Chapter **1**

Kickstarting the Editorial Process

Welcome to the bright yellow world of *For Dummies* books! As a Dummies author, you're the readers' expert guide to a new topic they're just beginning to explore.

One of the first big questions new authors ask is how does a Dummies book "happen"? After all, we typically hire authors for their topic expertise and not their deep insider knowledge of publishing. Even if you've worked with other publishers or other Wiley series in the past, it doesn't hurt to know the quirks of the Dummies way of doing things. This chapter explains what you need to know about navigating the editorial process when writing a Dummies book.

Meeting Your Editorial Team

After you sign your contract, you eventually get a whole team assigned to help you as you write the manuscript for your book. You may not meet your editorial team in person, but you likely will get to know each other by email, over the phone, and through the queries and edits that appear in your chapters.

The following list explains each person's role in the editorial process:

- **The acquisitions editor (AE)** is your main contact through the contracting process, including setting the initial schedule. During the manuscript writing process, you'll likely hear less from your AE. Once your book is published, the AE serves as your main contact for any questions you have about promotions or marketing.

- **The Dummies coach** helps you get up to speed at the beginning of the writing process. She works with you to develop a strong Table of Contents and then gives you feedback on your sample chapter so you know what you're doing well and what you need to work on. With this foundation, you can be confident that you're on the right track when you start writing chapters for real.

- **The managing editor (ME)** is your uber-project manager after the project is contracted and launched. The ME keeps an eye on the big-picture stuff, ensuring that the project is moving smoothly from the writing stage all the way through to publication. You'll hear from the ME only occasionally but can contact her anytime you need information on the overarching process.

- **The project manager (PM)** is your day-to-day contact through the writing process. The PM receives your submissions and handles any questions about the content of your book and editorial process as it relates to the writing.

- **The development editor (DE)** reviews the overall organization of your book and each chapter and suggests changes as needed. He may suggest content to add or delete, or edit the way you've used *For Dummies* chapter elements.

- **The copy editor (CE)** does the line-by-line editing for sentence structure, flow, and *For Dummies* style. The CE also helps to establish *conventions,* which standardize the way terms specific to your book are spelled, capitalized, or formatted.

- **The technical editor (TE)** is a subject matter expert on the topic of your book who checks the facts, steps, and figures in your book for accuracy. He might also provide insight to your DE on ways you can improve your content by recommending alternate or additional content. The TE gets credit on the book's Editorial Acknowledgments page and receives compensation for his work from Wiley. Your AE or PM may ask whether you have recommendations for a TE. After a TE joins the project team, the PM routes chapters to and from the TE.

TIP

It's common for a single editor to take on the project management, development editor, and copy editor roles for a single project. For convenience sake, we often refer to these superstar editors as project managers (PM). For the purposes of this book, you'll see the terms PM, DE, and CE to indicate the specific roles. Don't be shocked, however, if you work with a single editor who handles all three roles.

TERMS THAT WILEY EDITORS AND PUBLISHERS USE

Like any field, publishing has its own lingo. Wiley even has a few terms unique to our organization. In addition to the abbreviations for the different roles, like DE and CE, the following terms are also helpful to know:

- **AR:** Author review. This is your chance to review the edited manuscript; address any queries from the DE, CE, or TE; and make sure no errors were introduced during the editing process. It typically takes 4–6 weeks after you submit 100% of your manuscript to complete AR.

- **BBD:** Bound book date, or the date when your book rolls off the printing presses.

- **CRD:** Consolidated release date, a unique-to-Wiley term referring to the day your book officially ships from our warehouse to resellers. The CRD is typically the first Monday after BBD.

- **Launch:** The launch refers to when your AE officially hands the project to an ME and PM to manage. At this point your ME becomes your uber-project/process resource, and your PM becomes your main day-to-day point of contact for all matters pertaining to your manuscript.

- **PFRD:** Project first receipt date, the date that the product is received in the warehouse.

- **Pub Date:** Short for publication date, this date points to when your book should have widespread distribution to online and bricks-and-mortar retailers. This date falls 2 weeks after CRD, but don't be shocked if your book is available a bit sooner or later.

- **Operations:** The team of people who lay out the book, process and place the graphics, manage the proofreading and permissions checking, and ship the book to the printer. We often informally refer to these folks as "production."

