shaded sections on the report template. To manoeuvre through these sections use the 'tab' key on the keyboard. Pressing the tab key will automatically take you to the next section to be completed. You can skip any grey shaded section and return to it later, but remember to make sure the document is in **'protect'** mode.

Completing the front page

To complete the front page of the report ensure the document is protected and follow the instructions below:

[Add School Name]

[add address line 1], [add address line 2], [add address line 3], [add postcode]

Inspection dates

[Add inspection date(s)]

- **Left click** three times with the **mouse** on [Add School Name], to highlight the field. Type the school's name. There is no need to delete any of the fields before typing. Please note that the length of the school's name should not exceed two lines of text. If this happens, upon completion of the report the font size should be amended to ensure the name does not carry over onto three lines.
- Press the **Tab** key on the **keyboard** to navigate to the next field – [Add address line 1]. Type the first line of the school's address.

- If you wish to leave a field blank, press **Tab** again to go past it, and to continue to the next field. (At this stage, fields that are not required cannot be deleted.)
- If you wish to go back to a field once you have tabbed past it, **left click** three times with the **mouse** on the relevant field you wish to return to.

The Overall effectiveness section of this page (as below) should be completed as follows:

Overall effectiveness	Previous inspection:	Select	Select
	This inspection:	Select	Select
Achievement of pupils		Select	Select
Quality of teaching		Select	Select
Behaviour and safety of pupils		Select	Select
Leadership and management		Select	Select
Overall effectiveness of the boarding experience/Overall effectiveness of the residential experience <i>[Delete if not applicable/as appropriate]</i>		Select	Select

- **Tab** to the drop down box next to the 'Previous inspection' field. Select the corresponding overall effectiveness outcome from the school's last section 5 inspection. If this is the school's first inspection, select 'Not previously inspected' from the drop down box.
- **Tab** to the next drop down box and select the corresponding number grade for the inspection outcome (If this is the school's first inspection, select the blank space; 1=Outstanding; 2=Good; 3=Satisfactory/Requires improvement; 4=Inadequate/ Notice to improve/Special measures). You must ensure that the numerical grade entered matches correctly the written outcome.
- Continue to use the **Tab** key to move to, and fill in, the rest of the fields in this section of the report. Please note that the overall judgement grade is shown in the singular and the text in the drop down boxes should not be changed.
- If the school does not have boarding/residential provision you will need to leave the 'Overall effectiveness of the boarding experience/Overall effectiveness of the residential experience' fields blank, press **Tab** again to go past them, and to continue to the next field. (At this stage, fields that are not required cannot be deleted.)
- DO NOT alter any of the headings in the report template. The words 'school' and 'pupils' should not be altered in any of the headings. If you are reporting on a college you can alter the phraseology within the main text of the report template to refer to 'college' or 'students'.
- The last section to complete on the front page is the 'Summary of key findings for parents and pupils' section.

Summary of key findings for parents and pupils

The 'Summary of key findings for parents and pupils' section of the report template contains three sections, as shown below.

Tab to the first drop down box entitled 'Select' within the section 'This is [Select] [Select]' and select the corresponding overall effectiveness outcome for this inspection. (Please see table on page 13 for information on drafting and completing this section).

The style of bullet points to use is shown below. Text should be written as sentences, beginning with a capital letter and ending with a full stop, and should describe the key findings from the inspection. (See page 22 for instructions on entering bullet points into the report template).

■

This is Select Select **The first 'Select' should be completed for all schools, the second one only for schools judged as 'requires improvement'.**

- [Insert key findings in a bullet pointed list in no more than 200 words]
- [Delete if not applicable]The school meets the national minimum standards for boarding schools.' Or 'The school meets the national minimum standards for residential special schools.'

It is not yet an outstanding school because **This section is to be completed only for 'good' schools**

-
- [Delete if not applicable]The school must ensure that it meets the national minimum standards for boarding schools which have not been met.' or 'The school must ensure that it meets the national minimum standards for residential special schools which have not been met.'

The school has the following strengths **This section is to be completed for schools judged as 'requires improvement' or 'inadequate'**

-
-

Inspection team information

You can insert the names of up to five inspectors in this section. If more inspector names are required make sure the document is in 'unprotected' mode and place the cursor in the last cell of the table, then press the tab key; this will insert another line in the table. If there are fewer inspectors on the team highlight the superfluous rows and then right click on them, select delete rows and the extra rows will be deleted.

