



Microsoft Word 2016 for Novelists

Stephanie Bergmann



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Acknowledgements

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Second, I want to thank my roommates Emma, Rachel, and Emily for listening to me talk (and complain, sometimes) about Word for the whole semester, and for participating in my usability testing. I couldn't have made it through these past few months without all of you. I also owe a specific gratitude to Rachel: thank you for listening to me type while you're trying to sleep.

Next, thanks to @stilclassics on Unsplash for the cover image.

And, as always, thank you to my parents for your unending support of me and my education – even while I'm at school eight hours away.

Introduction

Welcome! This manual is designed for novelists looking to write and submit manuscripts for publishing using Microsoft Word 2016 for Mac. I assume you're comfortable with the basics, such as saving files, opening and closing documents, and changing basic settings like font and font size. You don't need to know any more than that before you turn the page.

How to use this manual

Each chapter focuses on a specific step in the writing process. Some of the features you will learn about include:

- Creating outlines
- Formatting your document with templates
- Creating a table of contents
- Revising with comments and comparing documents

However, if your process isn't ordered in the same way as the chapters, I invite you to use the table of contents to find the specific features that will be most helpful to you. No writer works the same, so this manual has been designed to allow you to choose what you want to learn about and in what order. And, if you're already using Word to write, you will get a better understanding of how it works, so that you can spend more time writing.

Why write with Word?

Many programs claim to be the best for creative writing, but Word is the publishing industry standard for a reason. It can be as simple or complex as you need it to be. You can use it just to type your story, but you can also tailor it to your formatting and writing needs to make focusing on your creative process a lot easier. And, whenever you want to send your manuscript into an editor, it's already in the Word format (.docx) that it needs to be in.

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CHAPTER ONE

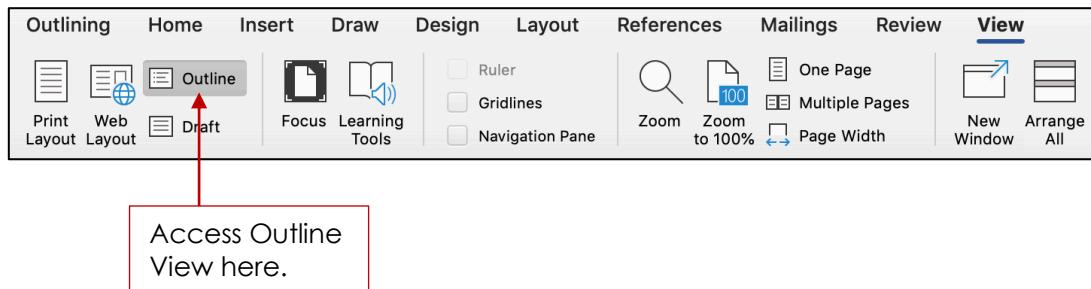
Note-taking & Planning

- 1.1 Creating outlines with Outline View
- 1.2 Adding terms to the Dictionary
- 1.3 Entering and exiting Focus Mode
- 1.4 Pinning saved files

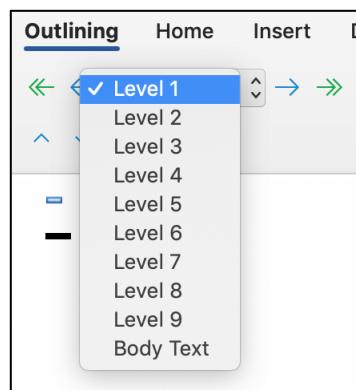
1.1 Creating outlines with Outline View

Outline View makes your complicated note-taking process easier. You can use this for planning characters, settings, plot points, scenes, and more.

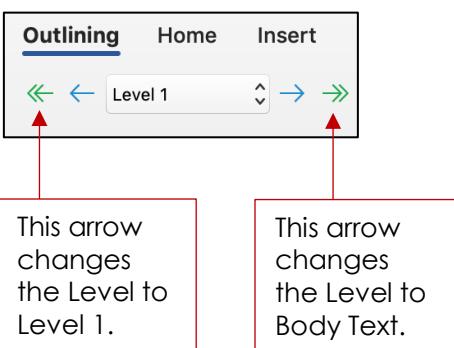
1. Click the **View** tab.
2. Select **Outline**. This automatically creates a new outline and opens the outlining tools in the ribbon.



3. Begin typing your outline.
4. Click the dropdown menu next to Level 1. This shows a list of Levels that have different text formatting. Click any Level to apply that style of text to the line your cursor is on.



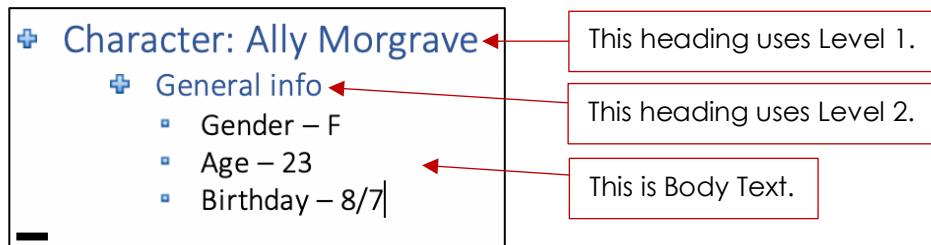
5. Press the **Enter** key. A new bullet appears in the same text style as the previous line.
6. Use the blue arrows to change the Level sequentially. Use the green arrows to change the Level back to Level 1 or to Body Text.



7. Click **Close Outline View** on the **Outlining** tab to exit to the previous view of your document.

Note: While in you are Outline View, the bullet points next to each subsection appear automatically. However, once you exit Outline View, these bullets disappear unless you add them manually either before or after exiting.

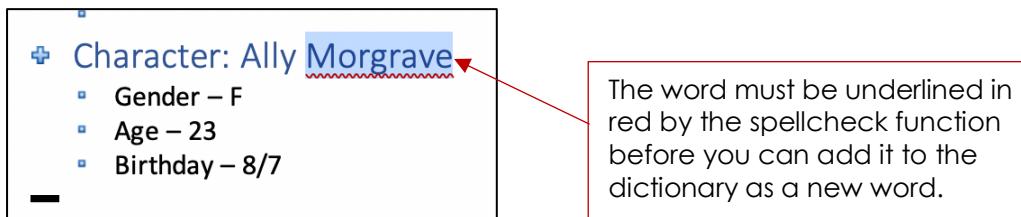
A basic outline might look like this:



