

APPLY YOURSELVES: GUIDE TO THE GUIDES

CONTENTS

APPLY YOURSELVES: GUIDE TO THE GUIDES	1
QUICK GUIDE TO APPLY YOURSELVES	2
Welcome	3
The basic idea	4
Using the tabs	5
Tick the questions	6
If in doubt, click.....	7
Writing text	8
Use the buttons	9
MAIN GUIDE TO APPLY YOURSELVES	10
OPENING SCREENS	11
SECOND SCREEN	12
TABS.....	13
WRITING YOUR APPLICATION SECTION BY SECTION	14
THE APPLICATION TAB	15
EDITING IN THE APPLICATION TAB	16
THE TOOLBAR OF BUTTONS.....	17
THE TOOLBAR OF BUTTONS (2).....	18
THE CHECK-LIST AND BALANCE BUTTONS.....	19
THE ORDER BUTTON AND SCREEN	20
THE JOTTER	21
THE RIGHT-HAND BUTTONS.....	22
THE MENUS	23
THE MENUS: EDITING AND LAYOUT	24
THE MENUS: REPORTS AND HELP	25
PRINTING	26
MORE ON PRINTING	27
WRITING AND EDITING TEXT.....	28
A NOTE ABOUT WINDOWS.....	29

**QUICK GUIDE
TO APPLY
YOURSELVES**

Welcome

Welcome to this quick guide. It will show you how to use *Apply Yourself* to write a funding application.

To move through the program, click on words underlined and in blue (if you haven't already visited the screen) or red (if you have).

If you look at the online version of this guide, you'll find that works in the same way, through clicking on 'hyperlinks': the text underlined and in blue or red that leads to another page of information.

The basic idea

Apply Yourself is based on the idea that any funding application (whether a one-page letter or a long, detailed proposal) will cover the same sort of things.

Every application, for instance, should say something about the amount of money that's needed. And something about the organisation that's making the application. And what the organisation wants to do.

And so on.

So *Apply Yourself* breaks up the application you write into eight different sections.

Using the tabs

Once you've completed the first couple of screens, you'll see the names of each of the eight sections on eight coloured tabs.

You can work on any section in any order. Just click on the tab to go to that section.

When you've written something for at least one section you'll be able to click on the last tab, 'Application'. This is where the program combines all the bits you've written into one application.

Tick the questions

When you first click on a section tab you see a check-list of questions.

Tick all the questions that you think apply to your own situation. You might tick only one box, or you might tick them all. Click again to un-tick.

When you've made your choices, click on the 'OK' button at the bottom of the list.

If in doubt, click

You'll notice that the questions on the list were in blue and underlined.

Wherever you are in Apply Yourself, if you click on something blue and underlined (a 'link') you'll get information or advice.

So on the checklist questions, if you're not sure why you might want to include something in your application, click on it!

Writing text

Once you've chosen the questions you think are relevant to your situation, you'll see a different window. This is where you write something.

Type in the space, format and cut and paste the text using the buttons above it. The questions you've chosen are at the bottom of the screen, and you can tick them off when you've dealt with them.

Use the buttons

There's a row of buttons above the area where you write your application. Let the mouse-pointer hover over a button to see what it does. The first button, for instance, looks like a double-headed signpost. But when the mouse-pointer hovers over it, the words 'General advice' appear just below it, and in the yellow ribbon at the bottom of the screen. The single-signpost button is for 'Section advice': advice about the tab-section you're in.

Click on any button to see more information about jargon, Help...whatever. Or to jot down notes in the jotter. Or print stuff. Or export your application to your word-processor. Do experiment. Use the 'File' menu at the top left to save what you've done or go back to something you started and saved on another occasion.

Click the Help button if you're stuck. Through that, you can get to an online version of this quick guide, or to more detailed explanations about how the program works.

**MAIN GUIDE TO
APPLY
YOURSELVES**

OPENING SCREENS

Some of this may seem obvious. Once you get the hang of the program, use the contents or the index of this guide to go quickly to what you want.

On the **first screen**, you need to click somewhere on the yellow to get started. Then choose one of the buttons:

- **Copy** will guide you to remove and insert disks as necessary.
- **Delete** will show you a list of existing 'applications' - application-letters you've prepared through Apply Yourself - for you to delete if you want. Make sure you have a back-up unless you're sure you'll never need it again.
- **Tutorial** will take you through the quick Start-up guide, a broad-brush explanation of how it all hangs together.