School details

Unique reference number	[add number]
Social care unique reference number	[add number]
Local authority	[Add Name]
Inspection number	[add number]

[Delete if not applicable]

This inspection of the school was carried out under section 5 of the Education Act 2005.

This inspection was carried out under section 8 of the Education Act 2005. The inspection was also deemed a section 5 inspection under the same Act.

The inspection of boarding provision was carried out under the Children Act 1989, as amended by the Care Standards Act 2000, having regard to the national minimum standards for boarding schools.

The inspection of residential provision was carried out under the Children Act 1989, as amended by the Care Standards Act 2000, having regard to the national minimum standards for residential special schools.

Type of school	All-through
School category	Community
Age range of pupils	[add ages]
Gender of pupils	Boys
Gender of pupils in the sixth form	Boys
Number of pupils on the school roll	[add number]
Of which, number on roll in sixth form	[add number]
Number of boarders on roll	[add number]
Appropriate authority	The governing body
Chair	[add name]
Headteacher	[add name]
Date of previous school inspection	[add date]
Telephone number	[add number]
Fax number	[add number]
Email address	[add email address]

Once you have completed all the fields in the 'Inspection judgements information' section, the cursor should automatically land on the 'Unique reference number' field on the 'School details' section. If it does not:

- Go to the 'Schools details' section and click on the first [Add number] box (of the 'Unique reference number' field) and type the school's URN

- Press **Tab** again, to move to the next field – ‘Social care unique reference number’. This is only completed if this provision was inspected during this inspection. Type the social care URN.
- Continue using the **Tab** key to progress through the fields, entering data as required.

At this stage, the references to the Education Act 2005, the Childcare Act 2006 and the Care Standards Act 2000 cannot be selected or deleted.

- Press **Tab** again, to move to the next field – ‘Type of school’. We use the establishment types that are available on Edubase.
- Continue using the **Tab** key to progress through the fields, entering data as required.
- The ‘Age range of pupils’ is the age range for the main school only. Any variations should be detailed in the introduction sections.
- For the ‘Gender of pupils’ and ‘Number of pupils on the school roll’ fields, insert the total summative number of pupils on roll.
- If the school has a sixth form, insert the disaggregated figure for numbers on roll in the sixth form. If the school does not have a sixth form, leave that field blank.
- If the school has boarders, insert the disaggregated figure for numbers on roll in the boarding provision. If the school does not have boarding provision, leave that field blank.
- ‘Appropriate authority’: For inspections of pupil referral units, please note that the appropriate authority is the local authority.

The ‘Chair’ field should be left blank for inspections of pupil referral units, even if there is a chair of the management committee. This is because the appropriate authority for pupil referral units is the local authority. (Although a management committee that runs a pupil referral unit may have a chair person, the chair does not have any statutory responsibility that is separate from the rest of the management committee).

- Continue to use the **Tab** key to move to, and fill in, the ‘Headteacher’ field.

Completion of the ‘Headteacher’ field in the report template

Requests are sometimes made for inspectors to use job titles other than those available in the drop down menu in the ‘headteacher’ field on the school details page of the section 5 report template.

The available choices are: headteacher, principal, or teacher in charge. There is not a facility to enter other titles, as this may be confusing to the wider public. Inspectors should determine the most appropriate title from those available for this part of the template, but are free to use the school’s preferred job title elsewhere in the description of the school and in the text of the inspection report.

Where the school has an executive headteacher or chief executive in addition to a headteacher or principal, inspectors may be requested to include this on the school

details page. This can be entered in the free text field, following the Headteacher's name as shown in the example below:

Headteacher

Mrs V Gandhi (Executive headteacher), Mr J Smith (Headteacher)

If it is not possible to accurately reflect a school's composition in any of the fields in the school details section, please enter the most appropriate option available and ensure accurate details are provided in the 'Information about the school' section of the report.

- Continue to use the **Tab** key to move to, and fill in, the other fields. The words 'Not previously inspected' can be entered into the 'Date of previous school inspection' field if this is the school's first inspection.
- In the 'Telephone number' and 'Fax number' fields please enter a space between the area code and the rest of the number. Please note that the area code for London is 020, not 0207 or 0208.

