

**THE COURSE
SAMPLE**

For Word Version 2007

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Planning Your Book

- ✦ Creating a Planning Document
- ✦ Turning Your Planning Document Into a Template
- ✦ Setting Up Your Filing System
- ✦ Integrating and Linking Your Notes
- ✦ Accessing Your Notes While Writing

[Some pages have been skipped in this sample.]

Symbols Used for Instructions

Office Ribbon Tabs are indicated by []

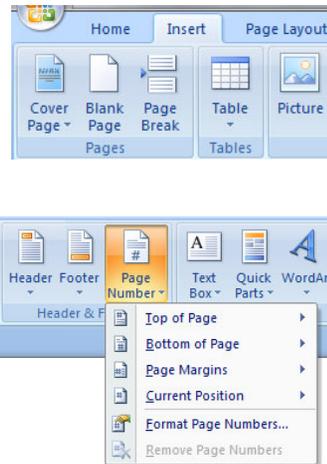
Drop-down menus are indicated by ▼

The button for showing a dialog box or task pane with further options is indicated by |>

Examples:

Insert [] Page Number ▼

is the instruction to click Insert on the Office Ribbon, select the Page Number button, which has a drop-down menu for further options.



Page Layout [] Paragraph Dialog Box |>

indicates that the Paragraph Dialog Box can be accessed through the Page Layout Tab on the Office Ribbon, and by clicking the tiny arrow in the bottom right-hand corner of the Paragraph Toolbar.



Instructions to use a command or function key available on your keyboard are given as in the following example:

Ctrl-Alt-s

is the instruction to hold down the Control (Ctrl) key and the Alt key and then press the “s” key.



Office Button refers to the round button in the top left corner of your screen.

Planning Your Manuscript

Some people like to plan their entire manuscript before they begin to write, and others prefer to write first and research later. But details can be useful to have at your fingertips – for example, when you get to Chapter 28 and a minor character reappears: did you give him blue eyes or green eyes? Or perhaps you haven't used a character's surname for twenty chapters – was it spelt "Mackensie" or "McKenzie" or "Mackenzie" the first time round? So, whether it is before or during writing or during the revision process, at some point you will probably want a document for your notes.

[2 pages skipped]

Developing Your Planning Document

Begin by setting up the headings that you want to use to organize your notes. Apply a heading style to each of your main headings (Level 1 headings). Apply Level 2 and below to your sub-headings.

Fiction Planning

Here are some heading suggestions for fiction planning/notes documents:

Level 1: Summary

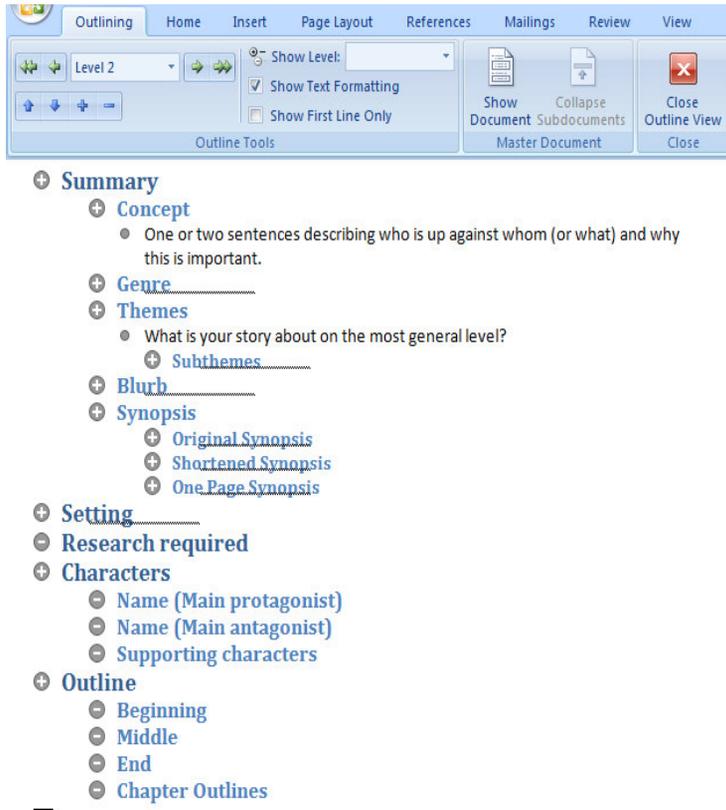
Level 2: Concept, Genre, Themes, Blurb, and Synopsis

If you don't yet have a title, list the possibilities here.

