BookGenesis: Manuscript Styles

|  |  | Windows | MacOS*[[1]](#footnote-1)* |
| --- | --- | --- | --- |
| Paragraph Styles | | | |
| Document Structure | | | |
| Chapter Title | The title of a chapter | Ctrl+Alt+Shift+T | ⌘+Ctrl+Shift+T |
| Front Back Title | The title of Front or Back matter | Ctrl+Alt+Shift+F | ⌘+Ctrl+Shift+F |
| Head 1 | First-level text heading[[2]](#footnote-2) | Ctrl+Alt+1 | ⌘+Alt+1 |
| Head 2 | Second-level text heading | Ctrl+Alt+2 | ⌘+Alt+2 |
| Head 3 | Third-level text heading | Ctrl+Alt+3 | ⌘+Alt+3 |
| Body | | | |
| Body Text | Regular running body text | Ctrl+Alt+Shift+B | ⌘+Ctrl+Shift+B |
| Body First | First paragraph of a chapter | Ctrl+Alt+Shift+R | ⌘+Ctrl+Shift+R |
| Body After Head | First paragraph after a heading | Ctrl+Alt+Shift+A | ⌘+Ctrl+Shift+A |
| Body Continue | Paragraph continued after a block | Ctrl+Alt+Shift+O | ⌘+Ctrl+Shift+O |
| Body Section | Paragraph that begins a section with no heading—usually w/space above | Ctrl+Alt+Shift+S | ⌘+Ctrl+Shift+S |
| List | A list paragraph with no level/indent | Ctrl+Alt+Shift+L | ⌘+Ctrl+Shift+L |
| Character Styles | | | |
| Document Character Styles | | | |
| Chapter Number | The chapter number itself | Ctrl+Shift+N | ⌘+Shift+N |
| Text Character Styles | | | |
| Bold | Bold text | Ctrl+B | ⌘+B |
| Italic | Italic text | Ctrl+I | ⌘+I |
| Smallcaps | Small-capped text | Ctrl+Shift+K | ⌘+Shift+K |

# Scripts

|  |  |  |
| --- | --- | --- |
| UpdateDocFields | Update all fields in the document; all Document Properties in the document are reviewed | Shift+F9 |

1. MacOS keys: ⌘=Command, Alt=Option, Ctrl=Control [↑](#footnote-ref-1)
2. The “Head 1, 2, 3” styles are not Word’s built-in “Heading 1, 2, 3” styles, but replace them for use in book editing. [↑](#footnote-ref-2)