

Tips & Tricks for Authors using Microsoft Word – MAC version

These instructions have been collated using **Microsoft Word MAC 2011**. They should work in previous and future versions of Microsoft Word but may have some slight differences (eg menu structure)

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

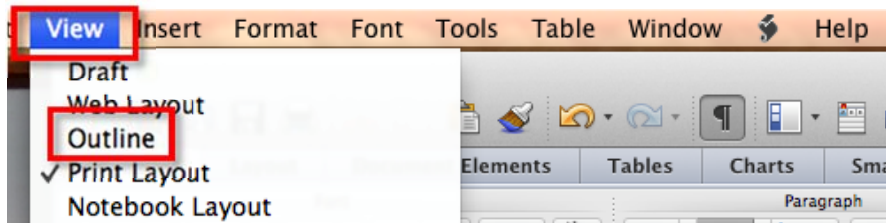
How to modify styles to suit your font, size etc

1. Right click whichever style you wish to change eg: **Heading 1** on the Styles area
2. Choose **Modify**
3. The Modify dialog box opens and you can now change font size, style etc to suit your Heading style required.

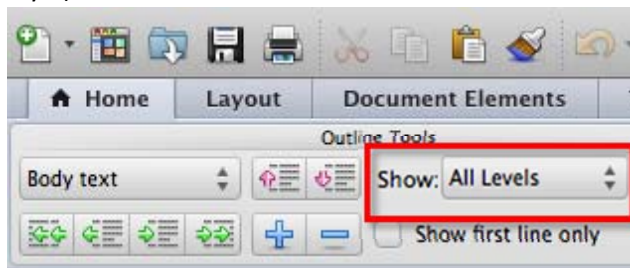
Outline View

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 menu and select **Outline**
- 2.



2. Increase and decrease the Level for Chapters and scene headings. (eg: Level 1 = Heading 1 style)



You can:

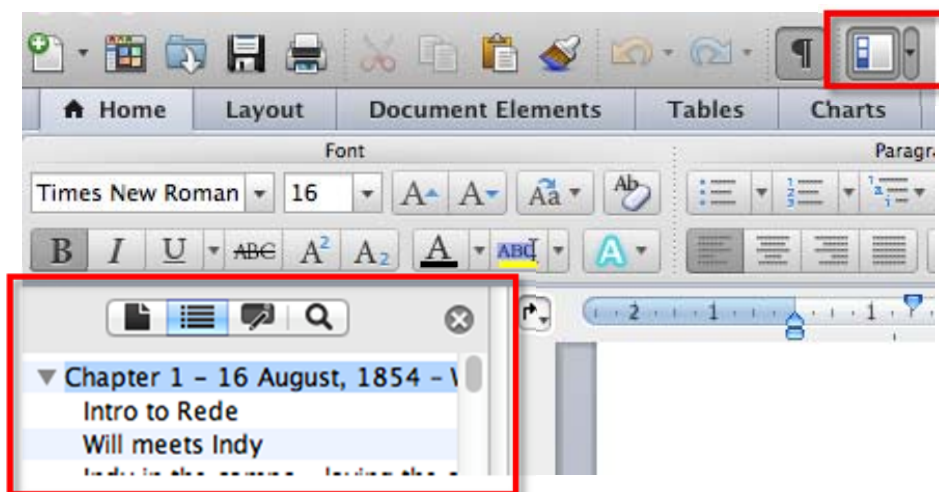
- promote or demote scenes and expand and decrease what you see on the Outline page by selecting a heading and clicking the + (plus) and – (minus) icons on the toolbar
- move whole scenes easily by using the up and down arrow (it takes the whole text with it)

Click **View** and **Print Layout** to return to the normal view of the 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**:



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** menu > **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.

