

Microsoft Word® and Manuscript Formatting Help

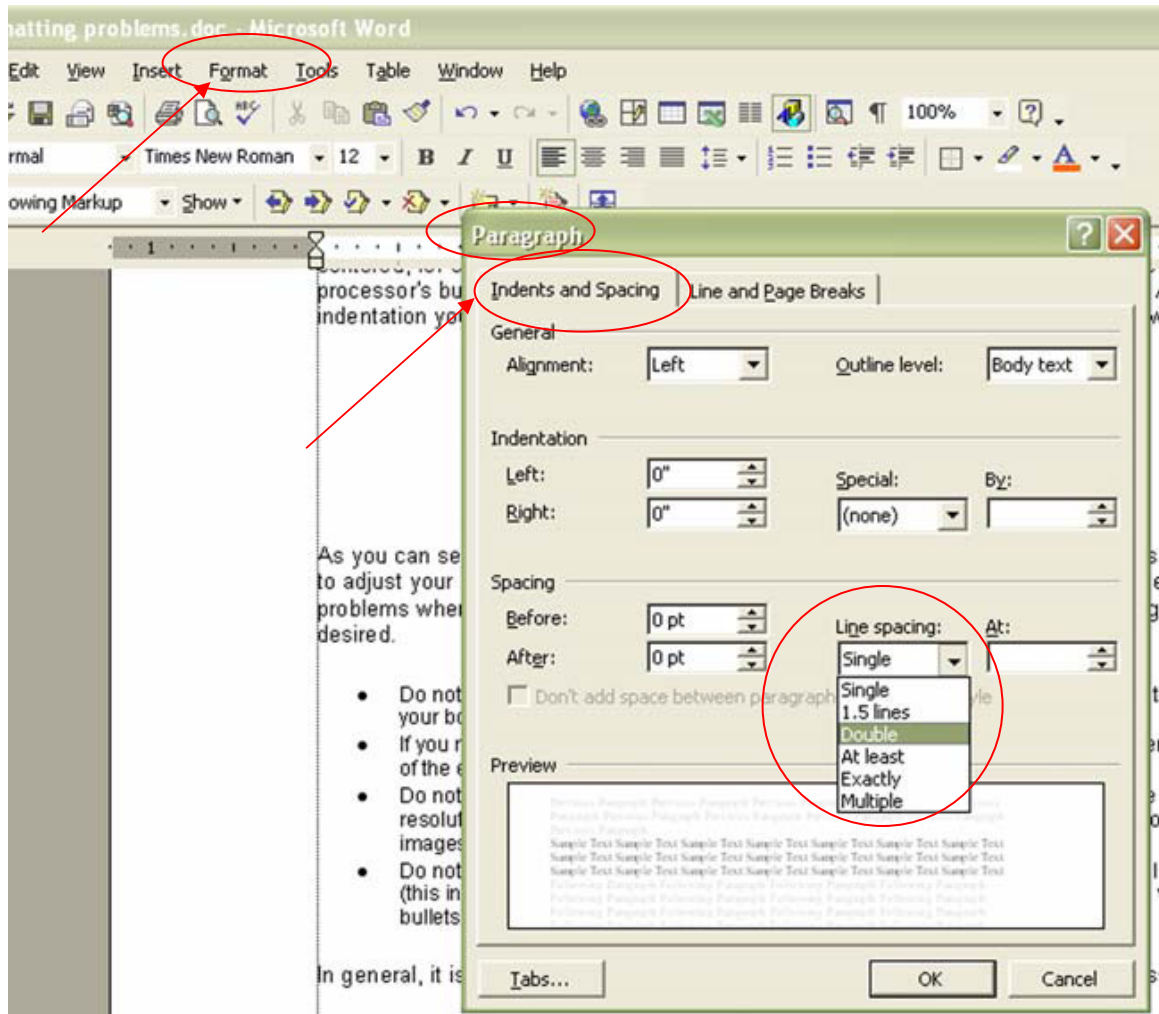
File Type	2
Line Spacing	2
Centering Text	3
Indenting the Text	4
Using Show/Hide to Review Key Strokes	5
Hyphenation	8
Indexes	9
Page Numbering, Headers and Footers	10
Drop Caps	12

File Type:

The manuscript must be submitted in one Microsoft Word® file in (.doc is the file extension, “my manuscript.doc” for example).

