

## Useful keyboard shortcuts

Shortcut	Description
Alt + Tab	Alternate among open applications
Alt + Shift + x	Create an index entry at the cursor point
Alt + [ANSI code]	Insert special characters such as é, ò, € To do this, you must know the ANSI character code and type it using the number pad (not the numbers above the letters on your keyboard).
Ctrl + a	Select all text in the document
Ctrl + b	Bold selected text
Ctrl + f	Find text (opens the search box)
Ctrl + i	Italicize selected text
Ctrl + p	Print the document
Ctrl + s	Save the file
Ctrl + u	Underline selected text
Ctrl + z	Undo last edit
Ctrl + 2	Double space the selected paragraph Use Ctrl + 1 to set line spacing to single.
Ctrl + Enter	Insert page break (use to start a chapter)
Ctrl + Shift + Hyphen	Inserts a nonbreaking hyphen (one that will not break at the end of a line)
Ctrl + Alt + Period	Insert ellipsis (...)
Ctrl + Shift + [arrow keys]	Select text a word or line at a time
Ctrl + Home	Jump to the start of the document
Ctrl + End	Jump to the end of the document
F7	Spell check
F12	Same as <b>File &gt; Save As</b> Use to copy your document to a new file name or different folder.



*Formatting and tracking  
your manuscript in  
Microsoft Word*



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Workshop handout, 2006

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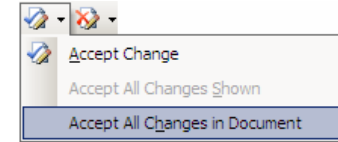
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*You can download a copy of this handout in PDF format. There are also sample Word documents that show you a formatted novel and short story.*

*Download now at:*

[www.kelly-harrison.com/workshops](http://www.kelly-harrison.com/workshops)

3. When you are done with your MS, click the drop-down menu from the Accept Changes button on the toolbar and then choose Accept All Changes in Document.



4. Save the document.

**Note:** It's a good idea to copy your documents to another folder in addition to using the Track Changes feature.

### Use footnotes to track edits

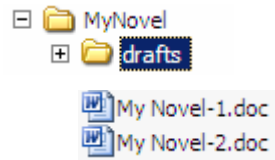
Some writers use footnotes to track large edits.

For example, instead of deleting an entire paragraph:

1. Copy the paragraph to the clipboard.
2. Insert a footnote at the end of the previous paragraph.
3. Paste the “deleted” paragraph into the footnote.

## Copy your MS before you edit it

If your entire novel is in a single file, copy the file before you do any major revisions. For example, you might create a folder called drafts in which you store earlier versions of your novel.



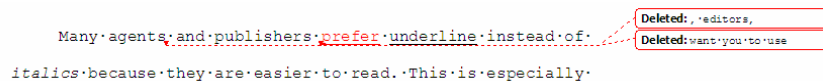
Some writers save a draft copy every day. Some only do it when they know they'll be making significant changes to the MS.

## Use the Track Changes feature

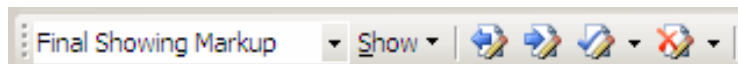
Word has a feature that tracks any changes you make to your MS. This feature is good for sentence-level editing, but it can get unwieldy for massive changes.

### To track changes in your MS:

1. Choose **Tools > Track Changes** (or press **Ctrl + Shift + e**).
2. Edit your MS. The following figure shows how Word tracks the changes. You'll see a black change bar in the left margin. The right column shows text that is deleted. Insertions show as colored text.



- To make a deletion permanent, right click the Deleted box on the right and choose Accept deletion.
- To undo a deletion, right-click the Deleted box and choose Reject deletion.
- You can also use the Track Changes formatting bar, which has buttons to find the next change and accept or delete it.