- **In-store date:** The date we expect book fully available in all retail outlets. When Amazon talks about a release date, that's the in-store date.

- **TOC:** Table of Contents, or the outline for what you plan to cover and where you plan to cover it. In *Dummies*, the TOC has two parts.

- **TOCG:** TOC at a Glance. This standard Dummies element includes the highest TOC elements: the parts and chapters.

- **Full TOC:** This is the fully blown-out TOC that includes all the level 1 and level 2 headings within each chapter.

Summarizing the Editorial Process

The Dummies editorial process has evolved over the 30 years since the first book in the series published in 1991. The well-honed process is a big reason why we can successfully publish hundreds of titles every year. In the simplest terms, the editorial process looks something like this:

1. **Develop a TOC and draft a first chapter.**

2. **Write and submit chapters to your PM.**

   We provide a Microsoft Word template for use in properly formatting your chapters for layout, as well as guidelines for formatting and submitting the art for your book.

3. **Respond to editorial and technical review comments and queries in Author Review.**

   This step typically occurs after you've submitted 100 percent of your manuscript and usually requires an additional 4–6 weeks of work to complete.

4. **Review and provide feedback for your book's cover.**

5. **Provide input during the production and proofreading process as requested.**

   Your PM may ask for your assistance after layout if there is a page-count issue or offer you an opportunity to review proof pages to confirm figures or equations are placed correctly.

Starting at the Very Beginning with a Table of Contents and Sample Chapter

There's reason to celebrate after the digital ink is dry on your contract. You have now joined an illustrious club of experts, educators, and even celebrities who've given life to the Dummies brand for three decades. Of course, there's a lot of work ahead to turn all your expertise into the latest Dummies book.

Before you get the green light to start writing and submitting chapters to your PM, you need to develop a solid Dummies-style Table of Contents (TOC) and possibly draft a sample chapter as well. This process assures you have a basic understanding of how to use the elements of a Dummies book in your writing.

Creating a TOC the For Dummies way

Your first big step after contracting is creating or refining your Table of Contents (TOC). The TOC is the heart of your book. It outlines all the book elements that you'll include and how you'll organize them, following the accessible and modular style of the *For Dummies* series. A detailed and well-organized TOC makes the writing and editing process much easier.

This section explains the essential elements of a *Dummies* TOC — and all the reasons a good TOC is essential.

Identifying your audience

REMEMBER

For Dummies books help people who know nothing or very little about a topic get started with that topic. Also, Dummies readers aren't dumb. They just need to get up to speed quickly and easily, and as the author, you're their guide.

TIP

One common tip we share with authors is to write the TOC, and later the manuscript, as if you were writing for one specific person. Think of the person who would benefit the most from reading the book. Sometimes that person is real — a friend or a family member. Other times it might be a persona made up of what you imagine the reader knows and doesn't know. If you can meet the needs of this target person, you likely will be meeting the needs of a larger audience.

If you're unsure what audience assumptions are safe to make, discuss your thoughts with your AE.

Starting is the hardest part

For many new authors, nothing is harder than putting together the first elements of a TOC. How do you start outlining your book? Here are a few exercises that can help you begin transforming your subject-matter expertise into a full-fledged *For Dummies* TOC:

» Brainstorm a list of tasks you associate with the subject matter.

» List the things a beginner to your topic might want to do or understand.

» For each of those things, list the skills a beginner needs to know to grasp the topic. If a beginner needs to understand any concepts, list those, too.

For example, if you're writing about running a restaurant, tasks might include finding a space, creating a menu, following health codes and laws, hiring staff, bookkeeping, developing marketing and social media plans, refining customer service, and so on. From there, you might list the basics that a reader needs to

understand for each of those tasks. For example, when choosing a space, a beginner may need help figuring out how much space they need and all the factors they should consider when transforming the space they want to use into a profitable restaurant.

Emphasizing sequences, tasks, and results

REMEMBER The TOC is not only a navigation tool that helps readers find information, but also a sales tool. Before readers decide to buy a book, they flip through the TOC, especially when buying a book online.