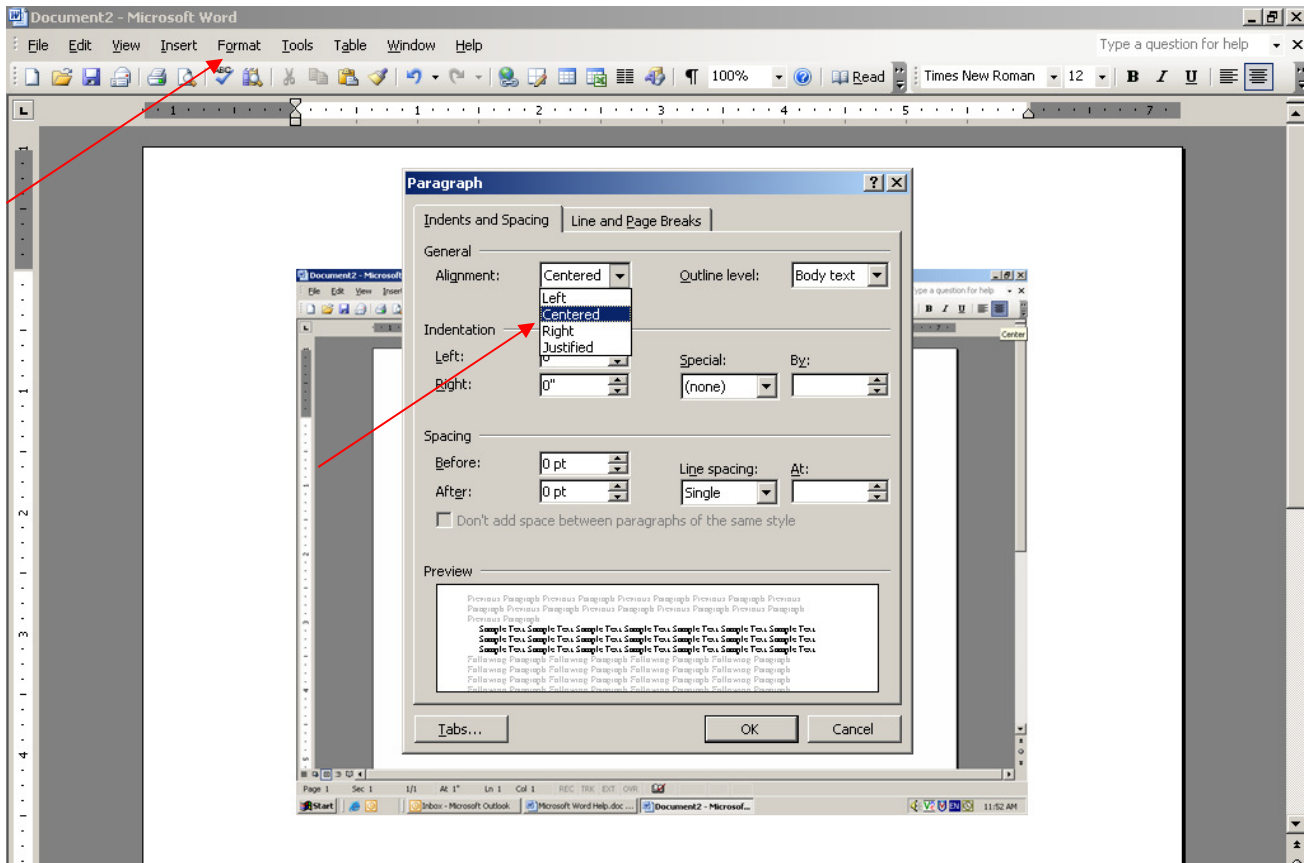
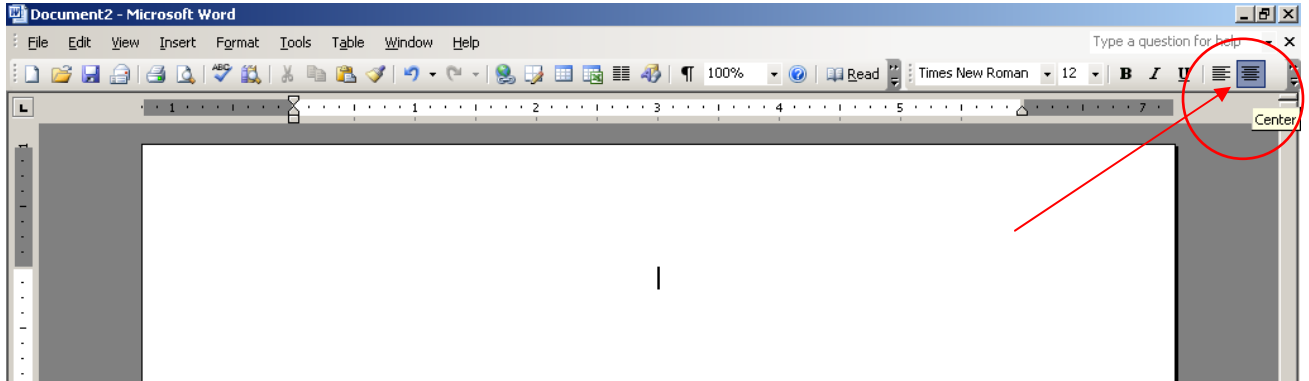
Line Spacing:

