

Author Name  
Address  
Telephone Number  
Email Address

**Comment [U1]:** Author name and contact information, single spaced.

To see details of formatting on these pages, click the ¶ symbol. It's located under the HOME tab, in the PARAGRAPH section. To see all comments and notes, go to the REVIEW tab, TRACKING section, and make sure TRACK CHANGES is set to FINAL: SHOW MARKUP.

To get rid of all the annoying comments and such, make sure TRACK CHANGES is set to FINAL. Turn it back on when you get to the TRACK CHANGES section, though!

MANUSCRIPT TITLE

**Comment [U2]:** Manuscript title, all caps

by Author

approximate word count

**Comment [U3]:** Round word count to the nearest 100 words.

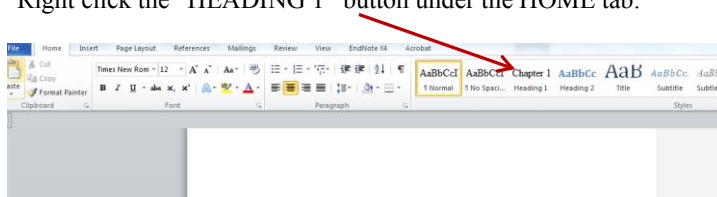
**Comment [U4]:** Insert Section Break > Next Page.  
Using a section break allows you to start the manuscript page numbering on the next page.

## Chapter 1 Headings

Start the first page of your manuscript about halfway down the page. Standard manuscript format is double spaced, 12 pt Times New Roman font, with 1 inch margins all around.

Use HEADING 1 for your chapter numbers/titles.

1. Format the chapter heading as desired. Left justified, no indent is commonly used, but I don't think there are any hard and fast rules here. I've also seen a single number, centered.
2. Right click the "HEADING 1" button under the HOME tab.

