Packt Word Template Usage Guide

This document will teach you to use the Packt Word Template so that you can create your book while complying with Packt's style requirements. The Packt Word Template provides you with certain custom styles. Custom styles let you use Microsoft Word like any other document, but provide you with a quick and easy way to format elements of your chapters using Packt Style.

This document will show you how to access the custom styles in this template, what each style is meant for, and how to apply them to your document. Once you've been through this document, you should be able to format all your chapters according to Packt's style requirements.

> **Important Note**
> While using this guide, please keep in mind that the instructions for formatting as well as the template are only meant to complement our style guide. Please use each of these styles in a way that complies with our style guide that you would have received with this document.

You'll explore the Packt template by reading through the following topics:

- Using the Packt Dummy Chapter
- Adding the Packt Word Template to your Word document
- Accessing custom styles
- Heading styles
- Paragraph styles
- Code and command styles
- List styles

- Images and captions

- Exceptions

- Using custom styles in chapters

Using the Packt Dummy Chapter

The dummy chapter that is part of the author bundle, "Chapter.docx," is a file with the template styles already configured. The dummy chapter also has certain snippets to give you an idea of each section and how to format it.

If you already have content written in a Word document, you should check out the next section which will show you how to apply the template to your document.

Adding the Packt Word Template to your Word Document

To add the Packt Word Template to your document follows the standard process that you would use to apply any template file to a Word document. Let's look at the steps:

1. Click on **File** in your Word document

2. Select **Options** that's in the left bottom corner

3. Select **Customize Ribbon** in the left hand side panel of the window that opens after you execute the previous step.

4. Then select the following in the numbered ordered.
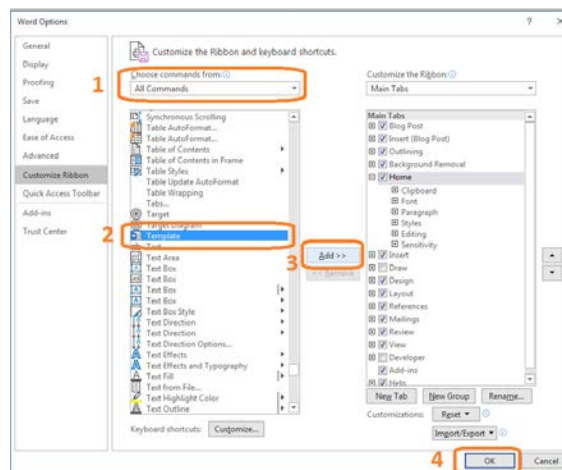
5. Doing this will add the following icon on the top of your screen:
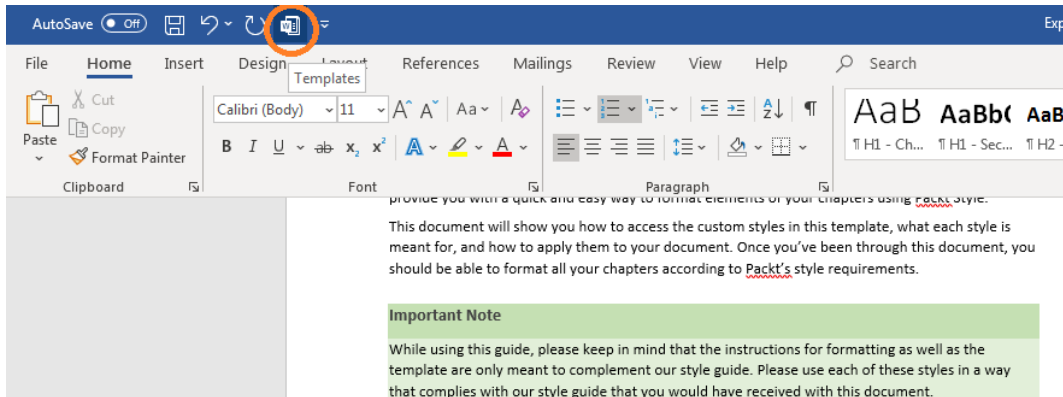
6. Now you have set-up an easy way to add templates to your chapter for the future. The above is a one-time activity which you need to do.

