

WileySD2007 Cheatsheet

Installation

1. Unzip all files to a convenient directory.
2. Open the file **InstallSD07.docm** and enable macros when prompted.
3. Click the star on the Home tab and follow instructions to install.

Creating a New Document

Click Office Button ➤ New, select 'My Templates', then choose **WileySD2007.dotm**.

Attaching to an Existing File

Click the 'Attach' button from your Home tab.

Optimized Settings

While in a WileySD document, we recommend these settings:

1. Click 'Show Style Area' from WileySD's Home menu to switch to Draft view and show styles in the left margin.
2. Click Office Button ➤ Word Options ➤ Display, and check 'Tab characters' and 'Paragraph marks'.

Important: WileySD does not reflect your final book layout. Do not modify styles in the WileySD template. You can discuss layout options with your editor.

Applying a Paragraph Style

Paragraph styles apply to entire paragraphs. Every paragraph should have an appropriate style, based on its function in the book (paragraph, heading, list, etc.).

1. Place your cursor anywhere within the paragraph.
2. Click the tab for the style ribbon category you need.
3. Click the name of a style to apply it to the paragraph.

Applying a Character Style

Character styles apply to words within a paragraph.

1. Highlight the word(s) you wish to style.
2. Click a character style button (on 'SD Body' or 'SD Code' tabs) to apply it to the selected characters.

You can use Word's default buttons to apply bold and italic.

Removing a Character Style

Highlight the characters you wish to unstyle and click CTRL + spacebar.

You can remove the InlineQuery style using this method.

Inserting Figures and Graphics

A **Figure** is considered a numbered piece of art.

From the 'SD Figs+Tables' tab, select 'Insert Figure Slug'. The Slug line should be styled as:

Figure 1.1: Caption here<tab>[file name]

A **Graphic** is considered an unnumbered piece of art.

Use the 'Insert Graphic Slug' button. Style as:

Insert Graphic<tab>[file name]

A **Margin Icon** is an icon that appears in the margin beside a paragraph. Use the 'Insert Margin Icon Slug' button. Style as:

Insert IconMargin<tab>[file name]

Once graphics are styled, WileySD can generate an art log. See the User Manual for details.

Tables

WileySD manuscripts should only contain simple-grid tables: one para per cell, styled TableHead or TableEntry, no merged or split cells. More complex tables **must be submitted as separate files**, outside of the manuscript.

Creating a New Table

1. From the 'SD Figs+Tables' toolbar click 'Insert Table'.
2. Select the number of columns and rows, and type a title, etc. Click OK.
3. Begin typing data.

You can add more rows by clicking tab from the last table cell.

Converting Text to a Table

1. Type one tab between the text for each individual cell.
2. Highlight all text to be converted.
3. From the 'SD Figs+Tables' toolbar click 'Convert Text to Table'.

Features

A feature is a section that needs to be visually different from regular body text (e.g., notes, examples, exercises).

On the 'SD Features' tab click 'Start a Feature' and select a feature "type" from the dropdown. Use the same "type" for similar features. Use a different "type" for each unique feature.

Use the styles that begin with Feature for paragraph elements within the feature. toolbar