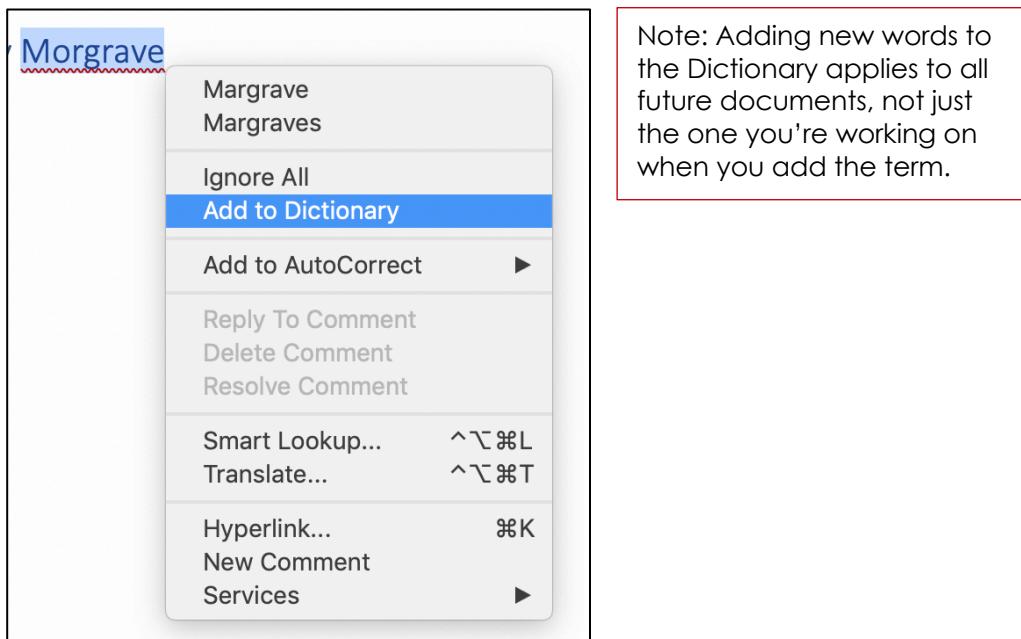
1.2 Adding terms to the Dictionary

You might use words or terms that aren't in Word's Dictionary when you're writing, such as a fictional place or a character's name. Adding a term to the Dictionary stops AutoCorrect from flagging the word as misspelled or changing it to a different word.

1. In any document, select the word you want to add to the dictionary.



2. Right click on the selected word.
3. Click **Add to Dictionary** on the dropdown list. The red spellcheck warning disappears, and the term is added to the Dictionary.

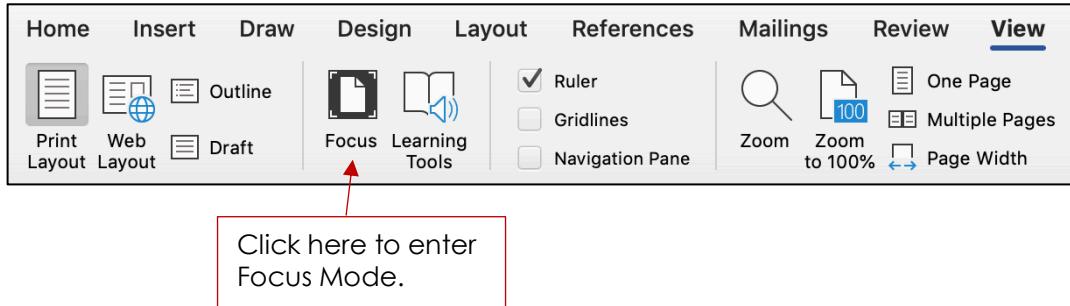


1.3 Entering and exiting Focus Mode

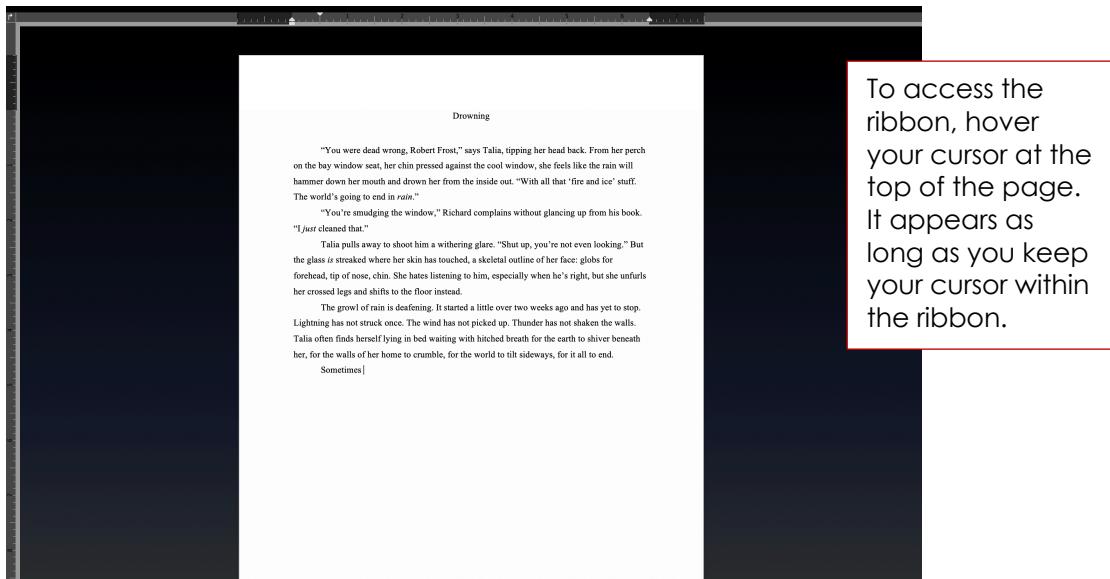
For a simple environment that helps you concentrate on your writing, Focus Mode eliminates distracting clutter by making your document fill the screen and hiding the Ribbon.

Entering Focus Mode

1. Click the **View** tab, then the **Focus** button.



2. Continue typing. The page shows only your document, hiding the ribbon and darkening the screen.



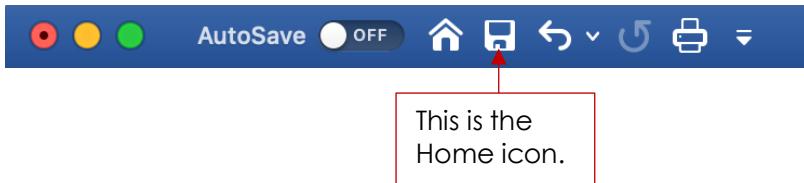
Exiting Focus Mode

1. Press the **Escape** key.

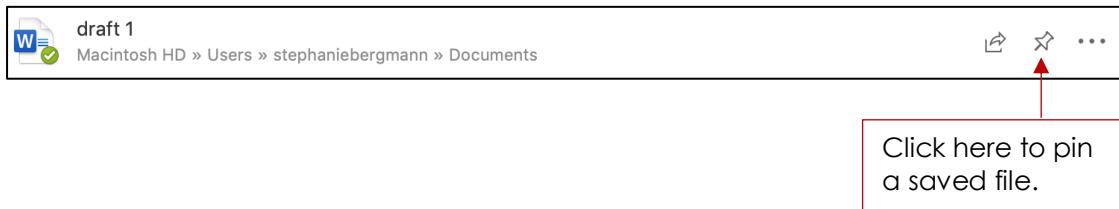
1.4 Pinning saved files

Pinning files is a great way to quickly and easily access the documents you use most often without searching through all of your folders.

