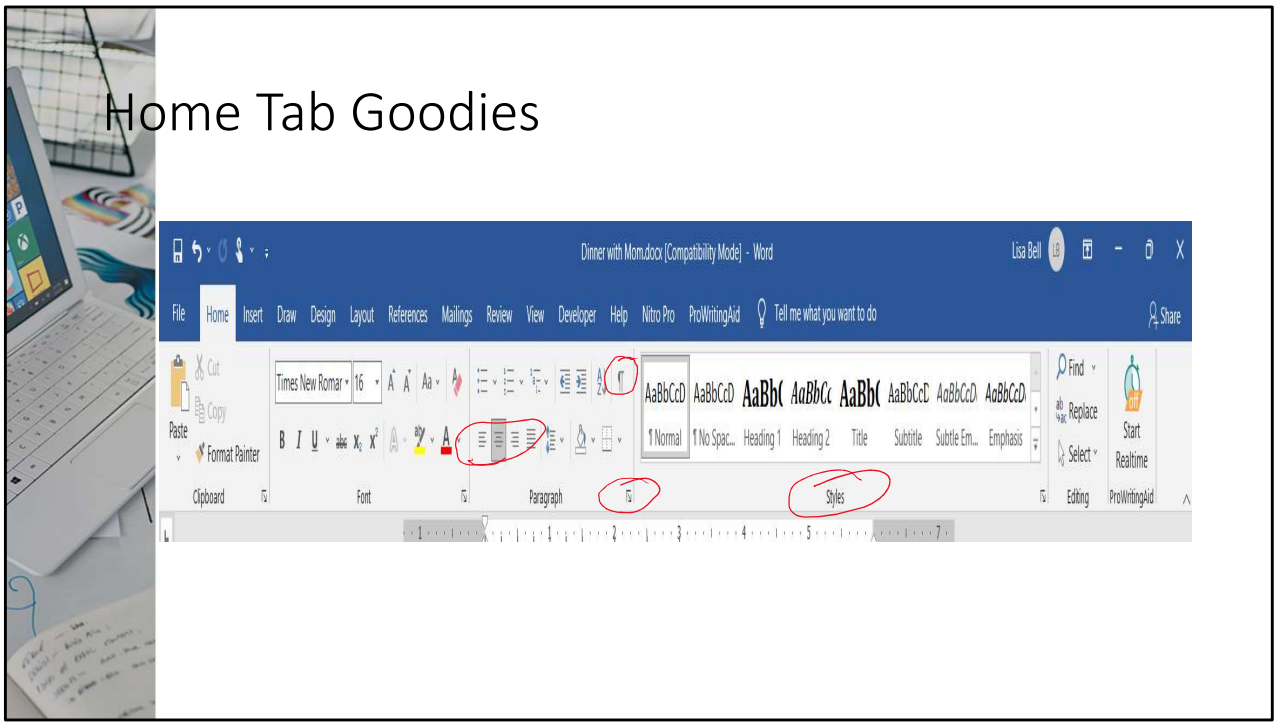
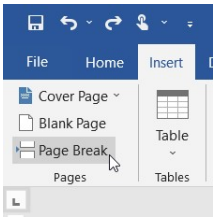
Home Tab Goodies

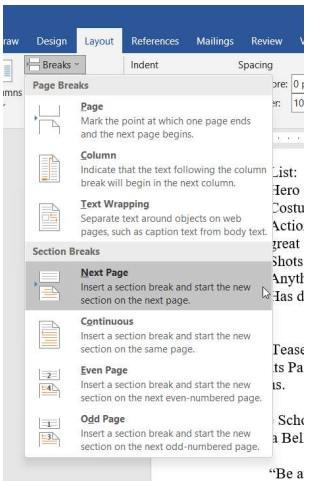


Paragraph mark shows or hides hidden characters.
Easily determine layout by clicking the bars for left, center, right and right justified when opening a document or by selecting text and then click the icon.
To expand the paragraph options, click on the arrow in the bottom right corner.
Styles allow the user to quickly apply heading styles which make creating a table of contents simple. In the view tab, header styles let you move between chapters quickly. If desired, you can create personal styles to use later.

Ending a Page

- Options for ending a page:
  - † Repeated Returns (not recommended)
  - † Page Break (when appropriate) Insert>>page break
  - † Section Break (end of sections, chapters, etc.)



