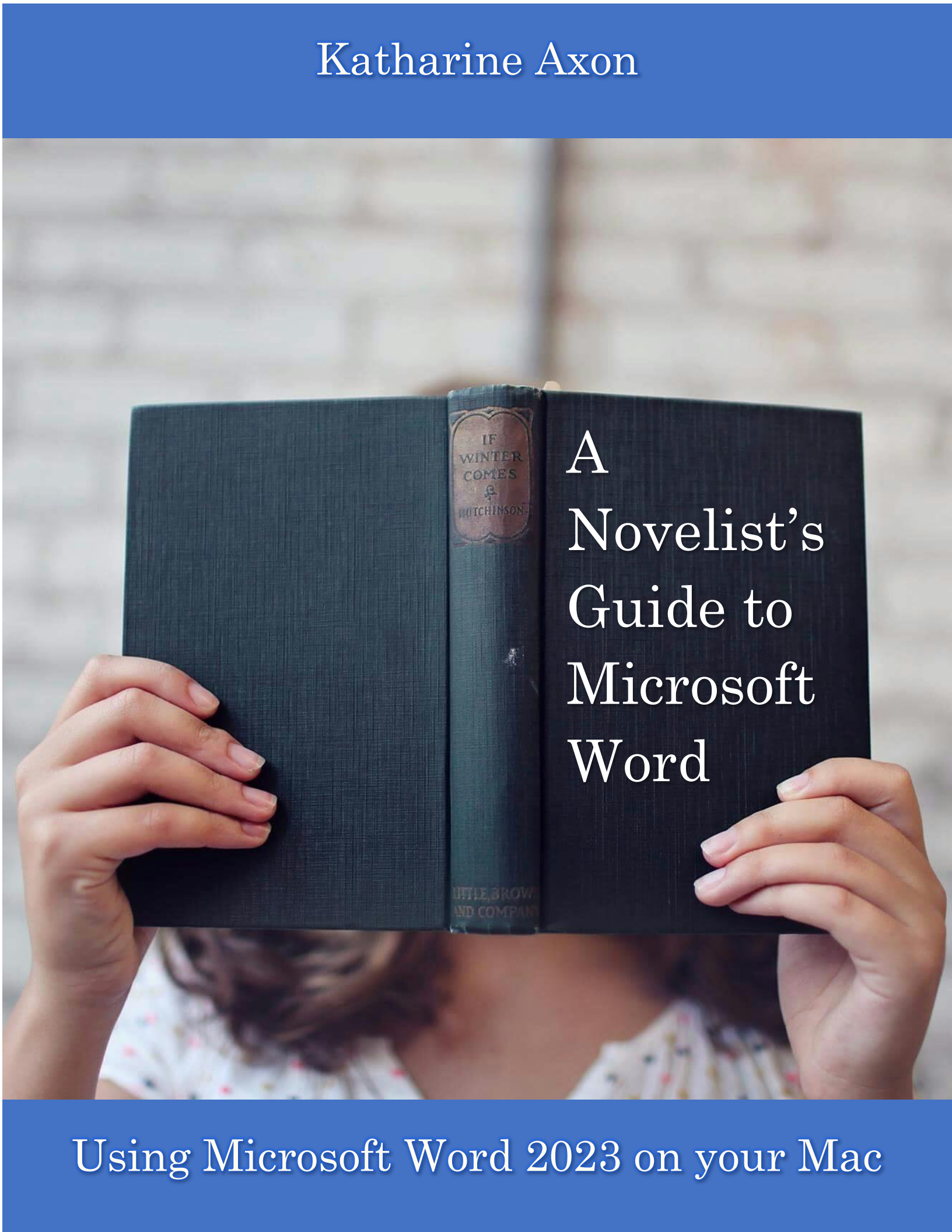


Katharine Axon

A person is holding a dark green, textured book. The book's spine has a small, ornate label that reads "IF WINTER COMES" and "HITCHINSON". At the bottom of the spine, it says "LITTLE, BROWN AND COMPANY". The title "A Novelist's Guide to Microsoft Word" is printed in white serif font on the right side of the book cover. The person holding the book is wearing a white top with a colorful pattern.

A  
Novelist's  
Guide to  
Microsoft  
Word

Using Microsoft Word 2023 on your Mac



# A Novelist's Guide to Microsoft Word

## Using Microsoft Word 2023 on your Mac

Katharine Axon

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# Acknowledgements

I would like to thank Ian Thornley and Judith Hertog for sharing their experiences as writers, helping me to design the modules of this manual. I would also like to thank Dina Hertog-Raz and Heidi Matt for their help during the user testing phase of this process. Finally, I would like to thank Janine Solberg and the rest of the PWTC 380 class for providing advice and feedback throughout this process.

Thank you also to Leah Kelley of Pexels for the cover photo.

