Template Style Guide

This guide shows you which styles you should use for the content of your chapters. You can paste your chapter text here, or write straight into the template.

**Note** This is our Microsoft Word writing template, which includes brief guidelines for how styles should be applied to text. We would like you to use it. However, if you have a strong preference for another writing application, or your own Word template, let us know, and we’ll work to accommodate you.

The first paragraph of each section should be in the Body Text First style, just like this paragraph.

The following paragraphs should use the Body Text Cont style, just like this paragraph. If you need to make something italic, highlight the text and apply the Emphasis style. If you need to use **bold**, apply the **Strong** style. You can also use the Intense Emphasis style to make something bold and italic.

**Note** This is a note section and it uses the Note/Tip/Caution style. It can also be called Caution or Tip. Use it to stress an important point to your readers. Use the Strong style on the word ‘Note’, ‘Tip’, or ‘Caution’.

# **A picture containing drawing Description automatically generated**Difficult Section

This is a text I am writing.

This is a second text.

# A drawing of a person Description automatically generatedTips and tricks section

Optional Section

Use the Heading 1 style to break your chapter into sections (the heading here is styled using Heading 1). You can also use Heading 2, 3, 4, 5, and 6 if you need to make subsections. These are shown below.

## Heading 2

Make sure you have text between every heading, and use Body Text First after each heading.

### Heading 3

Make sure you have text between every heading, and use Body Text First after each heading.

#### Heading 4

Make sure you have text between every heading, and use Body Text First after each heading.

##### Heading 5

Make sure you have text between every heading, and use Body Text First after each heading.

###### Heading 6

Make sure you have text between every heading, and use Body Text First after each heading.

# Bulleted Lists

Apply the Bullet style to make a bulleted list. For example, the following list of fruits:

* Apples
* Macintosh (use Bullet Sub List style for sub lists)
* Granny Smith
* Pears
* Oranges

# Numbered Lists

Apply the NumList style to make a numbered list. For example, the following list of colors:

1. Red
2. Maroon (use Num Sub List style for sub lists)
3. Burgundy
4. Yellow
5. Blue

# Figures

Figure 1-1 (on the following page) shows you how a figure should look with its related caption. Remember to reference the figure in the text before you insert it. Figures can be things like pictures, screenshots, and Excel graphs, for example. Please use distinct line types instead of relying on color.

Figure 1-1. This is a figure caption. Apply the Figure Caption style to your figure captions.

# Styling Tables

Tables are a little different than figures. The caption goes on the top as a title rather than a descriptive caption. Remember to reference the table in the text before you insert it, just as you do for figures. Table 1-1 is an example of how to handle a table.

Table 1-1. This is a sample table caption. Apply the Table Caption style.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Table Head | Table Head | Table Head | Table Head | Table Head with long name |
| Table Text | -- | -- | Table Text | Table Text |
| Table Text | Table Text | Table Text | -- | Table Text |

# Styling Footnotes

To insert a footnote, go to the References tab and click the Insert Footnote button[[1]](#footnote-1).

# Styling Code

The following is an example of a code section. Use the Code style for large sections of code. For code or keywords mentioned in paragraph text, use the Code Inline style.

**Note** Our max code line length for this template size is 75 characters

Listing 1-1. This Is the Code Caption

This is Code bold

This is code style

This is code style (This is code style)

{

if (This is code style ) {

if This is code style (code bold)) {

code();

}

}

}

This is Code bold

# Styling Exercises

The following paragraph is an example of an exercise or side bar section. You can use the Exercise group of styles.

EXERCISE HEAD STYLE

Exercise Body. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated.

* Exercise Bullet: This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated.

Exercise Body. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated.

Exercise Sub Head

Exercise Body. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated.

1. Exercise Num List: This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated.
2. Exercise Num List: This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated.

<Exercise Code>

Nemo enim ipsam voluptatem quia voluptas

Nemo enim Code bold quia voluptas

sit aspernatur aut odit aut Nemo enim ipsam voluptatem quia voluptas

fugit, sed quia consequuntur magn

Nemo enim ipsam voluptatem quia voluptas

</Exercise Code>

Exercise Body. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated.

Exercise Last. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated.

This is the first paragraph after an exercise, so you should use Body Text First.

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# Quotes

Sometimes you may like to include a quote. For this you should use the Quote style.

This is a quote. This is a quote. This is a quote. This is a quote. This is a quote.

—Quote source

This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated.

This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated.

This section uses the Block Text style. It is indented on each side and can be used to set text aside for consideration that does not fit within the other style options.

This is dummy block text. This is dummy block text. This is dummy block text. This is dummy block text. This is dummy block text.

This is dummy block text. This is dummy block text. This is dummy block text. This is dummy block text. This is dummy block text

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This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated. This is dummy text that is being repeated.

1. Here is an example of a footnote. [↑](#footnote-ref-1)