Tips & Tricks for Authors using Microsoft Word – **PC version**

These instructions have been collated using **Microsoft Word 2013**. They should work in previous versions of Microsoft (2007 and 2010) and future version 2016 but may have some slight differences.
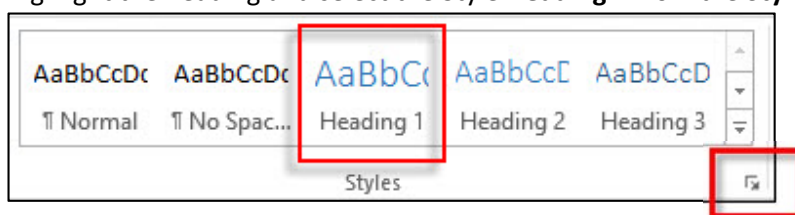
Plotting:

Use heading styles for chapters to keep track of timelines, scene descriptions as you begin to plot.
Note: *Heading styles are required if you are going to use Outline view or the Navigation Pane.*

Set a Style

1. Type your heading – eg; Chapter 1
2. Highlight the heading and select the Style **Heading 1** from the **Styles** area on the **Home** tab

3. Do the same for all your Chapter headings so they are all set to Heading 1 style
4. If you use lower level scene headings set these to style Heading 2 or 3

Modify a Style

How to modify styles to suit your font, size etc

1. Select the little arrow in the bottom right corner of the Styles toolbar (as highlighted above). This opens the **Styles Pane** on the right of screen.
2. Next to the style you wish to Modify eg: Heading 1, select the dropdown arrow and choose **Modify**
3. The Modify dialog box opens and you can now change font size, style etc to suit your Heading style required.
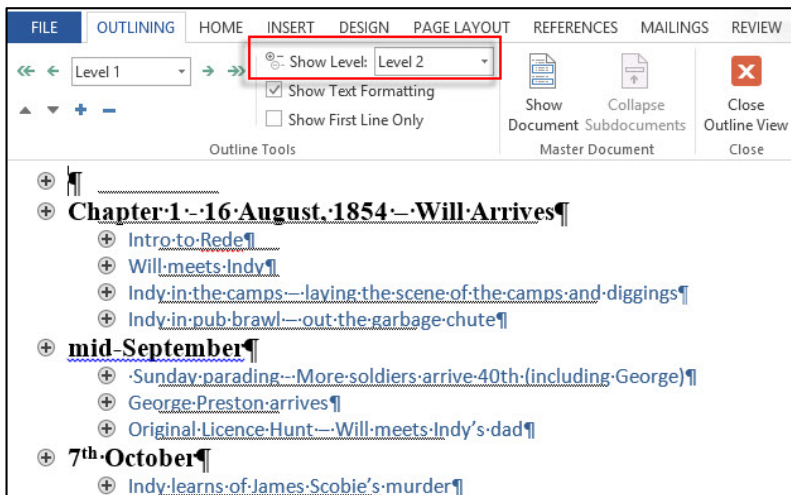
Outline View

This is a great tool for you to begin plotting your story. You can begin by adding your scene names or chapter headings.

1. Go to the View tab and select **Outline**
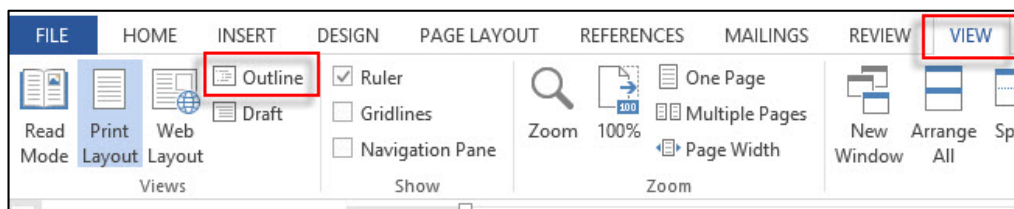
2. Increase and decrease the Level for Chapters and scene headings. (eg: Level 1 = Heading 1 style)


You can:
- promote or demote scenes and expand and decrease what you see on the Outline page by double clicking the + (plus) and – (minus) icon
- move whole scenes easily by using the up and down arrow (it takes the whole text with it)

Click **Close Outline View** to return to the normal document.