List your genre and the themes you want to cover in the book. The more you expand on these, the more material you will have for pitching your book to an agent or publisher.

Work out a concept statement ("elevator pitch"). This should be as brief and punchy as possible.

Write a blurb. Not all agents and publishers require a blurb, but I find it a useful prompt for motivating me to think about my story. Sometimes if I hit a patch of writers' block, I write blurbs knowing that something about the story is bound to inspire me.



Create a heading for the synopsis. Some writers prefer to leave the writing of the synopsis until the book is complete so that they only have to do it once. I like to start with a synopsis that is as detailed as possible, so that I don't forget anything I want to include in the story. I then shorten this (using AutoSummarize) to a one- or two-page document, and I keep these, and any variations I come up with, in my notes under the summary section.

Level 1: Setting

In brief bullet points brainstorm how the setting might impact on your plot. Why does it matter that the story is set in this place?

Decide what time of year your book is set and describe the weather for the season(s) covered. Does this impact on the plot?

Level 2: Research Required

If your setting is a real place what facts and details do you need to check? Most of these points will crop up

as you are writing; make a quick note of them here and keep going.

Level 2: Worldbuilding

Do you need to do any worldbuilding of your own? Worldbuilding covers any place you have to make up: that place could be an elaborate fantasy kingdom or alien planetary system, or it may be only the room your protagonist rents in a city you already know backwards.

Level 1: Characters

Level 2: Main Protagonist, Main Antagonist, Supporting Characters

List each character as a heading and write their story arcs (main characters) or a general description of their purpose in the story (minor characters).

Level 1: Outline

Level 2: Beginning, Middle, End, Chapter Outlines

Create headings for your story's Beginning, Middle, and End, and split a shortened synopsis into these three categories.

Indicate the stage of development of your characters for each section.

Create a heading for your chapter outlines and use this section to work on, and change, your notes on each chapter's contents.

Non-Fiction Planning/Proposal

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Here are some heading suggestions for non-fiction proposal/planning documents:

Level 1: Proposal

Detail your pitch for this book. Even if you intend to write your book on spec or for self-publication, your proposal points can be used in your marketing campaign.

Level 2: Concept

What is your intended book about and why is it important?

copies of these chapters here, or link to them, so that you can copy from them easily.

Level 2: Market Study

What other similar books have been published? How does yours differ? Do you offer something extra that is not covered in other books?

Level 2: Research

What research do you need to do? Do you need to set up interviews?

Level 1: Outline

List the headings that will eventually form the bones of your book. This section can be collapsed and then copied across into your working document.

Level 1: Sample chapters

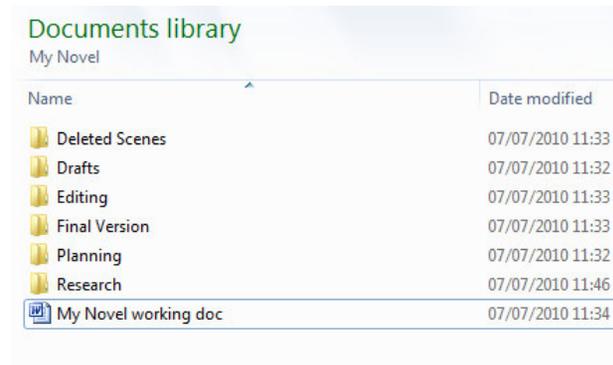
If you are submitting a proposal to a publisher rather than creating the book on spec, you will write a sample chapter or two as part of the proposal. Save

Managing Your Filing System

How you set up your filing system is up to your personal preference. Over the years I've developed a filing method that works well for me and has several advantages.

I like to create a new main folder for each novel. I use one version of my manuscript as my “working document”. This is the version that always gets changed during the editing phase. Once I've written a complete rough draft, I save a copy with “draft as at [date]” as the filename. Every time I start on a major change while editing I save a copy of the previous version just in case I change my mind.