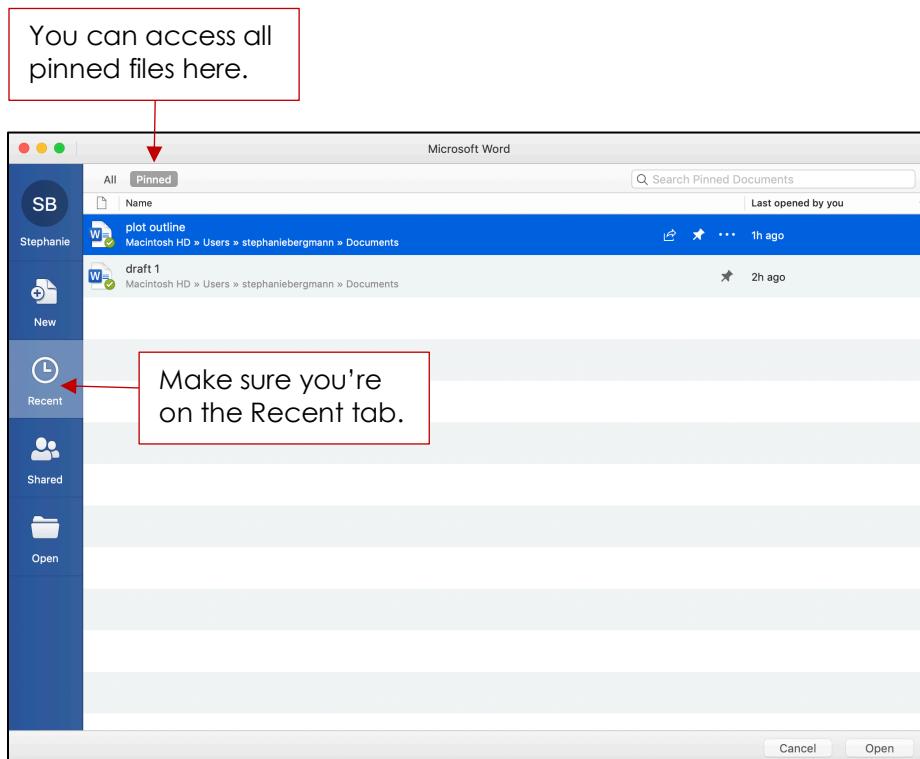
1. Click the **Home** icon at the top of the Ribbon.



2. Go to **Recent** on the left tab.
3. Select the file you want to pin, then click the thumbtack icon. The file appears at the top of the document list, and the thumbtack icon turns gray.



4. Click **Pinned** to access your pinned files. A menu separate from **All** appears in which only pinned documents are displayed.



CHAPTER TWO

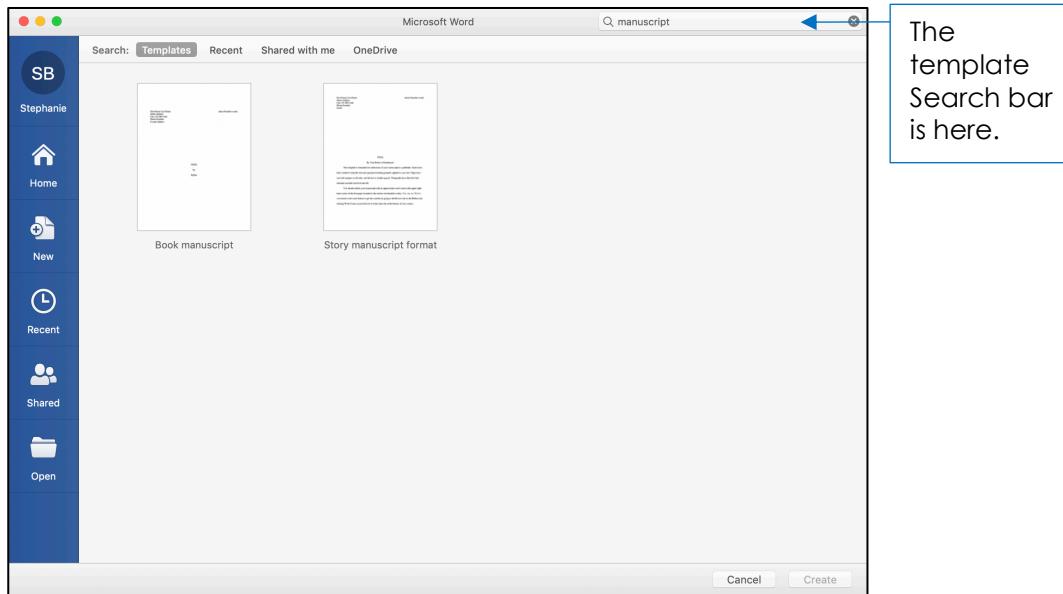
Formatting & Customizing Settings

- 2.1 Using Templates
- 2.2 Adding page numbers
- 2.3 Using the Thesaurus
- 2.4 Changing AutoCorrect settings
- 2.5 Defining words with Smart Lookup

2.1 Using Templates

Manuscript templates are formatted in the layout you typically must use when you submit your work to a publisher. These ensure that your document has all the required formatting.

1. Go to the **File** tab, then click **New from Template**.
2. Type ‘manuscript’ into the **Search All Templates** bar.



3. Select any template and click **Create**. These include information for you to fill out, such as your name and the story’s title, as well as instructions and recommendations for how to format the rest of your document before you submit it for publishing.

The Story manuscript format looks like this.

TITLE
By Your Name or Pseudonym

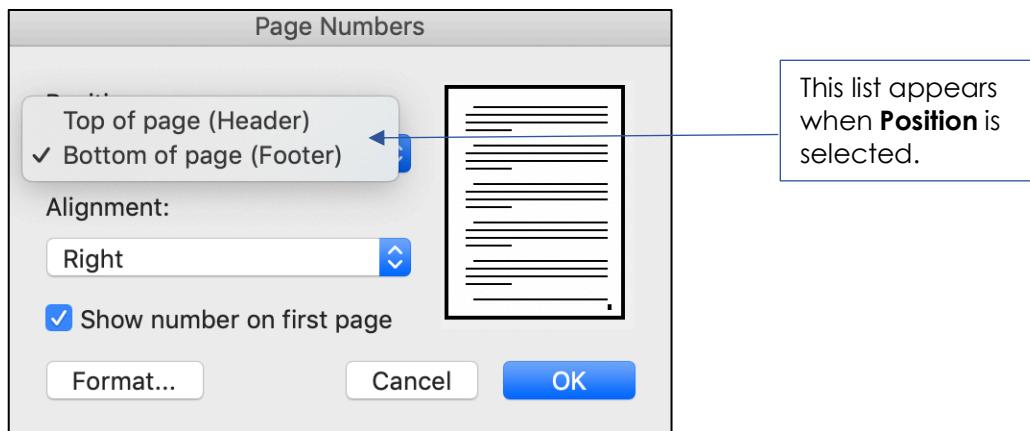
This template is formatted for submission of your manuscript to a publisher. Styles have been created to keep the font and spacing formatting properly applied to your text. Pages have one inch margins on all sides, and the text is double-spaced. Paragraphs have their first line indented one-half inch from the left.

