Cool Book Title

Exciting subtitle

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This is as good a place as any to put a dedication.

To the unsung heroes on the IT front lines who work day and night to keep us safe. May we heed their advice.

Put your epigraph here if you want one. I didn’t know what an epigraph was until recently. It’s a clever quote that sets up your story. It’s okay to quote yourself. Here’s mine; you’ll want to find a different one because mine probably doesn’t fit your story.

An IT professional's job is like stocking toilet paper. Nobody cares until there's an outage.

Contents

[The Opening Chapter 1](#_Toc523836002)

[The Exciting Second Chapter 2](#_Toc523836003)

[As Promised, the Third Chapter 2](#_Toc523836004)

# The Opening Chapter

It was a dark and stormy night when I stepped outside my doghouse. Lightning struck and I ran back inside and cowered. But, to my horror, Jerry Jenkins had to correct me, when I, gasp, spelled lightning wrong. The style for this first paragraph is *First Paragraph*. It’s based on *Book Manuscript* but doesn’t have an indent at the beginning. Do your chapter title with a *Heading 1* and *First Paragraph* is the following style.

This is the second paragraph and it uses the *Book Manuscript* style. Notice the indent. *Book Manuscript* always follows *First Paragraph* and then just continues. Every subsequent paragraph should automatically inherit the *Book Manuscript* style. All text uses 12-point Times New Roman. Except for some specialty stuff later.

# The Exciting Second Chapter

As you can see in this template, start every chapter with a page break and then a *Heading 1* with your chapter title. I found an easy way to insert a page break – just press the CTRL and Enter keys. And then this paragraph following the *Heading 1* is *First paragraph* style. It always follows a *Heading 1*.

The following paragraph and all subsequent paragraphs are *Book Manuscript*, which is double spaced and starts with an indent. Here’s the cool part – if you modify *Book Manuscript* you’ll also modify *First paragraph* because it’s based on *Book Manuscript*.

And now, let’s do one more paragraph and insert a page break and blank line for the next chapter.

## This is a subheading

Let’s say you’re putting together a collection of stories, and so every Heading 1 starts a new story. Well, then use Heading 2 for the chapters in your story. I gave also gave them numbers.

This is the next paragraph of that next section.

## The next Heading 2

And now we need another section of this chapter. Here’s how to number those headings. In the Word Home menu, right-click on the heading style (Heading 1, Heading 2, …) and click Modify. Click the Format button on the bottom of that popup window, go to numbering, and select how you want your numbers to look.

I don’t have that number and subsection numbering quite right yet, but it shouldn’t be a big deal for novels. Just do your chapters with Heading 1.

# As Promised, the Third Chapter

And another first paragraph. Here’s something else cool. If you use *Heading 1* for your chapter titles, they just show up in the table of contents. As you can see in the table of contents above. And notice the pages in that first section have roman numerals, and then the main body starts with page 1.

Here is another style that might be of interest. Let’s say your character is reading an email message or looking at a computer and you want to present what your character sees.

Well, then you need a paragraph that uses the “Computer Chat” style. I indented and used courier, single spaced; modify and/or add additional styles as you see fit.

And as our hero walks off into the sunset, the crowd rises to its feet and goes wild. But wait, we need one more element. We need a space break.

#####

You put in a space break when the focus shifts to another location or character, but it’s not a big enough shift in focus for a whole new chapter. Judgement call on whether to use a space break or new chapter. I do my space breaks with a blank line, a line with “#####” centered, and another blank line.

Fade to black. Our main character made the world safe for democracy again. Terrible trouble solved. For now.

## Another Heading 2

Woops, I want this to start with 1 – so it’s like chapter 3, section 1. I still need to work on mixing mixing Heading 1 and Heading 2 styles and making the numbering make sense. But this isn’t a big deal for most situations.

Here are another couple of Word styles I tinkered with. Let’s say you want to show text message chats, or maybe Facebook chats. I came up with styles I call “Private Message Left” and “Private message right.” One automatically follows the other, so you don’t have to select it every time. And then if you want to insert thoughts, just do those with “Book Manuscript.” Here is a sample below.

Hi. I couldn’t help but notice your troubles with your parents. I want you to know, you don’t have to live like that.

Jesse smiled. Time to get deep into character.

Hi Kyle. How did you find me?

Pretty much by accident. My cousin is named Brooke and I was looking for her and you came up in the search results. You’re beautiful.

Oh, this guy is smooth.

I’ll bet you say that to all the pretty girls you meet.

#####

I put in a space break above to set is apart from this text.

Okay, great, we have these styles. How do you use them? They should mostly just work in this template. But there will be times when you want to apply a style to text. So, just click on the style you want in the menu at the top, and the style you select will apply to all subsequent text.

Or, if you want to apply a style to existing text, just select the text you want and then click the style you want to apply.

Here’s an exercise. This paragraph uses the “normal” style. It does not work for a manuscript. Your mission, should you choose to accept it, is find the “Book manuscript” style and apply it to this paragraph. As always, if you are caught or compromised, the secretary will disavow any knowledge of your actions.

#####

Was that cool or what? You made that ugly paragraph above fit right into your manuscript.

So – no more inserting a bunch of line breaks to go to the next chapter. Just insert one page break. No more applying individual attributes to paragraphs. Do it with styles. No more making a Contents page by hand; use Heading styles for that. And no more struggling with front matter – just fill in the section at the beginning of this document.

And so, as the sun set in the west, Snoopy fired one last shot at the retreating Red Barron before flying home in his retrofitted dog house. He smiled, thinking about using this cool new Word template with his next novel.