Drafting the text of the report

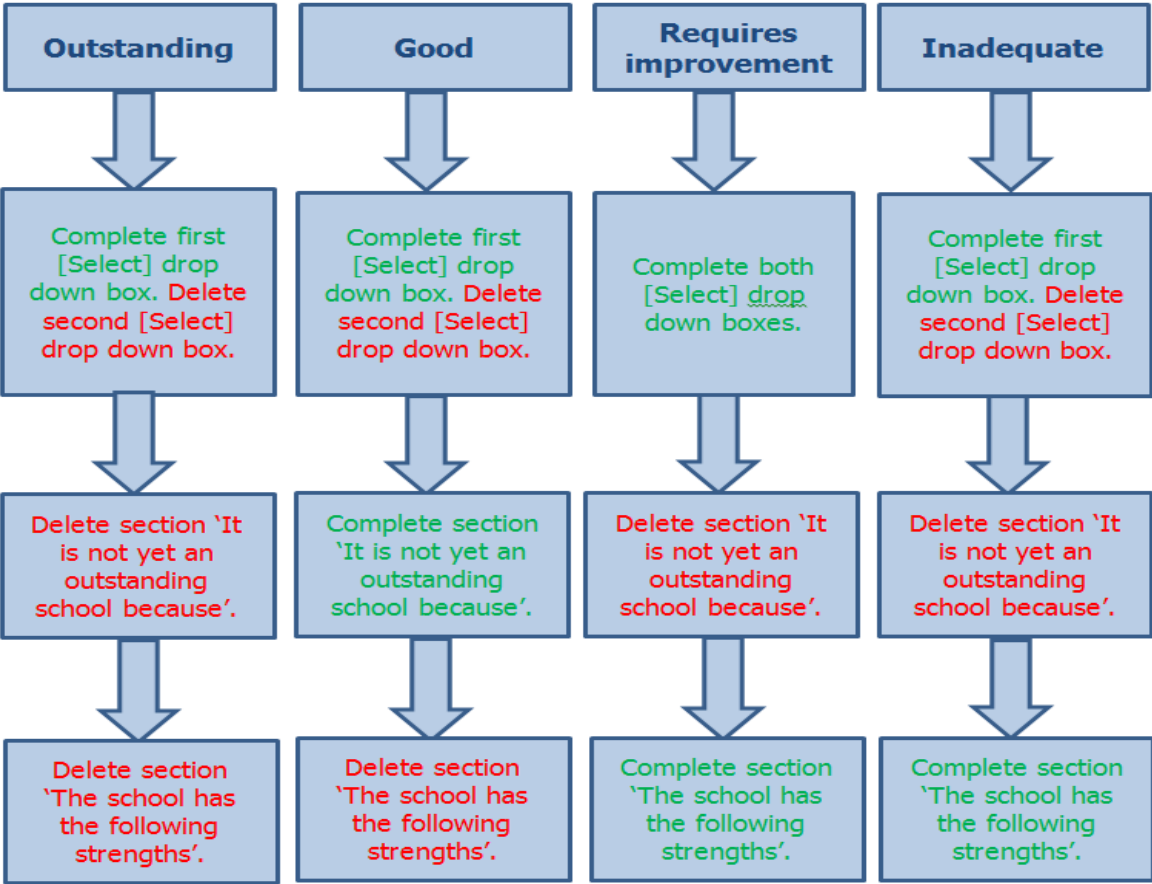
When drafting the text of the report the document needs to be **unprotected**; to do this, follow the instructions on page 6.

Summary of key findings for parents and pupils

Please ensure that the summary section does not extend beyond the front page. The columns in the summary section should be balanced, in terms of length, not number of bullets.

When the main text is being entered for this section the lead inspector should refer to the flowchart below to ensure the correct sections are completed.

Overall effectiveness grade for this inspection is:



Rows in the table that are not required can be removed by following the instructions on page 19. Please remember, however, to leave a blank row between each key finding.

Information about this inspection

- [Insert information about the inspection in a bullet pointed list]

■

Full report

If the school has been placed into or removed from a category of concern select the most appropriate statutory wording and delete the non-required rows.