The rest of this guide concentrates on the other two options, how to:

- **Create** a new application from scratch
- **Edit** an application that you or someone else has already started in Apply Yourself and has saved for more work later

SECOND SCREEN

You need to think about all three sections of this screen, even if you only make an entry in the top, compulsory part.

1. Tick the type(s) of organisation you're applying to by clicking in the box(es).
2. Click on the arrow beside the drop-down box to see the different money ranges, and pick the one that best describes how much you want to raise now.
3. Click on the 'experience' pointer and hold it down, dragging it to the place along the line that describes your level of experience: this will change the kind of advice the program offers you.

TABS

You click on the different coloured tabs to move around the program and create your application. Under each tab is a checklist of blue questions, with check-boxes beside the questions. Here for instance are the first few questions on the check-list for 'Money'. In the program, you tick the boxes against the question(s) you want your application to cover. Every question leads to an advice screen.

Click on any question underlined and in blue to see the advice. **You will need to click the little 'x' in the top right-hand corner of the screen that appears, in order to close that window and return to the Money screen.**

In the section where you discuss money, do you need to:

- [show you have a budget for the work you want funding for?](#)
- [explain how you've worked out the costings?](#)
- [be explicit about the value for money your project represents?](#)
- [explain how your organisation is currently funded?](#)

WRITING YOUR APPLICATION SECTION BY SECTION

To begin to write your application, you'll need to click/tick some check-boxes on a tab, then click the 'OK' button (you have to scroll down to see that on some screens, using the Scroll bar or the Page Down key). You'll then come to the screen where you can begin to type.

This is the mini word-processor in which you can draft your application. You can change the font or font size, click the buttons for **bold**, *italic* or underline, or select text with the mouse or Shift+direction keys then cut, copy or paste. There's more information later about word-processing.

Below the text area, you'll find the questions you ticked, to remind you what you're intending to say.

THE APPLICATION TAB

As soon as you type anything, the 'Application' tab showing your whole application becomes live. Click on 'Application' to see the whole thing coming together.

There's a check-list of questions in the grey area below the screen on the Application tab. Click on the little arrows to go up and down the list. Make sure you go over the questions before you finish your application.

EDITING IN THE APPLICATION TAB

You can edit in the Application tab, provided you've already written something in a particular section. Text you drafted under any particular tab takes on the colour of that tab as soon as you start editing.

Keep clicking on the different tabs, in any order. Click/tick the questions your application should address. Type in your ideas. Experiment. You can always edit later.

THE TOOLBAR OF BUTTONS

From each tab-section you can summon advice from the toolbar of buttons. Let the mouse hover over a button and two things happen. The yellow ribbon at the bottom will tell you what it provides; and, in a moment, a 'tool-tip' appears just below the button with the same information

The first button on the toolbar, for instance, looks like a double-headed signpost. In the program, if you let the mouse hover over it, the words 'General advice' appear in the yellow ribbon, and beneath the button itself. The second button, a single signpost, is for 'Section advice': advice about the tab-section you're in: the **main source** of detailed information about each part of the program's resources.

In the program, click on either of the buttons to view the sub-screen of advice. When you're in that sub-screen, click on the little 'x' in the top right-hand corner to close the screen and return to the Money screen.

THE TOOLBAR OF BUTTONS (2)

[../jargon.htm](#) Click on the Jargon button in the program (it looks like two quotation marks) to view the sub-screen that aims to demystify Jargon for you.

The [../exmoney.htm](#) 'Examples' button is section-specific. So when you click it you'll go to the relevant examples for the Section you're in. In the program, click it and see. And do remember the general advice: funders know about this software and will probably recognise text lifted without change from here.

Explore the advice, click around the jargon definitions, have a good look through the examples. You'll find the 'Back' and 'Forward' buttons become live once you move around a bit. Use the 'Print' button to keep a permanent record of things that are important to you. Or highlight text then use Ctrl+C to copy parts of jargon or advice more selectively. Paste what you've copied into your usual word processor to save or print it. (Yes, we've disabled copying from 'Examples!')

THE CHECK-LIST AND BALANCE BUTTONS

The next two buttons both change the way your application is organised:

The 'check-list' button enables you to see the check-list of 'blue' questions for any section again, if you've already chosen from the list and clicked 'OK'. So the button is greyed out and unavailable when the full list of questions is showing.