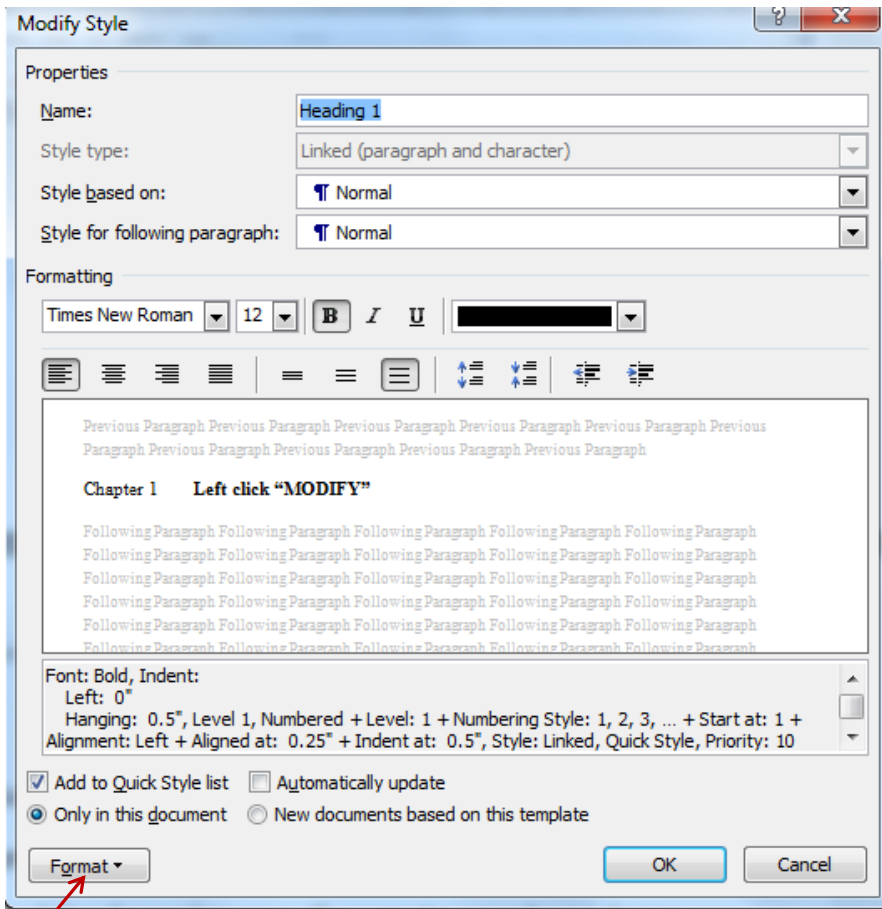


3. Left click top option: UPDATE HEADING 1 TO MATCH SELECTION.

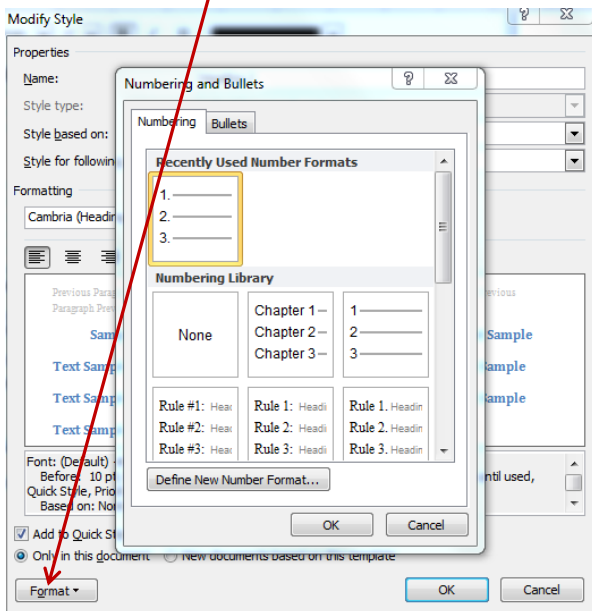
If you use chapter numbers, you can save yourself some time by using automatic numbering instead of updating the numbers manually every time you change chapters.

To add numbers to your heading:

1. Right click “HEADING 1” button again.
2. Left click “MODIFY” to get to the following menu:

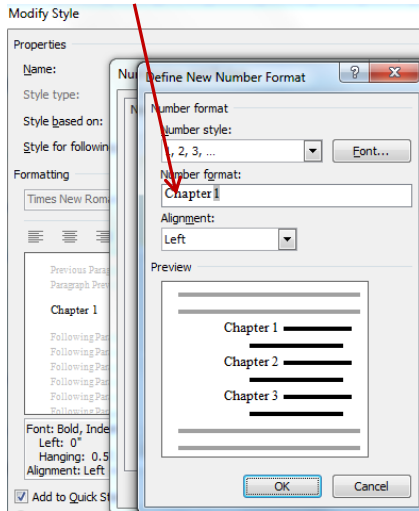


3. Left click **FORMAT** and choose **NUMBERING** to get to the menu below.



4. Click **DEFINE NEW NUMBER FORMAT**. In the **NUMBER FORMAT** box, you can add text that you want to appear before the chapter number, such as Chapter, Chapter #, Section, and so on.

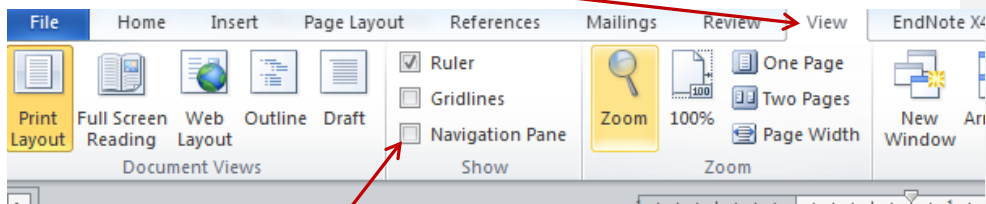




## Chapter 2 Document Map

Once you start using headings, you can use the DOCUMENT MAP feature to navigate to different sections. To see the Document Map,

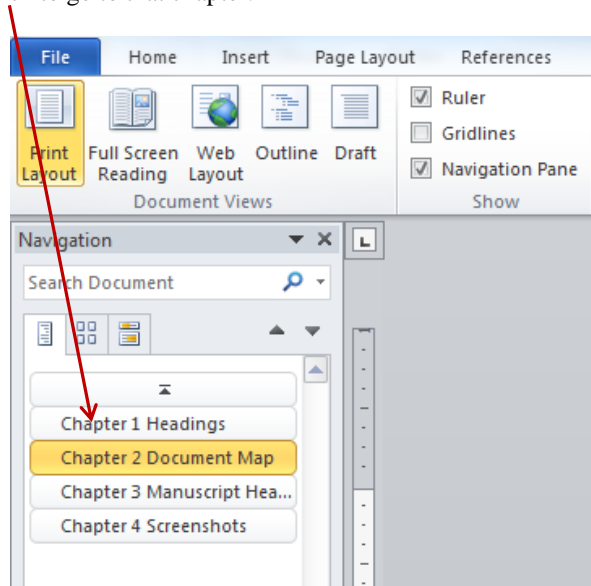
1. Click the VIEW tab.