You should submit your manuscript with an approximate word count in the upper right-hand corner of the first page (rounded to the nearest one hundred words). You can use Word’s convenient word count feature to get this number by going to the Review tab on the Ribbon and clicking Word Count (or just look for it in the status bar at the bottom of your screen).

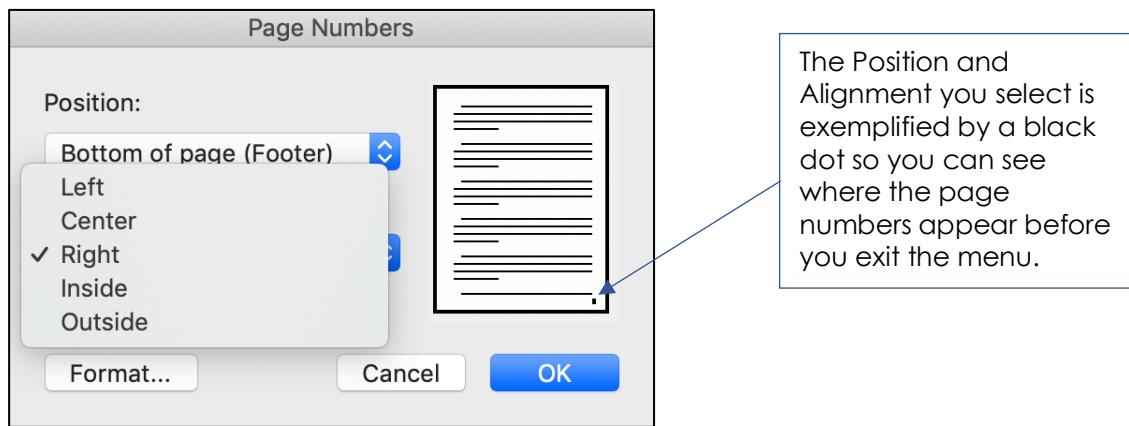
2.2 Adding page numbers

Including page numbers in the header or footer is important to organizing a story for both you and the reader. A page count also makes your manuscript look polished and professional.

1. Go to the **Insert** tab, then click **Page Number**. From the dropdown list, click **Page Number**. A dialog box appears.
2. Click **Position** to choose if you want page numbers in the header or footer of each page.



3. Click **Alignment** to choose where in the header or footer you want the numbers to be.



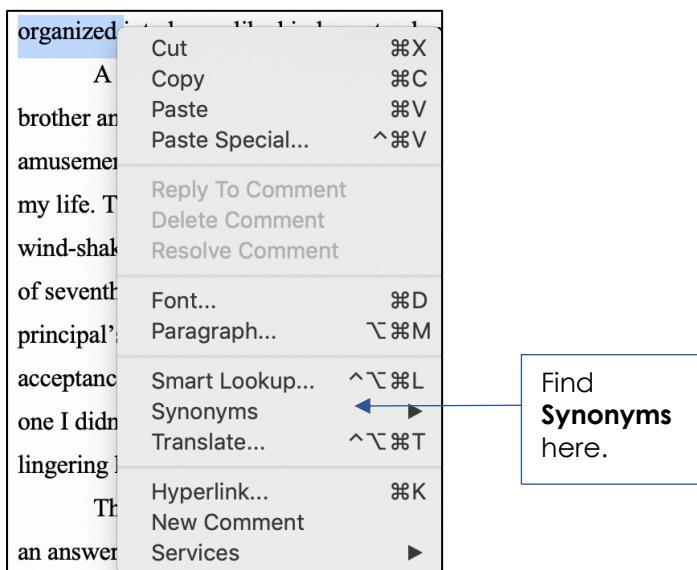
4. Click **OK**. The Page Numbers are added to the document in the position and alignment you chose.

2.3 Using the Thesaurus

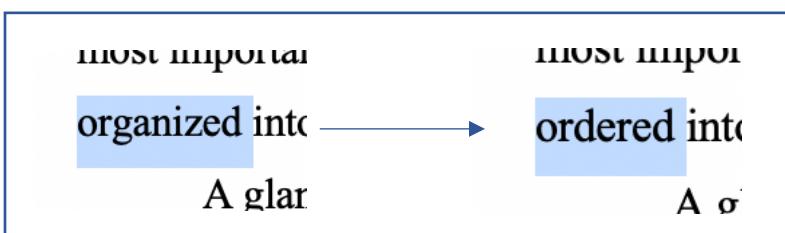
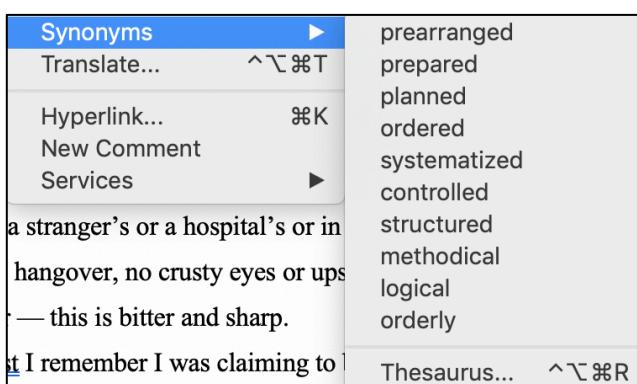
Using the Thesaurus is a good way to avoid repetition in your manuscript. The built-in Thesaurus makes it easy to search for synonyms as you're writing without leaving the document.

Replacing words with synonyms quickly

1. Select the word you want to find synonyms for, then right click on it.
2. Click **Synonyms** on the dropdown menu.

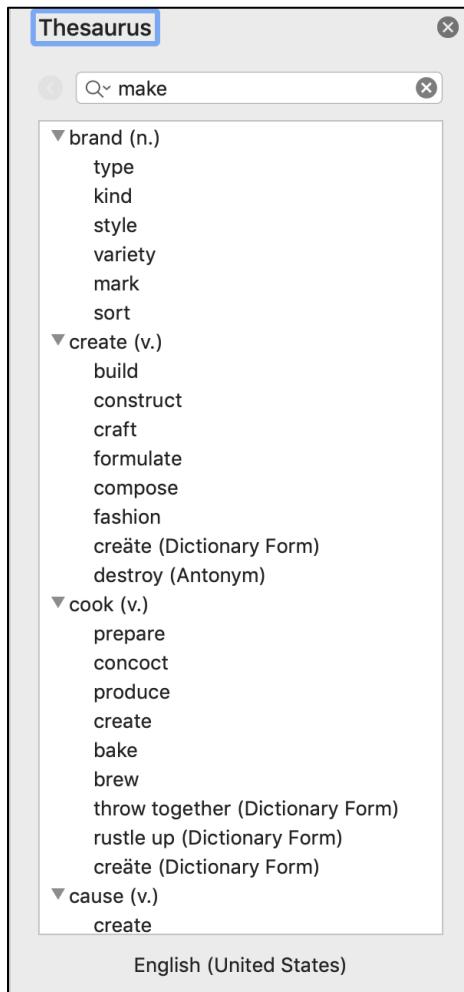


3. Click the synonym you want to use from the list that appears. The selected word replaces the one you chose.



Accessing more synonyms

1. Click **Thesaurus...** at the bottom of the **Synonym** list. A sidebar menu appears to the right of the page with more synonym suggestions.