If the school has not been placed into or removed from a category of concern delete all the rows containing statutory wording.

The text in this section should remain in italics and any green shading should be removed.

- For instructions on how to remove unwanted rows see page 19.

[Delete if not applicable] In accordance with the Education Act 2005, Her Majesty's Chief Inspector is of the opinion that this school requires significant improvement, because it is performing significantly less well than it might in all the circumstances reasonably be expected to perform.

[Delete if not applicable] In accordance with the Education Act 2005, Her Majesty's Chief Inspector is of the opinion that this school requires special measures because it is failing to give its pupils an acceptable standard of education and the persons responsible for leading, managing or governing the school are not demonstrating the capacity to secure the necessary improvement in the school.

[Delete if not applicable] In accordance with section 13 (5) of the Education Act 2005, Her Majesty's Chief Inspector is of the opinion that the school no longer requires significant improvement.

[Delete if not applicable] In accordance with section 13 (4) of the Education Act 2005, Her Majesty's Chief Inspector is of the opinion that the school no longer requires special measures.

Information about this school

Using a bullet pointed list, briefly describe the main characteristics of the school and note particularly any significant changes since the last inspection.

- [Insert information about the school in a bullet pointed list]

■

What does the school need to do to improve further?

Insert clear, recommended actions for improvement in a bullet pointed list. If the school has boarding/residential provision, follow the instructions within the template for reporting on national minimum standards (as below):

-
-
-
-
- *[Delete if not applicable/as appropriate]* The school must meet the following national minimum standards for boarding schools. / The school must meet the following national minimum standards for residential special schools.
 - *[Quote each unmet national minimum standard exactly as it appears in the published national minimum standards for boarding schools/residential special schools, followed by its reference number in brackets, for example: (NMS 5.1).]*
 -
- *[Up to three additional good practice recommendations in relation to the boarding or residential provision may also be listed]*

Inspection judgements

When reporting on governance, if one bullet point used

- **The governance of the school**
 - is of the highest quality and challenges the school to constantly improve.

If more than one bullet point is used

- **The governance of the school:**
 - is of the highest quality and challenges the school to constantly improve
 - ensures that the school is held to account for the distribution of funding.

The leadership and management

Select

-
- **The governance of the school:**
 -

Outcomes for boarders/Outcomes for residential pupils

Select

Quality of boarding provision and care/Quality of residential provision and care

Select

Boarders' safety/Residential pupils' safety

Select

Leadership and management of boarding/Leadership and management of the residential provision

Select

- Insert information about the outcomes for boarders/residential pupils and the quality of boarding/residential provision in a bulleted list in no more than 400 words

■ Judgements relating to boarding or residential provision are: outstanding, good, adequate, inadequate.

Please refer to *Conducting inspections of boarding and residential provision in schools*, available on the Ofsted website: www.ofsted.gov.uk/resources/100180.

Rows in the table that are not required can be removed by following the instructions on page 19.

What inspection judgements mean

The information on this page provides descriptions of what the overall effectiveness judgements mean and the text should not be altered in any way.

School	Grade	Judgement	Description
	Grade 1	Outstanding	An outstanding school is highly effective in delivering outcomes that provide exceptionally well for all its pupils' needs. This ensures that pupils are very well equipped for the next stage of their education, training or employment.
	Grade 2	Good	A good school is effective in delivering outcomes that provide well for all its pupils' needs. Pupils are well prepared for the next stage of their education, training or employment.
	Grade 3	Requires improvement	A school that requires improvement is not yet a good school, but it is not inadequate. This school will receive a full inspection within 24 months from the date of this inspection.
	Grade 4	Inadequate	<p>A school that has serious weaknesses is inadequate overall and requires significant improvement but leadership and management are judged to be Grade 3 or better. This school will receive regular monitoring by Ofsted inspectors.</p> <p>A school that requires special measures is one where the school is failing to give its pupils an acceptable standard of education and the school's leaders, managers or governors have not demonstrated that they have the capacity to secure the necessary improvement in the school. This school will receive regular monitoring by Ofsted inspectors.</p>

If the school has boarding/residential provision remove the shading from these rows and select the relevant provision heading.

