# INSTRUCTIONS FOR THE USE OF THE WORD TEMPLATES

(These instructions relate to Microsoft Word 2007, but apply to most version of Word. Check the word help files or look online for any topics you are having trouble with, there are plenty of sources of help for word on the web)

To be able to follow the instructions in this document you must first enable the show/hide hidden characters in word. From the Home Tab, find the icon that looks like a backwards "P" and enable it.
You can now see all the page break codes and line ending codes (These codes will not print, they are a visual reference only).
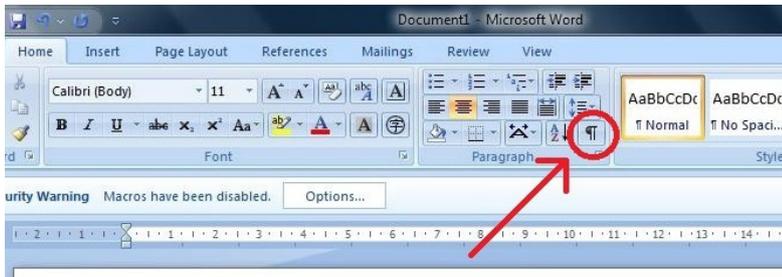
We have created a number of pages in the document with heading on them, specifying what should be placed there, feel free to add or remove those pages depending on your content.
To remove the text select the text and press delete.
To remove the page place the cursor in front of the the dotted rule with the word "Page Break" and press delete. This will remove the page.
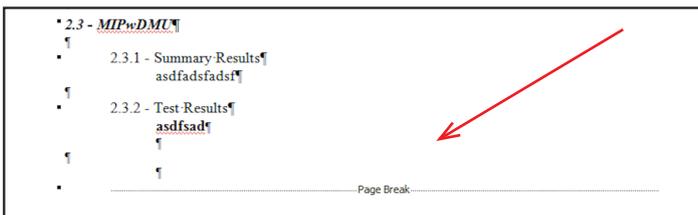
If you do not wish to have any roman numeral pages at the start of the book, go to page 6 and place the cursor in front of the the dotted rule with the "Section Break (Next Page)" and press delete.

To add more roman numeral pages insert your cursor anywhere before the dotted rule with the "Section Break (Next Page)", on the Insert Tab, press the page break icon.
Please beware that page 1 must always start on an odd number page so the number of roman numeral pages must always be an even number. (2, 4, 6 . . . roman numeric pages)
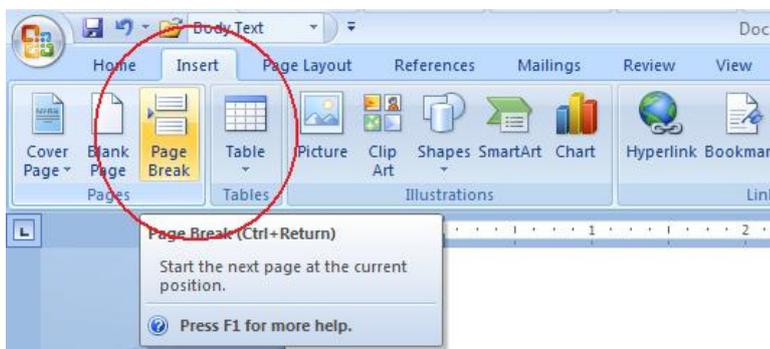
Remember to add an extra page or to start a new chapter on a new page always use the insert page break, this is the correct method (pressing the return key till the text runs onto the next page is incorrect)

When setting the text of your story and the chapter headings and sub heading etc, please use styles. The use of styles makes it extremely easy to alter the look of the whole document as well as create a contents page and index. We have included styles for chapter headings, subheading and normal (the text used throughout your book). To see which is style is used for which text, select the text with your cursor and from the home tab, see which style icon on the styles has a highlight box around it.

