STATE HISTORIC PRESERVATION OFFICE OF IOWA

IOWA DEPARTMENT OF **CULTURAL AFFAIRS**

NRHP Form and Document Troubleshooting

This brief guide covers the most basic formatting and use issues people have when drafting National Register nominations. It is not meant to be all inclusive for any roadblock you might encounter. Troubleshooting generally works better if someone local to you assists you in person. We encourage connecting with computer professionals or friends, family, or neighbors with Word experience to solve issues.

For those using Macs, please connect with someone familiar with that system since Word often operates slightly differently from the Windows version. Some of the below guidance may or may not apply to Macs.

Most issues with Word have been encountered by many people already. Google searches for how people solved or created workarounds for specific problems are very helpful. Basic helpful links:

- Microsoft's Word guide: https://support.microsoft.com/en-us/word
- Microsoft Word for Macs: https://support.microsoft.com/en-us/office/word-2016-for-mac-help-c3292414-89c0-46e5-82a7-d55a1720f3bd

Troubleshooting Tips

Troubleshooting Tip: Form Pages

- Form pages are those with fillable blanks for specific categories, information, etc. They are set up as tables with columns and rows. Narrative sections do not have tables but may contain section/next page breaks.

- You can add extra blanks to form pages if you need them. Please do not use continuation sheets. This is especially applicable to historic districts where there may be many functions, architectural classifications, architects, etc.

    - Right-click in the last blank and choose "Insert" and then "Insert Rows Below."

# Troubleshooting Tip: Sections, Footers, and Headers

- Sections are divided by using section and next page breaks. If these get deleted through a lot of cutting, pasting, and moving text around, it can place odd breaks in the narrative or lead to pagination issues where the footer lists the wrong section number.

- If a footer section number is wrong, first check to make sure it isn't linked to the previous section.

    1. Open up the footer on the first page where the error occurs by double clicking on it. In the Design tab (please note, there are two – choose the one on the far right), look for the Navigation pane and then the button that says "Link to Previous."
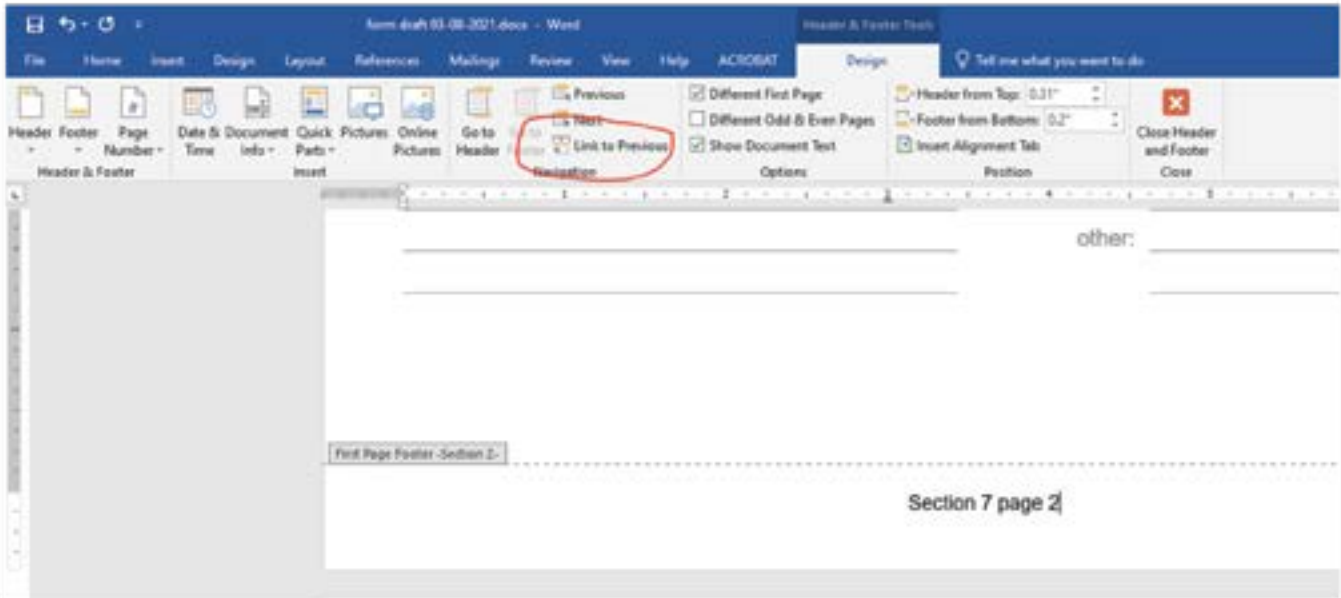

    a. If the button is a dark gray that means the footer is pulling the information from the previous section. Click it to turn it off. It should then look like the above image.

    b. Then correct the footer. If the word "Section" is missing or it is off to the side, see discussion below about page numbering and footers.

    c. Check to see that footers in the following sections are correct and adjust as needed.