## Introduction

*Stop struggling with Microsoft Word!* This booklet, a companion to the workshop, provides instructions for tracking and formatting your manuscript (MS). Learn the tips and tricks the pros use:

- formatting the manuscript
- reorganizing chapters
- tracking changes
- inserting notes to yourself
- changing character names
- using keyboard shortcuts to work faster

## Your manuscript (MS): rules to live by

The Top Ten rules:

1. *Hire* a copyeditor or proofreader. After reading the MS, you'll miss things like *form* instead of *from*.
2. *Always* follow the formatting directions given by the agent or publisher. If none are given, follow the ones in this booklet.
3. *Copy* your entire MS into a new folder and then format the *copy* for each agent or publisher you send to. Do not make text (content) changes to the copy—only make formatting changes.
4. *Back up* your MS to several locations. Copy the MS to a memory card or flash drive. Burn it to a CD. If you use a web-based email system (such as Yahoo!), send copies of the MS to yourself. You cannot be too secure!
5. *Print* on white, 20-pound paper.
6. *Use* a laser printer—the quality is much better than deskjet printers.
7. *Place* a single blank sheet of paper on top and bottom of your manuscript to protect it and to separate it from any correspondence.
8. *Do not bind* the MS. Use rubber bands.
9. *Mail* the manuscript in a sufficiently large envelope or a single box. Do not divide the MS into two packages.
10. *Keep* a hard copy of your manual.

## General formats for manuscripts

If your agent or publisher doesn't have guidelines for formatting, follow these.

### Manuscript as a whole

- Use 8.5" x 11" paper if submitting in the US. Use A4 if submitting to Canada, UK, Australia, New Zealand, or other countries.
- Use white paper, 20# (20 pound) bond.
- Margins must be at least 1" all around. Word defaults to 1" top and bottom and 1.25" on the sides.
- Use Courier New or Courier 12 throughout the MS. Do not format titles or chapter names with fancy fonts, and do not use varying sizes.
- Double space everything except your contact info on the first page.
- All body paragraphs are left aligned. Do not justify your margins.
- Print on one side of the page only.
- Use rubber bands to "bind" your MS. A box is OK if your MS is over 400 pages. Use paper clips for query letters, proposals, and such.

### Title page

The following figure shows a sample (reduced in size) of a typical title page.

- Single space your legal name and address in the upper left corner. (This is the only place where you use single spacing.) Include email address and phone number. If you are affiliated with any pertinent writing organization, list it in this block.
- In the middle of the page, center the title of the story. You can optionally make the title ALL CAPS, although I caution against it.
- Double-spaced under the title, include your name or nom de plume (pseudonym). This is the name as you want it to appear on your printed book.

## To reorganize your MS:

1. You must use Word's "Styles" feature to create headings in your book. For fiction, this means your "Chapter 1" paragraph must be tagged as a "heading" style. Place your cursor in the paragraph with the chapter title, and then choose **Format > Styles and Formatting**. The styles appear on the right.
2. Choose a heading style, such as Heading 1, Heading 2, or Heading 3. Word will format your chapter title differently. This is OK. You can change the style to use Courier 12 later.
3. Tag all of the chapter titles as headings.
4. Choose **View > Outline**.
5. If you see your entire MS, choose Show Level 1 from the drop-down menu in the Outline toolbar.



This collapses (hides) the text and shows only the chapter titles (which were tagged as Heading 1).

6. Drag and drop chapters/headings into the order you want. Word moves the text under each heading.
7. Choose **View > Normal**. Check the manuscript, and then save the document.

## Tracking changes in your MS

When you write, there's nothing worse than slugging for hours over a scene, then deciding it was crap. You delete it and start over again, only to realize that what you wrote the first time was probably pretty good, much better, in fact, than what you're currently writing.

Or how about this scenario. You finished your first draft, but in the editing phase, you think chapter two can be deleted altogether. After it's gone, you wonder if you made the right decision. Now what?

The best method is to not delete anything. Find a way of storing drafts that works for you. There are several methods you can use, as described in the following sections.



## Sample short-story title page

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15,200 words

¶  
¶  
¶  
¶  
¶  
¶  
¶

My Very First Story

¶

¶

by Grumpy Gills

¶  
¶

Select this text and start typing over it.