If the school does not have boarding provision, this section must be deleted. Highlight all 6 rows, right click, and then click [Delete table](#).

Boarding provision/Residential provision		
Grade	Judgement	Description
Grade 1	Outstanding	A school which provides an exceptional quality of care and significantly exceeds minimum requirements.
Grade 2	Good	A school which provides a high quality of care that exceeds minimum requirements.
Grade 3	Adequate	A school which meets minimum requirements but needs to improve the quality of care it provides.
Grade 4	Inadequate	A school where minimum requirements are not met and the quality of care has serious weaknesses.

Complaint, copyright page

The information on this page provides details of how to make complaints to Ofsted, how to access the Parent View website and Ofsted's copyright. The text should not be altered in any way

Any complaints about the inspection or the report should be made following the procedures set out in the guidance 'raising concerns and making complaints about Ofsted', which is available from Ofsted's website: www.ofsted.gov.uk. If you would like Ofsted to send you a copy of the guidance, please telephone 0300 123 4234, or email enquiries@ofsted.gov.uk.



You can use Parent View to give Ofsted your opinion on your child's school. Ofsted will use the information parents and carers provide when deciding which schools to inspect and when and as part of the inspection.

You can also use Parent View to find out what other parents and carers think about schools in England. You can visit www.parentview.ofsted.gov.uk, or look for the link on the main Ofsted website: www.ofsted.gov.uk

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Checking factual data and removing unwanted rows from report

When the factual data about the school has been entered, check to see if the details are all showing correctly.

- Select **File, Print Preview** to check that the details have recorded correctly.
- If any of the fields are incomplete, or incorrect, close **Print Preview**, then use the **mouse** to select the relevant field, click three times, and enter the data.
- Close **Print Preview**.

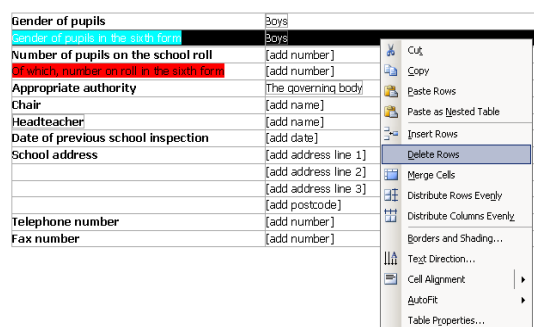
Ensure the document is unprotected and go to the 'School details' page, delete the references to the inspection types that are not applicable from the list below:

- Section 5 or section 8 of the Education Act 2005
- The registered childcare provision, managed by the governing body, was inspected under sections 49 and 50 of the Childcare Act 2006.
- The inspection of boarding provision was carried out under the Children Act 1989, as amended by the Care Standards Act 2000, having regard to the national minimum standards for boarding schools.
- The inspection of residential provision was carried out under the Children Act 1989, as amended by the Care Standards Act 2000, having regard to the national minimum standards for residential special schools.

Use the left **mouse** button to highlight the ones which are not required, then press **Delete** on the **keyboard**.

A blank row is positioned after the 'Inspection number' row and above the 'Type of school' row, to ensure that there is adequate spacing between the fields. Please do not type in these rows, or delete them.

If the school does not have sixth form provision managed by the governing body, the sixth form data fields must be deleted. Highlight the 'Gender of pupils in the sixth form' row, **Right click** with the **mouse** and select **Delete Rows**.



Following this, highlight and delete the row containing the field 'Of which, number on roll in the sixth form'.

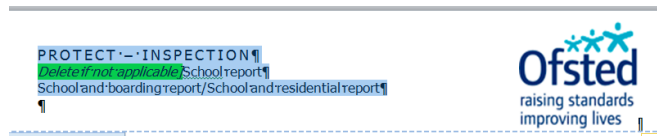
If the school has sixth form provision managed by the governing body, the coloured shading from the sixth form data fields must be removed.

For inspections of pupil referral units the 'Chair' field must be deleted (for the reason set out earlier). Highlight the row to be deleted, **Right click** with the **mouse** and select **Delete row**.