# Introduction

## What's in this manual?

*A Novelist's Guide to Microsoft Word* teaches you how to use some of the most common features of Word that are helpful for writing a novel. The manual is split into three chapters, with the first two designed to help you through the formatting and editing phases of the writing process, and the third chapter teaching you how to save your work. Each module focuses on a different task you might need to complete as you write, with the goal of making the writing process less stressful. The software for this manual is Microsoft Word 2023 for Macs.

## Who is it for?

This manual is aimed at anyone who considers themselves a novelist, whether they write in their free time or write professionally. While this manual is aimed at people who do not have much experience with Word, even if you are experienced you might find modules in this manual that make the writing process easier for you.

## How do you use it?

The manual is split into three chapters: "Formatting your book," "Editing your book," and "Saving your work." Each chapter contains modules about different tasks you might need to complete using Word, from setting your default font to adding comments or saving your work to your desktop. These modules can be read in any order.

# Chapter 1:

# Formatting your book

This chapter shows you how to set up different aspects of the formatting for your book, including font, line spacing, alignment and page numbers. Each module follows the standard formatting expectations of most publishers, but you can always customize these settings to how you like your work to be formatted.

1.1 Selecting your font: type and size.....	2
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# 1.1 Selecting your font: type and size

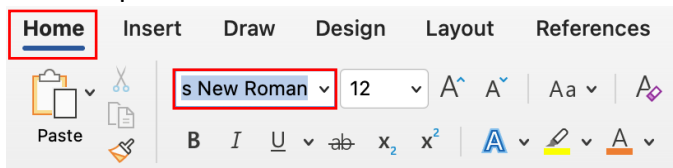
This module shows you how to select the type and size of the font in your novel, as well as how to set these settings as default. The instructions follow standard formatting of 12-point Times New Roman font, but you can always select your preferred font size and type as well.

## Font Type:

1. Select the text whose font you want to change.

Once upon a time, in a farway land, there lived a princess named Esmerelda. Esmerelda dreamed every day of leaving her home and exploring the world, but her parents told her that

2. Navigate to the **Home** tab.
3. Select the **Font** bar and type in “Times New Roman” or your preferred font. The text autocompletes after the first few letters.



4. Press **Enter**.

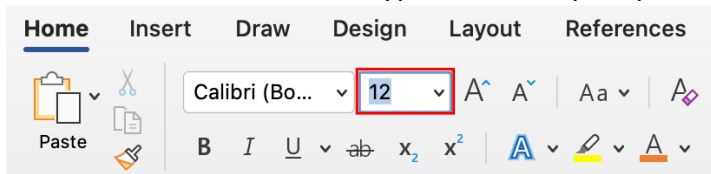
Once upon a time, in a farway land, there lived a princess named Esmerelda. Esmerelda dreamed every day of leaving her home and exploring the world, but her parents told her that she had to

## Font Size:

1. Select the text whose font size you want to change.

Once upon a time, in a farway land, there lived a princess named Esmerelda. Esmerelda dreamed every day of leaving her home and exploring the world, but her parents told her that she had to stay inside and wait for a prince to

2. Navigate to the **Home** tab.
3. Select the **Font Size** bar and type in “12” or your preferred font size.



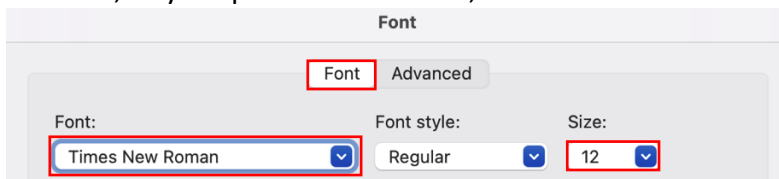


4. Press **Enter**.

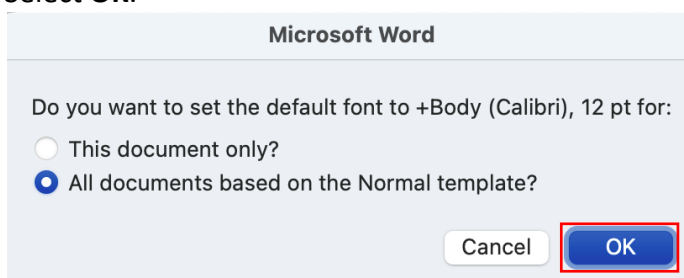
Once upon a time, in a faraway land, there lived a princess named Esmerelda. Esmerelda dreamed every day of leaving her home and exploring the world, but her parents told her that she had to

## Setting as Default:

1. Select **Format** from the Mac menu bar.
2. Select **Font** from the dropdown menu. A window appears. Note: You can also skip to this step by pressing **Command+D**.
3. Make sure you are under the **Font** tab, not the **Advanced** tab.
4. Type in Times New Roman, or your preferred font type, under **Font**.
5. Select 12, or your preferred font size, under **Size**.