When this current novel folder becomes too cluttered, I create sub-folders to re-organize my work. Usually I end up with folders for “Planning”, “Research”, “Drafts”, “Editing”,



Name	Date modified
Deleted Scenes	07/07/2010 11:33
Drafts	07/07/2010 11:32
Editing	07/07/2010 11:33
Final Version	07/07/2010 11:33
Planning	07/07/2010 11:32
Research	07/07/2010 11:46
My Novel working doc	07/07/2010 11:34

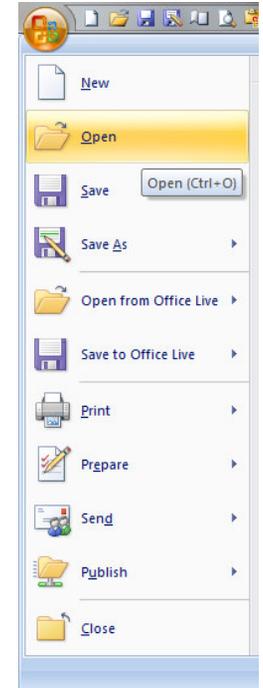
“Deleted Scenes”, and “Final Version”.

Sorting Through Your Files

The most common way of sorting is alphabetically, but a single click can re-sort your folders and files into date order (ie, the date on which they were last modified). This is useful if you can't remember the filename you saved the document under, but you do remember when you last worked on it. The easiest way to sort by date is by clicking “Date Modified” in the Open

Dialog Box. Click “Name” to revert to sorting alphabetically.

Another way of searching for a document you can't remember the name of, is by using the “Search My



Documents” function in the top right-hand corner of the Open dialog box. You can also use the Windows Explorer feature to find and sort your documents, and create and rename folders.

[2 pages skipped]

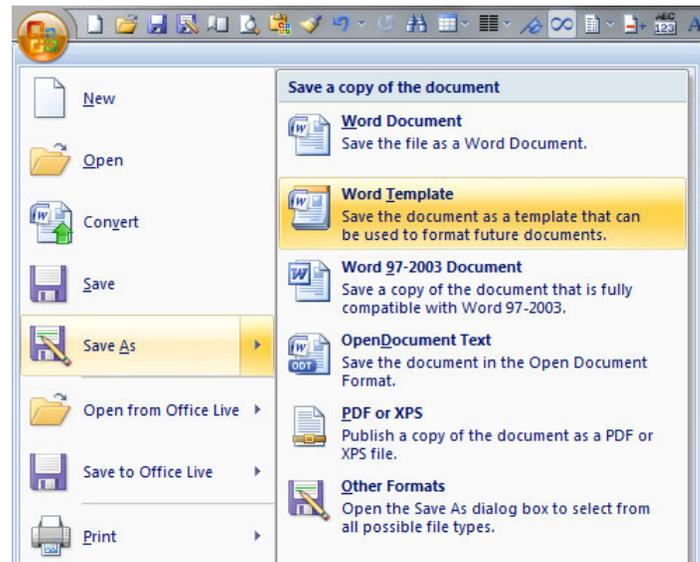
Saving a Document as a Template

By now you may have created a planning document that you are happy to use as a template for future novels.

Initially it may seem like extra work to save a copy of your incomplete planning document as a template. As a shortcut you could simply open a previous planning document and delete the text, leaving the headings. However, you do have to remember to save that new planning document under a different filename. If you are distracted or in a hurry it is very easy to click Save and lose all the content of the original planning document. (Note that you can click Undo to reverse your changes if you notice this before closing the document.)

Creating your own template is a safety option. You will always be prompted to save the document you have created based on your template, so there is no danger of accidentally saving over another document.

Office Button >> Save As >> Word Template



[2 pages skipped]

Organizing Your Notes

If you take a lot of handwritten notes you might want to consider investing in a scanner to make it quicker to capture your notes and so that you have an electronic backup of them. You can insert your scanned notes as images in your planning document, if they are highly relevant, or create hyperlinks to the image files if they contain information you don't necessarily need right in front of your eyes.

