# Formatting text in Gateway

Copying from a document into Gateway

It is advised that you write advice directly into Gateway. Gateway is an online platform, be sure to save (UPDATE) regularly.

Copying could cause formatting issues which could make your Appendix look messy and unprofessional.

When copying from Word, take the following steps:

1. In the Word document set paragraph spacing by:
   - Highlighting the entire document, using **ctrl + A.**
   - Right click on the highlighted text, select **Paragraph**.

- Set **Spacing** to **0 pt** for both **Before** and **After**.
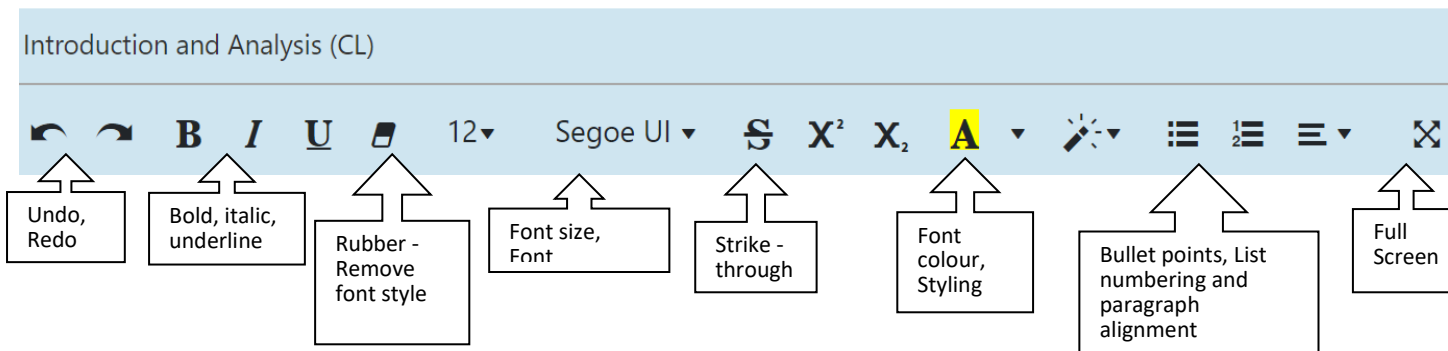 - Set Line spacing to **Single**.
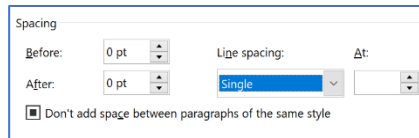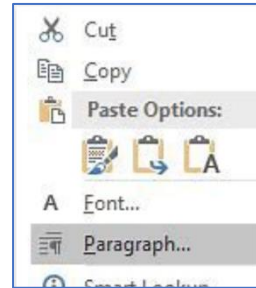
2. Be careful to copy text and not subsequent carriage returns or spaces, which will cause large gaps, see examples in the images:
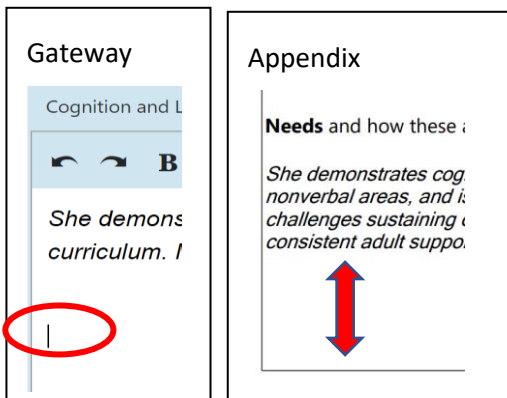
Formatting

After clicking **edit** in a section, the following tool bar is available which can be used to format text:
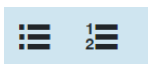
Rubber – Remove Font Style

The rubber changes font and font size to match Gateway's default options. It will also remove any emboldening, italics and underlining.
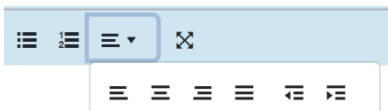
To use highlight text **ctrl+A,** click on the **Rubber** then you can make text bold, italics or underline.

Bullet Points

Do not copy bullet points or list numbering from a document into Gateway. Once the text has been pasted or typed into a section, highlight all text to be bullet pointed or number listed then select Bullet

Indent bullets or numbering

Select **Paragraph** icon and select either outdent or indent.

Align text – left, centre or right

Select **Paragraph** icon and select either left, centre or right.

Full Screen

Select this icon will expand the editing window to full screen, click again to decrease.

Must do	Warnings
Liaise with parents when making outcomes	Do not update an App if someone else is updating the same App for the same child
Save regularly – it is essential to save regularly on an online platform such as gateway!	Do not submit a report without quality checking own work, use the preview option
Review advice written by other professionals to make sure there is minimal repetition	Do not leave your workstation without logging out of Gateway
Sign in regularly (within three months of when last signed in) or the account will be locked	Do not share login details with anyone

Further Assistance

If you require further assistance or are experiencing technical difficulties, please contact Ealing Education ICT via email EalingEducationICT@ealing.gov.uk