TIP As your potential readers skim the TOC, you want them to learn something basic about what your book will enable them to do. Here are tips to help you make that happen:

>> **Organize your parts and chapters around the sequence readers follow to get started with the topic and progress toward greater understanding.**

>> **Write part titles, chapter titles, and headings that are action or task oriented and convey the results readers will achieve.** To keep the presentation action or task oriented, use gerunds, such as *creating, estimating,* or *formatting,* and make those gerunds as specific as possible. (*Working with* and *understanding* are often vague.)

>> **Use subheadings to break things down,** as long as they relate to the main heading. You should have roughly one heading per page. If you estimate the chapter will be 20 pages, include 20 headings/subheadings. See the upcoming section, "Adding the final touches," for details about estimating page counts in the TOC-development phase.

>> **Avoid asking questions of the reader in the TOC.** Readers have the questions and are looking to *you* for the answers.

TIP Ask your AE to recommend or provide the TOCs from other *For Dummies* books that you can use as good examples for your topic as well as the depth and detail your TOC needs to achieve.

Organizing the parts and chapters

A standard *For Dummies* book is organized into four to six parts, and each part needs to contain at least two chapters. Here's how the parts and chapters are generally organized:

>> Part 1 covers the foundational information readers need to accomplish their goals with the book's subject matter. Any chapters in Part 1 should relate in some way to the rest of the book. In a personal finance book, Part 1 might

cover basic financial literacy. In a graphics software book, Part 1 might include an introduction to a software program's interface and technical concepts that readers need to understand to use the software.

» The middle parts cover different aspects of the topic in enough depth for a novice to accomplish her goals. The personal finance book might have parts that cover saving, investing, and insurance. The graphics software book might have parts about editing photos, drawing, and sharing prints or digital images.

» The last part in all *For Dummies* books is the Part of Tens, which has at least two chapters that are top-ten lists or resources, examples, case studies, tips for success, or whatever seems most appropriate for your topic and audience.

TECHNICAL STUFF If your book has two or more appendixes, those can appear in a part after the Part of Tens.

Adding the final touches

To function as the road map for your book, the TOC also needs to include the following:

» **Introduction:** The format for the book's Introduction is the same throughout the *For Dummies* series. At the TOC stage, your AE will advise you on the headings that will appear in the Intro and the number of pages you should allocate for the Intro. Later, your PM will send you a template to follow as you write the Introduction.

» **Cheat Sheet:** Start thinking about what you'd like to include. At the beginning of your TOC, you can create a Cheat Sheet section and list the ideas you have for this element.

» **Page count estimates for each chapter and book element:** The goal is to start thinking strategically about how you'll use the allotted pages in your book.

TIP Your AE has established an overarching page-count estimate for the book. If you haven't received this info yet, be sure to ask so you know how much publishing real estate you have to work with.

The following process can help you approximate how many pages to allocate for each book element:

1. **Figure out how many pages you need for the standard elements.**

These include the Introduction (typically four to six pages), the TOC and other front matter (3 percent of total page count), the index and other back matter (5 percent of total page count), and the parts pages (two pages each).

2. **Subtract that number from the target page count, provided by your AE.**

3. **Divide the remaining pages among the chapters and appendixes (if you have them).**

   Page-count estimates for chapters should be even numbered.

Table 1-1 provides an example based on a 384–page book.

TABLE 1-1 **Estimating Page Counts in the TOC**

Element	Estimated Pages
Front matter and Table of Contents	12 pages
Introduction	4 pages
Parts pages (five Parts, two pages per Part)	10 pages
Chapters	338 pages
Back matter (index, about the author, dedication, acknowledgments)	20 pages
Cheat Sheet	Online element. No pages used.

ESTIMATING PAGE COUNT FOR A CHAPTER

No one expects you to have 100 percent accurate estimates of the book's page count in your TOC. You do, however, need to have a general idea of how many pages you're writing. You don't want to estimate 20 pages for a chapter but find that you've written 30 pages and now you suddenly need to cut 10 pages somewhere else.

To gauge the approximate length of a chapter, make sure you have the template margins and page borders applied, as discussed in "Setting the margins." Add the number of pages you've written and the space needed for each figure, which are roughly one-third of a page. For example, 14 text pages + 3 figures = about 15 total pages, which rounds up to 16 pages in a *For Dummies* book (because all elements have an even number of pages).

If you're writing a Dummies book for the first time, you'll write a draft of a single chapter as part of the onboarding and training program. This will help you see how many pages you need to get each idea on paper. Use that chapter to gauge what you think you'll need to write for additional chapters.