Now to add the template to your chapter:

1. Click the added icon and then click **Document Template.**

2. In the new window, click **Attach** and navigate to your template file. Note: Do not click **Add**.

3. Select the template file and click **OK**

4. When you're back in the Template window, select **Automatically update document styles**

5. Click **OK** and you've successfully added the template to your word document.

Now that we've got our document up and running, let's take a look at how to access the template's customs styles.

Accessing Custom Styles

The custom styles in Packt's Word Template can be accessed through the standard **Styles** tile in Microsoft Word. Let's look at how you can access this tile.

6. Click on **Home** in the template file, you can see the location in the image below, labeled (1).
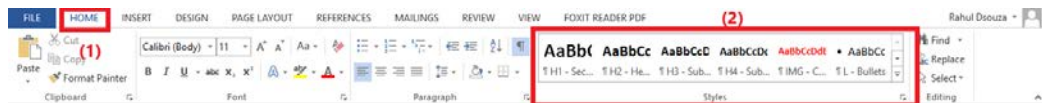
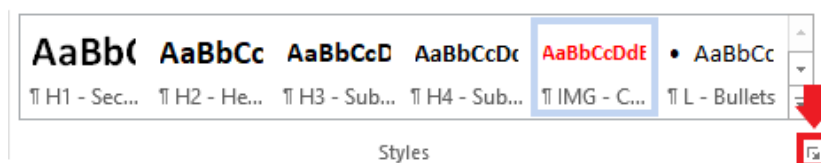7. Navigate to the **Style** tile labeled (2) in the image above.

8. To see a longer list of available styles, click on the button, labeled using a red box and arrow in the image below:
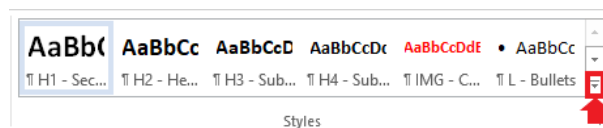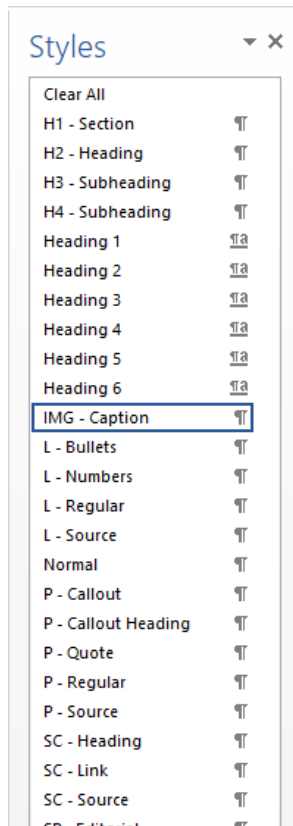

When you click this button, you'll see an expanded view like in the image below:

9. To see the list of all the available styles, click the button at the bottom right corner of the **Styles** tile, as shown below:

When you click this button, you'll see a **Styles** bar open on the right-hand side of Word, as shown below:

Important Note

Ignore all of MS Word's default styles and only use Packt's Custom styles. You can identify these styles by their prefixes: H1, IMG, L, SC, and P. You'll see the full list of styles in the next section.

Now that we've seen how to access the custom styles in the Packt template, let's look at what style each can be used for.

Chapter Title Style

Use **H1 - Chapter** to format the title of the chapter that you are writing.

Heading Styles

As with any book, section headers are used to label content for easy navigation and organization of information. The following heading styles are available in the Packt template:

- H1 – Section
- H2 – Heading
- H3 – Subheading
- H4 – Subheading

H1 – Section

Use **H1 – Section** for all the main sections in the chapter as well as the Summary, Questions, and Further Reading sections. In Cookbooks, use this for the Technical Requirements section as well as all the recipe names.

H2 – Heading

Use **H2 – Heading** to divide the main topics into smaller sections. This helps organize all the information you want to include in the main section. In a cookbook, "Getting Started," "How to do it," "How it works," "There's more," and "See also" section headings use **H2 – Heading**.

H3 – Subheading

If you need to divide an **H2 – Heading** section further, use **H3 – Subheading**. This can help you make specific information within your H2 subsection more accessible to readers and help them get to this information without having to read through the entire H2 subsection.