You can change the spacing in between each line depending on your preference. If you wish to double-space your text, for example, use the word processor’s tool under “Format,” then chose the “Paragraph,” options. This will open a new window. In the “Indents and Spacing” tab, you can select the line spacing option. We suggest using 1.5 line spacing for your book, but it is entirely up to you.



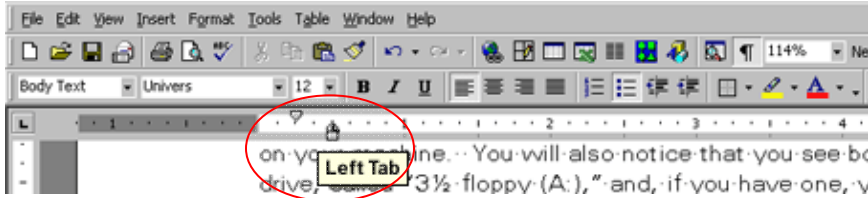
Centering Text:

You do not need to manually center text on the page. If you want a chapter heading centered, for example, do not use the tab key or space bar to do so; rather, use the built-in centering tool. Here's how: select the text you wish to center, then choose the center option under "Format," then "Paragraph," and under the "Indents and Spacing" tab, there is an option to change the alignment to left, centered, right or justified. You can also click the icons typically located in your toolbar, as shown below.



Indenting the text:

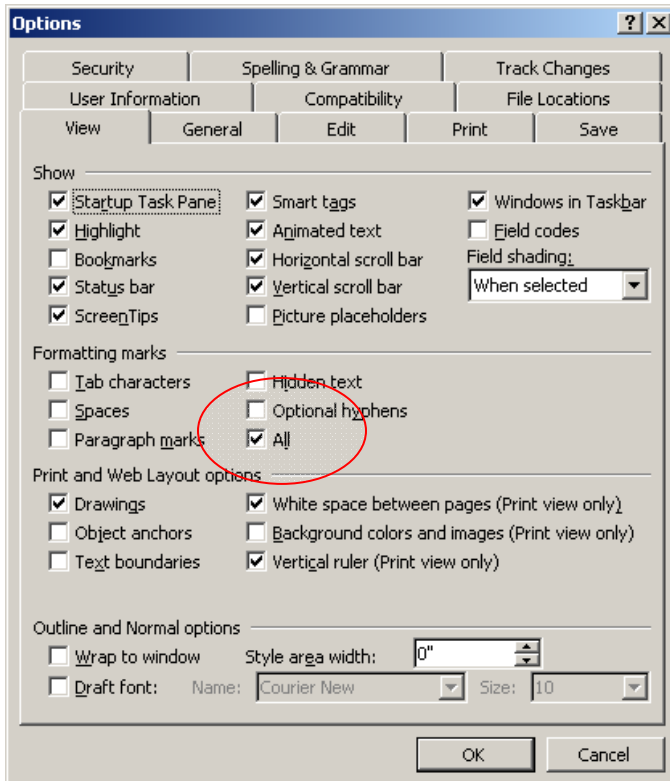
It is best not to align the text for outlines, bulleted points or paragraphs by with spaces. Any indentation you want in your text should be done with the tab key (on your keyboard) or the indent or tab control seen below or "Formatting Styles."



