

Author Tools Template

Courtesy of Waking Lion Press (www.wakinglionpress.com)

Thank you for using the Author Tools template created especially for the Murdoch histories. The point of using the template is that you'll no longer need to worry about how your book will *look*. The template takes care of that for you, freeing you up to focus on what you want to *write*.

Using the Template

To use the template, start Microsoft Word, click File > Open, and open the template.

If Word asks if you want to "Enable Macros," say *yes* (the macros provide some of the template's features).

If Word tells you that macros are disabled, see the "Troubleshooting" section at the end of this document for instructions.

The template works best with Word 2003, but it will also work with most other versions.

After you've opened the template, follow the instructions in the template itself.

Using the Author Tools Toolbar

You should now see the Author Tools toolbar at the top of your Word window. (You can turn the toolbar off or on by clicking View > Toolbars > Author Tools.) In Word 2007, click the Add-Ins tab to see the toolbar buttons. As noted above, the toolbar includes the following buttons for formatting your book:

- [Front Matter](#)
- [Part Page](#)

- Chapter Page
- Body Text
- Back Matter

Notice that these correspond to various parts of a book:

- Front matter (title page, dedication, epigraph, contents, copyright page, and so on).
- Part page (if the chapters are separated into different parts: Part 1, Part 2, and so on).
- Chapter page (a page that starts a new chapter).
- Body text (which includes the main text of your book, subheadings, block quotations, poetry, lists, and so on).
- Back matter (bibliography, index, and so on).

To see the formatting available under each button, click the button. To use the formatting you want, click it. (There's no need to select text before doing so.) For example, to format text as a subhead, click "Body Text," "Subheads," and then "Subhead A." Then type your subhead. If you've *already* typed your subhead and now want to format it, put your cursor anywhere in the subhead and then apply the formatting.

After typing your subhead, press the ENTER key. The formatting for the new paragraph will automatically be set as Body Text, and you can start typing the paragraph that comes after your subhead.

In general, the formatting on the toolbar is arranged in the order you might want to use it, from left to right and top to bottom. Some of the formats (Part Number, Part Title, Chapter Number, and Chapter Title) are marked with an asterisk (*), which indicates that they will be applied automatically when you start a new part or chapter.

Starting New Parts and Chapters

To start a new part or chapter, select one of the special functions on the toolbar:

- Part Page > Start New Part
- Chapter Page > Start New Chapter

When you click Part Page > Start New Part, the template will automatically insert a section break, insert the part number, set formatting to Part Title, and put your cursor into position so you can start typing your part title.

When you click Chapter Page > Start New Chapter, the template will automatically insert a section break, insert the chapter number, set formatting to Chapter Title, and put your cursor into position so you can start typing your chapter title. After you type the title, press the ENTER key. The formatting will change automatically to Body Text, and you can start typing the first paragraph in your chapter.

Note that if you want to change the text for the part number or chapter number, you can. For example, instead of something like this:

Chapter 1
And So It Begins

You might want something like this:

Introduction
And So It Begins

In this case, you'd just delete the characters "Chapter 1" and type in "Introduction" on the same line. If you do that, all of your subsequent chapters will still be numbered correctly, starting with "Chapter 1."

If you're writing a novel or for some other reason don't want a chapter title, just hit the ENTER key *twice* after the chapter number; then type the first paragraph of your chapter. If you like, you can then delete the carriage return where you would have typed a title. You'll get something like this:

Chapter 1
It was a dark and stormy night . . .

Using the Author Tools Common Toolbar

The most commonly used formatting levels and tools are available on a separate toolbar named "Author Tools Common," which includes:

- Start New Part
- Start New Chapter
- Body Text
- Subhead A
- Subhead B

- List Bulleted
- List Numbered Start
- List Numbered Continue
- Block Quote
- Footnote
- Show Styles

You can turn the toolbar off or on by clicking View > Toolbars > Author Tools Common. By default, this toolbar is turned off as a way of encouraging you to use keyboard shortcuts.

