



## ***How to Use Our Templates***

We organized this Tip Sheet into 3 levels of expertise. Based on the status of your manuscript and your comfort level in using “Styles and Formatting” commands in your word processing program, you can decide which set of instructions are best for you.

**Expert**, which means my book is written and  
I’m **GOOD** at using my word processing program ..... Page 2

**Novice**, which means my book is written but  
I’m **NOT GOOD** at using my word processing program ..... Page 3

**Just starting**, which means my book is not written yet  
so I can type directly into your template ..... Page 4

We call our templates “Microsoft Word Templates,” but they work just as well in all other major word processing programs, like Word Perfect, Open Office, and Pages for Mac, to name a few. The instructions listed here are specific to Microsoft Word, but there are similar menu options and commands in the other word processing programs.

There's no need to re-type your manuscript, as long as you follow these simple steps. You can just copy and paste your book file into the template.

**1. Copy your text**

First, open your original book file in Word. Select the entire text of your manuscript and COPY it. Close your original book file.

**2. Paste your text into our template**

Open our template, SELECT ALL, and PASTE. You've just replaced all the text in our template with all of your text. The formatting won't be right, but we're going to fix that right now. Save this file now, naming it differently from your original. That way, you've always got your original file available to fall back on.

**3. Change the formatting of the entire file**

Open the list of styles under "Styles and Formatting."

*(Note: In Word 2007, you would open the "Styles Window" from the "HOME" tab, next to "Clipboard," "Font," and "Paragraph.")*

Select the ENTIRE text and change the style to "NORMAL."

**4. Change the formatting of each individual segment**

Now go back and change all the specialized formats, starting from the beginning of your file. Select your title and click on "Title" in the styles. If you've got a particularly long title, you'll want to make some adjustments to the font size. You can also use a different font if you'd like (more about that later). You'll also want to change the subtitle, author's name, copyright page wording, Table of Contents, Headings for any front matter (Foreword, Preface, etc.) and each chapter heading in a similar fashion.

Here are the styles that we use in the template:

**Title**

**Subtitle**

**Author name**

**No indent normal** (for copyright page)

**Table of Contents** (for the tabbed page listing)

**Normal** (for all the body copy)

**Chapter Heads** (also used for front matter, like Foreword, Preface, etc.)

**5. Change fonts if you'd like**

If you've done all the above steps correctly, it will be easy to completely change the overall font combination with just a few clicks. Simply click on the drop-down arrow of the "Normal" setting, select "Edit," and make whatever changes you'd like to make. The changes will affect your entire book. You can do the same for any of the other Styles as well.

**6. Convert to PDF**

Save your file again, then convert it to a high-resolution PDF with all fonts embedded. You'll find more detailed information about that in the FAQ section of our website, [www.48HrBooks.com](http://www.48HrBooks.com).

( my book is written but I'm NOT GOOD )  
at using my word processing program.

There's no need to re-type your manuscript, as long as you follow these simple steps. You can just copy and paste your book file into the template.

**1. Starting with Chapter One, Copy your text**

First, open your original book file in Word. Select the entire text of your Chapter One and COPY it. Close your original book file.

**2. Paste your text into our template**

Open our template, go to our Chapter One. Select the placeholder text, and select PASTE. You've just replaced all the text from our Chapter One with your Chapter One. Save this file now, naming it differently from your original. That way, you've always got your original file available to fall back on.

**3. Follow steps 1 & 2 for all Chapter One's Title**

**4. Follow steps 1 & 2 for all the other chapters and chapter heads in your book**

**5. Follow steps 1 & 2 for all the specialized parts of your book**

Do the same thing to change all the specialized formats, starting from the beginning of your file. Select your title and click on "Title" in the styles window. If you've got a particularly long title, you'll want to make some adjustments to the font size. You can also use a different font if you'd like (more about that later). Then change the subtitle, author's name, copyright page wording, Table of Contents, and Headings for any front matter (Foreword, Preface, etc.) in a similar fashion.

Here are the styles that we use in the template:

**Title** (for title page)

**Subtitle** (for title page)

**Author name** (for title page)

**No indent normal** (for copyright page)

**Table of Contents** (for the tabbed page listing)

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You've got it easy. All you need to do is open our template, select the placeholder text in each section, and start typing. That way, your words will replace the placeholder text. You can start with Chapter One, and go back to the front matter at a later time, or you can start with the front matter. Either way, follow these simple steps to replace our text with yours.

**1. Select the placeholder text**

Click the mouse in front of the first word of the body copy in Chapter One. Then Shift-Click the mouse after the last word of the same body copy in Chapter One.

**2. Replace it with YOUR text**

Type your first sentence. You've just replaced all the text from our Chapter One with the beginning of your Chapter One. Save this file now, and get busy writing your book.

**3. Follow steps 1 & 2 for the Chapter One's Title**

**4. Follow steps 1 & 2 for all the other chapters and chapter heads in your book**

**5. Follow steps 1 & 2 for all the specialized parts of your book**

Do the same thing to change all the specialized formats, starting from the beginning of your file. Select your title and click on "Title" in the styles window. If you've got a particularly long title, you'll want to make some adjustments to the font size. You can also use a different font if you'd like (more about that later). Then change the subtitle, author's name, copyright page wording, Table of Contents, and Headings for any front matter (Foreword, Preface, etc.) in a similar fashion.

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