6. Select **Default**. A new window appears.
7. Select “All documents based on the Normal template.” This sets all new documents to these settings so you don’t have to reset your formatting every time. You can still manually alter the font settings within your document by following the directions from the Font Size and Font Type sections above.
8. Select **OK**.



## 1.2 Setting line spacing and alignment

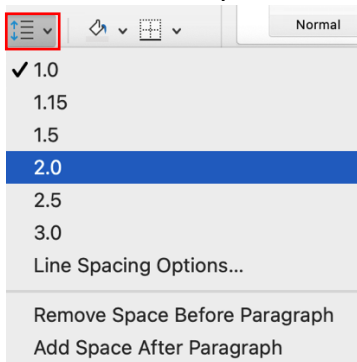
This module shows you how to set the line spacing and alignment of your document, as well as how to save these settings as default for future documents. The instructions follow manuscript standards of double-spaced, left-aligned text, but you can always set line spacing and alignment to your own preferences.

### Spacing:

1. Select the text whose spacing you want to change.

Once upon a time, in a farway land, there lived a princess named Esmerelda. Esmerelda dreamed every day of leaving her home and exploring the world, but her parents told her that she had to

2. Navigate to the **Home** tab.
3. Select the **Line and Paragraph Spacing** icon.
4. Select **2.0** to set your document as double-spaced, or select your preferred line spacing.



Final result with double spaced text:



Once upon a time, in a farway land, there lived a princess named Esmerelda. Esmerelda dreamed every day of leaving her home and exploring the world, but her parents told her that she had to

### Alignment:

1. Select the text whose alignment you want to change.

“Very well,” Queen Rosamund said, her voice weary with defeat. “Let us bring out Esmerelda.”

2. Navigate to the **Home** tab.

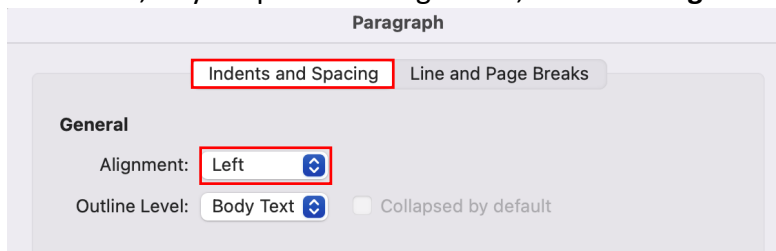
3. Select the **Align Left**  icon to align all text to the left. **Align Center**  is also useful for centering chapter titles.

Final result with left-aligned text:

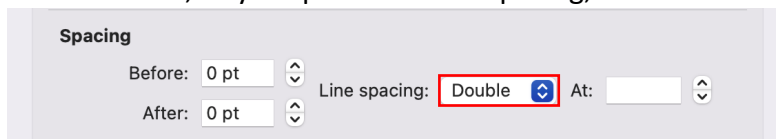
“Very well,” Queen Rosamund said, her voice weary with defeat. “Let us bring out Esmerelda.”

### Setting default formatting:

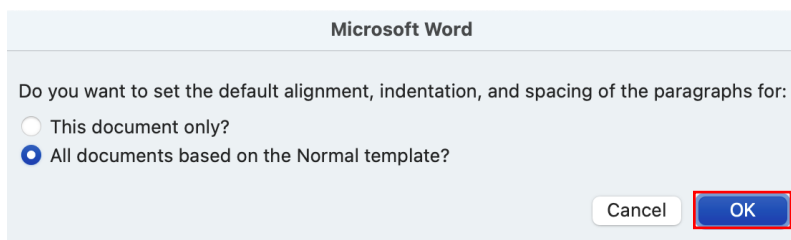
1. Select **Format** from the Mac menu bar.
2. Select **Paragraph** from the dropdown menu. A new window appears.
3. Navigate to the **Indents and Spacing** tab.
4. Select **Left**, or your preferred alignment, from the **Alignment** bar.



5. Select **Double**, or your preferred line spacing, from the **Line spacing** bar.



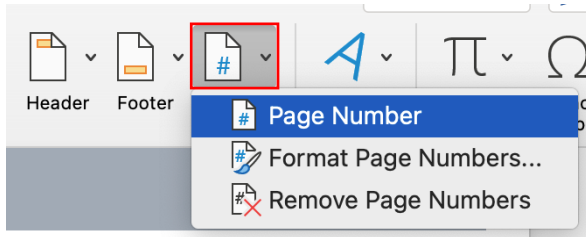
6. Select **Set as Default**. A new window opens.
7. Select “All documents based on the normal template.” This means that future documents automatically have these settings saved. You can alter these settings within a document by following the instructions in the Spacing and Alignment sections above.
8. Select **OK**.