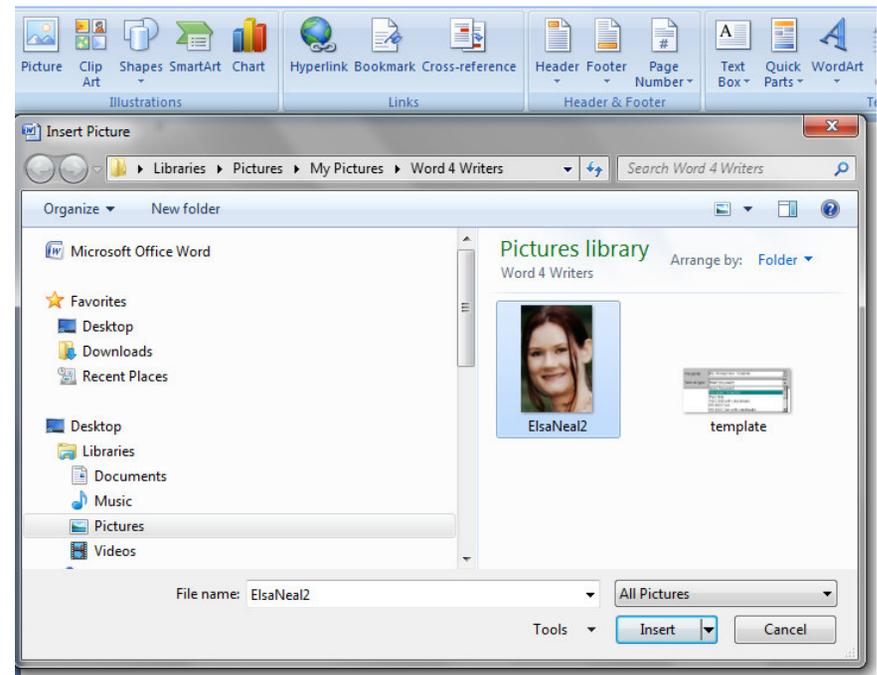
Inserting an Image

To insert an image of your scanned notes, photograph, map sketches, or any other image file:

Insert Picture (Illustrations)

Browse for the file on your computer.

Click on the picture and use the handles to drag the size of the image to make it larger or smaller.



Hyperlinks

Hyperlinks are used extensively on the Internet, in email, and in Word documents that will be read electronically. They are a useful way of creating instant links to both external websites and internal documents on your PC.

Creating Hyperlinks to Websites

The easiest way to insert a hyperlink to a website is to type the address (URL) in its entirety, including the http:// part. You can copy and paste the URL directly from your Internet browser's address bar.

But this method can look unwieldy and if the address doesn't tell you much about the content you might forget why you included a link to the site.

You can select the URL and overwrite an explanation of the site, or first type the explanation of the site and then highlight some or all of this text before inserting the hyperlink using the Hyperlink Dialog Box (see below). This explanation text will be more meaningful

to you than the website address (which will pop up anyway when you hover over the hyperlink).

Select the text you wish to use as a hyperlink marker,

Insert [] Hyperlink (Links)

Type or paste the URL to the website into the Address Box.

Don't be put off by the fact that this Hyperlink Dialog Box also brings up a list of current folders on your computer. All you need is the website URL in the Address box.

Linking to Your Research Notes

Hyperlinks can also help you keep your planning document a more manageable size. Instead of inserting lengthy typed research notes that don't pertain directly to the plot you can link to these documents while storing them separately in a research folder.

Use hyperlinks to refer to research files that will relate to a number of different books. Instead of making several copies of the document for each book's folder, reference one document as a hyperlink in the notes for each book.