    2. If this does not address your issue, then likely the cause is that a section/next page break got deleted. If so, see the next bullet point.

- If #1 doesn't work, check whether any section/next page breaks got deleted. To see the formatting markups, you can do one of two things:

  A. Home tab, Paragraph pane, click the symbol that looks like a backwards paragraph symbol. The second image is what it will look like with the markups. Notice the section break circled in red. To remove the formatting markups and go back to normal view, simply click it again.
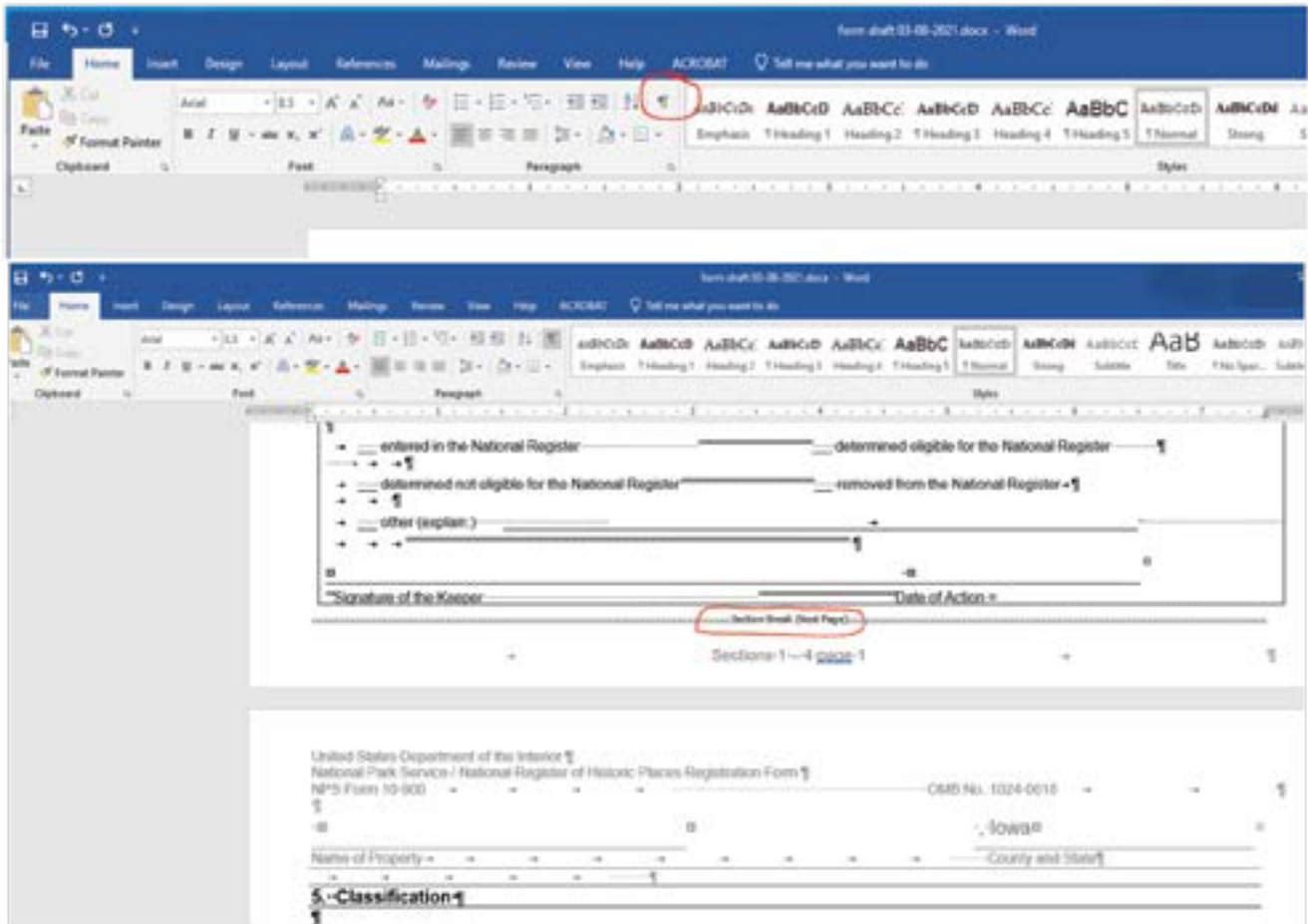
B. Another option: View tab, Views pane, click "Draft." The second image is what it will look like in draft mode. The second image is what it will look like with the markups. Notice the section break circled in red. This is what it should look like if the section break hasn't been deleted. To go back to Print Layout or normal view, click the Print Layout button.
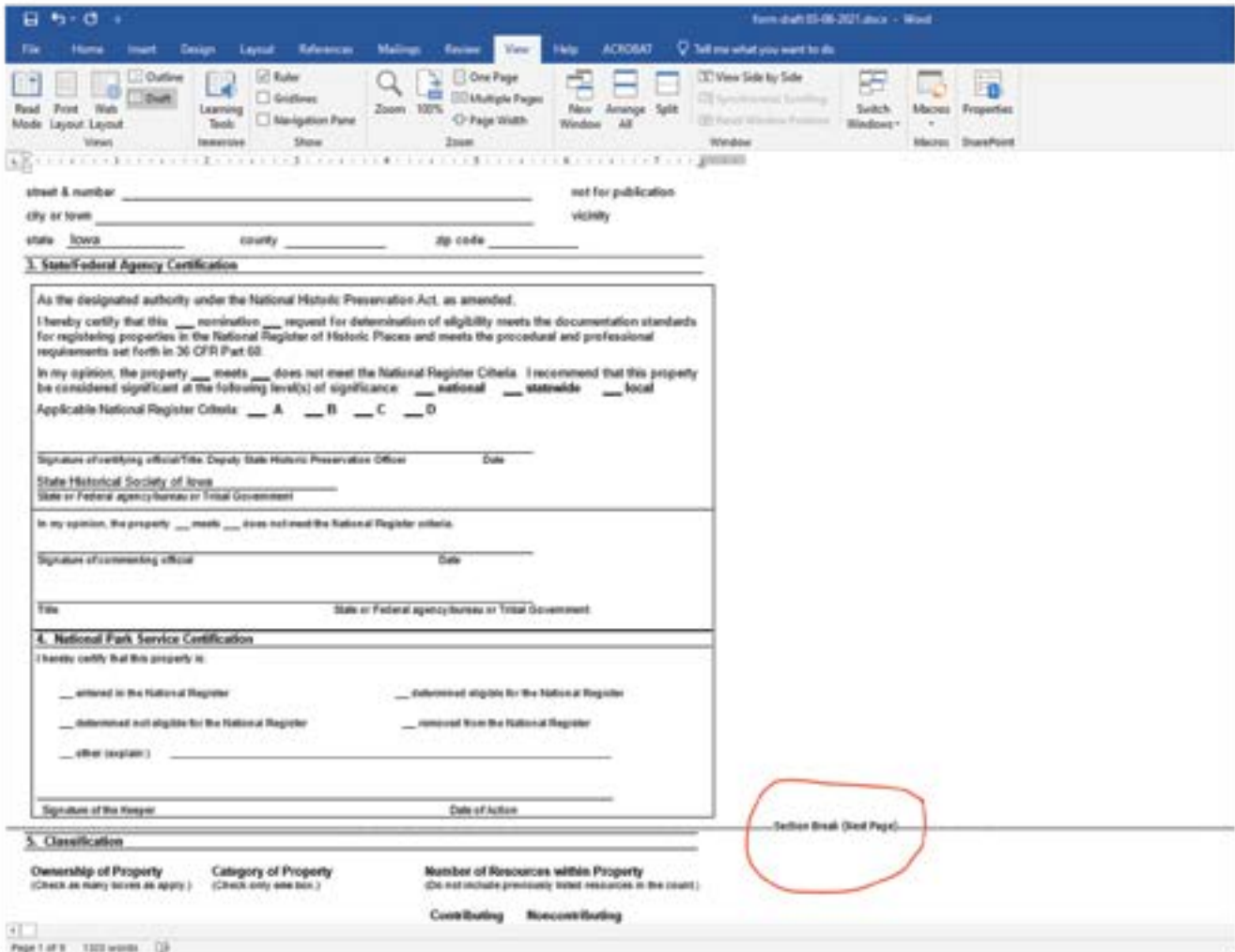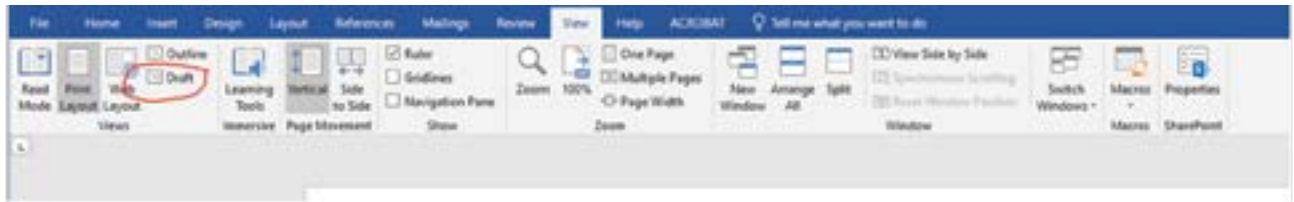
3. It is often helpful to take a blank NRHP form and look at what the formatting is supposed to look like and where it is located. This will help you understand where and why problems are occurring. Sometimes, you can even copy and paste the formatting from one document to another.