2. Click NAVIGATION PANE box.



3. The Document Map will appear on the left side of your screen. Each item is a link—click to go to that chapter.

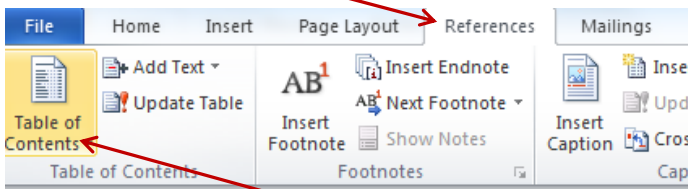


### Chapter 3 Table of Contents

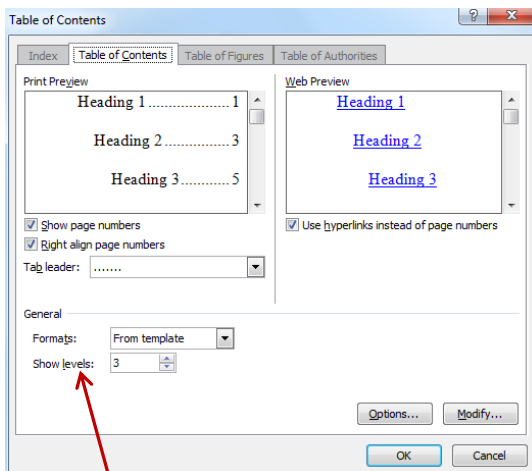
Using headings enables Word to generate a table of contents, which can be helpful for longer documents.

To create:

1. Click the REFERENCES tab.



2. Click the TABLE OF CONTENTS button.
3. On the drop-down menu, choose INSERT TABLE OF CONTENTS to get to the following menu:



4. “Show Levels” allows you to pick which headings will appear in the table of contents. For this document, I’m picking “1” because I’m only using Heading 1.

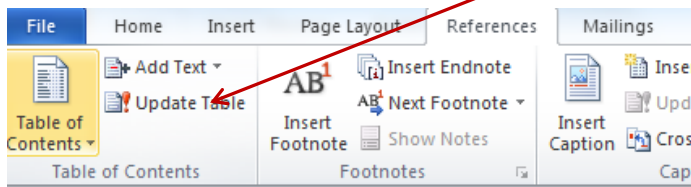


There are a number of options for the table’s appearance under “Formats” and “Options.”

5. Clicking “OK” will create a table of contents at your current location in the document:

Chapter 1	Headings .....	1
Chapter 2	Document Map .....	4
Chapter 3	Table of Contents.....	6
Chapter 4	Manuscript Header .....	8
Chapter 5	Track Changes .....	10

6. If page numbers change, you can update the table with the UPDATE TABLE button, also under REFERENCES.

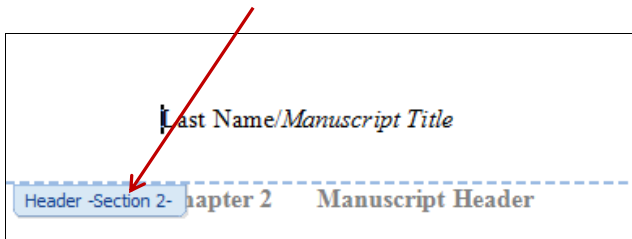




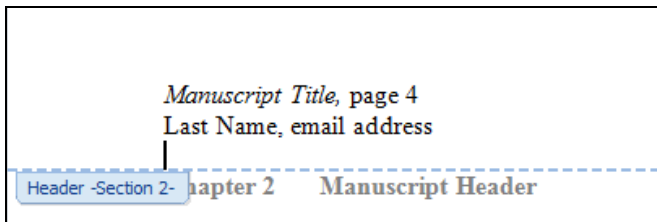
## Chapter 4 Manuscript Header

Your last name, manuscript title, and page number should appear at the top of your manuscript. Rather than retype it at the start of every page, you can put this information in the HEADER.