Note: For situations like this, where 'make' can be used as a noun or a verb, the Thesaurus can help you find synonyms for different usages of the same word.

2. Double click on any of the listed terms to see more synonyms for that word.

Note: If you want to replace a word with a synonym from this list, you must type it in yourself.

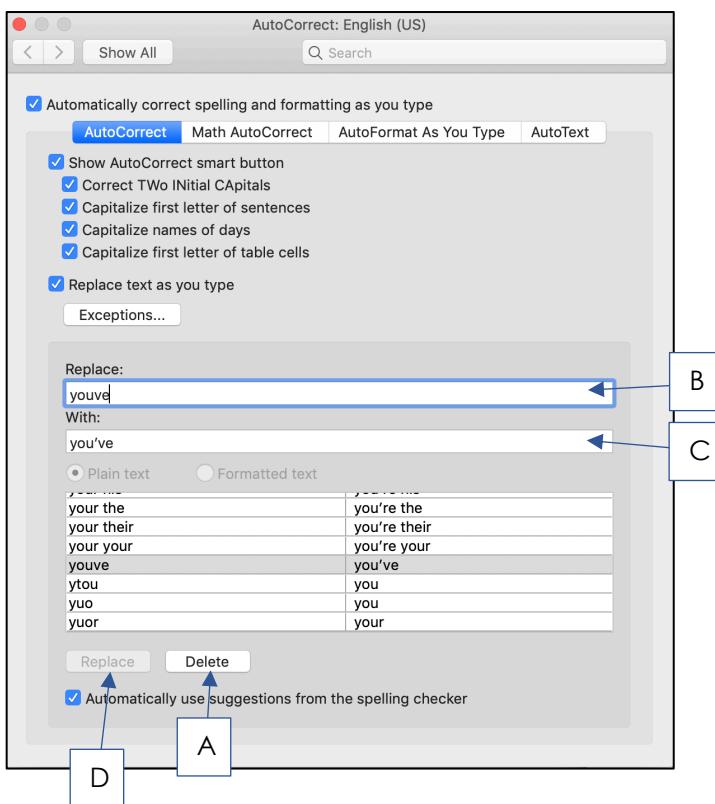
2.4 Changing AutoCorrect settings

Word has settings that correct common spelling errors as you write. You may want to delete some of the default AutoCorrect settings or add your own to personalize how it works for you.

1. Click on the **Tools** tab and select **AutoCorrect Options**. A dialog box appears that displays pre-installed Autocorrections.



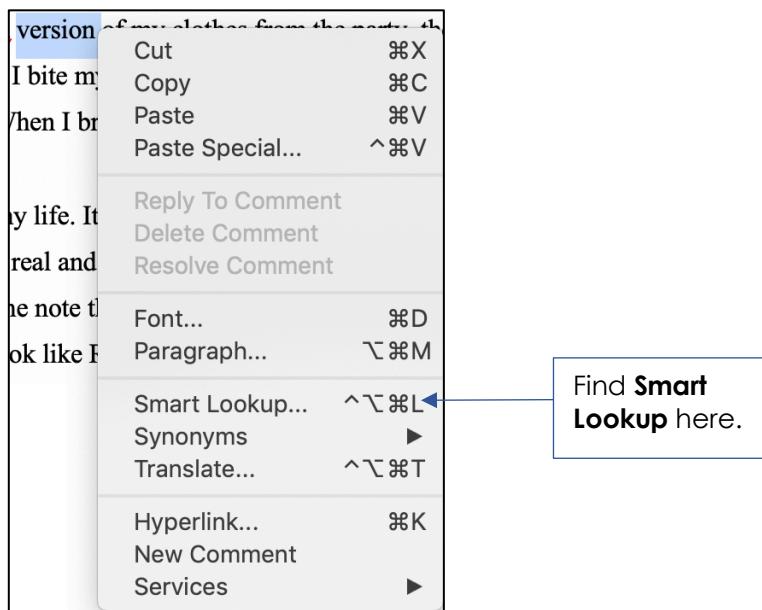
2. To delete any of the pre-installed corrections, select the correction from the lower menu, then click **Delete** (A) to remove it.
3. To add an entry, type the incorrectly spelled word into the **Replace** (B) box, and the corrected version into the **With** (C) box.
4. To apply your changes, click **Replace** (D).



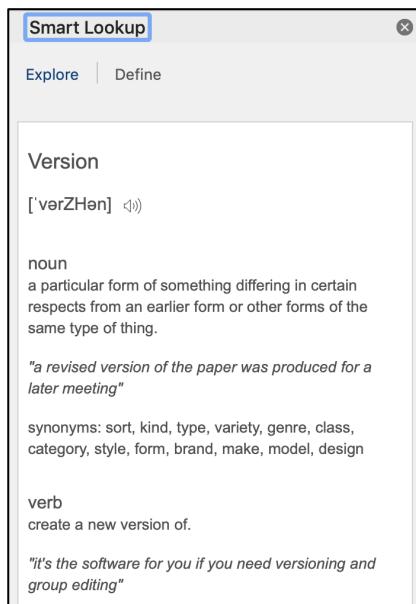
2.5 Defining words with Smart Lookup

Smart Lookup allows you to search for definitions or basic information about a term if you are connected to the Internet. This is a good way to define words inside the document as you write.

1. Select the word you want to define, then right click on it.
2. From the dropdown menu, click **Smart Lookup**.



3. View the word's definition in the sidebar menu that appears to the right of your page.



CHAPTER THREE

Creating a Table of Contents

3.1 Applying Styles

3.2 Modifying Styles

3.3 Using the Navigation Pane

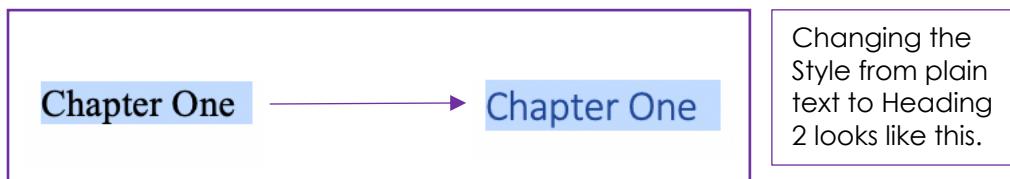
3.1 Applying Styles

Styles are pre-formatted texts that you can use to apply consistent headings through a document. These are useful for separating sections of chapters or for chapter titles.