4. If a section/next page break is missing, click in the spot where it is supposed to go. In the Layout tab, look for the Page Setup pane. Find "Breaks" and click the triangle next to it. Choose "Next Page."
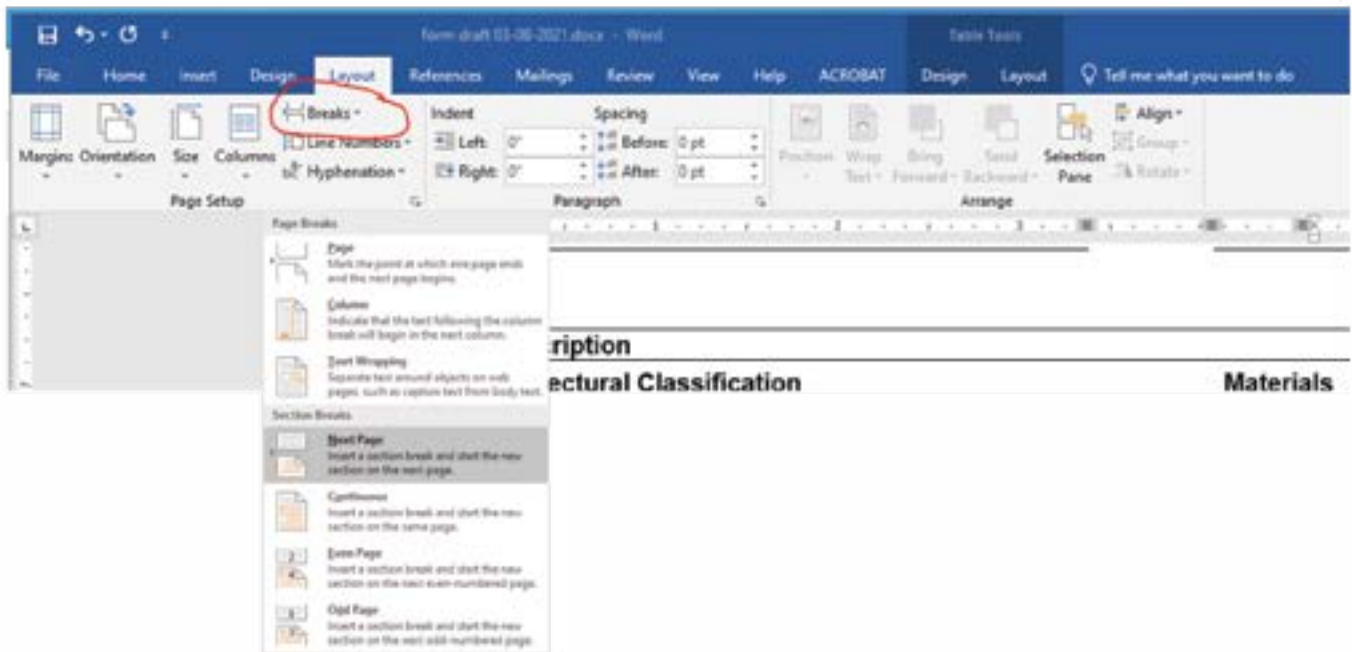