Also, please be aware that after your manuscript is transferred into your selected book size, complex formatting done with tabs will be altered dramatically. If you set up table of contents, charts or graphs with tabs, will have to adjust them later after your manuscript is uploaded.

Using Show/Hide to Review Key Strokes:

If you run into problems with dropped lines after your manuscript is uploaded into your book size template, then there are probably hidden “hard returns” throughout your document. A hard return is when the enter key was pressed. If you press the enter key at the end of a line, instead of allowing the text to wrap to the next line automatically, sentences will be broken.

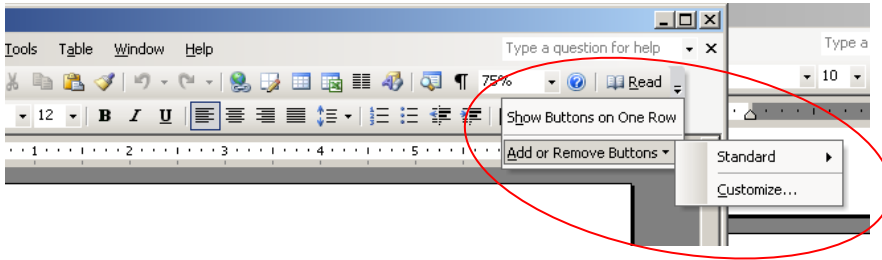


To view your keystrokes, look under the "Tools" dropdown option, then select "Options" and a new window will open: Under the "View" tab, look under "Formatting marks," then select "All."

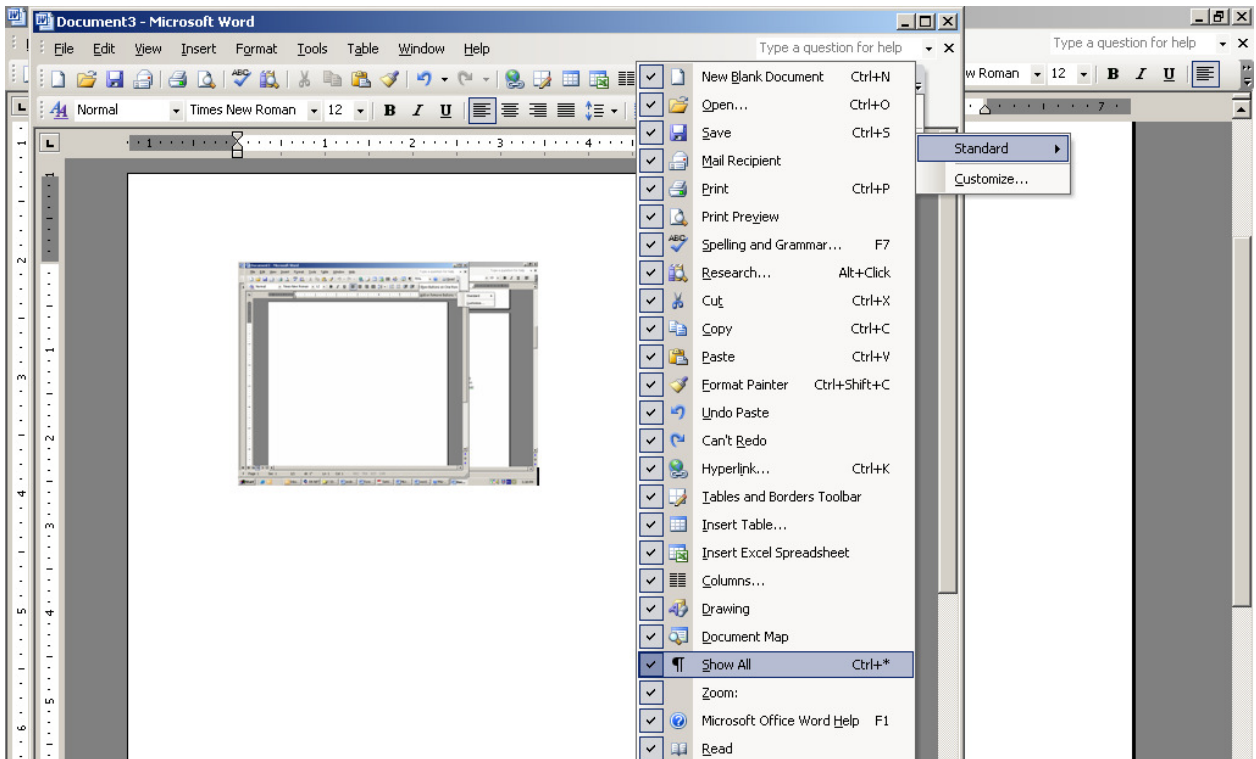
You can also turn on the Show/Hide option by clicking the symbol that looks like a paragraph symbol (¶). If you do not see this symbol on your tool bar, you can use your help function to find it. It is sometimes located in the Tool Bar Options at the right-upper corner of the screen, indicated by an upside down triangle with a line over it (▼), or under the “Standard” tool bar options.