1. Select the text you want to apply the Style to.
2. In the **Home** tab, click any of the Headings to change the plain text to match that Style.



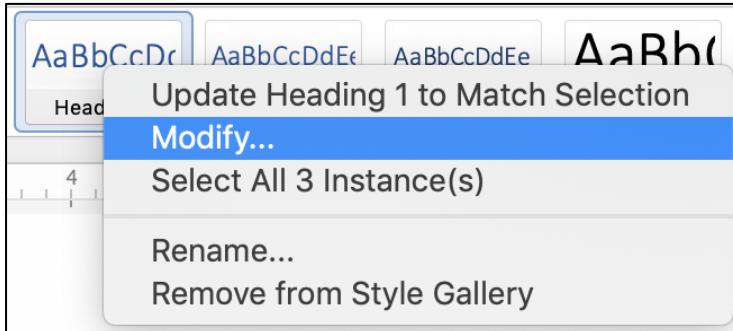
Use Headings 1, 2, or 3 to make creating your table of contents simpler.



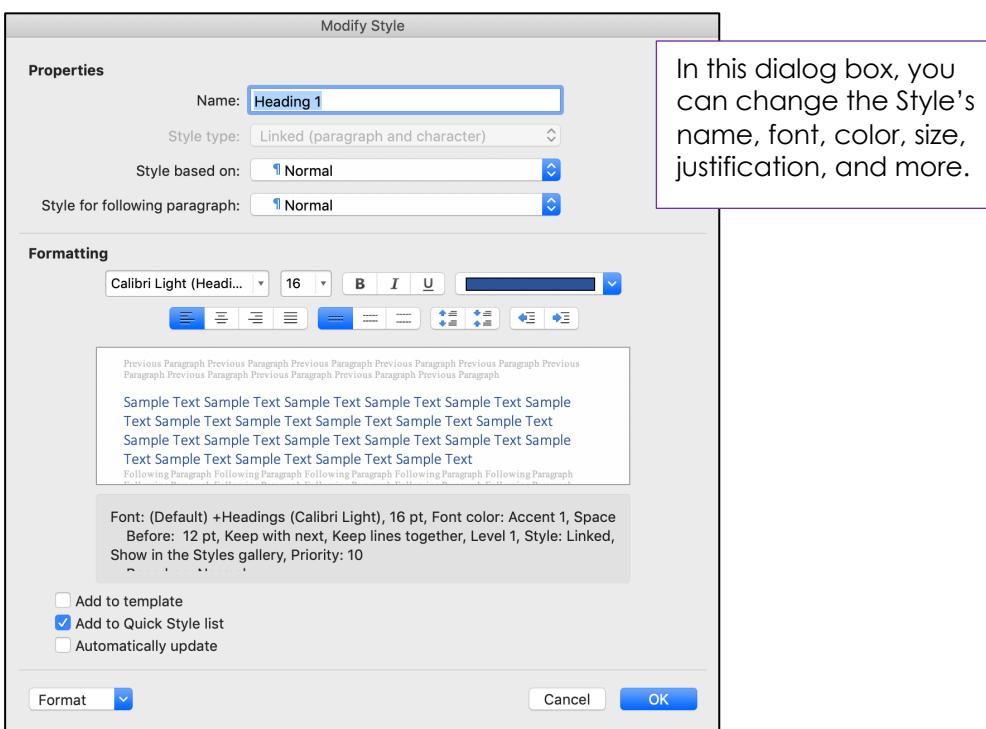
3.2 Modifying Styles

You can personalize Styles by changing an existing heading to fit your font, text size, or color preference.

1. Right click on the Style you want to change, then select **Modify**.



2. In the dialog box, alter the **Properties** and **Formatting** to your preference. The Sample Text below shows every change you make to the Style.



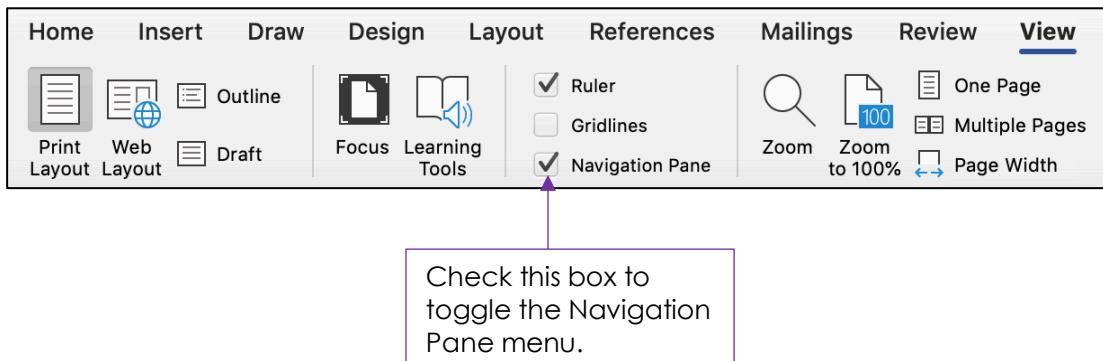
3. Click **OK**. The changes apply to every use of that Style in the document so far.

Note: Modifying a Style only changes the settings for the current document. When you create a new document, the Styles display as the default ones again.

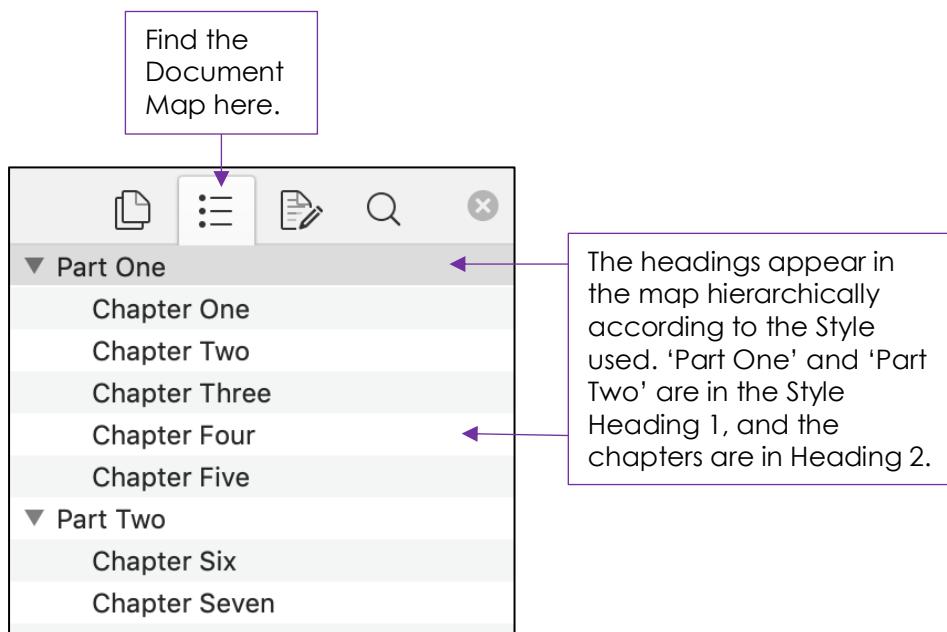
3.3 Using the Navigation Pane

When you apply Styles, Word automatically generates a table of contents that you can view in the Navigation Pane. This is helpful for organizing and navigating through your long manuscript.