5. Next, go back to #1 to address footer corrections.

6. If the issue, however, is that you have found an extra section/next page break that is throwing your text onto another page, then delete the section/next page break.

•Changing page numbers in the footer.

1. Double click in footer to open it up. It should bring up the Design tab (please note, there are two – choose the one on the far right). Then look for the Header & Footer pane. Click on the triangle next to "Page Number." Choose Bottom of Page and then Plain Number 2 (centered).
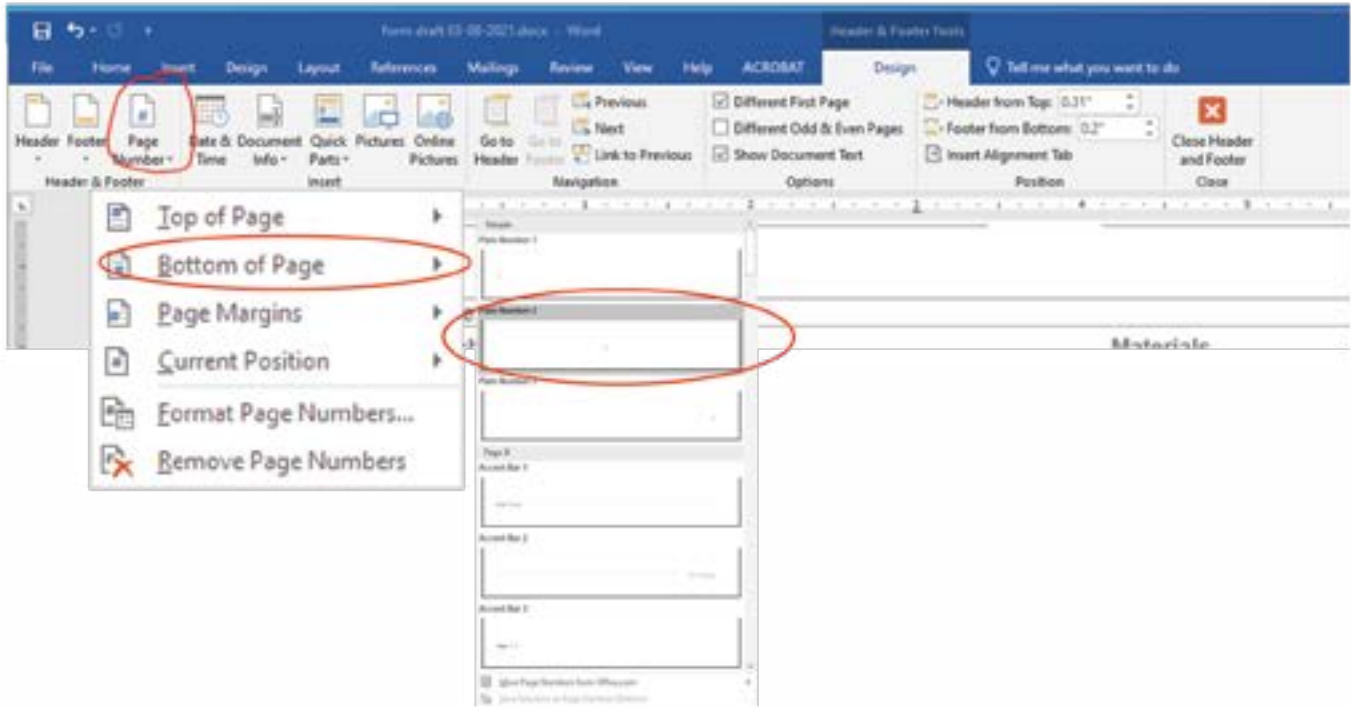
2. If the section number is missing, click in the footer right before the page number and type the word "Section" followed by the section number and the word "page."