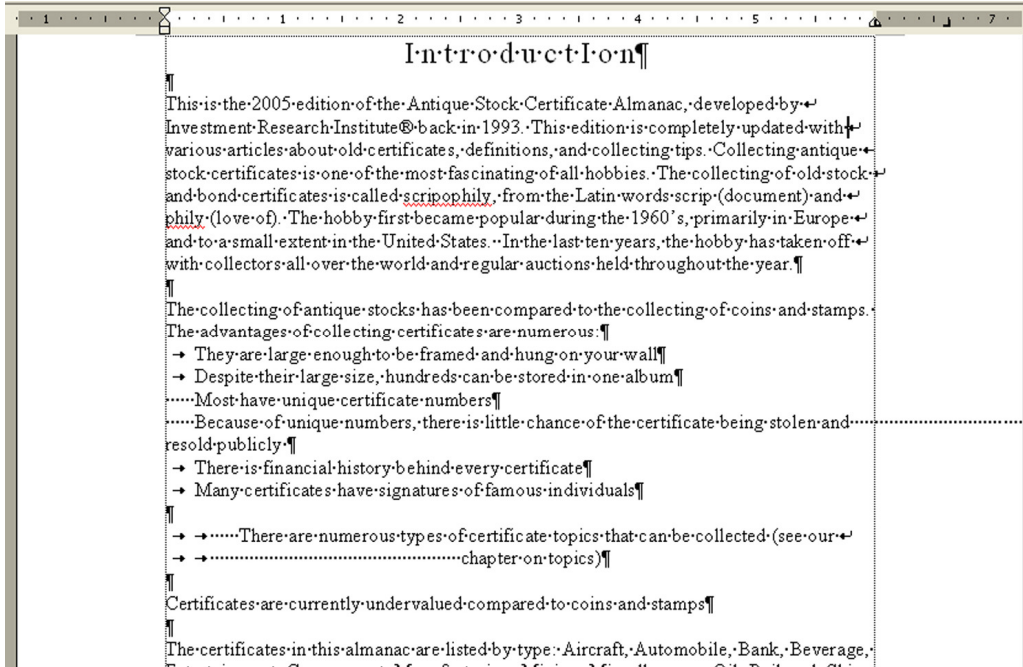
(The image above displays the Show/Hide button)



Above shows where to find additional tool icons and options if the Show/Hide Button is not already visible. You can see that first the “Toolbar Option” icon was clicked, then “Add or Remove Buttons,” then, see the screen shot below for the next step (select “Standard,” then find the “Show/Hide” or “Show All” button).



After you turn this function on, you will be able to see every key stroke, including hard returns, tabs, spaces, etc. This will help you correct and remove any unwanted key strokes throughout your document.