Keyboard Shortcuts

Besides the toolbar buttons, you can also use keyboard shortcuts (highly recommended) to format text and to insert special characters:

Formatting

- SHIFT + CTRL 1 = Start a new part.
- SHIFT + CTRL 2 = Start a new chapter.
- SHIFT + CTRL 3 = Format paragraph as a level-A subhead.
- SHIFT + CTRL 4 = Format paragraph as a level-B subhead.
- SHIFT + CTRL 5 = Format paragraph as a level-C subhead—but if you need to use this, you’ve probably got too many levels of subheads.
- SHIFT + CTRL T = Format paragraph as regular old body Text. This is especially useful after lists, block quotes, and poetry.
- SHIFT + CTRL Q = Format paragraph as a block Quote.
- SHIFT + CTRL P = Format paragraph as a Poem.
- SHIFT + CTRL L = Format paragraph as part of a plain (unnumbered and unbulleted) List.
- SHIFT + CTRL B = Format paragraph as part of a Bulleted list.
- SHIFT + CTRL N = Format paragraph as the start of a new Numbered list.
- SHIFT + CTRL C = Format paragraph as a Continuation of the previous numbered list.

Characters

CTRL + ALT F = Insert a footnote.¹

CTRL + ALT M = Insert an em dash (—). (You can also just type two hyphens in a row—and then keep typing; the hyphens will be turned into an em dash, like the one in this sentence after “row.”)

CTRL + ALT N = Insert an en dash (–) (used between inclusive numbers).

Display

CTRL + ALT S = Show (or hide) the applied styles on the left side of your screen.

CTRL + ALT 2 = Show two pages at once in a “spread” using Word’s Print Preview feature.

Viewing Pages

Click Word’s View menu to see your pages in various ways and to Zoom to a size that’s comfortable. You’ll mostly be using Normal and Print (or Page) Layout while you work. Print (or Page) Layout will not display any blank pages, and that’s how it should be. But at times you’ll want to see *all* of your pages, including the blank ones. To do so, click Template Tools > View Pages Two Up. That will activate Word’s Print Preview feature, which will show you the pages “two up” in a “spread” so you can see what your book will really look like when it’s opened. Use the Page Up and Page Down keys to page through your book and review the pages you’ve created. Note, however, that you can’t *edit* the pages while in Print Preview. To do that, you’ll need to click the Close button and return to one of the other views. If you’d like to see what styles you’ve applied to the paragraphs in your document, click Template Tools > View Style Names. The names of the applied styles will be displayed on the left side of your screen. But be careful; images (pictures) will not be visible in that view or in Normal view. They’re still there, so be careful not to delete the spaces where they’ve been placed.

¹ Like this. But don’t change footnote numbers manually; just leave them as they are. If you need to *remove* a footnote, just delete its reference number in the main text, above. Don’t try to delete it down here, or you’ll run into serious problems.

Missing Menu Items and Commands

When you're working on a document created with the Author Tools template, one of the first things you'll notice is that the Format menu now includes the template's formatting levels—the same ones available on the toolbar. You'll also notice that several items that *used* to be on the Format menu (such as Fonts) are gone—vanished—as are many of the tools on the Formatting toolbar and on various keyboard shortcuts. And that's the way it's supposed to be. Almost the whole point of using the template is to use *only* the formatting that the template provides, so other methods of formatting are simply unavailable. This is a Good Thing, as you'll soon realize once you start writing. (Don't worry; for all other documents [those not based on the template], the Format menu items, toolbar buttons, and keyboard shortcuts will be back where they belong.) If you know what you're doing, you can still find ways to get to these missing commands, but please don't. Just use the template as it was meant to be used.

Understanding the Template's Formatting

Documents based on the template use *styles* to achieve their formatting. The styles are named for the text's *purpose* rather than its *appearance*. For example, the style for a level-A subheading is named, well, “Subheading A,” rather than something like “Arial 16-point bold.” Thus, formatting is based on what you *mean* rather than on how you think something should *look*, which has already been decided by Waking Lion Press. Using these styles will give you several advantages over formatting your book by hand:

- Your book will have a proper structure, divided into parts, chapters, and subheads.
- Your formatting will be consistent and easy to read.
- Part and chapter numbers will be created automatically and in the proper order.
- Lists will be automatically bulleted or numbered
- You'll no longer need to type tabs to indent paragraphs.
- You'll no longer need to worry about formatting and point size.
- Your book will look good.