3. If the page number is wrong, click on the triangle next to Page Number and choose "Format Page Numbers." The below image will pop up. You can either choose to continue from the previous section or, if that doesn't work, click "Start at" and type the number you want that page to start at.
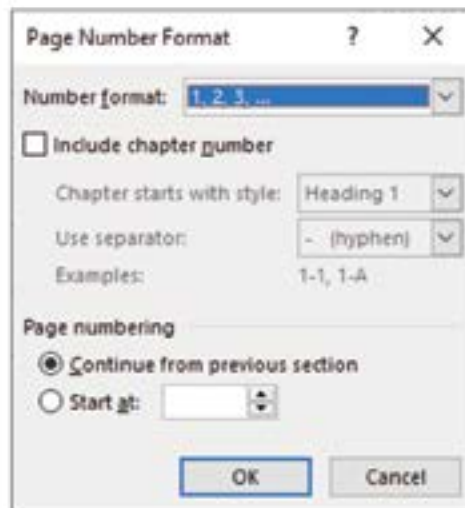
Troubleshooting Tip: Photos

•This section addresses issues with photos/images floating around, forcing text onto the next page, or making the file unstable as you are working within it.

1. It is generally easier to compose text first and then insert images.

2. After inserting an image, you may want to wrap text square with the image. This will allow you to re-position the image with greater ease.

   a. Click on image. Format tab should be up. If not click it and then look for the Arrange pane. Find the "Wrap Text" option and click the triangle next to it. Choose "square."
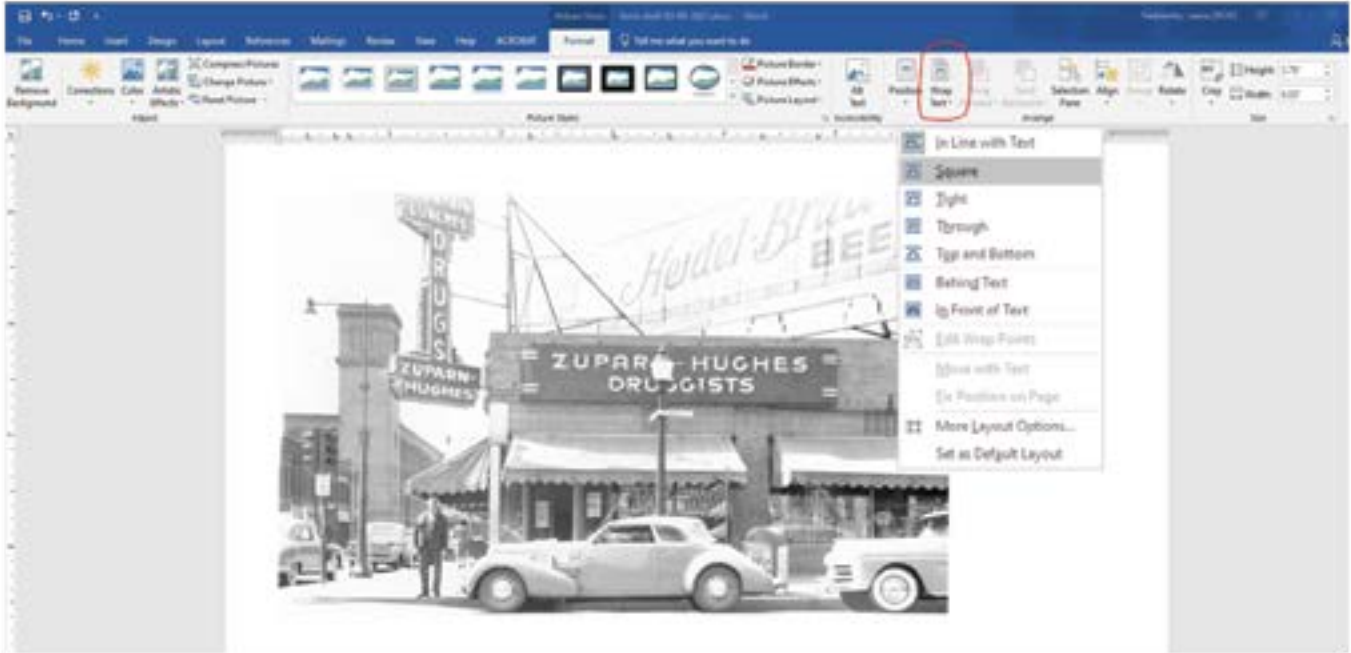
3. To center or align the image with the left or right margins, click the triangle below Align (red) in the Arrange pane and choose the option you'd like from the drop-down menu. To rotate the image, click the triangle below Rotate (blue) and choose your preferred option.