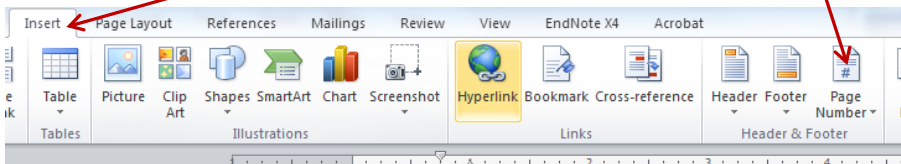
1. To access the header, double click in the top margin. Pop-up text will identify HEADER and SECTION.



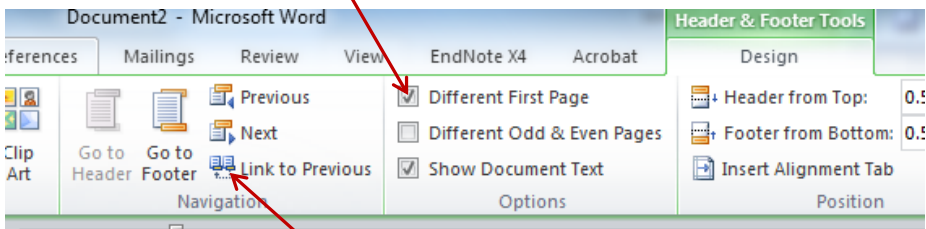
2. Type desired information. The above format isn't set in stone—just make sure your header includes your name, the manuscript title, and page number. You may also want to include your telephone number or email address.



3. To add page number, click the INSERT tab and choose the PAGE NUMBER button in the HEADER AND FOOTER section.



4. Choose CURRENT POSITION, SIMPLE/PLAIN NUMBER.
5. No page number should appear on the manuscript cover page. In fact, this page isn't included in numbering. I've used a section break at the end of the cover page, which allows me to re-start number at one at the start of the next section (the first page of text.)
6. No page number should appear on the first page of text. Make sure to click DIFFERENT FIRST PAGE; this will let you delete the header text on the first page without affecting the header in the rest of the document.



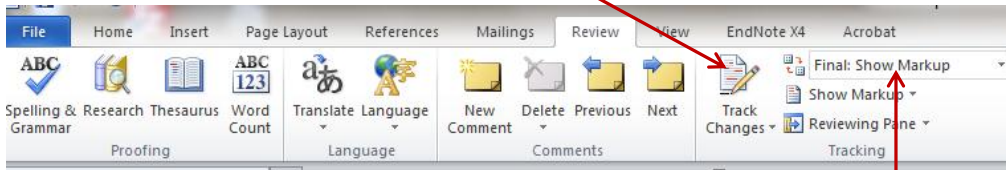
7. Also make sure that LINK TO PREVIOUS is NOT clicked. Otherwise, any changes you make to this section header will affect other sections—and you don't want any header on your cover page, right?



1.

## Chapter 5 Track Changes

I use this feature whenever I am performing a critique or edit for someone else. It highlights exactly what you change in a document, including text insertions, deletions, and format changes. Click TRACK CHANGES under the REVIEW tab to have all future edits highlighted.



If you want to track changes without the annoying colored text, there are four different view options:

1. Final (shows your edits but without the **colored text**):

This is the final edited sentence

2. Final with markup (shows your edits **WITH colored text**)

This is the ~~original, first draft~~final edited sentence.

3. Original (shows the document as it appeared before you made changes)

This is the original, first draft sentence.

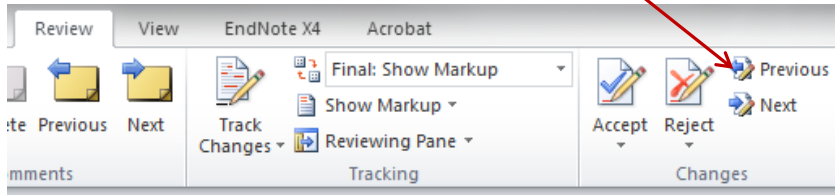
4. Original with markup (shows the original document but also shows **your edits**.) If

you're wondering how that differs from option #1, you're not alone. I'm sure there's some obscure and esoteric reason known only to Microsoft. Even if I knew, I couldn't divulge it, because they would probably have to kill me.

This is the ~~original, first draft~~final edited sentence.