H4 – Subheading

Use **H4 – Subheading** for instances where you need even further division of subsections by dividing the **H3 – Subheading** section further.

> **Important Note**
>
> **H4 – Subheading** is the last available heading style. If you feel like you need to divide your content further, consider dividing your main topic (which is signposted by the **H1 – Section** heading style) into two separate main sections.

You've now learned how to add headings in your documents, so let's move on to styling the text that makes up the content that will appear under these headings.

Paragraph Styles

As paragraph text makes up the majority of any book, we needed to provide several options for various use cases you may encounter while writing your book. The following are the Paragraph styles available in the template:

- P – Regular
- P – Callout Heading
- P – Callout
- P – Bold
- P – Italics
- P – Quote
- P – Keyword
- P – URL

> **Important Note**
> We'll look at how to style code in sentences in the next section, "Code Styles."

P – Regular

All regular text in the chapter should be styled using **P-Regular**.

P – Callout Heading

The **P – Callout Heading** style should be used in conjunction with the **P – Callout** style given below when making Information Boxes or Tip Boxes. Use this option to identify if the box is an Information Box by typing "Important Note" or a Tip box by typing "Tip" and using this style to format it.

P - Callout

As mentioned in the previous section, the **P – Callout** style should be used in conjunction with **P – Callout Heading** style to create Information Boxes and Tip Boxes. Look at the examples below to see how you should use these two styles:

Here's what an Information Box should look like:

> **Important Note**
> An information box should provide readers with important information that the author must know when going through the content. For example, you can tell a reader to double check all dependencies before running a particular instruction.

Here's what a Tip Box should look like:

> **Tip**
> A tip should be some additional information that's useful for readers which should be related to the content that they are reading through. For example, you can advise the reader to install hardware of a higher capability than the basic requirements for the technology in order to make the processing faster.

P – Bold

Use **P – Bold** to identify on screen text.

P – Italics

Use **P – Italics** to italicize text in paragraphs following the instructions in our style guide.

P – Quotes

Considering the nature of Packt books, we discourage the use of quotes. However, if absolutely necessary, make sure to use **P – Quotes** to style the quote as a quote block. Please note that the quote needs to be a separate paragraph in order to apply this style. For in-sentence quotes, use double quotes to signify the quoted text.

P – Keyword

Use **P – Keyword** to highlight technical terms in your text.

P – URL

Use **P – URL** for all URLs in your text.

You've now learned how to style your text and are almost ready to start writing your chapters. Before we move on to the writing, you need to learn how to use a few more styles that will help you bring technical substance and visual learning elements to your chapters. Let's start by learning how to style code and commands in your chapter.

Code and Command Styles

Code forms the backbone of many Packt books. In this section, we'll look at the following code styles:

- SC – Source
- SC – Highlight
- P – Code
- P – Source
- SC – Heading
- SC – Link

SC – Source

Any code snippet that requires to use more than a single line of text should be styled using **SC – Source**.

Remember that the purpose of code blocks in Packt books is not to make the reader memorize or copy the block (we upload our code on to a repository on GitHub specific to your book for this purpose) but to teach the reader about the components of the code block or configuration file. Accordingly, each block should be around 15 lines or half a page long.

For code blocks bigger than this limit, consider breaking them into smaller sections and explaining the code to the reader in increments. You can redirect the reader to the full, unbroken code or configuration file on Github.

> **Important Note**
> If you want to add a code block under a bullet point or numbered step, please see the subsection on **L – Source** in the next section, "List Styles."

SC – Highlight

When you want to highlight specific bits of code in a code block, use **SC – Highlight**.

P – Code

When you speak about smaller pieces of code (limited to a single line), use **P – Code**.

P – Source

Use **P – Source** to style any command lines.

Now that we've looked at the core non-paragraph text component of chapters, let's move on to the first set of styles that help improve your content from a visual and readability perspective, list styles.

SC – Heading

Use **SC – Heading** in your code block to indicate the name of the corresponding code file that you want a reader to look at on Github. Use this style to add the name of the corresponding code file on Github whenever you truncate a piece of code that goes over a page in length. The name of the file needs to appear only above the code block.