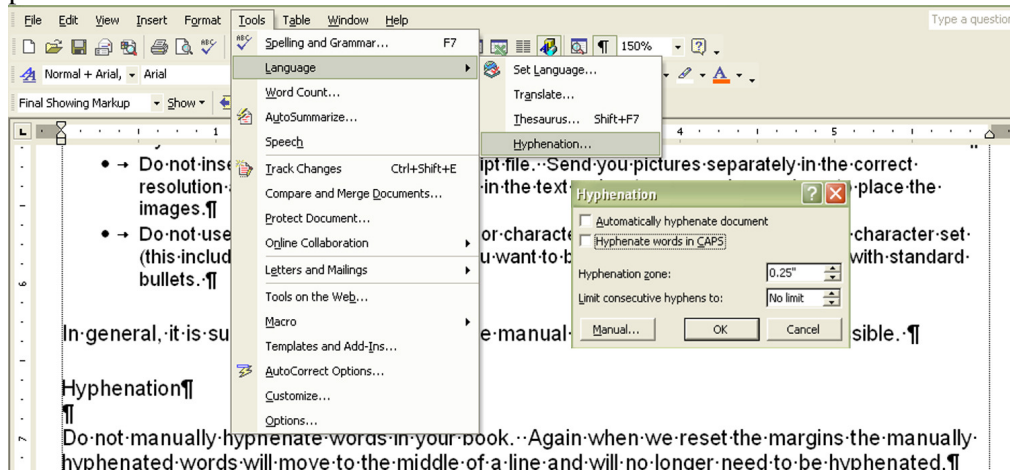
The example above shows what your screen will look like with the “show all” on. It exhibits several problems in its format:

- Spacing between letters of the chapter heading ("Introduction") by using the space bar is not necessary.
- Notice that in order to indent lines, the spacing was done by hitting the space bar (as you can see, each space bar hit is represented by a dot) or the tab key (as indicated by the right arrow).
- Note the excessive spacing after the text "stolen and," which will create formatting issues.
- The symbols that appear to be backwards "P's" indicate where a hard return or the "Enter" key was pressed.

Hyphenation:

Do not manually hyphenate words in your book. This will cause problems when your transfer the manuscript is transferred into its new book size. The manually hyphenated words will move to a different area in the line, like the middle of a line, and will no longer need to be hyphenated.

If you feel your text needs hyphenation, use the auto-hyphenation function of your word processor.



Index:

You can include an index in your manuscript, but if it is extensive, it might be a lot of work. Just be aware that unless you created an index using index entry markers that can be automatically updated, you will have to update the page number references once the manuscript is in a new template.

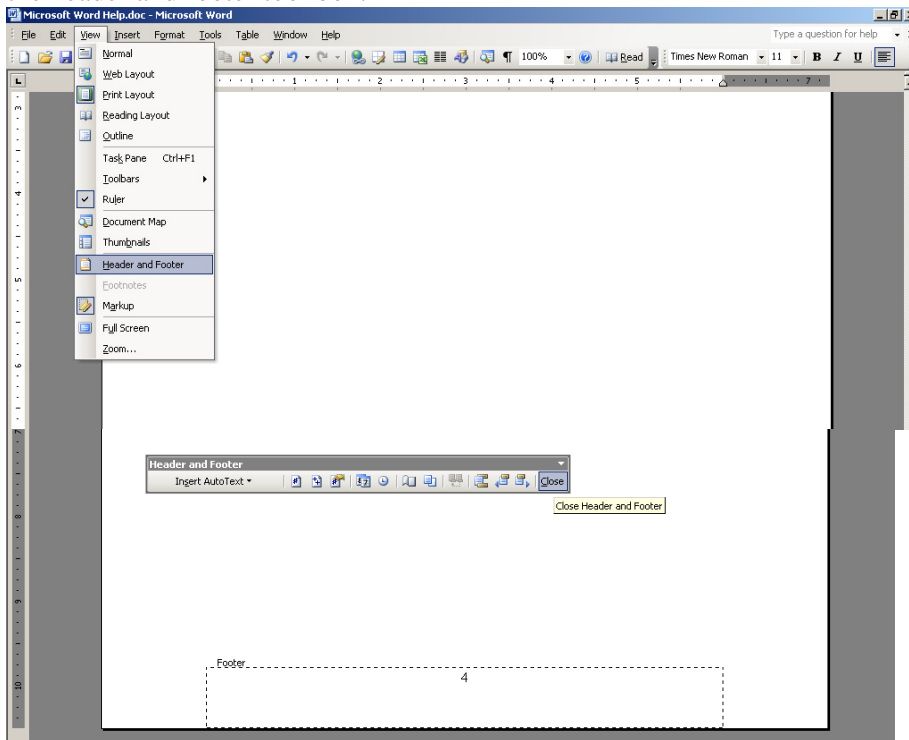
If you do not know how to create an index using "index entries," please see Microsoft's® help on how to create an index for further details.