Navigation Pane

To view the Headings you have set for chapters and scenes and "navigate" to them quickly as you write:

1. Select the **View** tab and tick the box to show the **Navigation Pane**:
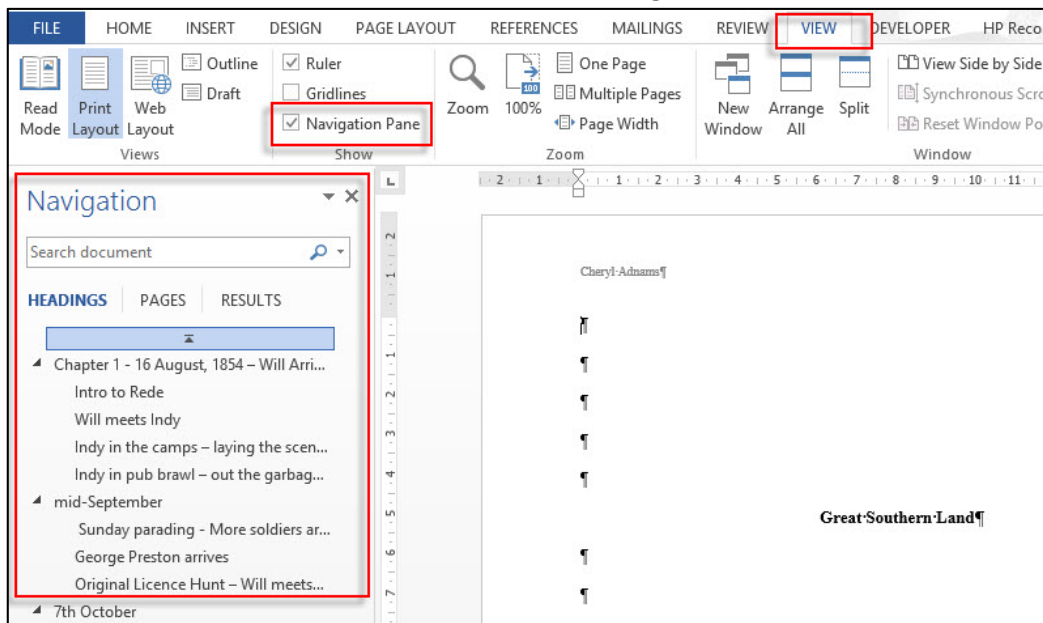
*TIP: When you click and **drag a heading in the Navigation pane, it moves the entire scene up and down in you rmanuscript.***

Tips & Tools for Authors using Microsoft Word – PC Version

Word Count

How to add the word count as a Field to your front page.

1. Put your cursor on the page where you want the number of words to show (eg: your front title page)
2. Select **Insert** tab > **Quick Parts** > **Field** > Select Category of **Document Information** the choose **NumWords** and click **OK**
   The word count will be inserted.

TIP: You can right click at any time and choose **Update Field** to update the count as you type more words.

Editing Tips

Using highlighting

For text you want to research or sections that need work. (*Tip: You can use **Find** to locate Highlighted portions of your document*)

1. Select the word or paragraph you wish to highlight
2. On the **Home** tab, select the **highlighter button** in the **Font** group
3. Choose a colour. The word is now highlighted

Tip: Highlighting can also help to sort out "point of view" or head hopping issues in a chapter. Use one colour for him and another for her!
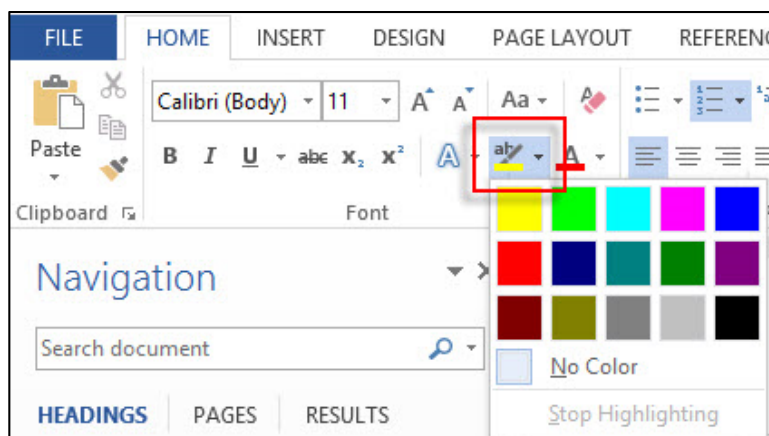
Hidden Text

Use hidden text to make notes that you don't want included in your word count. (Be aware: Hidden text will not print)
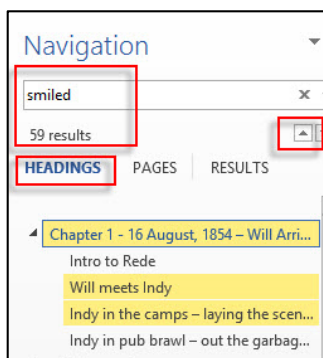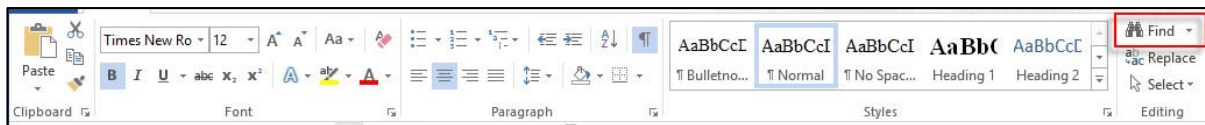
1. Select all the text you wish to hide.
2. Click the **down arrow** on the **Font** group to open the Font dialog box.
3. Tick the **Hidden** checkbox. Hidden text shows up on screen with dots underneath the words that are hidden. (To unhide, select the same text and then untick the box)