Notice how the paragraphs automatically indent. There's no need to insert a tab at the start of every paragraph like you did with a typewriter.

Here is another paragraph. If you want to create a section break (also known as a POV break, use the # Break style for that). ¶

#¶

If you want to start a new chapter, you're writing a novel not a short story. Insert a page break using Ctrl + Enter.¶

## Changing quotation marks

Typeset documents use curly "quotation marks." However, if you've typed in text using another word processor or if you have something from the web (or an email) that you are pasting into your document, be aware that the pasted material will use "straight quotation marks."

When you type a quotation mark, Word decides whether or not to use straight or curly marks based on the AutoFormat setting. By default, Word uses curly marks.

### To set the type of quotation mark you want in your document:

1. Choose **Tools > AutoCorrect Options**.
2. Select the AutoFormat As You Type tab.
  - For curly marks, check "Straight quotes with smart quotes."
  - For straight quotation marks, uncheck the box.
3. Click OK.

Word will now use the appropriate mark as you type. Use the following procedure to change existing marks to the new style.

### To change straight quotation marks to curly ones (or vice versa):

1. Save the document.
2. Set the AutoFormat for the quotation mark you want. (Use the previous procedure.)
3. Choose **Edit > Replace** (or press **Ctrl + h**).
4. In the "Find what" field, type a double quotation mark.
5. In the "Replace with" field, also type a double quotation mark.
6. Click Replace All. This replaces every double quotation mark (whether curly left or curly right or straight) with the appropriate quotation mark.
7. Check the work and then save the document.

**Note:** You can use this procedure to replace straight single quotation marks and apostrophes.

6. In the “Find what” field, type a period followed by three spaces. Leave the “Replace with” field as is.  
This accounts for any places where you accidentally typed two spaces instead of one.
7. Click Replace All.
8. Check your work and then save the document. If there are serious problems with the search and replace, close the file without saving it and then start over.

**Note:** If you used the period for anything other than after a sentence, you’ll need to search for those instances. For example, if you incorrectly placed a space after periods in an ellipsis (like this . . . ), you’ll end up with this mess: . . .

## Changing em-dashes to two hyphens

Word is an odd beast. When you use auto-correct, Word will change two hyphens to an em-dash—like this. A hyphen connects two words like Jack-in-the-box. An em-dash (which gets its name from the fact that it’s the same width at the letter M) denotes a break in thought.

### To change em-dashes to two hyphens:

1. Save your document.
2. Choose **Edit > Replace (Ctrl + h)**.
3. Click the Special button and then choose Em-dash from the list.
4. Place your cursor in the “Replace with” field and type two hyphens.
5. Click Find Next.
6. When Word finds an em-dash, click Replace.
7. Repeat steps 4-5 until all em-dashes are replaced.
8. Check your work and then save the document. If there are serious problems with the search and replace, close the file without saving it and then start over.

**Note:** At step 4, you can click Replace All instead of Find Next. Word will automatically replace all instances of the em-dash and then Word will tell you how many replacements it made.

## Body of the book

- Right-aligned in the header, include your last name or the last name in your pseudonym, a word or two of your title, and the page number, each separated with a slash, like this:

King / Christine / 2

- Double space all paragraphs.
- Indent the beginning of each paragraph by half an inch. Format the paragraph to use a hanging indent. Publishers are moving away from tabs at the beginning of each line—it’s just one more thing they have to do to clean up your MS before publishing it.
- Use Courier 12-point font. Why not use Times New Roman? Isn’t this a nice font? Well yes, it’s nice, and you might choose to use it when writing your drafts. I do. You fit more on the page, saving trees. However, because you fit more on the page, it takes a reader longer to get through your MS, making it seem like the pace is very slow. Also, publishers often use MS pages (in addition to word count) to calculate how long your book is. With Courier, you get roughly 250 words per page. With Times New Roman, you get much more.
- Turn off hyphenation. Choose **Format > Paragraph**. In the Line and Page Breaks tab, check Don’t hyphenate.
- One or two spaces after a period and colon? This is the age-old debate. Many say it helps editors skim to the end of a sentence, which is to say, it helps them “fast forward” when your writing isn’t as captivating as it should be. Others say that the publisher has to remove the spaces after periods before they can typeset your MS. Do what you’re used to doing, just be consistent.
- Denote section breaks and point-of-view shifts with a single # centered on a line.
- Only use a carriage return (“pressing Enter”) when at the *end* of the entire paragraph. I’ve seen people who press Enter at the end of every line—just like they did when they learned to type. Word processors will automatically decide where to break the line.