Page Numbering and Headers and Footers:

You do not need to manually add page numbers to each page. Just go to “Insert,” then “Page Numbers...” then chose where you want the page numbers to be placed (on the top, bottom, right, left, etc.). You can format the page numbers using the "Format" option. Since the page numbers will be included in the header or footer of your page, you can use the header and footer toolbar to make updates.

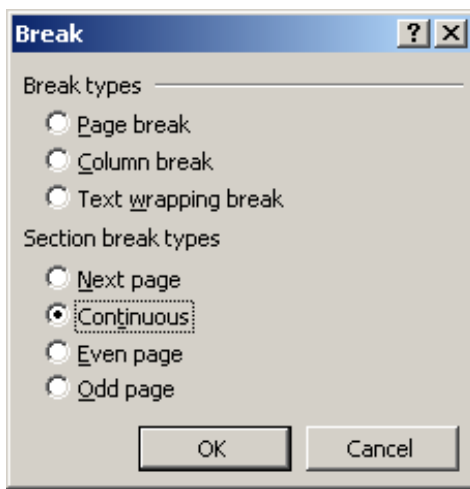
To View Headers and Footers:

You can add a header to each page by going to “View,” then “Header and Footer...” which will open a box for you to edit the header and footer material. Once you are finished, click “Close” on the header and footer tool box.

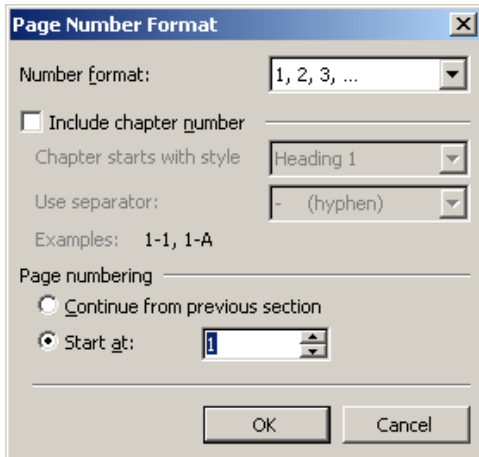


(Above is an example of how to change the header and footers and the header and footer tool bar)

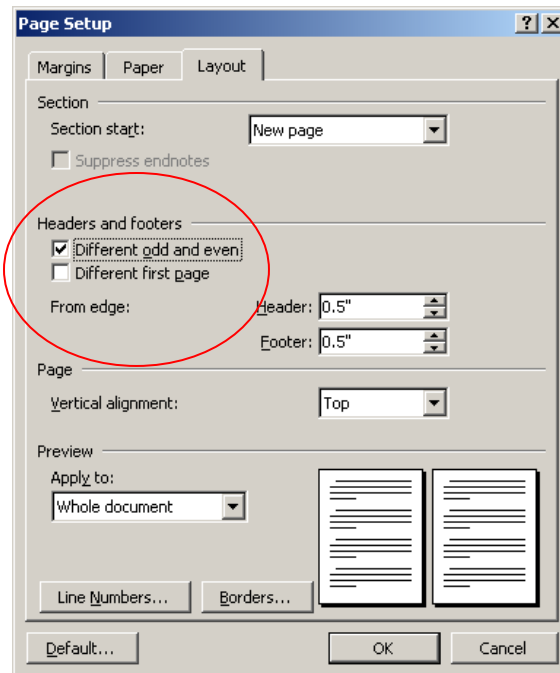
If you want to stop and restart page numbering within your manuscript, for example, for the front or back matter of your manuscript, you can do this by using section breaks to divide the page numbering sections. To insert a section break, click the dropdown option on your tool bar "Insert," then select "Break," then select "Section Break Continuous" (see below).