4. Sometimes a lot of images in one Word document can destabilize the file. It is always recommended that you compress images in the document. This will help to ensure all images are using the same resolution and it gets rid of cropped areas of images from the document. For the latter, Word tends to hold onto the entire image as it was inserted, including original size and areas you have cropped out. This can lead to large and/or unstable documents.

    a. Click on an image in the document and bring up the Format tab. In the Adjust pane, click "Compress Pictures."

    b. You can either compress one by one or you can compress all images at once.

        • Choose "Print [220 dpi]" for the resolution.

        • Click "Apply only to the picture" if you wish to compress images one at a time. Make sure it is unchecked if you wish to apply to all images in the document at once.
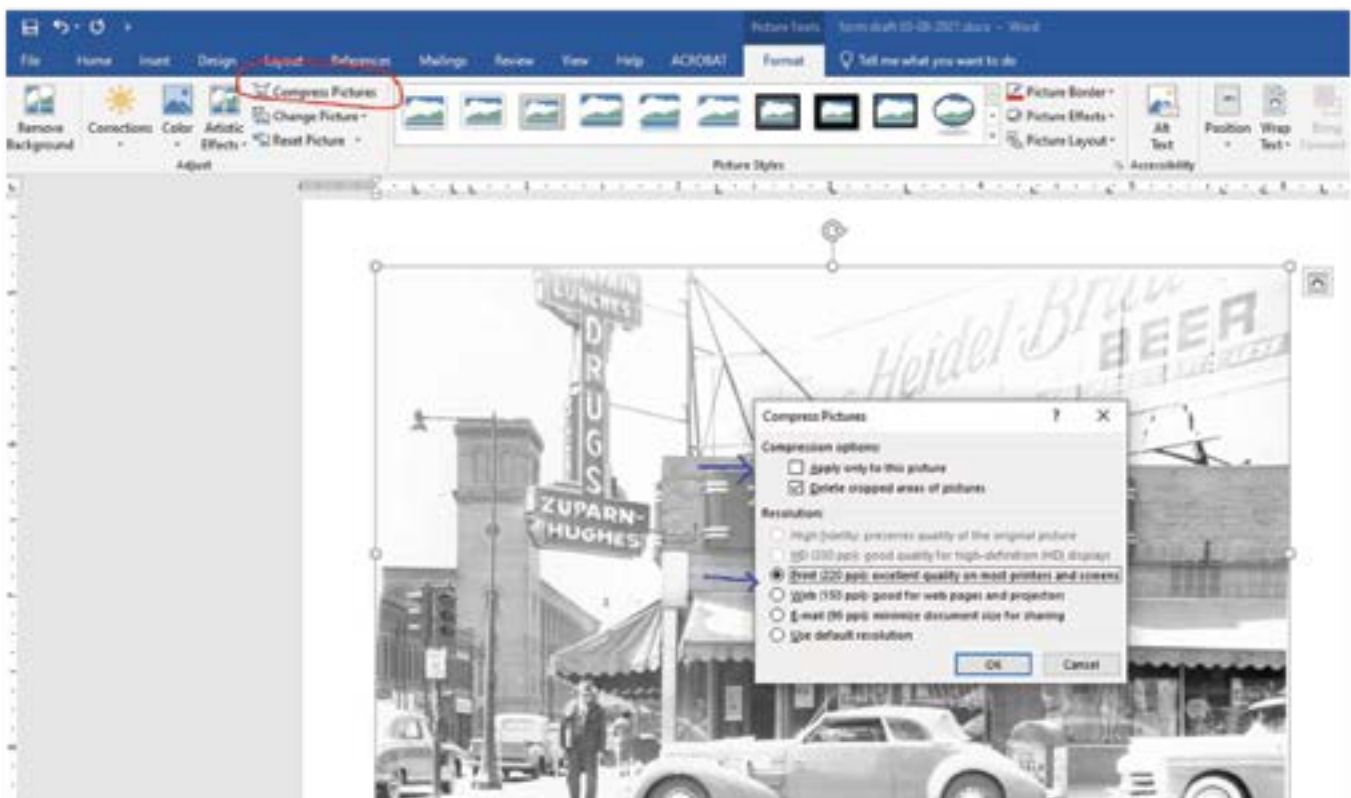
Troubleshooting Tip: Controlling Footnotes