Headers and footers

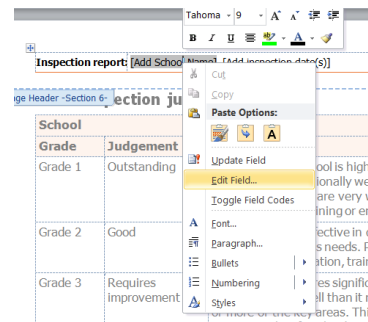
To edit the header on the front page:

- Scroll to the top of the first page of the report.
- Double click in the header and the **Header and Footer Toolbar** opens
- To select the type of report, highlight the words '(Delete if not applicable)' and **delete** them. Move the cursor to the left of the text and when it changes to an arrow pointing right towards the text, **left click** and highlight all the lines of text that are not needed.
- Make sure that only the text is highlighted, NOT the blank lines beneath the text, so that the Ofsted logo is not removed.
- Press **Delete** on the keyboard.
- Close **Header and Footer** (top right-hand side of toolbar).



If the header on page 2 has automatically updated, go to **View, Print Layout**, and continue to page 21 of the instructions. If they have NOT automatically updated, follow the instructions below.

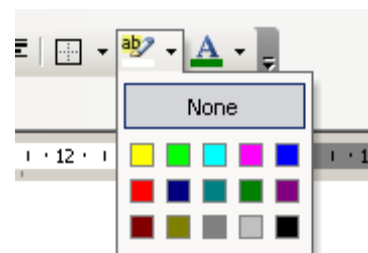
- Open the header on page 2.
- **Right click** on the [Add School Name] field and select **Update Field**. Repeat to fill in the [add date(s)] fields.
- Go to **View, Print Layout** to close the headers and footers, and scroll to page 3 of the report.



Removing coloured shading from boxes

To remove the coloured shading from the boxes:

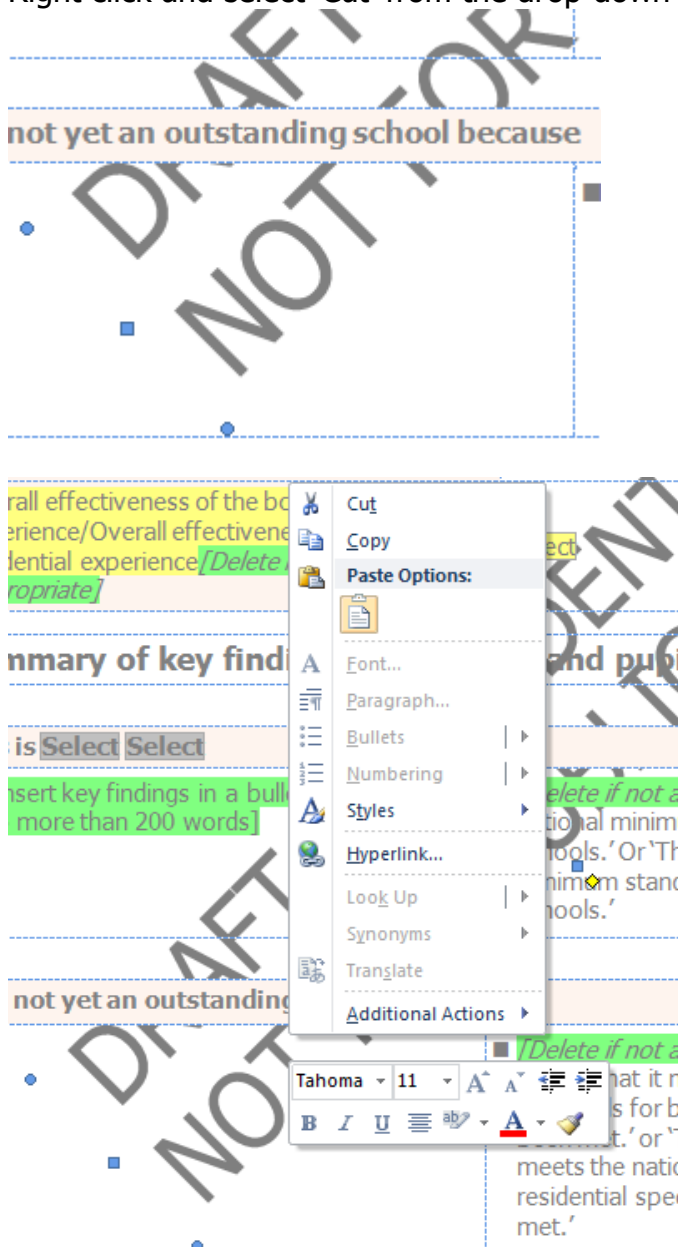
- Ensure the **Home** toolbar tab is on top (if it is not, just click on it).
- Highlight the rows that you wish to remove the shading from
- From the **Font** section of the **Home** toolbar select the down-arrow next to the highlighting tool, and select **None**.