WARNING

Estimating page counts for each chapter is tricky, especially if you're writing your first Dummies book. You'll likely need to revisit your initial estimates after you've written the first chapter and have a better idea how many pages an average chapter requires.

Getting TOC approval

REMEMBER

Submit the TOC to your AE by the date set in your contract or agreed to via email. Your AE, the Dummies coach, or your PM (or all three!) will review and provide feedback at different points early in the process to help you better achieve Dummies style and organization. On rare occasions an author might also get early feedback from a TE who will help you refine topic coverage and remember items you may have overlooked. It's not uncommon for a TOC for a new book to go through three to four rounds of review before considered to be approved.

After the TOC is approved, it becomes a road map for you and the publishing team. Here are all the ways in which the TOC is used during the editorial process:

» **As a writing tool:** You follow the outline as you write the book. You can make small adjustments to the TOC as you write. If you want to make TOC changes after the TOC is considered final, talk to your PM or DE.

» **Project management:** Your PM, DE, and CE use the TOC to track all the elements, keep the book organized, identify where to add cross-references, and much more.

» **Book cover:** The copy writer, who drafts the book's descriptive online copy and cover copy, refers to the TOC to make sure the book description and cover accurately reflect the book's content.

REMEMBER

A Table of Contents is a living document that isn't considered "final" until the book publishes. We fully expect you to make changes, refinements, additions, edits, and other alterations as you write the chapters. Be sure to leave an Author Query note for your PM when you make TOC changes so he can make note of the updates in the project tracking tools.

Creating a sample chapter

We don't expect any author new to the Dummies series to have deep understanding of all the nuances and guidelines of our editorial style. We use the sample chapter review process to help you gain an understanding of the basics so you can create chapter drafts ready to be edited.

REMEMBER

We ask all new Dummies authors for a sample chapter before we launch a book project, but we might also ask experienced authors for a sample as well. Such requests typically occur if the author has not recently written a Dummies book, is collaborating with a new co-author, or is writing content for a new or offshoot brand extension.

Confer with your AE on which chapter they'd like you to write as a sample. We recommend selecting a chapter in one of the middle parts. These chapters are typically more hands-on and thus easier to write than earlier chapters, which tend to be more conceptual or high-level. In addition to being easier to write, a hands-on chapter typically offers opportunities to include the chapter elements you'll use most often and receive feedback on how you're using them.

TIP

Now is the time to buy or subscribe to Microsoft Word. Other writing and word processing applications, such as Google Docs and Pages, have features like Word, but those programs are never wholly compatible with the template we require you to use in your writing. Using Word is required. It will help you avoid an abundance of formatting issues.

Here are a few tips for writing your sample chapter:

>> **Start with a blank Word document and attach the appropriate template.** Using the template from the get-go is the easiest way to format the chapter. See the section "Formatting with the Template" for instructions on applying the template.

>> **Do your best to apply formatting.** After you attach the template, macros appear that help you apply the formatting. If you have questions about formatting, the Dummies coach or your AE can help you as part of the sample chapter feedback process. See the section titled "Formatting with the Template" at the end of this chapter for instructions on applying and using the Dummies Word template.

>> **Follow your TOC.** If staring at a blank screen is intimidating, copy the chapter outline from the TOC document, paste that into your chapter file, format the headings, and then write, write, write to support those topics.

>> **Use the *For Dummies* chapter elements to break content into chunks and make it accessible.** For example, use headings to break up long sections. Use bulleted lists to present lists of tips or related ideas. Use numbered lists to break sequences into steps. Use icons to make essential or helpful information stand out. Chapter 2 explains the available chapter elements and how to format them.

WARNING

New authors should expect to go through at least two or three rounds of feedback and revision on the sample chapter. Your first round of feedback will likely include so many revision marks and comments that you'll have a hard time finding where your original chapter exists. Don't panic when you see this level of editing. It's very normal to get a lot of feedback the first time your AE, the Dummies coach, or your PM reviews your chapter. See Figures 1-1 and 1-2 for examples of how a chapter looks after it's been edited.

FIGURE 1-1:
Edited chapters will include edits, highlights, and comments from your editors.