SC – Link

Use **SC – Link** to add URLs at the end of or lead-in to the code block to lead users to the exact code file on Github. Use this style to add the link to the corresponding code file on Github whenever you truncate a piece of code that goes over a page in length. This link needs to be added only after the code block.

List Styles

Lists help you give readers information in a clear, digestible format by staggering important points visually. The following are the List styles available in the template:

- L - Bullets
- L - Numbers
- L - Regular
- L - Source

> **Important Note:**
> There are no nested bullets in this template. This is to maintain compatibility with the EPUB format. Check the "Exceptions" section to understand this further. You cannot use bullets within Information and Tip Boxes.

L – Bullets

Use **L - Bullets** when you want to list out items, but the order is not important.

L – Numbers

Use **L – Numbers** to organize the steps in sequential instructions. Please ensure that all sequential instructions in your book are numbered using this style.

L – Regular

Use **L – Regular** to add additional text that falls under a bullet point or a numbered step.

L – Source

Use **L – Source** to indent code blocks under bullet points or numbered steps. If you want to indent a command line under a bullet point or numbered step, use **L – Source** and then use **SC – Highlight**.

Now that you've learned to use lists, let's move on to the final type of styling that helps elevate content, images and captions.

Images and Captions

We have a single style for images and captions, **IMG – Caption**. Let's look at ways to add and align images and how to style captions for images and tables.

Inserting and Aligning Images

To insert and align an image, use the following steps:

1. Drag the image you want to use into Word and place it in the section of the text that you want it to appear in.

2. Click on the image to select it.

3. Click on **IMG – Caption** in the list of custom styles.

Now that we learned to align the image, let's move on to the captions.

Styling Captions for Images and Tables

Images and tables require captions. They help readers identify the purpose of the image or table and makes it accessible for those readers that make use of text readers. Let's look at the simple steps needed to add and style these captions.

1. Once you have added an image or table to the document, type out your caption on the next line.

2. Select the text of the caption.

3. Click on **IMG – Caption** in the list of custom styles.

> **Important Note**
>
> Every image should have a figure number and a caption. Use the following style: Fig. 1.1 – An image, where the first number is the chapter number, the second is the image number, and "An Image" is the caption. When providing corresponding image files, please number them accordingly, placing images in chapter-wise folders.

You've now learned how to use images and add captions in our Word Template. Let's move on from the styling options now and take a look at the exceptions that we have had to make due to technical limitations.

Exceptions

We have two exceptions with respect to standard structural requirements that usually crop up in books.

Tables

Please use Word's insert table function to insert tables into your chapters. Due to the limitations from using tables in EPUB, we recommend keeping tables to a minimum in your chapter. Wherever possible, use bullet lists instead.

Nested Bullets and Numbered lists

Due to limitations involved with exporting our books to EPUB, we do not allow nested bullets or numbered lists. To get around this limitation, we recommend breaking lists that require nesting into smaller lists. This may have the added benefit of breaking down information into smaller, more digestible chunks, which would ultimately benefit readers.

You are now ready to use the Packt custom styles in your chapters!

Formulas

All formulas in the book will be converted to images at layout. It is important to ensure the accuracy of your formulas at the Final Draft stage to ensure that additional time is not required to regenerate images of formulas. You can insert formulas using any equation editor, so long as it is compatible with Microsoft Word.

Summary

Now that you are up to speed with the Packt Word Template, you can start formatting your documents and prepare them for submission, ensuring that you've complied with all the structural style elements of the Packt Style Guide. This will ensure that our content development team sees your content in the exact form that you intend it to be. This will help them differentiate between the various elements of your content without needing to interpret your organizational choices and without needing to confirm these stylistic elements of the chapter with you. This will, in turn, allow you and your content development editor to concentrate on the main objectives of your chapter and will enable the two of you to dedicate your energy towards content quality.

If at any time you face any issues with using the template or need further explanation/guidance, please do not hesitate to ask the editors that you are working with for help. The best time to clarify any doubts in during the first few chapters; however, you may only come across some hurdles later in the book, so no time is a bad time to ask for help.