Removing the watermark

To remove the watermark from the report:

- Ensure the document is unprotected
- On the first page of the report, double click at the bottom of the page (the footer) and this will open the 'Header & Footer Tools' toolbar.
- Left click anywhere on the words within the watermark until you can see the blue squares surrounding the text.
- Right click and select 'Cut' from the drop-down menu.

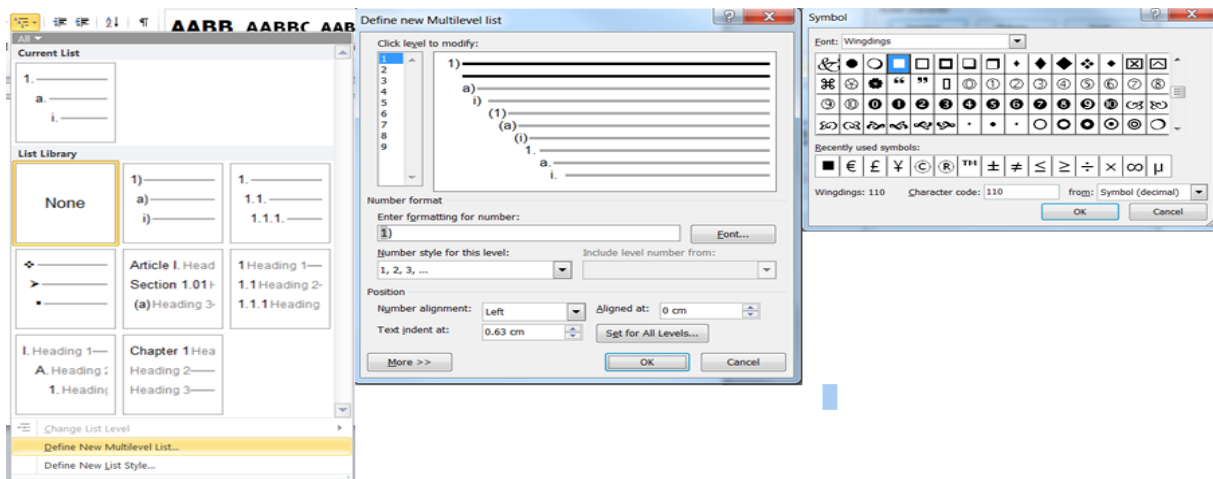


- The watermark will now disappear from all pages.
- Close the Header & Footer Tools toolbar and then Protect the template.

Formatting bullet points

When these instructions have been followed, the settings will be saved to your computer and can be used in all future reports.

- Ensure the cursor is positioned where a bullet point is required within the report.
- Go to the **Home** tab and, within the **Paragraph** section, select the **Multilevel list** tab; click on one of the lists (the first list has been selected in this example).
- Choose **Define new multilevel list** at the bottom of the screen.



- Under **Number Style** choose the large square bullet option.
- If this option does not appear, select **New Bullet**. The square can be found in the **Wingdings Font** selection of symbols.
- Press **OK**.
- Under **Bullet position**, change the alignment to:
 - Aligned at: 0cm
 - Tab space after: 1cm
 - Text indent at: 1cm
- Next, under **Level to show in gallery**, choose level 2.
- Select the dash symbol. If this option does not appear, select **New Bullet**. The dash can be found under the **Symbol Font**.
- Under **Bullet position**, change the alignment to:
 - Aligned at: 1cm
 - Tab space after: 2cm
 - Indent at: 2cm
- [These are the subordinate bullet points]
- Press **OK** – a square bullet will appear where the cursor was positioned in the report.
- When you have typed text next to the first bullet point, pressing **Return** on the keyboard will insert a second bullet point underneath the first one.