1. Go to the **View** tab, then click **Navigation Pane**. To the left of your document, a menu appears.



2. Click on the **Document Map**. Any text you have applied the Styles Heading 1, 2, or 3 to are listed in this map.



3. Select any of the headings to navigate to the part of the document where that text is.

CHAPTER FOUR

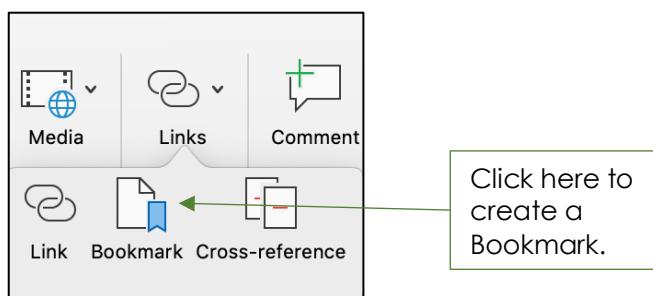
Rewriting

- 4.1 Bookmarking text
- 4.2 Commenting and editing in-line
- 4.3 Searching for terms using Find and Replace
- 4.4 Comparing documents

4.1 Bookmarking text

A bookmark in your document marks a place you want to return to easily. Bookmarking text helps you keep track of the parts of your story that you'll want to revisit while you're editing, such as a chapter you know will need editing, or a place where you foreshadow a future scene.

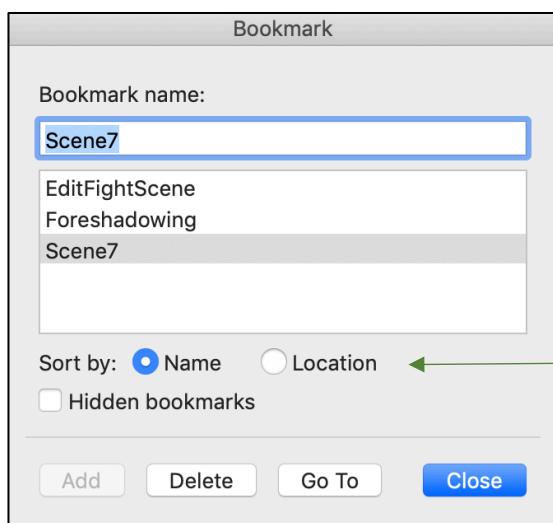
1. Scroll to the place in your document you want to bookmark.
2. Go to the **Insert** tab, then click **Links**.
3. Click **Bookmark**.



4. Type what you want to call the bookmark in **Bookmark name** in the dialog box that appears, then click **Add**.

Note: There can't be spaces or symbols in the name of your bookmark. The name must also begin with a letter.

5. To access a bookmark, click on the name of the one you want to go to in the list below **Bookmark name**. Its title appears in the **Bookmark name** box.
6. Click **Go To**. The document brings you to the page you were on when the bookmark was created.
7. Click **Close** to exit the dialog box.



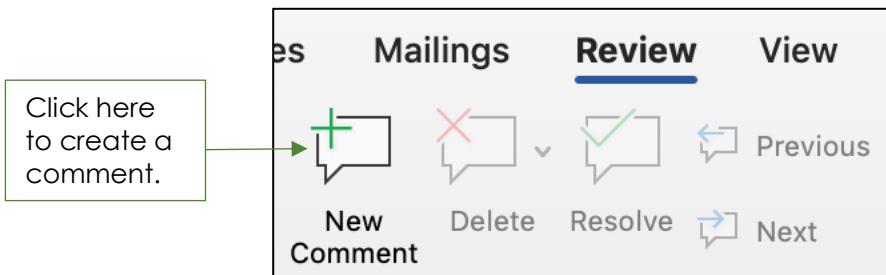
You can sort bookmarks in alphabetical order by name, or by the order they appear in the document.

4.2 Commenting and editing in-line

When you're editing your manuscript, in-line edits and comments are a good way to make changes to your writing without deleting what you've already written.

Commenting

1. Select the text you want to comment on.
2. Go to the **Review** tab, then click **New Comment**.



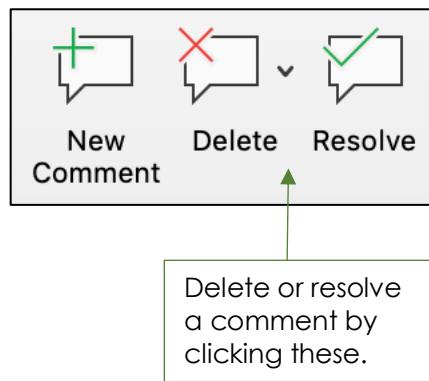
3. Type your comment into the box that appears in the sidebar menu to the right of your document. The text you commented on highlights in red.



4. Click **Resolve** to mark a comment if it's been addressed. The comment's text fades to gray so that it is less visible but does not fully disappear.

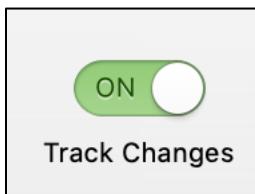


5. Click **Delete** to erase a comment. The comment disappears from the document.

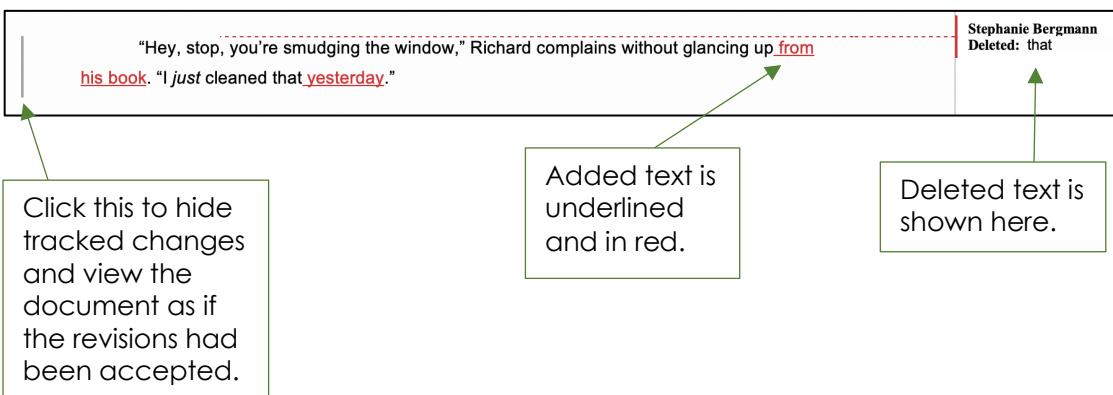


Editing in-line

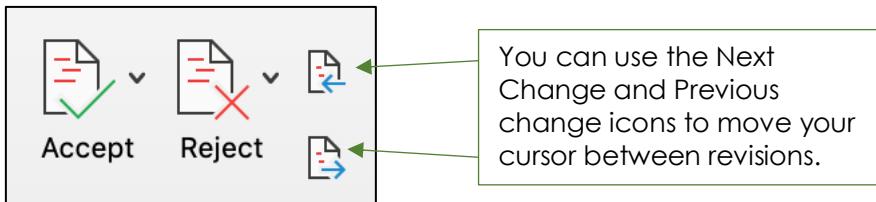
1. In the **Review** tab, turn on **Track Changes**.



