

Word for Authors

When starting a new document.

Set-up pre-pages

Start with a new document

Normal and Chapter heading styles should be visible on Styles

IF NOT:

Set up margins for the **whole** document by modifying the Normal style.

Set up paragraph → tabs at 0.25”

Formatting should *never* use tabs

Tabs are for column alignment

CNTRL M/T to increase/decrease hanging indent

Set up line spacing to 1.15 This will follow through for rest of document.

Layout:

Section start: New page

Headers and footers: different Odd/Even

(Make sure the paragraph indent is where you want it.)

Justified text

Whole document

NO => Set as Default

Add several pages – Control Enter to add a new page.

1. Blurb page: add blurb
2. Author page: add Author info
3. Title page.
4. Publishing page.

Quirk: When adding new page using control Enter make sure to add a new line first. (enter key)

Set up Body of Book:

Add a new section Layout → Breaks → Next Page

Add a new line (Hit enter) and go back to first line.

Choose numbering → define New Number Format

Type “Chapter ” (add space)

Choose font and/or size/bold (14 will give a line and paragraph spacing problem – fixed in paragraph section)

Paragraph:

Set before and after

Set indentation to none

Set line spacing 1.15

Customize Chapter heading using font size formatting, adding borders, paragraph

Uncheck don't add space between

Page numbers – start at Section break.

Add page numbers to section 1 roman numbers

Adding page header/footer to section 2 (Chapter 1) and further.

Check/uncheck Different First Page.

Add page number to first none titled page

Add header on first odd page

CNTRL F or Right Click

Add header on first even page (Author name)

Add header on first odd page (Title)

Formatting an old document:

Title Page (easy stuff)

Title special font Elephant – 16

Author Times New Roman – 15

Rest – **Bold parts Times New Roman –14**

Graduated down

Regular text Times New Roman –11

Bold and Center as desired.

Blurb about fiction page – normal, justified 1/5” indent to 4 1/2 right

Paragraph separation character.

Search and replace:

Separation character in both fields.

Format paragraph – alignment centered.

Chapter headings: Build

New style:

Paragraph: 102 before; 18 after;

Centered

Font 14pt Times New Roman

Over/Under Borders

OK

Highlight whole line so it all is set to the new style.

Pearls

ALT T – Opens Autocorrect

Autocorrect options

bold _italics_

Autocorrect misspellings and set up abbreviations.

Menus tell you which control function keys to use. Don't use the mouse, use the keyboard.

CNTRL Backspace/Delete to delete whole words.