To apply a style to text, select the text with your cursor, and from the home tab, select the appropriate style from the styles icon.
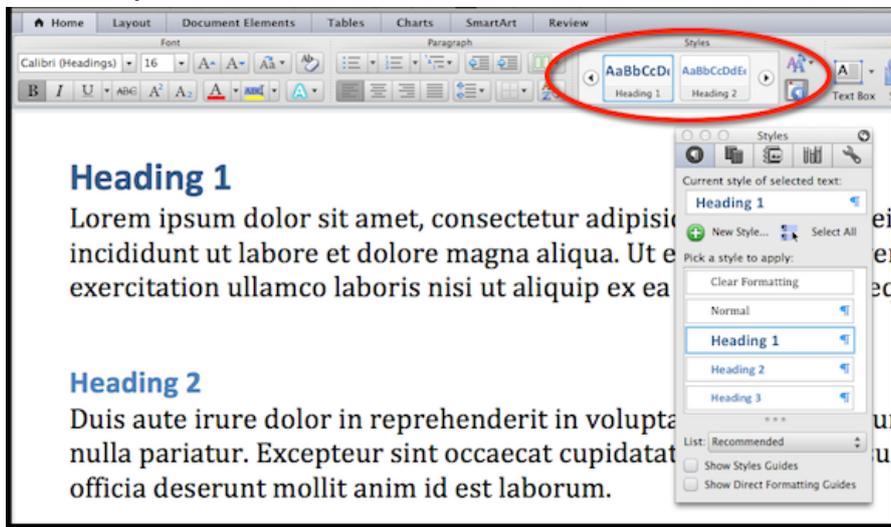

The normal style is applied to all text in word unless another style is applied. Feel free to alter the styles we have created, with the use of styles you can easily modify the font size, leading, indents and colour of all the text in your document.

To modify a style from the Home Tab, right click the icon of the style you wish to modify, select modify from the menu, you are presented with a quick modify window, if the property you wish to modify is not shown click the format button at the bottom left and select the appropriate formatting option from the list supplied.
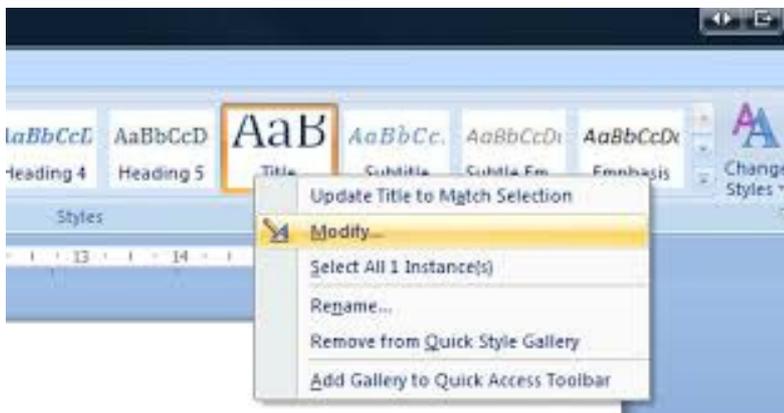
If you need to add more styles please do so, this template is only supplied to help you get started and assist you in the layout and design process.

To insert pictures and graphics, use the insert tab, select the picture icon, and you will be asked to navigate to where the picture files are stored and select one.
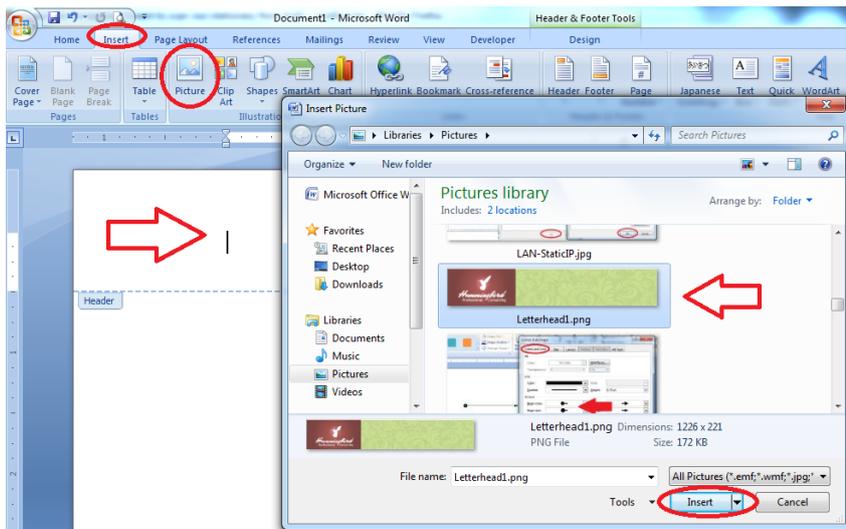
To modify the position and size of pictures loaded into Word, select the picture, and drag one of the corner markers to enlarge or reduce the size of the picture.

To modify the position, or move a picture, select the picture, right click and from the menu select "Format Picture", select the "Layout Tab" and play with these settings, if you are still have trouble, select the Advanced button at the bottom right and play with the Text Wrapping and Picture Position tabs to fine tune where you wish the picture to go and react in relation to the surrounding text.