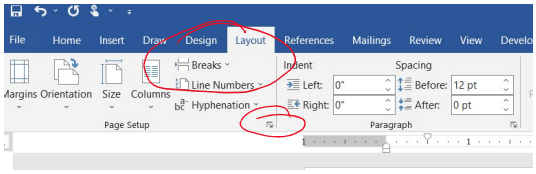


Why not repeated returns? Awkward formatting. Causes major issues if you change the file: spacing where you don't want it within a chapter; blank pages when formatted and uploaded to any platform; potential blank pages when saving as a PDF.

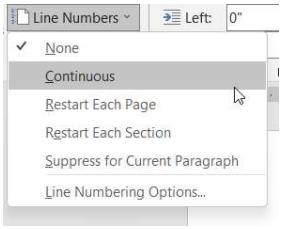
Page break. Use when you have any content that you want to make sure remains on the page where you place it. This can include charts, tables, pictures, or even quoted passages. Never use a page break at the end of a section, such as front matter, chapter breaks, or end matter. These places work better with section breaks.

Why section breaks? Section breaks allow various formatting throughout a book without changing the entire book. If everything falls under one section, any formatting changes apply to the entire document. By breaking with section breaks, you can apply unique formatting for each section. Example: center front matter pages on the page vertically and horizontally. In a photo section, you can center each photo or collage easily without centering all the wording, which you don't want to do.

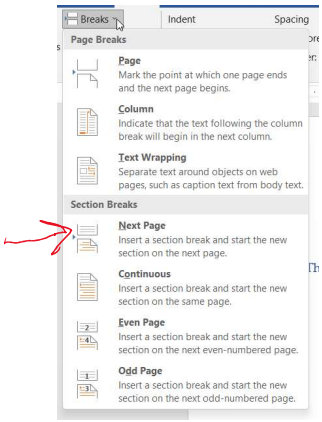
Page Setup—Layouts, Margins and More



Click Line Numbers to add line numbers to your document.

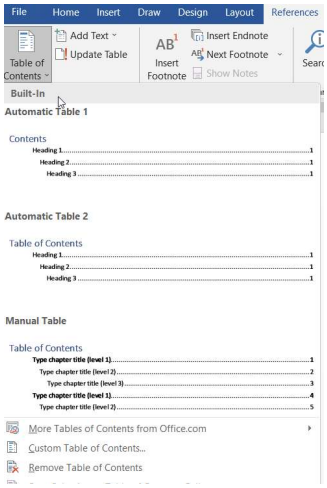


Breaks allows the user to add page and section breaks.



- Notice you have paragraph options on this screen.
- If you click the arrow at the bottom right corner, you'll get the same pop-up screen that you don from the Home Screen paragraph box.
- Need to add line numbers to your document? If attending a writing group, this allows members to quickly direct feedback. On the layout tab, click on Line Numbers and select the option you want. Continuous does exactly what you think. It starts with 1 and numbers to the end of the doc. If you want your title or any part of the document unnumbered, highlight that section and click Suppress for Current Paragraph.
- The layout tab is also where you add section breaks we talked about earlier.
- Personal favorite, Next Page, marks a section break and goes to the next page. You have other options. If you need to divide an area in your document without adding a page break (for pictures, charts, etc.) you can use Continuous. Even or Odd Pages will also go to a new page, but could leave blank pages in your document.

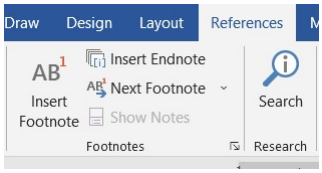
Amazing Reference Tools—Easy Table of Contents

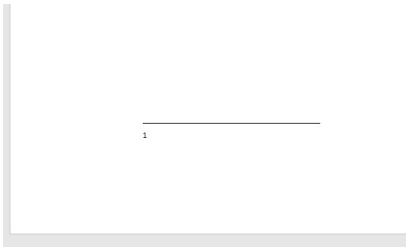


- If you have headers set up correctly, creating a table of contents becomes a snap.
- Select an automatic style
- Done
- To update page numbers, you can come back here and click on Update Table, or if you click on the Table of Contents, you have the option to update.
- Click Update and select entire table or page numbers only.

- On the reference tab, click Table of Contents down are. You have three options. Although you can select Manual Table, why? Then you have to manually add the titles and page numbers. That leaves a ton of room for errors, and it takes far more time. Then if you update anything, you have to manually check the TOC again instead of simply updating.
- You can go in and update Chapter titles manually to obtain a desired effect instead of the way it looks by default. Then on updates, most likely you can choose the page numbers only so you don't have to manually update everything again.

Amazing Reference Tools—Footnotes/Endnotes





Bottom left corner of page

† Place your cursor in the document where you want to add the footnote or endnote number reference.