Ensure P tag is turned on
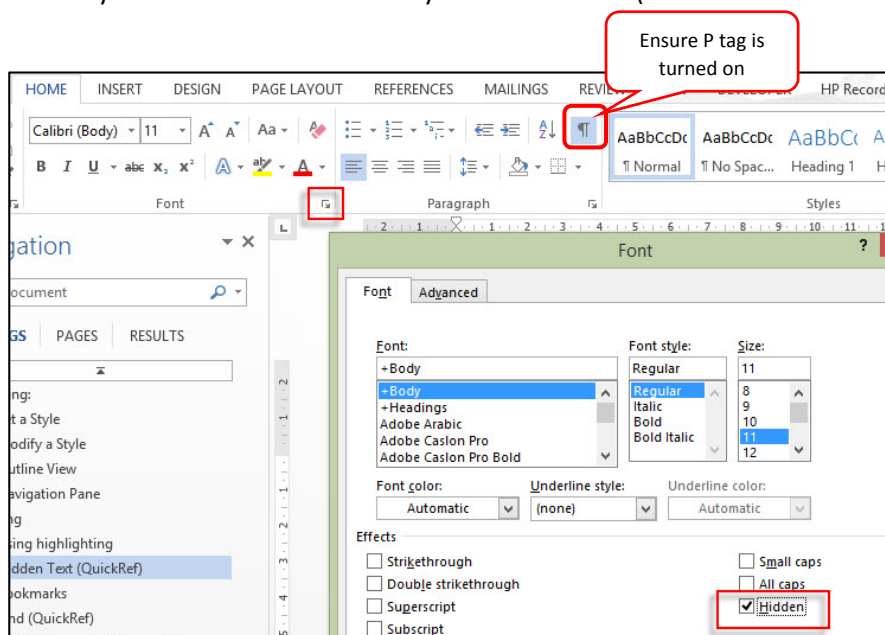
Find Function

Find your repetitive words

1. On the **Home** tab select **Find**

The Navigation pane will open to the **Results** page.

2. Or click on **Results** to see how many times you have used that word and **Headings** to see in which chapters it appears.
3. Use the up and down arrows provided to move to the next instance of the word
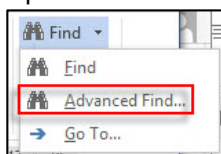
TIP: Use Right mouse click and select **Synonyms** to find another appropriate word.
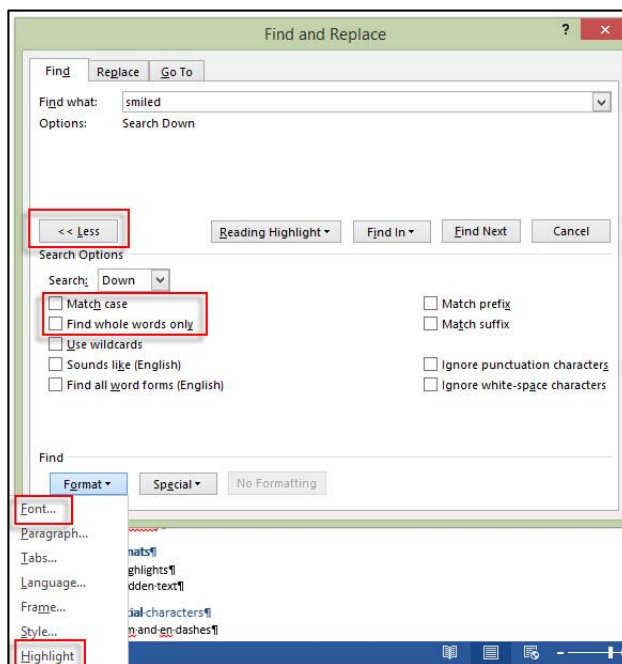
Find and replace

Be careful not to do a **Find and Replace ALL**. It is safer to replace words one by one.

Advanced Find

1. Select the dropdown arrow next to the

Find button

TIPS: Use the **More** button to view more options such as **Match case** and **Find whole words only**

Find Format

- Highlight
- Font > hidden text

Other Tips

- Double click to select a whole word, triple click to select an entire sentence or paragraph.
- Ctrl + A to select whole document.
- Ctrl + G – Go to (to go to a Page, Bookmark)
- Ctrl + HOME to go to top of document or Ctrl + End to go to the end of the document
- Ctrl + S - SAVE

Tips & Tools for Authors using Microsoft Word – PC Version