Next, under "Format Page Number" you can select to "Start at," a certain number, instead of continuing the numbering from a previous section. You can also change the number format in this window, from Arabic numerals, to Roman, letters, etc.

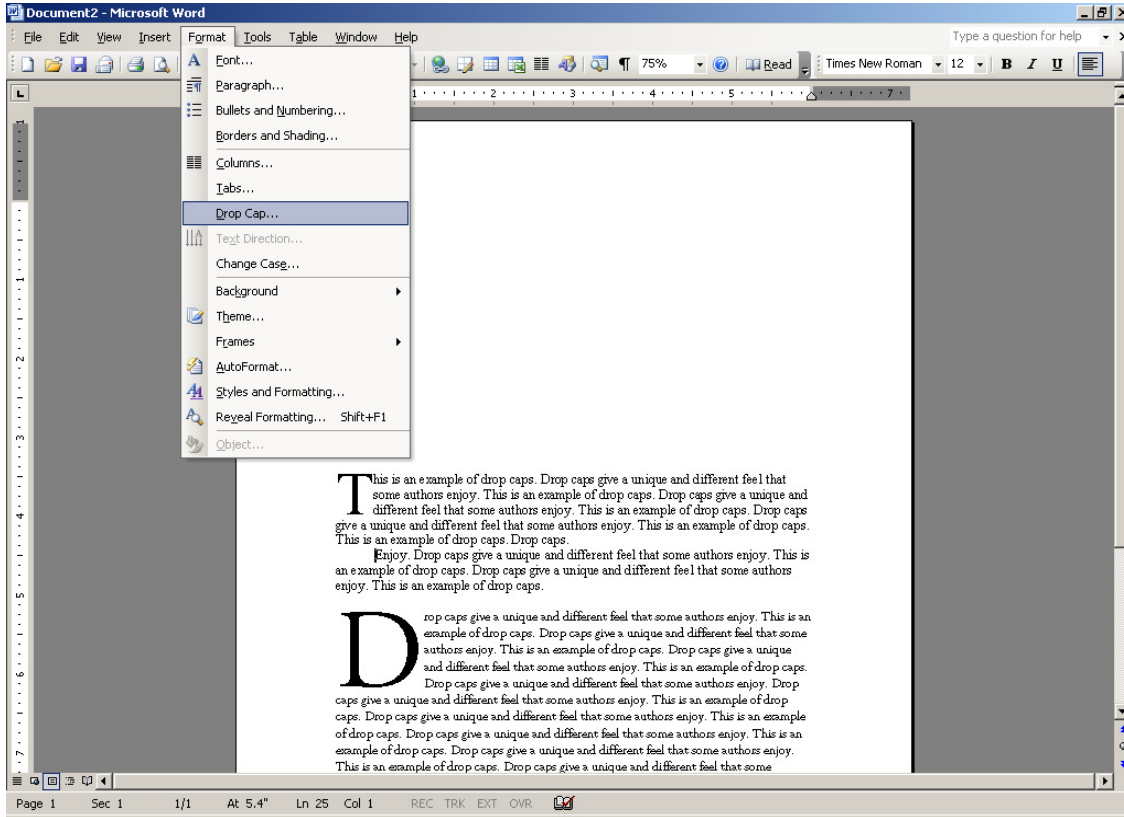


Under Page Setup, you can select if you want all header/footers to be the same, or if you want odd and even (or left and right facing pages) to be different by checking the box that says "Different odd and even." You can also choose to make the first page different by selecting the appropriate box (see below).



Drop Caps:

If you wish to create Drop Caps in your text, or the first letter of the chapter is a larger, stylized font, first place your cursor in front of the paragraph that you want to start with a drop cap. Then go to “Format,” chose “Drop Cap” and chose the kind of drop cap you want. You can repeat this at the start of each chapter.



(Above is an example of drop caps)