- To control how footnotes appear in the document, click on the Reference tab and look in the Footnotes pane for a little arrow in its lower right corner. Click the arrow and the following menu will appear. Here you can control the format (1, 2, 3...; i, ii, iii...; etc.), positioning, with what numeral to start, etc. The "Start at" function can be helpful as a quick method of fixing numbering that has gone awry due to formatting issues.
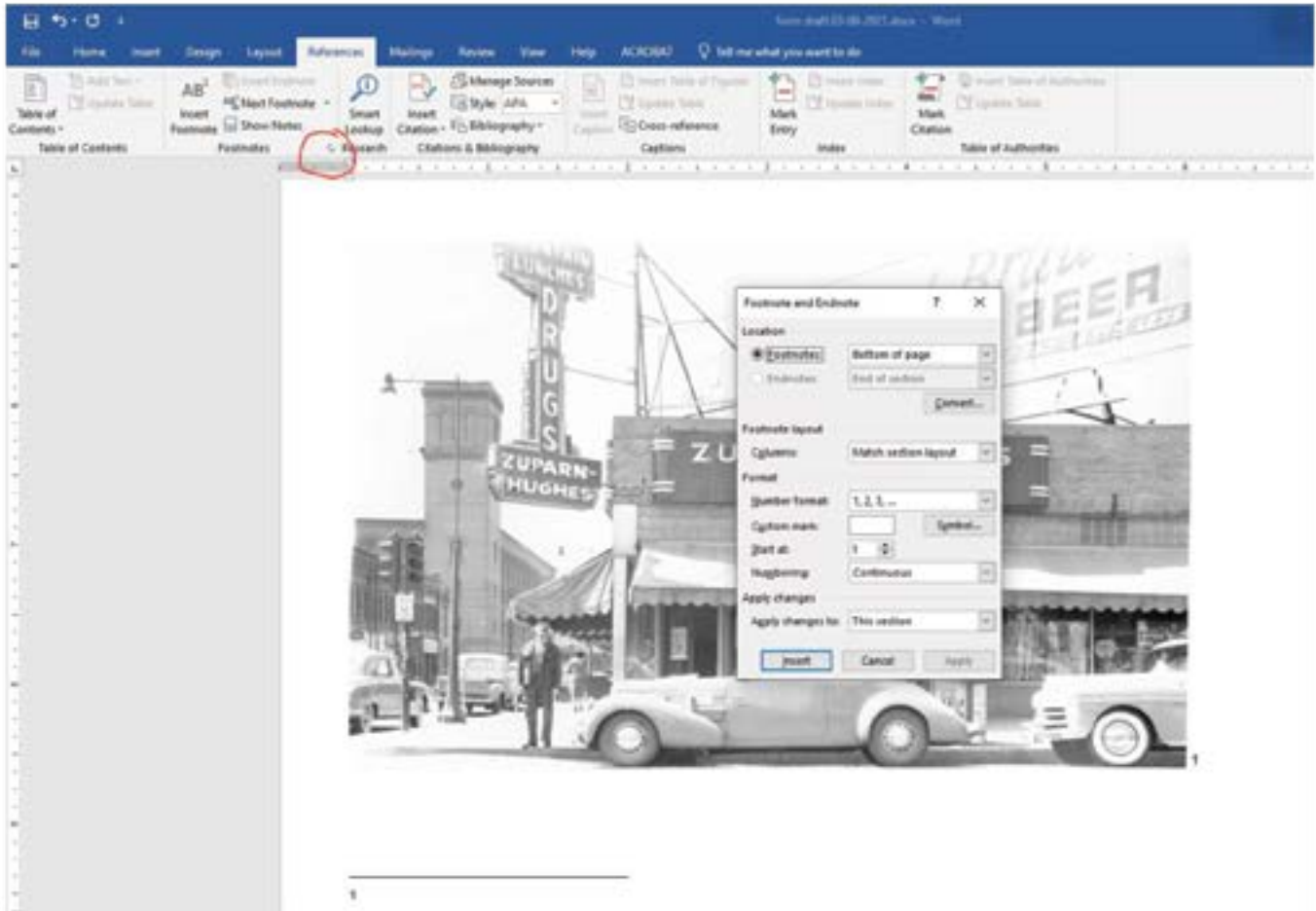

- Please note that you may format the footnotes in any way you wish as long as the method is easily identifiable. Iowa SHPO does not have a preference.