TIP

New authors tend to overlook many of the smaller details of a Dummies chapter in their first sample chapter draft. Impress your AE, the Dummies coach, and the PM by remembering to include elements like the Chapter Number, Chapter Title, In This Chapter heading and bullets, icons, figure captions, and sidebars. You can find insight into what each of these elements are and how to use them in Chapter 3.

FIGURE 1-2:
Dummies editors
edit heavily for
content, clarity,
and style.

Locating everyone¶

Sometimes, finding the clan can make the reunion planner (you) feel like a gumshoe in a detective movie. Folks move or disappear from the family ~~Christmas~~ holiday card list without a trace.¶

In ~~C~~ehapter 2,~~two~~ I'~~ll~~ tell you how you can find ~~the folks~~ your kinfolk, and I give you some great advice on where to look. Put on your overcoat, grab a pencil, and enjoy the hunt.¶

Pondering the time and location~~When and Where~~¶

Cheryl: Changed heading to be more descriptive of what's in this section. Edits okay? Thanks, ag.¶

The size of your guest list determines w~~W~~hen and w~~W~~here you~~to~~ hold your reunion ~~will be based on the size of the guest list.~~ ~~*Remember*~~*Note:* t~~T~~he larger the group, the more planning the reunion ~~will~~ requires. ~~I~~We'~~ll~~ discuss the nitty-gritty of planning guidelines in ~~C~~ehapter 4.¶

When to plan the reunion can be tough. Most family reunions take place during the summer, ~~months. This~~ which makes it easier for families with kids ~~to arrange to attend,~~ and *usually* means that the weather will ~~be~~ cooperat~~e~~~~ive~~. However, if you live in the Pacific Northwest like I do, the weather is hit-or-miss even during the summer months. (But what's a little rain when you're with the ~~clan~~ family?) ¶

Planning the art

Most *For Dummies* books include photos, line art, screen shots, or other art. Illustrations and photos must work with the text, providing support for the points you make and offering further explanation where words alone cannot.

The art-planning process differs depending on who supplies the art:

>> **If you're providing the art for the book** (most authors do), making sure that your art meets Wiley's graphics specifications is an important upfront task. You also need to make sure you have the appropriate legal permission to use the art.

>> **If you are not providing the art for the book,** make sure your AE, ME, and PM understand who is providing it, and together, create a plan for what art is needed and how the art will be created. For example, you might provide drawings or source material that production uses to create line art.

To get a full understanding of what's involved in including art in the book, check out Chapter 4.

TIP If you'll need to include math equations, geometric figures, or molecular structures in the book, address this with your AE or PM — unless they beat you to it. There are basic best practices for supplying this type of artwork, and we want to test samples of these figures before you get into the swing of writing.

Formatting with the Template

The Dummies Word template is one of the more mystifying pieces of the Dummies editorial toolbox for new authors. The template bypasses the built-in shortcuts Word provides for creating bulleted or numbered lists and other elements, replacing the one-click formatting with a seemingly odd pattern of tabs and spaces. At its most vile, formatting can feel like a time suck that derails your train of thought while you go back to figure out how to style a chapter title one more time.

TIP The good news is we don't expect you to be a formatting whiz. We don't want formatting to distract you from writing clear, well-structured chapters. Your PM or DE is usually more than happy to help format your chapter properly as long as you've applied the template and styled the major chapter elements. Doing so helps your editor understand what element you want. The major elements include the following:

» Regular paragraphs (Normal style)

» Headings 1, 2, and 3

» Figure captions

» Bulleted and numbered lists

Like most of the quirks of the Dummies process, the template is the way it is for a reason. The template contains styles for formatting the different chapter elements. The template also has macro buttons that apply the correct margins and page borders to your Word document. With the margins, page borders, and styles correctly applied to your chapter document, you will see a close estimate of how much content you've written, which can help you stay within your target page count. Down the road, the template also simplifies the process of turning your Word documents into actual Dummies pages.

Please do *not* adjust the attributes of the formatting styles or create your own styles. Also, please do not include headers or footers in your files (such as running heads for chapter titles or footnotes for page numbers).

The following sections walk you through the process of setting up Word to work with the template, applying the template, and setting the margins. Chapter 3 has details about formatting specific chapter elements.

Saving the template to your hard drive

To use the template, you must first save it to your computer's hard drive. Follow these steps to do so:

1. **Copy the template to your Desktop.**

Please do not rename the template.