As you use the styles provided by this template, you'll also notice that chapter headings, subheadings, lists, poems, and block quotations use color to help you see your book's structure. But don't worry—if you print your book on a black-and-white printer, the colors will be printed in black (or dark gray), and the finished book will be printed in black.

To quickly see which styles are applied to your text, click Template Tools > Show Styles (or press CTRL + ALT S). The names of the styles will be displayed on the left side of your document.

Using Italic, Bold, and Other Text Formatting

The toolbar button labeled “Text Formatting” includes such formatting as italic, bold, and small caps. Please note that you should *not* use this formatting to indicate text *levels*, such as headings and subheadings. You should use this formatting *only* for individual words or characters within your text—like *this*.

Numbering Lists Automatically

Lists will be numbered automatically if you click Body Text > Lists > List Numbered Start (or press SHIFT + CTRL N), like this:

1. The first item.
2. The second item.

To continue numbering after an intervening paragraph, click Body Text > Lists > List Numbered Continue (or press SHIFT + CTRL C):

3. The third item.
4. The fourth item.

This is useful if you want to comment on your list items using intervening body text, as done here. To start a *new* list, again click Body Text > Lists > List Numbered Start (or press SHIFT + CTRL N):

1. A new first item.
2. A new second item.

Note: Microsoft Word is notorious for getting list numbering out of whack. If that happens, start at the top of your document and reformat your lists in order, starting or continuing as needed.

Inserting a Graphic Image

To insert a photograph or other graphic image, put your cursor where the image should go, click Template Tools > Insert Photo, and move the image as needed. Images must be set to their exact size (for example, 3 by 4 inches) with a resolution of exactly 300 dpi (dots per inch). If you don't know how to do that, get help from your family's computer expert.

Working with Footnotes

To insert a footnote, click the Template Tools button and then Insert Footnote. Notes will be numbered *within* each chapter, with the numbering restarting in each one. Please don't try to change this or modify the note numbers by hand. Don't try to make the numbers bigger or type periods after the note numbers. Doing so will cause untold troubles for the publisher. Just let Microsoft Word take care of note numbering. To remove a note, delete its reference number in the *main text*.

Please note that if you're using revision tracking, a bug in Word prevents notes from being completely deleted and renumbered. The solution is to make your revisions permanent, or, better yet, just don't use revision tracking with notes.

Using the Template with an Existing Manuscript

You may be wondering if you can use the template with a manuscript you've already started writing. Yes, you can:

1. Open the document you've been working on.
2. Click Edit > Select All.
3. Click Edit > Copy.
4. Open the Author Tools template.
5. Click Select All.

6. Press the Delete button.
7. Click Edit > Paste.
8. Click Template Tools > Replace Normal Style with Body Text Style.
9. Apply formatting using the template toolbar buttons or keyboard shortcuts.

Evil Red Text

If you're typing along and some of your text is displayed in red, that means you're using a style that isn't permitted with the Author Tools template. The red is there because the Normal style (and several other built-in styles) are purposely formatted in red in the Author Tools template so you won't use them by accident. To fix the problem, put your cursor somewhere in the paragraph and apply one of the styles permitted with the Author Tools template. To replace all text formatted with the Normal style, click the Template Tools button and then click "Replace Normal Style with Body Text Style."