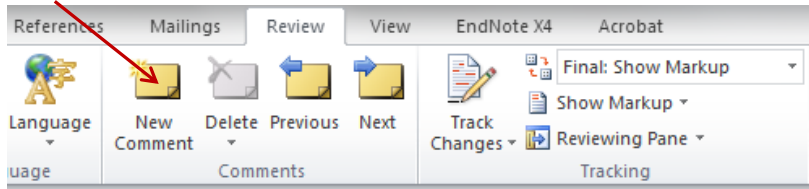


I like the Track Changes feature because it allows me to compare quickly original and edited versions of the same document. It's also easy to see what's been changed. By using the PREVIOUS and NEXT buttons, you can navigate quickly between edits in a document.



## Chapter 6 Comments

The COMMENTING tool is also located under the REVIEW tab.



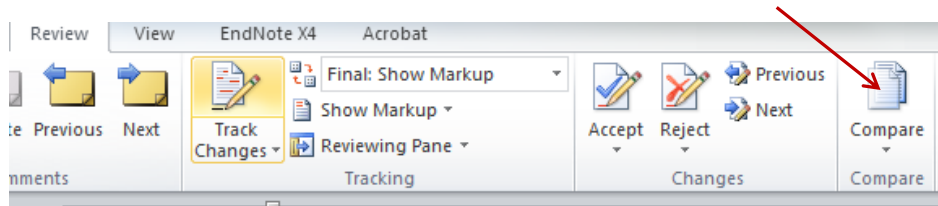
By clicking NEW COMMENT, you can make notes in the text margins rather than in the text itself—which is handy if you want to be able to hide them at times.

**Comment [U5]:** You can also add a comment using the shortcut ALT-I ALT-M (for ALT-INSERT, ALT-COMMENT).

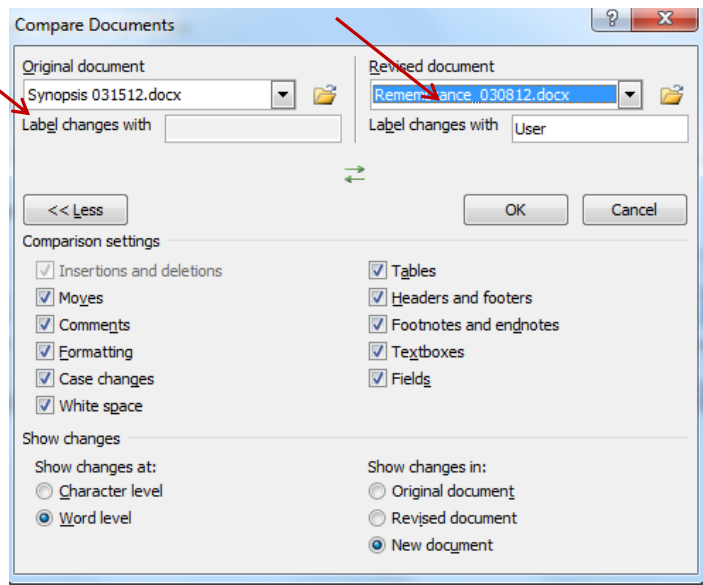


## Chapter 7 Compare Documents

If you've ever had the misfortune to make edits in two different versions of a document, you'll love this one. Click COMPARE under the REVIEW tab:



Choose COMPARE or COMBINE. For COMPARE, you'll get the following pop-up menu, where you enter the names of two documents.



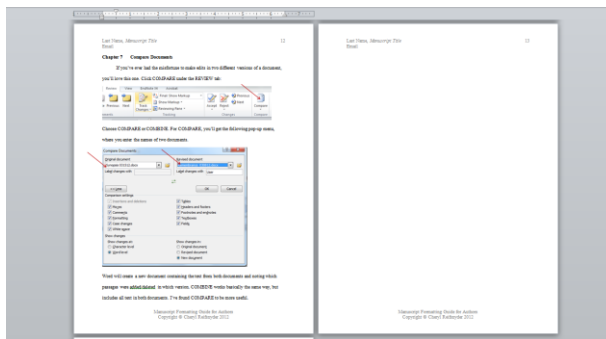
Word will create a new document containing the text from both documents and noting which passages were added/deleted in which version. COMBINE works basically the same way, but includes all text in both documents. I've found COMPARE to be more useful.