## Sample body page

Gills / First Novel / 2

Notice the top margin of the page has the author's last name, an abbreviated version of the book title, and the page number. ¶

"This is really cool," she said. ¶

"No it's not," he said. "Dialog is hard to get right!" ¶

"Yeah, but that's what makes it so cool.

You put words into each character's voice and the reader forms a picture of you." ¶

"Did you notice how each line of dialog is indented here? And then if the dialog is long, the paragraph goes back to the far left of the page. Depending on the publisher, your paragraphs may or may not look like this once the book is typeset." ¶

They stared at the printed page with mouths agape. "A grape?" he asked. ¶

She looked at him with disbelief. "Are you serious?" Her eyebrows twitched. "I mean, you do have a vocabulary, don't you?" ¶

## Search and replace techniques

Sometimes, it can be tricky to search and replace some items. The following sections cover some of the more common problems.

### Replacing spaces and periods

You put two spaces after every period, but now your agent or publisher wants only one. What do you do?

#### To replace two spaces with one after a period:

1. Save your document.
2. Choose **Edit > Replace** (or press **Ctrl + h**).
3. In the "Find what" field, type a period followed by two spaces.
4. In the "Replace with" field, type a period followed by a single space.
5. Click **Replace All**. This replaces every "period-space-space" with a period and one space.
6. Click **Replace All** again. This replaces any instances where you accidentally typed three spaces instead of two. (The first replacement changes "period-space-space-space" to "period-space-space", which is why you need to do the replacement subsequent times.)
7. Check your work and then save the document. If there are serious problems with the search and replace, close the file without saving it and then start over.

Repeat this procedure for colons or semicolons.

#### To replace one space with two after a period:

1. Save your document.
2. Choose **Edit > Replace** (or press **Ctrl + h**).
3. In the "Find what" field, type a period followed by a single space.
4. In the "Replace with" field, type a period followed by two spaces.
5. Click **Replace All**. This replaces every period and space with a period and two spaces.



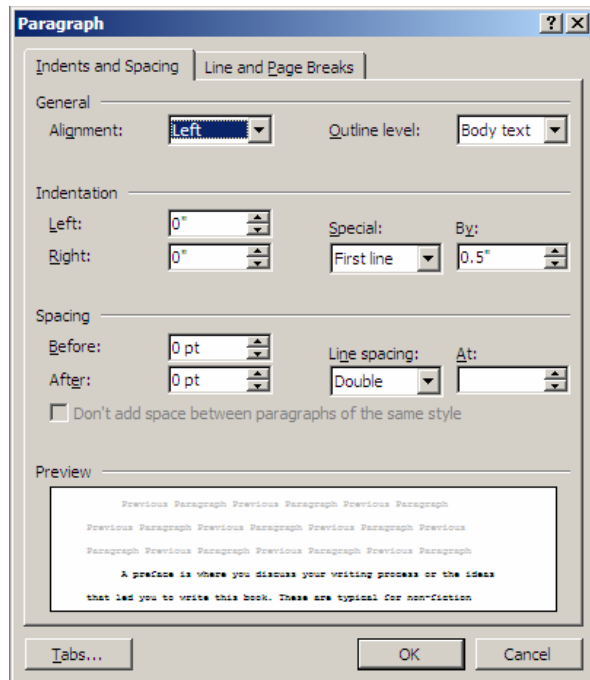
4. Select a font size (12) from the toolbar, or set the font size in the Paragraph dialog box.
5. Confirm the font changes and then save the document.

