

Befriending the Big Hairy Beast - Tip No. 12

Create a Manuscript Template

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Save precious writing time by using a template to eliminate repetitive manuscript formatting. Think of templates as forms that provide the basic structure for your manuscript. When you create a new document based on a manuscript template, you can start working on your story instead of changing margins, etc. Take a few minutes to understand how templates work and harness their power.

Note: If you don't remember how to format a manuscript, the tip from last year is posted on my Web site (www.tammyschubert.com).

To create a manuscript template:

1. Open a new document.
2. Add formatting, text and graphics that you want to appear on a new document created from this template, and delete anything you do not want to appear.
3. Click the **File** menu, and select **Save As**.
4. Enter a name in the File Name field.
5. In the Save as Type field, select **Document Template**.
6. Click the **Save** button.

To create a manuscript template based on an existing manuscript:

1. Open an existing manuscript.
2. Add formatting and text that you want to appear on a new document created from this template, and delete anything you do not want to appear.
3. Click the **File** menu, and select **Save As**.
4. Enter a name in the File Name field.
5. In the Save as Type field, select **Document Template**.
6. Click the Save button.

To create a new manuscript with the manuscript template:

1. Click the **File** menu, and select **New**.
2. In the New Document frame, select the location of your template. (You will see a link for templates **On My Computer** or **General Templates**. We are looking for the templates stored on your hard drive.)
3. In the **General Tab**, select your template.
4. Click the **OK** button

After you have mastered this tip, create templates for other documents you find yourself working with all the time.

This tip was tested using Microsoft Word 2002 and 2003.

A special thanks to Mike Schubert for reviewing this tip.

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