- Unfortunately, end notes do not work well with the nomination form and it is advised you use footnotes instead. If you prefer end notes, please reach out to a computer professional or knowledgeable friend or neighbor to figure out how to accomplish this while maintaining the integrity of the form and its various sections.

Troubleshooting Tip: Using Word's Track Changes Features

- Subsequent drafts after the first nomination draft need to be resubmitted using Track Changes. This allows Iowa SHPO to be more responsive to new drafts and allows concentration on the specific issues addressed by the changes. **This is a requirement** for all new drafts except the final SNRC document and the final NPS document.

- To turn on Track Changes, click on the Review tab and find the Tracking pane. Then look for "Track Changes." If it is shaded a darker gray like in the example below, then it is turned on. If not, then click it to turn it on. Also, be sure that "All Markup" shows in the field to the right. If not, click the triangle to change it.

- Changes in formatting, such as font style and size, will also appear as a change while you work. This type of change is not something we need to see and can be very distracting for both you and your SHPO reviewer. You can turn off tracking of formatting changes by clicking the arrow in the lower right corner of the Tracking pane and then unchecking "Formatting."
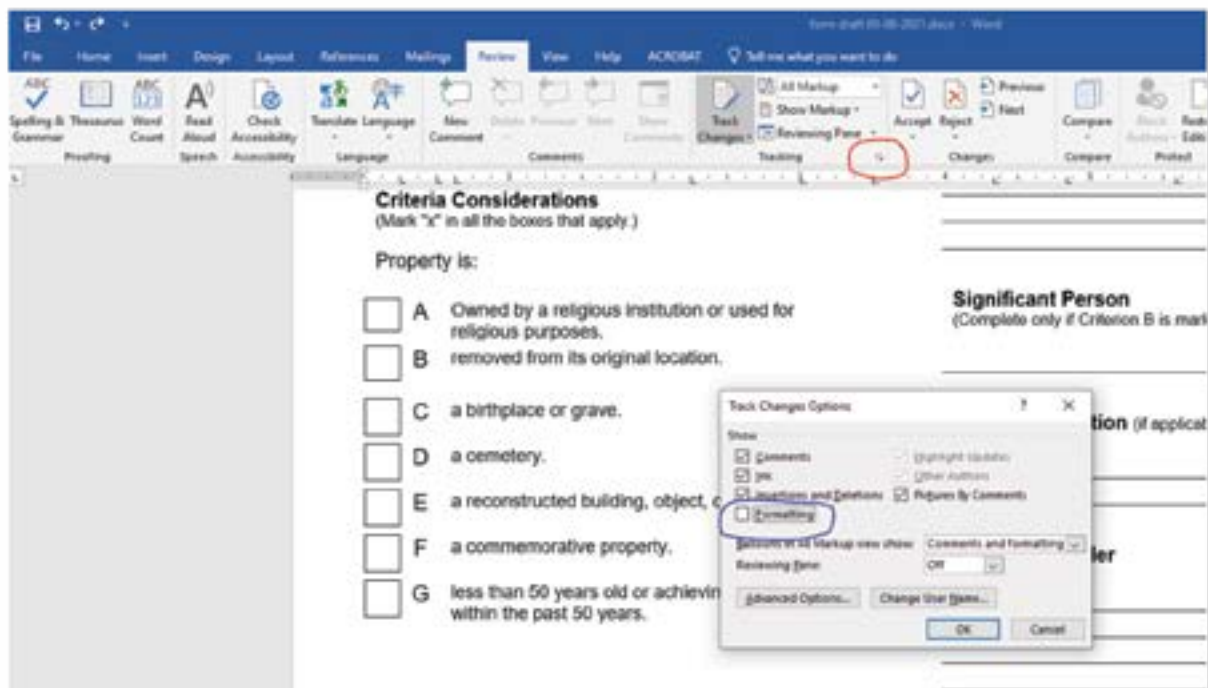
- The Accept button in the Changes pane allows you to accept all changes at once or one at a time as you review the document (see above image – it is located above and to the right of the area circled in red). Click the triangle below Accept to choose specific options.

Troubleshooting Tip: Miscellaneous Tips

- Don't be afraid to experiment with correcting formatting. Saving two versions – a master document and a separate document for experimenting – will allow you the freedom you need to explore without worrying about making mistakes since you will always have the master document to fall back on.

- Changes you make can be undone by clicking the "undo" button at the upper left corner (next to the save button) or by pressing CTRL+z simultaneously.

- It is always best practice to save new drafts with the date of change in the file name itself. This way there will be no mistaking which draft needs to be used for subsequent changes. Drafts can be deleted after listing by NPS or whenever you feel comfortable doing so.