Creating Hyperlinks to Your Files and Images

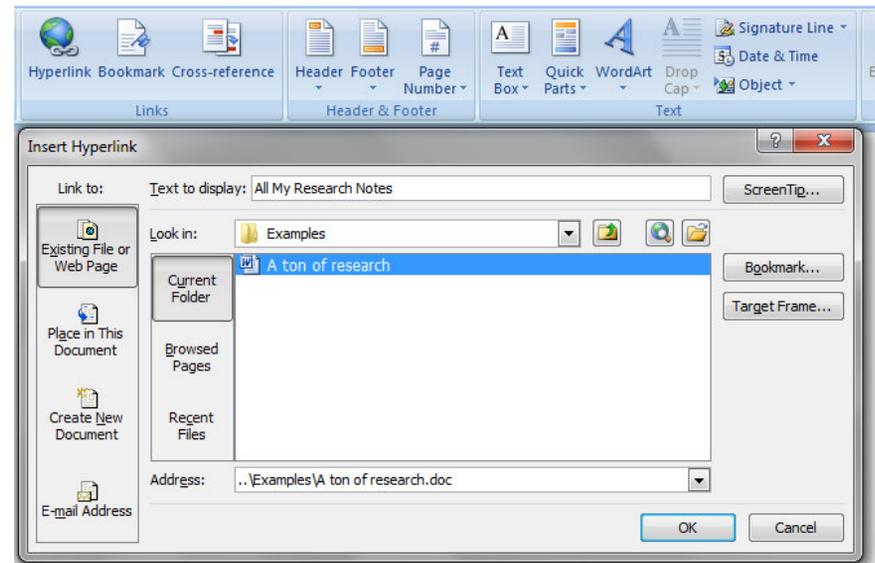
Select your marker text

Insert Hyperlink

Browse for the file on your computer that you wish to link to (the file's location and filename will be used as its URL).

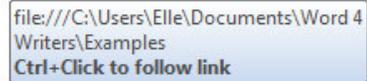
You can hyperlink to any type of file on your computer.

Note that instead of selecting text to use as your hyperlink marker you also have the option of typing your hyperlink title directly into the Hyperlink Dialog box under "Text to Display".



Viewing Linked Files

Press **Ctrl** and click on the hyperlink



file:///C:/Users/Elle/Documents/Word 4 Writers/Examples
Ctrl+Click to follow link

[All My Research Notes](#)

Word will launch the file by opening the associated program to view or run the file.

Note that Word will usually pop up a security warning after you click on an internal hyperlink.

As long as you are clicking a link that you inserted to a document that you created yourself there is no security issue and it is safe to click Yes.

[6 pages skipped]

Some Keyboard Shortcuts

Ctrl-Home :	Jump to the beginning of a document
Ctrl-End :	Jump to the end of a document
Ctrl-a :	Select all
Ctrl-c :	Copy selected text
Ctrl-x :	Cut selected text
Ctrl-v :	Paste text that has been copied or cut

Ready to Dive into Word 4 Writers?

Here's What You'll Learn:

First you'll begin to plan your book:

- discover the ideal format to use for planning that makes navigating your notes as simple as a mouse-click.
- set up your summary, setting, and character plans, and begin the plotting process
- learn to organize your notes, link to your research files, and incorporate notes created on different programs
- get ready to archive and back up your notes and manuscript

Next you'll tackle your manuscript:

- learn techniques for managing a lengthy manuscript
- create an easy outline while you're writing
- save the notes you make while you're writing

Then you'll finalize your manuscript:

- learn easy tools to make the editing process simpler
- keep track of your changes and make comparisons as you revise
- write your synopsis – then learn how to use Word to cut it down to size the easy way
- format your manuscript for writing, editing, and submitting – and understand why these are different

And start working on your promotion campaign:

- set up a mass mailing database for reviewers and bookstores
- configure your letters, envelopes, and mailing labels
- design bookmarks, bookplates, postcards, and other basic giveaway products

Before going on to master more options for non-fiction books:

- how to work with numbering and bullet points

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- how to index your book
- how to add charts, tables, diagrams – complete with captions
- how to work with footnotes and endnotes

By then you'll be ready to delve into basic Desktop Publishing:

- formatting for screen, layout, typesetting, spacing, pagination
- formatting for print, guttering, cover calculation
- columns, sections, headers and footers
- working with graphical content

And finally you'll discover more timesaving tools and review all your Word skills:

- learn keyboard shortcuts you'll actually use
- create and optimize your templates, menus, and buttons

Click Here to Make Word Work for You



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Flexible Study

Word 4 Writers consists of 24 modules of study offered as weekly downloads. The course is designed to be completed in six months, but you can work entirely at your own pace.

Each week you will receive:

- An email to let you know that your weekly coursework is ready for download.
- Links to download your current module and a short demonstration video highlighting the techniques covered in the module.
- A concrete goal to work towards for the week.
- A motivation email to remind you of your goal and keep you on track.

You Can Work Through This the Easy Way

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