2. **You're done!**

Beginning a new chapter

If you're starting a brand-new chapter, simply double-click on the template file on your desktop, and a new document appears with the template attached. You'll see boilerplate text for the chapter number, chapter title, and so on. Make sure to rename the file right away (choose names like WritingFD Ch01, WritingFD Ch02, and so on) so you don't overwrite the template file.

Applying the template to a document

TIP

To attach the template in Word for Microsoft Windows, you first need to display the Developer tab. See the nearby sidebar for details.

Your AE will ask the Dummies coach, your ME, or your PM to send you the Word template for your book. After you save the template file to your hard drive, you can apply the template to a Word document.

WARNING

Be sure to attach the template to an existing or new Word document. Don't simply open the template (.dot or .dotm) file and begin writing directly in it. That causes problems later in the process.

To apply the template, follow these steps:

1. **In Word for Microsoft Windows, click the Developer tab and then click Document Template. In Word for Mac OS X, choose Tools ⇨ Templates and Add-Ins.**

The Templates and Add-Ins dialog box appears.

2. **Click the Attach button.**

   The Attach Template dialog box appears.

3. **Navigate to the location on your hard drive where the template file is saved. Select the template and then click the Open button.**

4. **Back in the Templates and Add-Ins dialog box, select the Automatically Update Document Styles check box, as shown in Figure 1-3.**

5. **Click OK.**
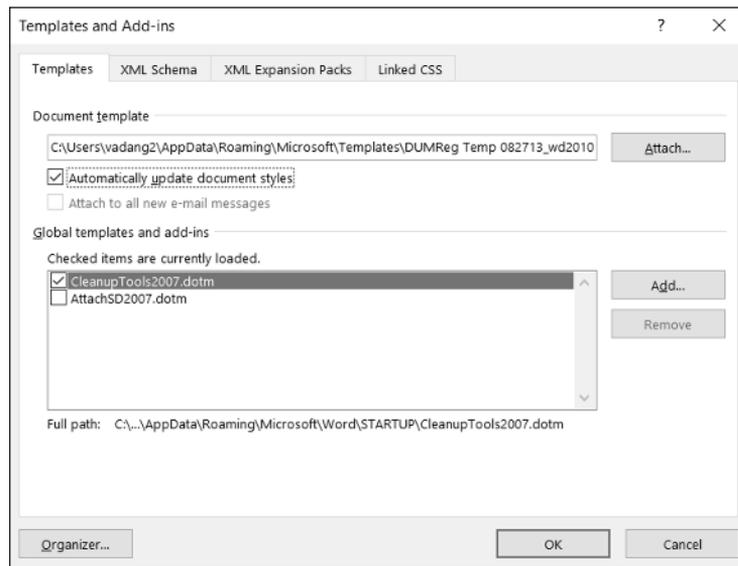
FIGURE 1-3:
Attach the Word template in the Templates and Add-Ins dialog box.

If you want to see these steps in action, check out this 48-second video: `https://youtu.be/JkXbntpAYsU`.

With the template applied, macros for applying the margins, page borders, and styles appear. If you don't see the macros available after you've tried to attach the template, try choosing View➪ Toolbars and choosing the toolbar for the template. In the standard Dummies template, look for the Dummies Styles toolbar; in the Dummies Portable template, it's the Portable toolbar. If the view settings don't display the toolbar, contact your PM for help.

THE DEVELOPER TAB'S BIG REVEAL

You have to tell Microsoft Word for Windows to show the Developer tab on the Ribbon only once. After that, the tab appears any time you open Word. To reveal the Developer tab, follow these steps:

1. **Choose File ⇨ Options.**

   The Word Options dialog box appears.