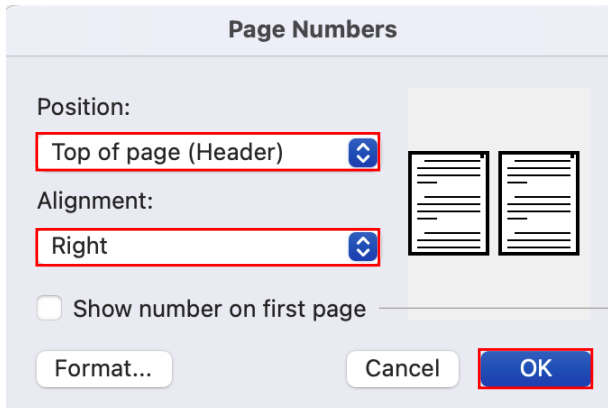
## 1.3 Adding page numbers

Word allows you to add page numbers in either your header or footer. This module shows you how to add page numbers to the top right of your document, but you can also format page numbers to your own preference.

1. Navigate to the **Insert** tab.
2. Select the **Page Number** icon, then select the **Page Number** option from the dropdown menu.

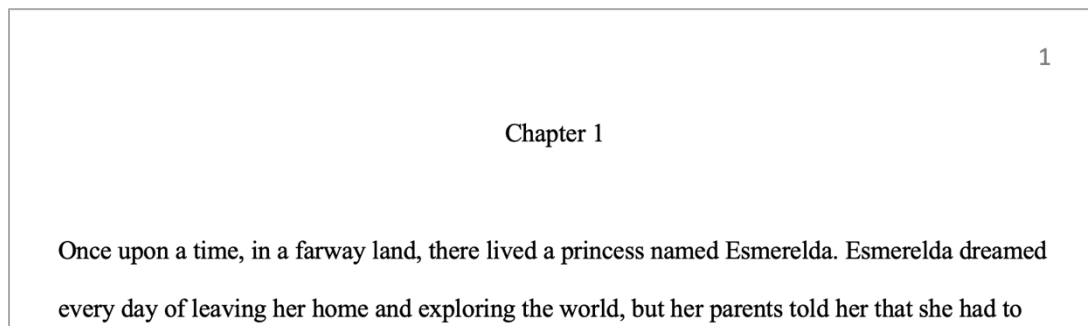


3. A new window opens. Select the position and alignment of your page numbers. If you want page numbers in the top right corner of your document, select **Top of page (Header)** under Position and **Right** under Alignment.



If your manuscript begins with a cover page, uncheck the box next to **Show number on first page**. If your manuscript begins with your first page of writing, check this box.

4. Click **OK** to save.



# Chapter 2:

# Editing your book


This chapter shows you the tools you can use to edit your work, either as you write or after you've finished a first draft. Many of these tools, such as adding comments and making suggestions, can be especially helpful as you collaborate with an editor or a writing friend.

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## 2.1 Finding and replacing words

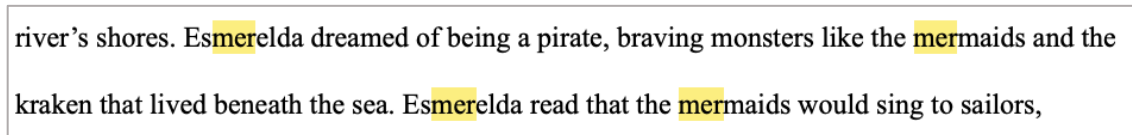
This module shows you how to find and replace words or phrases throughout your document. Word's "find" function is helpful if you want to see every instance of when you used a particular word. "Find and replace" is helpful if you want to replace a particular word that you use a lot with a new word.

### Finding words:

1. Select the **Search in document** icon  from the top right of the ribbon. A search bar appears. Note: You can also reach this search bar by pressing **Command+F**.
2. Type in the word or set of letters that you want to find.




Word highlights every instance of the letters in the search bar throughout the text as you type them:



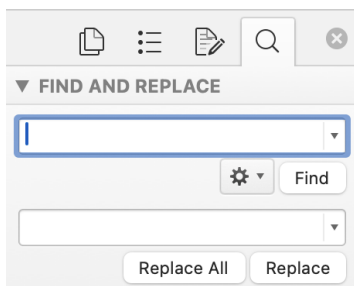
3. Select the left and right arrows on the search bar to navigate between every instance of the word in the document. Note: You can also press **Enter** to navigate forward.



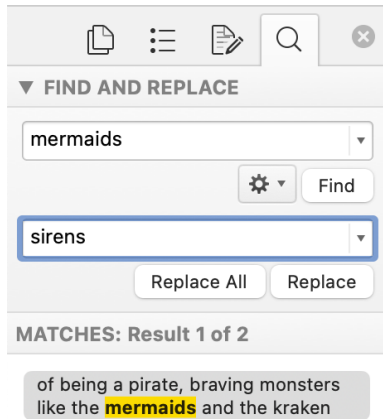
4. Select the  icon to exit the finder and remove all highlighting.