If you've entered any text for a section, then click the check-list button, you'll have to click 'OK' again to be able to see your text. Take the opportunity to add to your personal check-list if you want.

The 'Balance' button gives you a snapshot of what weight you've given to the different sections of your application.

THE ORDER BUTTON AND SCREEN

The 'Order' button enables you to change the order of the tabs. The button takes you to the Order screen. Click on any of the coloured blocks, hold down the mouse, and drag the block to a new position. You'll see the text beneath, which summarises the structure of your application, change too.

The order of the tabs on the main screen changes too.

THE JOTTER

The jotter button leads to a mini word-processor just like the application screen, where you can record notes for yourself, using the same range of formatting, and cutting and pasting.

If you choose the second button along, the screen will show all jotter entries. If you choose the first button, you only see the entries for the particular tab-section you're in.

There's more information later about writing and editing text.

THE RIGHT-HAND BUTTONS

Through **Reports** you can print or preview any **checklist** of questions, and choose between selected, unselected or uncompleted sections - simply tick the appropriate boxes on the screen that comes up next. You can also preview and print a **questionnaire** for others to review your application.

The **Print** button enables you to print the text you've written for the section you're in, or, if you haven't drafted any words of wisdom yet, it will print the check-list of questions for that section.

You can save your work in an **RTF** (Rich Text Format) file. Indeed we recommend you do that, to put the finishing touches to the layout and formatting of your application. Save the file as, say, APPLIC.RTF, then go to your word-processor and re-open the file there. Remember, it will be in the directory where your AY files are, and will be called APPLIC.RTF, or whatever name you gave it.

The last buttons enable you to move back and forward, and to summon the online Help: this guide.

THE MENUS

A number of facilities are available through the menu-bar. Here, for instance, is the top range of choices under 'File':

'New' (keyboard, Alt, F, N) under the File menu starts a new application. This is also a handy way of clearing the decks if you decide you want to get rid of all your entries and start again.

'Open' (keyboard, Ctrl+O) leads you to a drop-down box containing a list of files you've already saved. Choose the one you want, or click the button that will appear to the right to browse through your folders/directories.

'Save' (keyboard, Ctrl+S) and 'Save As' save your work. By default the filename will have the extension '.ply', and be located in the directory/folder where you installed the program. Keep saving often. You'll also find you're prompted about whether you want to save your work if you try to leave the program without saving.

THE MENUS: EDITING AND LAYOUT

Through **'Edit' 'Options'** on the menu-bar you reach the Editor options box. Tick 'use word wrapping' to change the appearance of the 'application screen. This will stop words 'disappearing' off the right-hand side of the screen by wrapping the lines before the right margin is reached.

Tick 'save options on program exit' to keep your word wrapping choice next time the program starts.

Note that this only affects the layout onscreen. We recommend that you don't try to refine details of formatting and layout within 'Apply Yourselves'. Instead, when a draft of your application is complete, click on the 'rtf' button to save the application in 'rtf' format - as, say, APPLIC.RTF. Then go to your word-processor and re-open the file there (you may have to change 'files of type' to 'All files' or 'Rich text format'). Remember, the file will be in the directory where your AY files are, and will be called APPLIC.RTF, or whatever you called it.

THE MENUS: REPORTS AND HELP

Through '**Reports**' on the menu-bar you can access the same facilities as through the Reports button:

- Checklists: you can print or preview any of the checklists, and choose between selected, unselected or uncompleted sections - simply tick the appropriate boxes on the screen that comes up next
- Questionnaire: you can preview and print a questionnaire for others to review your application.

Through '**Help**' on the menu-bar you can access this Tutorial/guide.

Like other menu-choices, you can use the keyboard (Alt, H, T) instead of the mouse if you want.

PRINTING

From the lower half of the File menu you can access a number of printing facilities (You can get to some of these from the Print button too).

Change the Page or Printer **setup** to make sure the setup is the one you want and are using.

When you're in a particular tab-section you can print any **text** you've written in that section by choosing 'File' 'Print' 'Section text', or simply by choosing the Print button.

Print the **checklist questions** of the section you're in through 'File' 'Print' 'Section checklist' (if you haven't written any text in that section, the Print button will also print the checklist).

