

TEMPLATE FOR NOVEL  
(in Microsoft Word)

FILE -> New

A box comes up – on the bottom right it say something like

CREATE NEW DOCUMENT TEMPLATE

CLICK ON -> TEMPLATE

THEN CLICK -> OKAY

Now you have a blank screen.

3. click on FILE

4. click on PAGE SET UP

5. TOP MARGIN 1.5

6. BOTTOM MARGIN 0.8

7. LEFT 1"

8. RIGHT 1"

9. HEADER 0.4"

10. FOOTER 0.3

11 click on DEFAULT (now every time you want to open a new file you'll choose this one - but we're not done yet!)

12. (you're back in that blank document still right?) click on FORMAT

13. click on PARAGRAPH

14. ALIGNMENT - \*LEFT\*

15. INDENTATION - left 0" right 0"

16. OUTLINE LEVEL - BODY TEXT

17. SPECIAL - NONE

18. LINE SPACING - \*\*\*\*important! EXACTLY 25PT

19. go to top of that same PARAGRAPH BOX -

20. click on Line and Page Breaks

21. under PAGINATION - make sure widow/Orphan control box is NOT checked (none of those should be)

22. Back to FORMAT on the bar at top of blank page -

23. click on FONT

24. Courier new

25. REGULAR

26. 12

27. (bottom left of that box) click on DEFAULT

NOW YOU HAVE TO PUT IN YOUR HEADER people do this slightly differently - do whatever looks best to you - this is HOW you set it up. And the WAY \*I\* set mine up.

28. On top menu bar click on VIEW

29. Click on Header/footer

30. I put my title in 12 PT Caps on the far left ...space space.....on far right LAST NAME/

31. click on skinny box that pops up INSERT AUTO TEXT

32. Keep cursor on the LAST NAME/X and click on the # which will insert the page number where ever you have the cursor.

**SAVE!!!!**

TO TRANSFER YOUR **CURRENT** WORK INTO THIS FORMAT. . . . .

Go to your current document-

EDIT -> SELECT ALL

EDIT -> COPY (do NOT CUT!!!!!! Leave your original document alone now until you are SURE, POSITIVE, SWEAR TO GOD, **SURE** it's been successfully moved!!)

FILE -> NEW

A box should come up with an icon for your NOVEL FORMAT TEMPLATE -> click on that.

You now have a blank page.

EDIT -> PASTE

**SAVE!!!!!!**