### Replacing words:

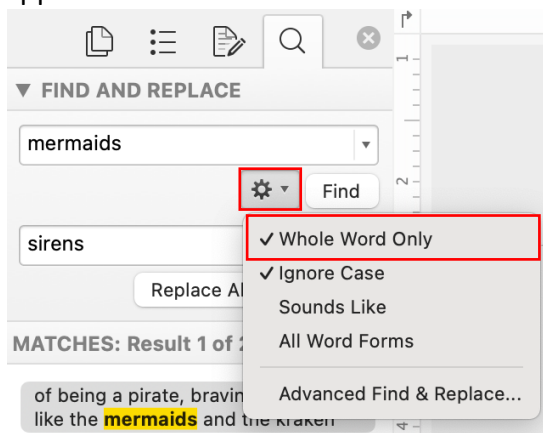
1. Select **Edit** from the Mac menu bar.
2. Hover your cursor over **Find** in the dropdown menu, then click **Replace**. A window appears on the side of the document. Note: You can also skip to this step by pressing **Control+H**.



3. Type the word you want to replace in the first text field, and type the word you want to replace it with in the second text field.



4. Select either **Replace** or **Replace All**. Select **Replace** if you want to replace only one instance of this word. Select **Replace All** if you want to replace this word every time it appears in the document.



Note: If the word you are replacing appears in other words (ex. If you are replacing the word “it” with “he,” but you use the word “itch” throughout your document) make sure to select **Whole Word Only** from the settings gear so that you only replace the word when it appears by itself. This prevents you from turning “itch” into “hetch.”

Result of replacing just one instance of the word:

river’s shores. Esmerelda dreamed of being a pirate, braving monsters like the **sirens** and the kraken that lived beneath the sea. Esmerelda read that the **mermaids** would sing to sailors,

## 2.2 Adding comments to a document

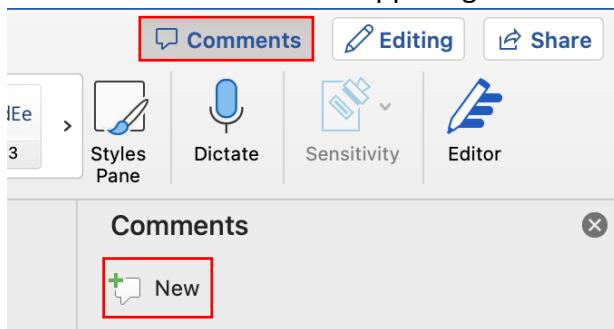
Adding comments to a document can be useful for either making notes to yourself or communicating with an editor. This module shows you how to make, edit, resolve and delete comments.

### Making a comment:

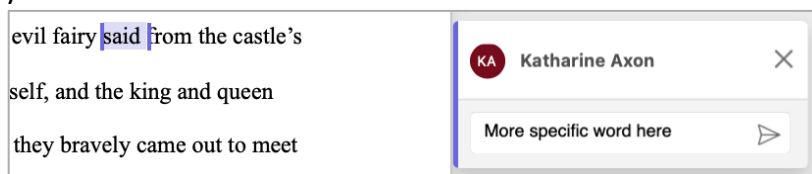
1. Select the text you want to leave a comment on.

“I come seeking King Harold and Queen Rosamund,” the evil fairy said from the castle’s steps. Her voice was like rusted battle armor screeching against itself, and the king and queen

2. Right click the selected text and select **New Comment** from the dropdown menu. Or, select **Comments** from the upper right of the ribbon, then select **New**.



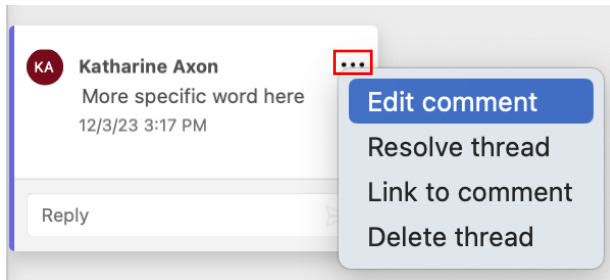
3. Type in your comment, then either press **Command+Enter** or press the post icon to post your comment





## Editing a comment

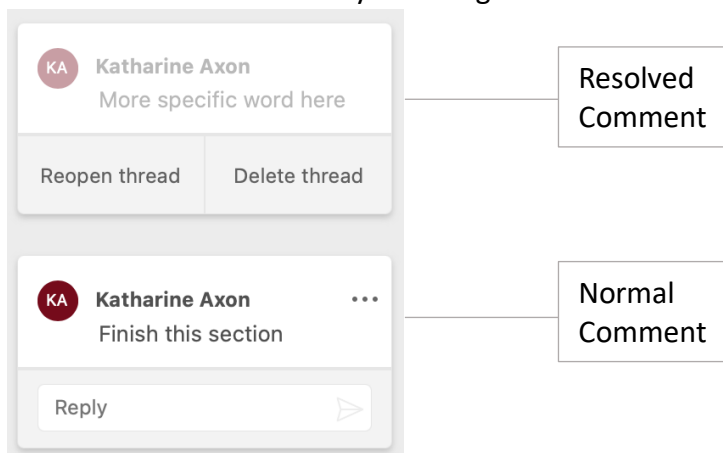
1. Select the three dots at the top of the comment.