† On the reference tab, click insert footnote (or select insert endnote).

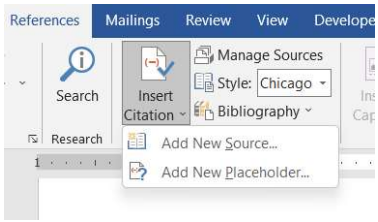
† The system adds the number in your text as a superscript and drops you to the bottom of the page.

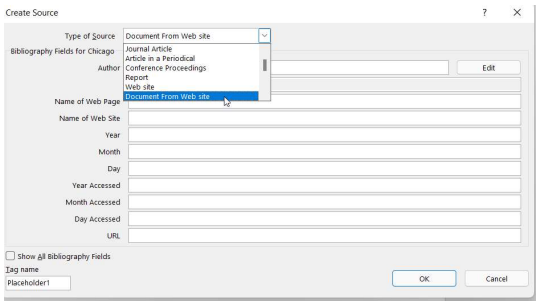
† There you will add a citation, which we'll look at next.

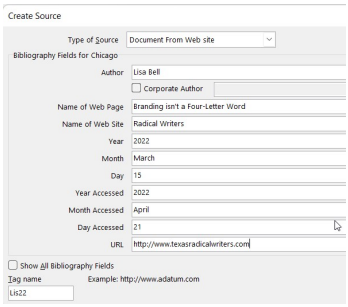
- Do you have references you want to add? A footnote, when done currently, assigns a number and puts a reference at the bottom of the page. An endnote assigns a number, then it gathers all the references and adds them at the end of the book. Not the same as a bibliography.
- After you click "Insert Footnote," the system automatically puts the superscript number in the text and drops your cursor to the bottom of the page. At that position, you'll insert a citation. Do NOT manually enter information in that filed.
- *Note: a website URL listing is not a proper citation. And copying a link into a print book makes no sense. An e-book, yes. By all means give the reader a direct link. But you can't click a link in a print book.*

Amazing Reference Tools—Citations Made Easy

- Choose your correct style.
- Click Insert Citation>>Add New Source
- From the drop down box, select the type of source.
- Complete the information.
- Click OK.

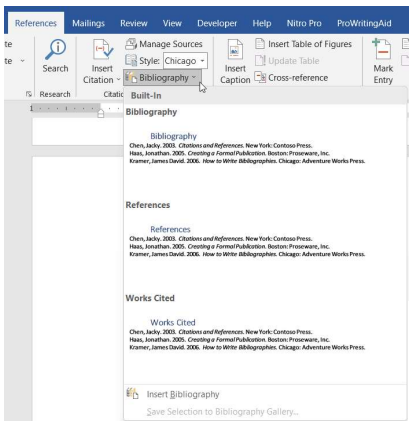




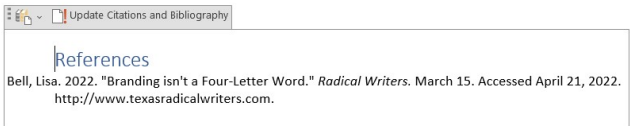


- Citations don't have to be daunting. The beauty of MS Word functionality is that the system does the citation formatting for you. You only have to fill in the blanks.
- I chose document from a website because I see that one most often.
- Go to the webpage you want to reference.
- Find the document author's name. If there isn't one it may be a corporate author, listed as the website or copyright holder. You need something in this blank.
- Name of web page usually is the blog, document or article title.
- Name of web site usually is at the top of the site.
- Add the year, month and day of the document if shown. If not, look for a posting date or another date reference.
- Add the year, month and day you accessed the URL (today's date).
- Finally, copy and past the URL code from your browser.
- Click OK.
- This is bare minimum. You can click on show all fields, but if you enter this information, it is enough to have a proper citation.
- At the bottom of your page, you'll see a code appear. Usually a last name of the author with the year.
- Using this method also prepares the system to create a Bibliography as easily as you created a Table of Contents.

Amazing Reference Tools—Easy Bibliography



- Place your cursor where you want the Bibliography to appear.
- Click Bibliography down arrow
- Select the style you want
- To update, simply go to the bibliography and click !Update



- Because you properly saved your citations, creating a Bibliography takes little time.
- Go to the end of your document, but before the about the author.
- Place your cursor at the top of a blank page.
- Click Bibliography down arrow. You have the option to show it as a bibliography, references or works cited. The system formats according to the style you chose in references.
- Insert captions refers to figures, tables, etc. We won't go into that unless someone has a burning desire to see it.