If you are using styles, edit the styles instead of the individual paragraphs.

## Configuring body paragraphs

To format body paragraphs:

1. Save the document.
2. Select the paragraphs you want to change.  
Use **Ctrl + a** to select all paragraphs in the document.
3. Choose **Format > Paragraph**.
4. Set the line spacing, indentation, and alignment as shown:



5. Click OK.
6. Check the formatting and then save the document.

## Websites with formatting guidelines

The following websites belong to organizations, agents, and publishers. Look at these sites to see some of the different formats people want. You'll notice that many of them expect the same formats.

- <http://www.nebraskaromancewriters.com/advice.html>
- <http://sfwa.org/writing/vonda/mssprep.pdf>
- <http://us.penguin.com/static/html/aboutus/DAWsubmission.html>
- <http://www.larsen-pomada.com/fiction1.html>
- [http://www.mcbrideliterary.com/submission\\_guide.htm](http://www.mcbrideliterary.com/submission_guide.htm)
- <http://www.farrisliterary.com/submission%20guidelines.htm>
- <http://www.ursulaklequin.com/ManuscriptPrep.html>

## Creating a title page without page numbers

If your document does not have running headers or footers, you can simply insert page numbers on all pages except the first. However, if you already have a header or footer, you must set up a different first page and then modify the header or footer.

### To insert page numbers:

1. Choose **Insert > Page Numbers**.
2. Select where you want page numbers to appear. For novels, position them at the top of the page and right align them.
3. Uncheck the box called "Show number on first page" and then click OK.

### To set up a different first page (title page):

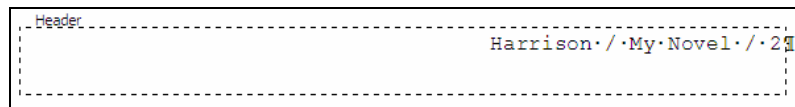
1. Choose **File > Page Setup**.
2. Click the Layout tab.
3. Check the box "Different First Page" and then click OK.

## To modify existing headers and footers:

1. Place the cursor on the first page of your document.
2. Choose **View > Header and Footer**.  
The header and footer appear surrounded by a dashed line and the Header and Footer toolbar appears.



3. On the first page, delete any header or footer text.
4. On the second page, insert text in the header, such as:  
Harrison / My Novel /  
Use an abbreviated title for your novel and include spaces around the slashes.
5. With your cursor at the end of the line, click the # icon on the Header and Footer toolbar. This inserts the page number into the header.
6. Right align the paragraph by either clicking the alignment button on the main toolbar or by choosing **Format > Paragraph** and then selecting Center. Your header should look like this:



7. Click Close on the Header and Footer toolbar.

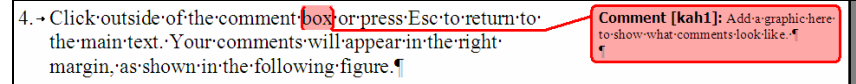
## Inserting comments

There are three widely used methods for inserting comments to yourself:

- Use the Word comment feature
- Type text in square brackets or other easily searchable character such as in these three examples:  
[Kelly—insert description of house here]  
\*\*\*Kelly—insert description of house here  
????describe house here????
- Type the comments and then highlight them using the highlight button on the formatting toolbar. Example:  
**This text is highlighted in bright blue.**

### To insert Word comments:

1. Place your cursor where you want to insert the comment.
2. Choose **Insert > Comment** (or press **Alt + i, m**).
3. Type your comment.
4. Click outside of the comment box or press Esc to return to the main text. Your comments will appear in the right margin, as shown in the following figure.



## Changing the paragraph font

To change the font used throughout your document:

1. Save the document.
2. Press **Ctrl + a** to select all of the text.
3. Select a new font name from the tool bar, or choose **Format > Font** from the menu and select a font (such as Courier or Courier New).