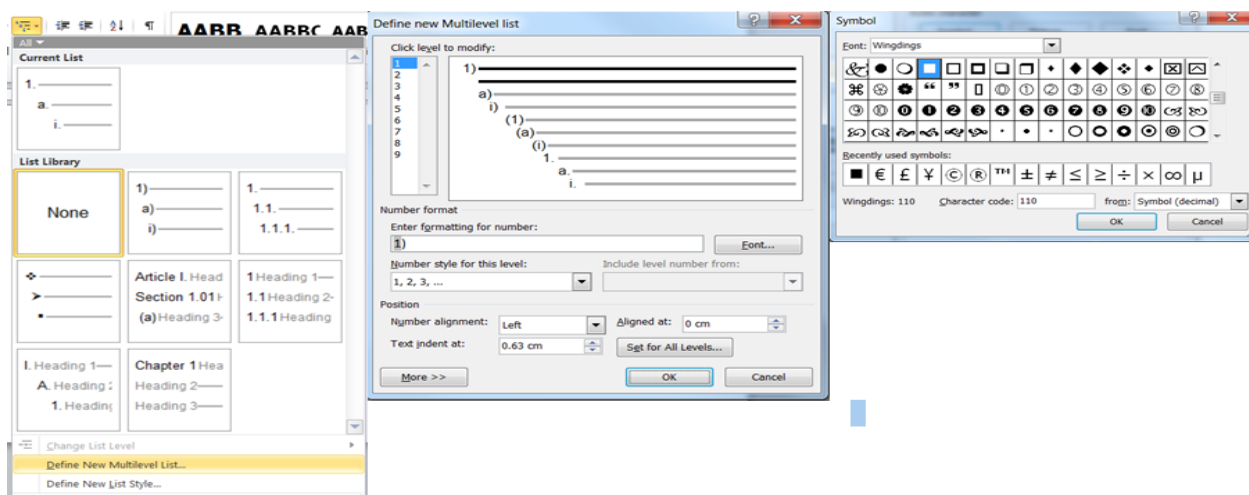
- If subordinate bullet points are required in the report, press Return to insert a new square bullet point. Then, press the 'Increase Indent' icon on the Formatting toolbar (within the paragraph section).

If bullet points are required in any other place within the report

Put the cursor where the bullet point is required.

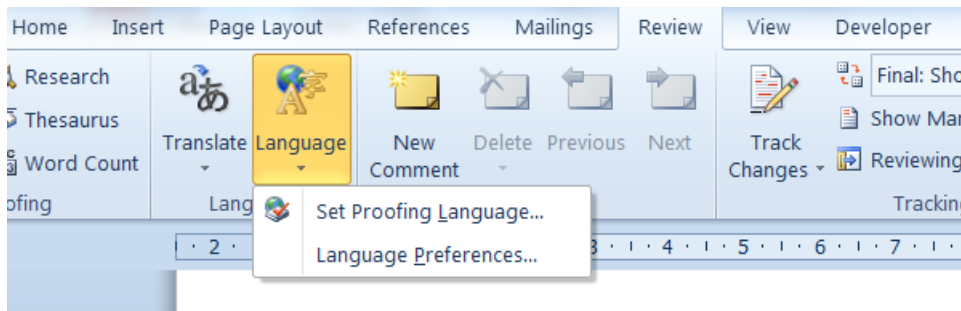
- Click on the **Multilevel** drop down box and select the list that was formatted earlier.
- Press **OK**
- [Do not use the bullet point icon on the **Formatting toolbar** (within the paragraph section)].

A bullet point will appear where the cursor was positioned in the report.



Using spell check

- Ensure the document is not in 'Protect' mode. Check under 'Review', 'Restrict Editing' and ensure that option 3 states 'Yes, Start Enforcing Protection'
- Go to the 'Home' tab and on the far right hand side of the ribbon, click on the 'Select' drop down option
- 'Select All' from the options available
- Click on the 'Review' tab and, under 'Language', select 'Set Proofing Language' (see screenshot below)



- In the dialogue box that appears ensure that 'English (U.K.)' is selected and that the 'Do not check spelling or grammar' tick box is deselected, that is 'not ticked' or 'shaded' (see screenshot to the right)
- Click 'OK'
- Save document
- Start 'Spelling and Grammar' check.

