



Agenda: Advanced Skills in MS Word

0. Review basic features of Word documents

- Margins, headers/footers, gutters,
- Styles! (The key to a stable document universe)

1. Set up a document intended for print

- 2-sided cover, no headers or footers
- Gutter for binding
- Recto-verso design with mirrored margins
- Front matter with Roman numeral page #s
- Body of document that starts on page 1
- Running headers and footers that reflect chapter names and other info

2. Add features

- Automated table of contents, table of figures, table of tables
- Specialized table of contents: mini-TOC per chapter
- Special sections, such as appendices with landscape pages
- Custom figure numbering for appendices; custom table of figures

3. Create lists of things you want to keep track of

- E.g., Book titles or other content that you need to update over time

4. To infinity . . . and beyond! (What do you want to learn?)

- Instructions to printers
- Pre- pre-flight check
- Planning for maintenance
 - OR: How to create a numbered list // work with form fields

Even (verso)

Odd (recto)

Even

Odd

1
Front
Cover

1
Back of
cover

2
Exec
summary,
TOC, etc.

i

2
TOC
cont'd

ii

Header
3
Page 1 of
content

Footer **1**

Header
3
Content
cont'd

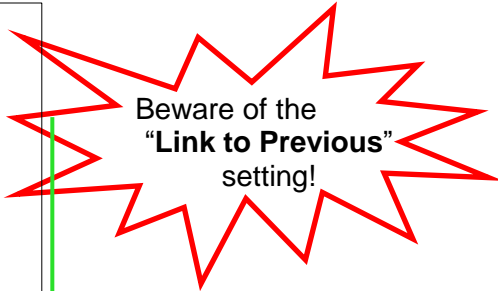
2 Footer

3

3

3
Content
cont'd

4



4
Landscape
section

5

4
Page 2 of
landscape

6

5
End of
content,
appendices,
back matter

7

5
Very last
page (even)

8