2. **Select Customize Ribbon in the sidebar on the left, as shown in the following figure.**

3. **From the Customize the Ribbon drop-down list, make sure Main Tabs is selected.**

4. **In the list box, select the Developer check box.**

5. **Click OK.**
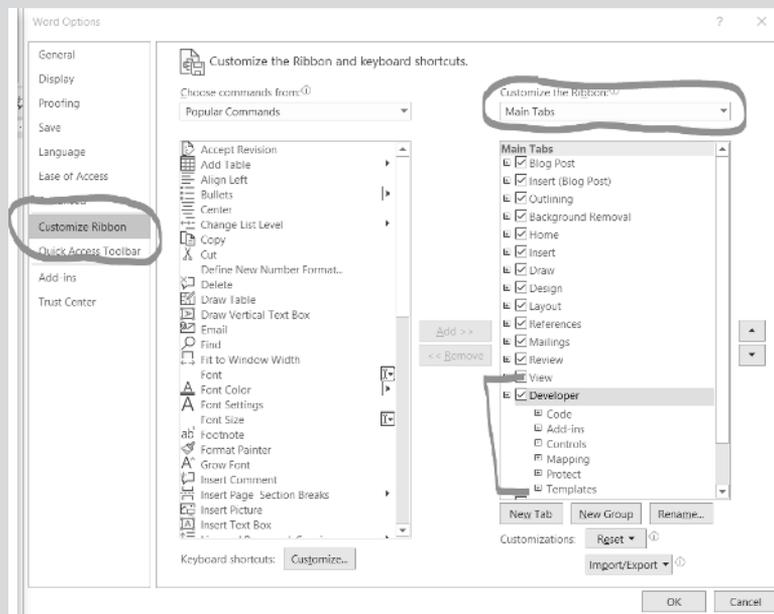
Turning off automatic formatting

REMEMBER

For the template to work properly, you need to turn off most of Word's automatic formatting — especially bulleted and numbered list formatting. In Microsoft Word for Windows you turn off the automatic formatting by following these steps (which may vary slightly depending on the version of Word you're running — if you have questions, ask your PM):

1. **Choose File ⇨ Options.**

   The Word Options dialog box appears.

2. **Select Proofing on the left and click the AutoCorrect Options button.**

3. **On the AutoFormat As You Type tab, clear most of the check boxes.**

   You can keep the Straight Quotes with Smart Quotes option; the Internet and Network Paths with Hyperlinks option; and Hyphens (--) with Dash (—) option selected.

4. **On the AutoFormat tab, clear most of the check boxes in the Apply and Replace areas.**

   Again, you can keep the smart quote, hyperlink, and hyphen/dash options selected.

In Microsoft Word for Mac OS X, follow these steps:

1. **Choose Format ⇨ AutoFormat.**

2. **In the AutoFormat dialog box, click the Options button.**

3. **In the dialog box that appears, clear most of the check boxes in the Apply and Replace areas.**

   You can leave the smart quote and hyperlink options selected.

Setting the margins

Setting the margins and applying the page borders enables you to see how much content you've written (as long as you've also applied the styles to the chapter elements). To set the margins and page borders, you just click a couple of buttons:

» **In Word for Windows:** Select the Macro/Icons tab and then click the Margin Set macro button. Then click the Page Borders macro button.

» **In Word for Mac:** In the Dummies Styles pane that appears after you apply the template, select the Dummies Margin Set macro button. Then click the Page Borders button.

Getting started with template styles

Most of the template styles are paragraph styles. To apply a style, place your cursor in the paragraph or select the whole paragraph. Then click the macro button for the style you want to apply.

Here are a few general tips for applying template styles:

>> **To apply a style to multiple paragraphs,** select the paragraphs (such as every item in a bulleted list) and then click a style macro button (such as BL).

>> **To see what style is applied to a paragraph,** display the style pane in Word's Draft view. You reveal the Style Pane as follows:

1. *Choose File ⇨ Options.*

   The Word Options dialog box appears.

2. *Click Advanced on the left.*

3. *On the Advanced pane, scroll down to the Display section.*

4. *Next to the option labeled Style Area Pane Width in Draft and Outline views, type a measurement.*

   0.5" is a good start.

5. *Click OK.*

LOCATING STYLES IN THE WORD TEMPLATE

With the templates designed for Word 2007 and 2010, which work with Microsoft Word 365, you can access the Normal text, Production Directive, Editor Query, and heading styles from almost any tab. Here's a list of which tabs contain other common styles:

- ***Macros/Icons*** includes Margin Set and icon buttons.

- ***Openers*** includes chapter numbers and titles, introductory bullets, and Parts Pages styles.

- ***Art*** includes Figure and Caption styles.

- ***List*** includes styles for bulleted, numbered, and unnumbered lists.

- ***Code*** includes various Code styles.

- ***SB/TB*** includes sidebar and table styles.