2. Select **Edit comment**.
3. Retype your comment.
4. Select **Save** or press **Command+Enter**.

## Deleting or resolving a comment

1. Select the three dots at the top of the comment.
2. Select either **Delete thread** or **Resolve thread**.
  - Deleting a comment permanently deletes the comment and any replies.
  - Resolving a comment hides the comment on the screen but keeps it in your comment history. This is helpful if you have made the suggested edits but still want to keep a reminder of the comment to refer back to.
3. View resolved comments by selecting **Comments** from the upper right of the ribbon.



## 2.3 Combining separate files into one document

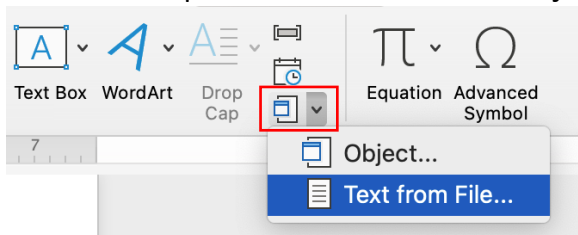
This module shows you how to combine separate Word files into the same document. This can be helpful if you write the different chapters of your novel in different documents and you want to combine them all when you finish writing.

1. Place your cursor where you want the new file to be inserted.

winned to hear it. They knew they could not cower, however, and they bravely came out to meet the evil fairy.

|

2. Navigate to the **Insert** tab.
3. Select the dropdown arrow next to the **Object** icon, then select **Text From File**.



4. A window opens with your files. Navigate to where you keep your files, then select the file you want to insert.
5. Click **Insert**. The new file appears where your cursor is in the document.

winned to hear it. They knew they could not cower, however, and they bravely came out to meet the evil fairy.

Chapter 2

“What do you seek from us?” King Harold asked.

The evil fairy laughed. “Fifteen years ago, on the birth of your child, you invited every fairy in the land to bless the young princess, every fairy except for me. I have come to give the princess her blessing, now.”

## 2.4 Making suggestions on a document

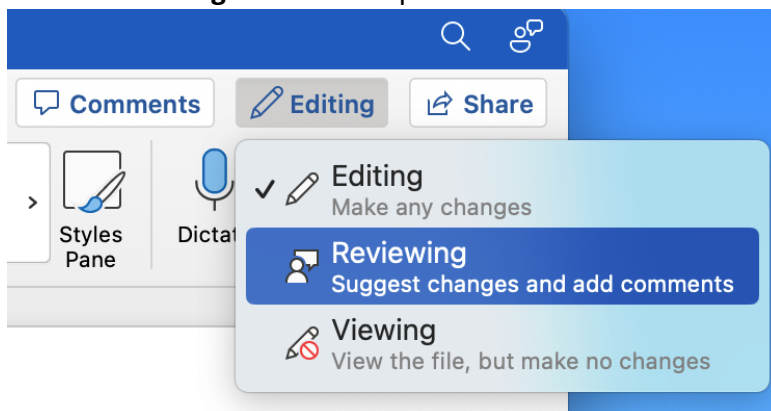
This module shows you how to make suggestions on your own or someone else's document using Word's reviewing mode. This mode is particularly helpful during the editing stage if you want to suggest non-permanent changes to your own or someone else's document. See module 2.5 to learn how to accept or reject suggestions.

Note: To learn how to add suggestions using comments, see module 2.2 Adding comments to a document.

1. Select the **Document access mode** bar from the top right of the ribbon. Note: The appearance of this icon changes depending on what mode you are in. If you are starting in Editing mode, the bar looks like this:



2. Select **Reviewing** from the dropdown menu.



3. Edit the text you want to change in your document. Any new text you add appears in red in the document, and any text you delete appears in the sidebar as deleted.