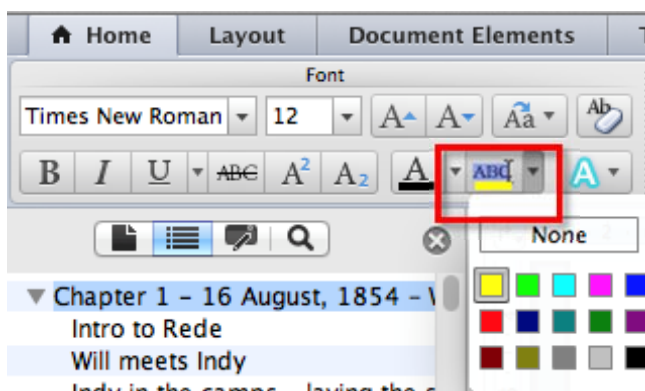
Editing Tips

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

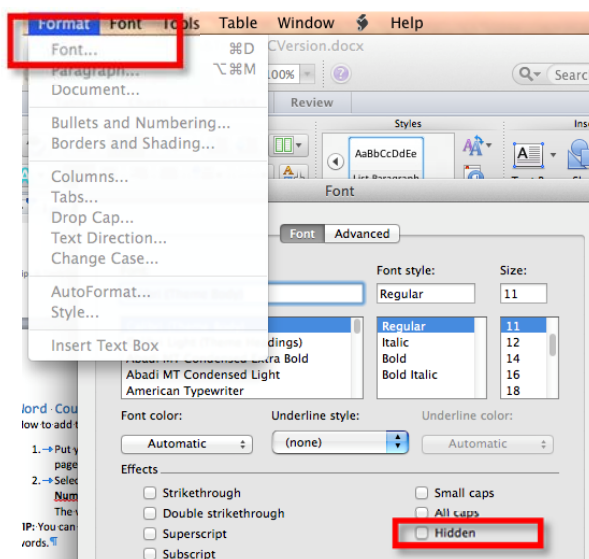
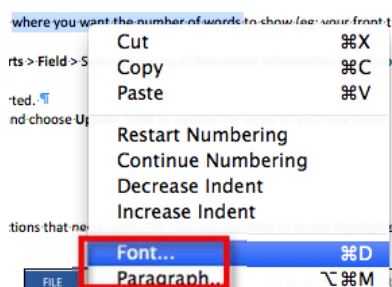
Tip: Highlighting can also help to sort out “point of view” or head hopping issues in a chapter. Use one colour for him and another for her!



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)

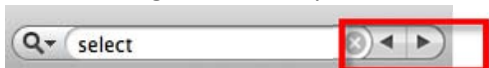
1. Select all the text you wish to hide.
2. Right click on the selection and choose **Font** from the list OR go to **Format > Font** on the menu to open the Font dialog box.
3. Tick the **Hidden** checkbox. Hidden text shows up on screen with dots underneath the words that are hidden. (To unhide, select the same text and then untick the box)



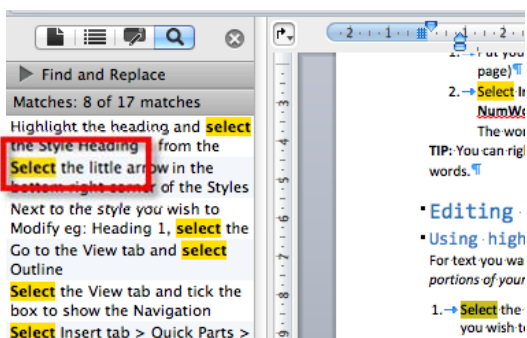
Find Function

Find your repetitive words

1. On the far right of screen you will see a field “Search in Document”



2. Simply type your word or phrase in this box to find and highlight all instances of this word.



If you have the Navigation pane open you can click on the **Results** page.

3. At the top you will see how many times you have used that word
4. Use the left and right arrows provided on the Search field to move to the next instance of the word or click in the Navigation pane to jump to a certain part of the document

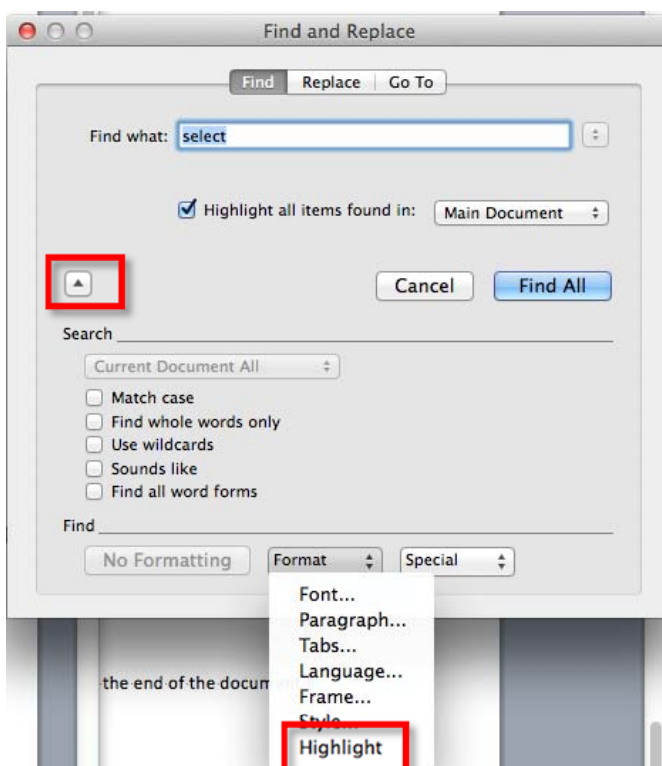
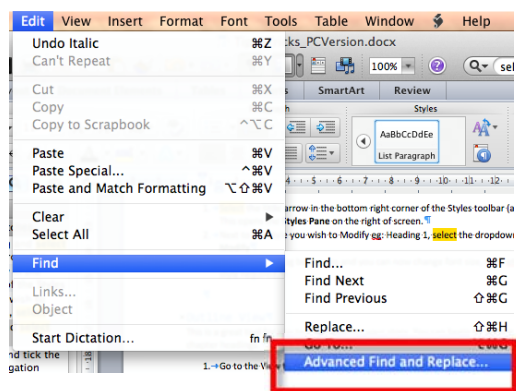
*TIP: Use right mouse click and select **Synonyms** to find another appropriate word.*

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 **Edit** on the menu bar then **Find > Advanced Find and Replace**



TIPS: Use the **More** dropdown arrow 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.
- **Command + A** to select whole document.
- **Option + Command + G** – Go to (to go to a Page, Bookmark)
- **Command + HOME** to go to top of document or **Command + End** to go to end of document
- **Command + S** - SAVE