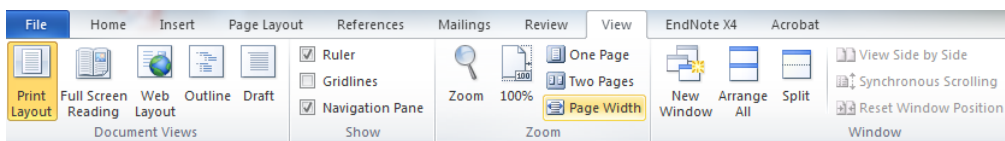
## Chapter 8 Views

Don't overlook the VIEW tab in Word. This is where you can choose options such as

- Print Layout, where what you see on the screen is what you'll see on the final page
- Full Screen Reading Mode, which eliminates tool bars and other distractions, allowing you to focus solely on the text
- One or Two Pages, which lets you scan even long documents quickly for formatting errors. For instance, this view lets me see I have a blank page where I didn't want one:



- View Side by Side, which is great when you want to be able to move quickly between documents—such as when you're working from an outline



These are the most valuable viewing options for the writer, in my opinion, but check out the others to see if anything else looks useful to you.



## Chapter 9 Integration With EndNote

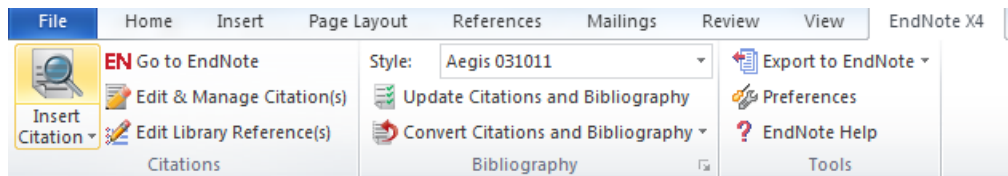
This section gets a little more technical, but if you have to juggle numerous references or footnote information in your writing, it's worth your time to keep reading.

EndNote is a reference management program—that is, it's a database program where you can enter each and every reference you ever use, categorized by project. You can also use EndNote to search public databases for specific references. This is both helpful for tracking down specific titles and for downloading the complete reference information—so you don't have to enter it manually.

The “not-entering-it-manually” is especially important when you're annotating a document. When you have five footnotes or endnotes on every page, the last thing you want to do is redo all the numbering every time you make an edit. With EndNote, you don't have to. It does the work for you.

For more information on EndNote, visit <http://www.endnote.com/>.

Here's a screen shot of the “Cite While You Write” EndNote Add-In for Word 2010:



I won't get into detailed how-to's for EndNote, but if you need to use footnotes or endnotes, it's worth checking out this software.





## Chapter 10 Save As...

I'll end this guide with a command that 95% of you probably already know—but if you're one of those 5% who DON'T know about the SAVE AS command, read on.

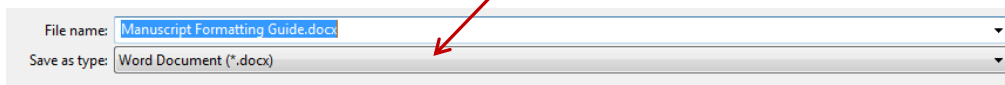
Whenever you save a document, its format will default to the MS Word version you are currently using (unless you've changed the default settings, in which case you probably know what I'm going to say anyway).

So if you're using MS Word 2010, it will save as a “.docx” file.

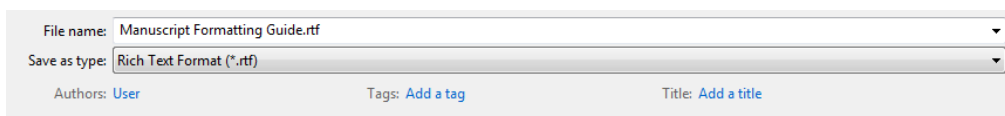
If you're using MS Word 2007 or earlier, it will save as a “.doc” file.

Why do you care? Because if you ever have to transfer files to someone else, or between computer programs, you may need to change it to a format they can use. Doing so is easy, if you know where to look.

Under the FILE menu, choose SAVE AS. You will get a pop-up menu where you can change the file's name or the location where you want to save it. You can also change the file format in a drop-down menu below the file name:



Here I've chosen SAVE AS TYPE: Rich Text Format (\*.rtf), which is a stripped-down version of the file that retains most formatting but is readable by multiple word processing programs:



Useful formats to know:



Last Name, *Manuscript Title*  
Email

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- \*.DOCX –MS Word 2010 or later
- \*.RTF –retains most text formatting, readable by most word processing programs
- \*.DOC –compatible with earlier versions of MS Word
- \*.TXT –removes all formatting



## The Legal Stuff

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