Print the **whole application** by choosing 'File' 'Print' 'Application', or, when you're in the Application tab-section, by choosing the Print button. You may well prefer, though, to save the application as an RTF file, through the RTF button, so that you can refine your layout and formatting in your own word-processor.

MORE ON PRINTING

Whenever you print, there's usually an option to 'preview' what will be printed. A screen appears showing the text or report, together with a row of buttons which are slightly different for reports and for text. In either case, let the mouse hover over a button to see the 'tool-tip' saying what it does. You can move through the pages, shrink and zoom, revise your setup, and print.

You can also print, for future reference, parts of the files you reach through the advice and jargon buttons, by clicking the 'Print' button. Or you can highlight text in those screens then use Ctrl+C to copy more selectively, then pasting into your own word-processor.

WRITING AND EDITING TEXT

The word-processor where you write your application and the Jotter work in the same way (though the jotter doesn't have coloured text). Like a conventional word-processor, to make your text **bold** *italic* or underline, you either click the appropriate button before beginning to type, or select the text you want to format then click the button. Do the same to change fonts or font size.

Use the three right-hand buttons to cut, copy or paste text that you've selected. You can paste text from other programs (yes, nearly said 'applications') into here, or cut or copy from here to there.

One thing you can **not** do is, in the Application tab, to cut text: you can only copy and paste here. Anything you paste is inserted into the section where the cursor was, if you then go back to the separate bits of text under each tab.

A NOTE ABOUT WINDOWS

You can make the word-processor or jotter easier to work with by changing the size of the screens and windows. If you let the mouse hover over any edge of the 'Apply Yourself' window, for instance, you'll see the pointer change to a double arrow-head.

When the pointer is this shape, you can click and drag the edge of the window by holding down the mouse button and moving the mouse. You can therefore make the whole window wider, or longer. So you can see more on the screen, and eliminate 'scroll bars', if your own screen is big enough.

Remember, you can do this at the bottom of the window as well as the sides. So, for instance, you can see more of the questions on any given screen-tab by lengthening the window. Or at the corners of the window, when the arrow becomes diagonal, you can change height and width at the same time.

If you let the mouse hover on the dividing line between the word-processor window and the grey questions area, you'll see the pointer change to a double-headed arrow with lines through the centre. When that happens you can, again, click and drag the edge. That means that you can enlarge the word-processor window, to see more of what you've typed, **or** the questions area, to see more of the check-list.

- application, 3
 - printing, 26
- Application tab, 15
- application, writing, 14
- Back button, 18
- Balance button, 19
- basic idea behind Apply Yourselfs**, 4
- blue text, meaning of, 3, 13
- buttons
 - Back, 18, 22
 - Balance, 19
 - check-list, 19
 - Forward, 18, 22
 - General advice, 17
 - Help, 22
 - importance of using, 9
 - jotter, 21
 - Order, 20
 - Print, 22
 - Report, 22
 - RTF, 22
- buttons toolbar, 17
- check-list button, 19
- checklist, printing and previewing**, 22, 25
- checklist, printing by Section**, 26
- contents, 1
- Copy disk, 11
- Create a new application, how to, 11
- Deleting applications, 11
- Edit an application, how to, 11
- editing in the Application tab, 16
- editing text**, 28
- Editor options, 24
- experience, level of, 12
- formatting and layout, 24
- Forward button, 18
- General advice button, 17
- Help button, 22
- Help on menu-bar**, 25
- jotter, 21
- jotter button, 21
- main guide**, 10
- money range, 12
- Money tab, 13
- opening screens**, 11
- Order button, 20
- Order screen, 20
- organisation, type of, 12
- ply - file extension name, 23
- Print button, 18, 22
- print preview, 27
- printing advice and jargon, 27
- printing through File menu, 26
- questionnaire for others to review**
 - application**, 22, 25
- quick guide**, 2
- red text, meaning of, 3
- Reports button**, 22
- Reports on menu-bar**, 25
- resizing windows, 29
- RTF button**, 22
- saving your work, 23
- second screen**, 12
- Section advice button, 17
- tabs
 - Application, 15
 - general, 13
 - Money, 13
 - printing a section's text, 26
- tabs order change, 20
- toolbar of buttons, 17
- tool-tip, 17
- Tutorial, choice on first screen, 11
- windows, manipulating, 29
- word wrapping, 24
- word-processing, 28
- writing your application, 14
- yellow ribbon, 17