Typing

As you type, remember that a word processor (such as Microsoft Word) is not a typewriter. Even writers who have used word processors for years still make elementary typewriting mistakes. Thus, the authorial commandments:

1. *Thou shalt not use tabs to indent paragraphs.* This outmoded (and time-consuming) practice should be abandoned in favor of paragraph styles (such as Body Text) that *automatically* indent text.
2. *Thou shalt not type double spaces between sentences.* Since typewriters used monospaced fonts (with every character the same width), spaces between sentences helped improve readability. Word processors, however, use proportional fonts, so character widths are different. That means there's no longer a need for double spaces between sentences.
3. *Thou shalt not use carriage returns (by pressing the ENTER key) to end a line within a paragraph.* In a word processor, this is simply not necessary, and in fact will cause enormous problems for your publisher. The only time you need to press the Enter key is at the *end* of a paragraph. Let your word processor take care of individual line breaks.
4. *Thou shalt not type double returns between paragraphs.* If you need extra space between text levels, let the styles handle it.

5. *Thou shalt not use underlining to indicate emphasis, book titles, and the like.* On a typewriter, underlining text was the only option—a substitute for italic. With a word processor, genuine italic is available. Why not use it?
6. *Thou shalt not use the letter ell (l) for the number 1.* If you remember using a typewriter, you may recall that the number keys started with 2, not 1, and that the ell key doubled as the number 1. In a word processor, ells and ones are *different* characters. If you use ells for ones, some of your numbers will look really strange when they're typeset, like this: l98l. See?
7. *Thou shalt not manually hyphenate words at ends of lines.* Please don't worry about word or line breaks. Just let Microsoft Word take care of it.

Troubleshooting

Problem: When you try to open the file to install the program, Microsoft Word tells you that “The macros in this project are disabled . . .”

Solution: Microsoft Word's macro virus protection is enabled or set to a high level of security. To change this:

In Word 2007 (PC):

1. Click the round Office button at the upper left of your Word window.
2. Click “Word Options”.
3. Click the “Trust Center” button on the left.
4. Click the “Trust Center Settings” button on the right.
5. Select “Enable all macros.”
6. Click the OK button.
7. Click the next OK button to close the Word Options dialog.

In Word 2004 (Macintosh):

1. Click the “Word” menu.
2. Click “Preferences.”
3. Click “Security.”
4. Uncheck “Warn before opening a file that contains macros.”
5. Click the OK button.

In Word 2002/XP or 2003 (PC):

1. Click the “Tools” menu.
2. Click “Options.”
3. Click the “Security” tab.
4. Click the “Macro Security” button (on the lower right).
5. Click the “Security Level” tab if it’s not already active.
6. Set your security level to medium and click the OK button.
7. Click the next OK button to close the Options dialog.

In Word 2001 (Macintosh):

1. Click the “Edit” menu.
2. Click “Preferences.”
3. Click the “General” tab if it’s not already active.
4. Uncheck “Macro virus protection.”
5. Click the OK button.

In Word 2000 (PC):

1. Click the “Tools” menu.
2. Click “Macro.”
3. Click “Security.”
4. Click the “Security Level” tab if it’s not already active.
5. Set your security level to medium and click the OK button.

In Word 98 (Macintosh):

1. Click the “Tools” menu.
2. Click “Preferences.”
3. Click the “General” tab.
4. Uncheck the box labeled “Macro virus protection.”
5. Click the “OK” button.

In Word 97 (PC):

1. Click the “Tools” menu.
2. Click “Options”.
3. Click the “General” tab.
4. Uncheck the box labeled “Macro virus protection.”
5. Click the “OK” button.

After making these changes in Word 2000 through 2003 on PC, any time you open a document or template that includes macros, Word will give you the choice of whether to disable or enable macros. If the document or template isn't *supposed* to have macros in it, you should click the “Disable Macros” button, because the macros could be a virus. If the document or template *is* supposed to have macros and comes from a source you know is reliable, click the “Enable Macros” button so you can run the macros.

In other versions of Word, you don't have these options. Macro virus protection is either on or off. Before turning it off permanently you may want to read more about it in Word's Help file or check with your system administrator or local computer expert.

NOTICE: The Editorium and Waking Lion Press can't be held responsible for your security settings or for macro viruses from other documents, and by using the Author Tools template, you agree to this. If you need more help or information, please send an email message to editor@editorium.com.

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