Original text:

every day of leaving her home and exploring the world, but her parents told her that she had to stay inside and wait for a prince to come and marry her. As a young child, Esmerelda read books

Text with suggestion:

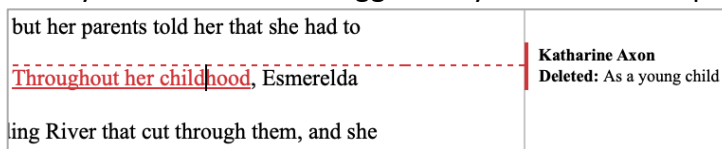
but her parents told her that she had to <u>Throughout her childhood</u> , Esmerelda	<b>Katharine Axon</b> Deleted: As a young child
---	--

## 2.5 Accepting or rejecting suggestions on a document

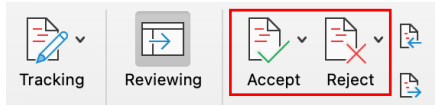
This module shows you how to either accept or reject proposed changes made in Word's reviewing mode. This is especially helpful if an editor or friend leaves suggestions on your document. You can choose to either accept or reject each of their changes, or to accept or reject all changes at once. See module 2.4 to learn how to make suggestions on a document.

### Accepting or rejecting one change at a time:

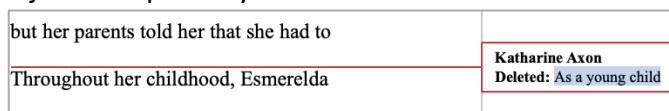
1. Place your cursor on the suggestion you want to accept or reject.



2. Navigate to the **Review** tab.
3. Select the **Accept** icon to accept the suggestion or select the **Reject** icon to reject it.



Note: If a section of text was directly replaced with something else, the added words and deleted words appear as separate suggestions, and they need to be accepted or rejected separately.



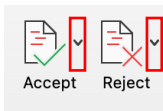
This “deleted” suggestion still needs to be accepted or rejected. Click anywhere on the suggestion and repeat the above steps.

## Accepting or rejecting all suggestions:

1. Open a document with multiple suggestions.

Once upon a time, in a farway <u>kingdom</u> , there lived a princess named Esmerelda. Esmerelda	Katharine Axon Deleted: land
dreamed every day of leaving her home and exploring the world, but her parents told her that she	Katharine Axon Deleted: had to
<u>must</u> stay inside and wait for a prince to come and marry her. <u>Throughout her childhood</u> ,	Katharine Axon Deleted: As a young child
Esmerelda read books on the great Snowy Mountains and the Winding River that cut through	Katharine Axon Deleted: elements
them, and she pictured herself exploring them both, braving the <u>storms</u> and the monsters that live	

2. Navigate to the **Review** tab.
3. Select the dropdown arrow of either the **Accept** or **Reject** icon.



4. Select either **Accept all changes** or **Reject all changes** from the appropriate dropdown menu.

In the document with accepted changes, all suggestions are incorporated into the document:

Once upon a time, in a farway kingdom, there lived a princess named Esmerelda. Esmerelda dreamed every day of leaving her home and exploring the world, but her parents told her that she must stay inside and wait for a prince to come and marry her. Throughout her childhood, Esmerelda read books on the great Snowy Mountains and the Winding River that cut through them, and she pictured herself exploring them both, braving the storms and the monsters that live

In the document with rejected changes, the document is returned to its original state before any suggestions:

Once upon a time, in a farway land, there lived a princess named Esmerelda. Esmerelda dreamed every day of leaving her home and exploring the world, but her parents told her that she had to stay inside and wait for a prince to come and marry her. As a young child, Esmerelda read books on the great Snowy Mountains and the Winding River that cut through them, and she pictured herself exploring them both, braving the elements and the monsters that live on the river's

# Chapter 3:

## Saving your work

Saving your work is an important part of the writing process because it prevents any of your hard work from being lost. This chapter shows you two ways of saving your work, either to your desktop or online, to Microsoft OneDrive. Saving to your desktop is helpful if you often need to access your work offline, while saving to OneDrive can be helpful because it allows you to access your work from any device.

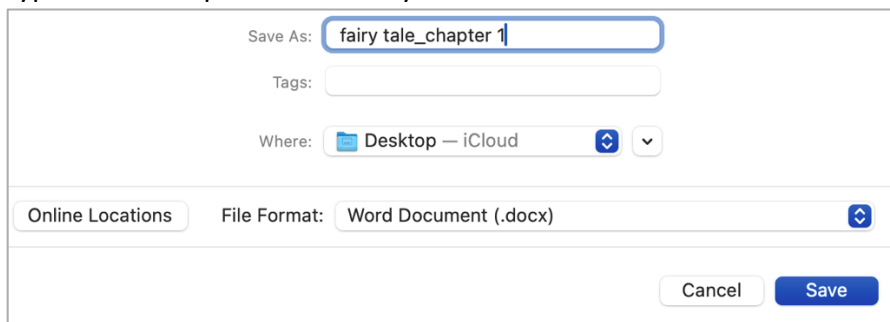
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## 3.1 Saving to your desktop

This module shows you how to save your writing to your desktop as a Word file, making it easy to access offline. This module also explains the different steps you need to complete when you save your work the first time.