2. Make revisions to your document. Text you add appears underlined and in red. Text you delete is removed, but is noted in the same sidebar menu that comments appear in.



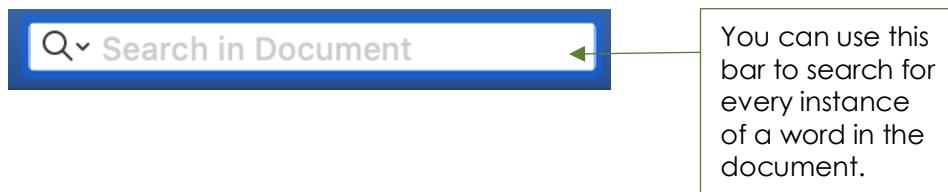
3. Place your cursor next to a change you want to apply. Click **Accept** to apply the change permanently.
4. Place your cursor next to a change you don't want to apply. Click **Reject** to delete the change, and the revision in red disappears.



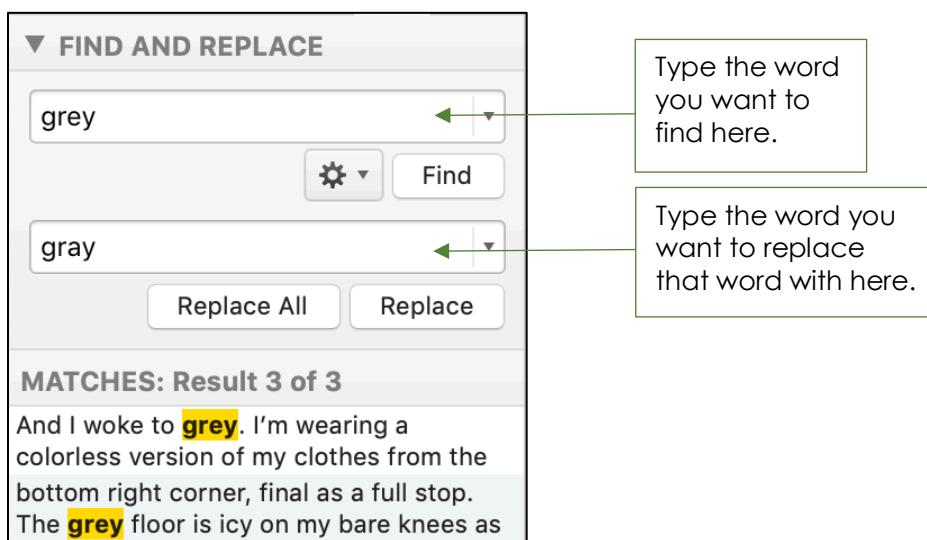
4.3 Searching for terms using Find and Replace

Find and Replace allows you to locate specific words or phrases in your document and change every instance of that word or phrase. This is useful when you want to search for overused words or change the name of a character.

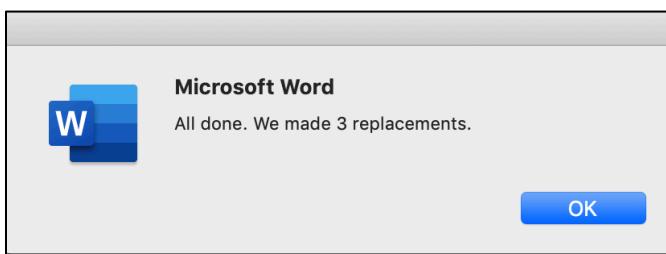
1. Click the magnifying glass icon in the upper right corner.
2. Click the arrow next to the **Search in Document** bar.



3. Select **Replace** from the dropdown list.
4. Type the word you want to find in the first text box of the sidebar menu that appears. Every instance of the word highlights in yellow. In the **Matches** section below, you can view the context around each instance of the word.
5. Type the word that you want to replace the highlighted word with in the second text box.



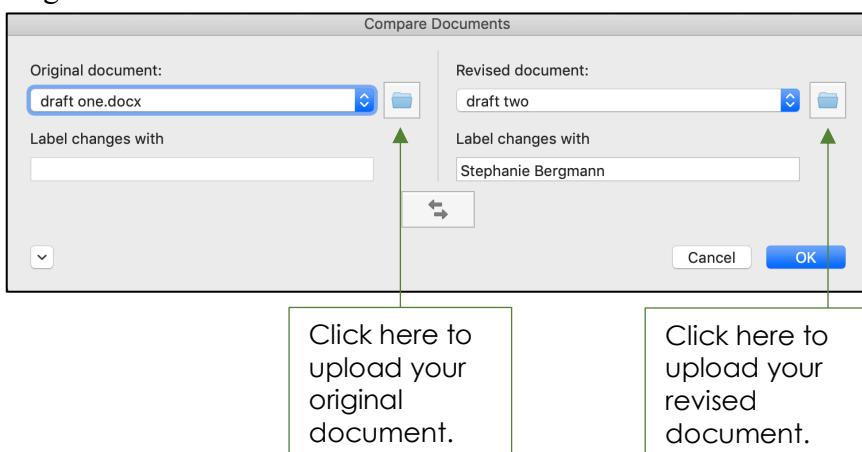
6. Click **Replace All**. A notification appears displaying the number of replacements made.



4.4 Comparing documents

If you have multiple documents for drafts of the same story, the Compare feature shows you the differences between them by flagging changes you made so you can see how your manuscript has changed between drafts.

1. Go to the **Review** tab.
2. Click **Compare**, then **Compare Documents** from the dropdown list. A dialog box appears.
3. Click the file icon next to **Original document** and upload your original document.
4. Click the file icon next to **Revised document** and upload your revised version of the original document.



5. Click **OK**. A new document appears that displays the revisions made to the original document. These revisions are formatted as in-line edits and comments that you can accept or reject.

The image shows a document titled 'Drowning'. The text discusses rain and characters Talia and Richard. Red squiggly lines highlight words like 'ragged', 'through the glass', 'smudging', 'glancing up', and 'yesterday'. A sidebar on the right lists revisions by 'Stephanie Bergmann' with entries such as 'Deleted: down her mouth', 'Deleted: Hey, stop, you're', 'Deleted: looking', and 'Deleted: .'.

Note: You must save the new document as a new file, separate from either the original or revised version.