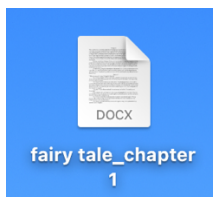
### Saving the first time:

1. Select **File** from the Mac menu bar.
2. Select **Save** from the dropdown menu. A new window opens. Note: You can also skip to this step by pressing **Command+S**.
3. Type in a descriptive name for your document in the **Save As** bar.



The screenshot shows a 'Save As' dialog box. The 'Save As' field is highlighted and contains the text 'fairy tale\_chapter 1'. Below it is a 'Tags' field. The 'Where' dropdown menu is set to 'Desktop — iCloud'. The 'File Format' dropdown menu is set to 'Word Document (.docx)'. There are 'Cancel' and 'Save' buttons at the bottom right.

4. Select **Desktop — iCloud** under the **Where** bar. Note: If you usually save to your desktop, this is likely the automatic choice.
5. Select **Save**. Your document appears as a .docx file on your desktop.



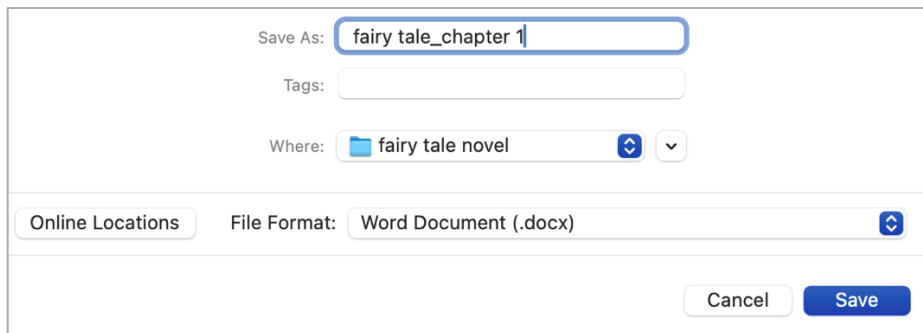
### Saving as you go:

1. Select **File** from the Mac menu bar.
2. Select **Save** from the dropdown menu. Note: You can also skip to this step by pressing **Command+S**.
3. Make sure to save your work frequently as you write – you don't want to lose any writing! Note: Word also prompts you to save your work when you quit out of an unsaved document.

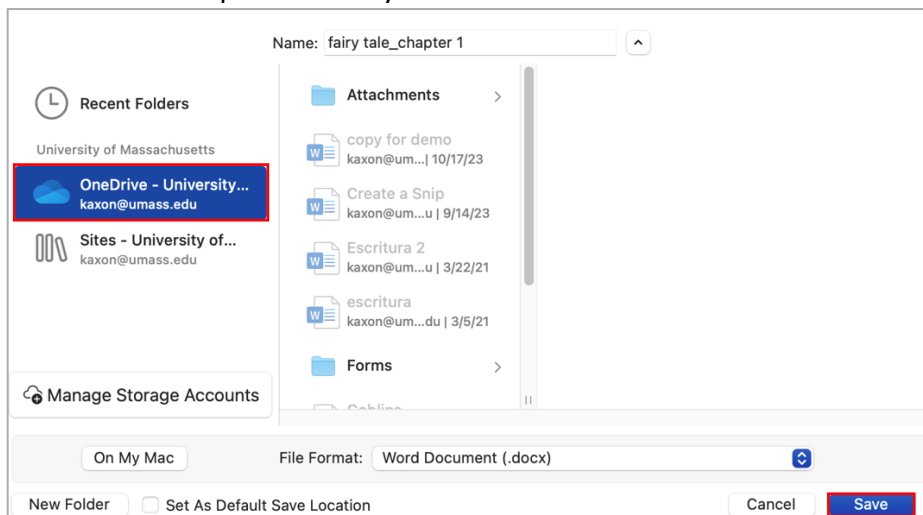
## 3.2 Saving your work online

This module shows you how to use Microsoft OneDrive to save your work online, allowing you to access your work from any device. OneDrive also allows you to autosave your work.

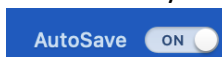
1. Select **File** from the Mac menu bar.
2. Select **Save As...** from the dropdown menu. A window opens. Note: You can also skip to this step by pressing **Command+Shift+S**.
3. Select **Online Locations**.



4. A new window opens. Select your OneDrive account.



5. Select **Save**. Your document is now saved to your OneDrive account, which you can access by logging in online or through the OneDrive app.
6. Select the **AutoSave** icon from the top left of the ribbon so that your work saves automatically as you write.





# Colophon

This manual was made entirely in Microsoft Word 2023 on a MacBook Air. Screenshots and sample text are all created by me. The typeface used throughout the body is Calibri, and the cover font is Century Schoolbook. The cover photo was taken by Leah Kelley and accessed through Pexels, and the cover was designed by me. The manual was printed and bound at Staples.