bu,press Template Instructions for Word versions from 2007 and newer

Please note: The screenshots and information provided in this manual refer to the Word 2010 version and may not be entirely compatible with older and newer versions of Word.

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1. Important hints before you start writing

Manual formatting is not possible – please use paragraph or character styles instead.

It won't be possible to format your text manually (fig. 1).
Neither by selecting options within the font dialog box nor by selecting options within the context menu after clicking on a paragraph with the right mouse button.
All formatting should be applied to the text by means of paragraph and/or character styles.

Why is it necessary to apply styles?

In short:
Applying paragraph and/or character styles consistently and correctly to your manuscript will significantly reduce the time it takes us to publish your manuscript in printed or electronic form.

In detail:
Every single paragraph and/or character style has a multitude of formatting instructions. This makes it possible to modify and adapt – if necessary – the typographic appearance of a text or paragraph that has been associated with a style faster and more easily because to apply a new style to the whole document it then only needs to be changed in one single place. Furthermore, consistent and correct application of paragraph and/or character styles is absolutely essential when it comes to the creation of e-books by means of automatic or semi-automatic e-book conversion procedures.

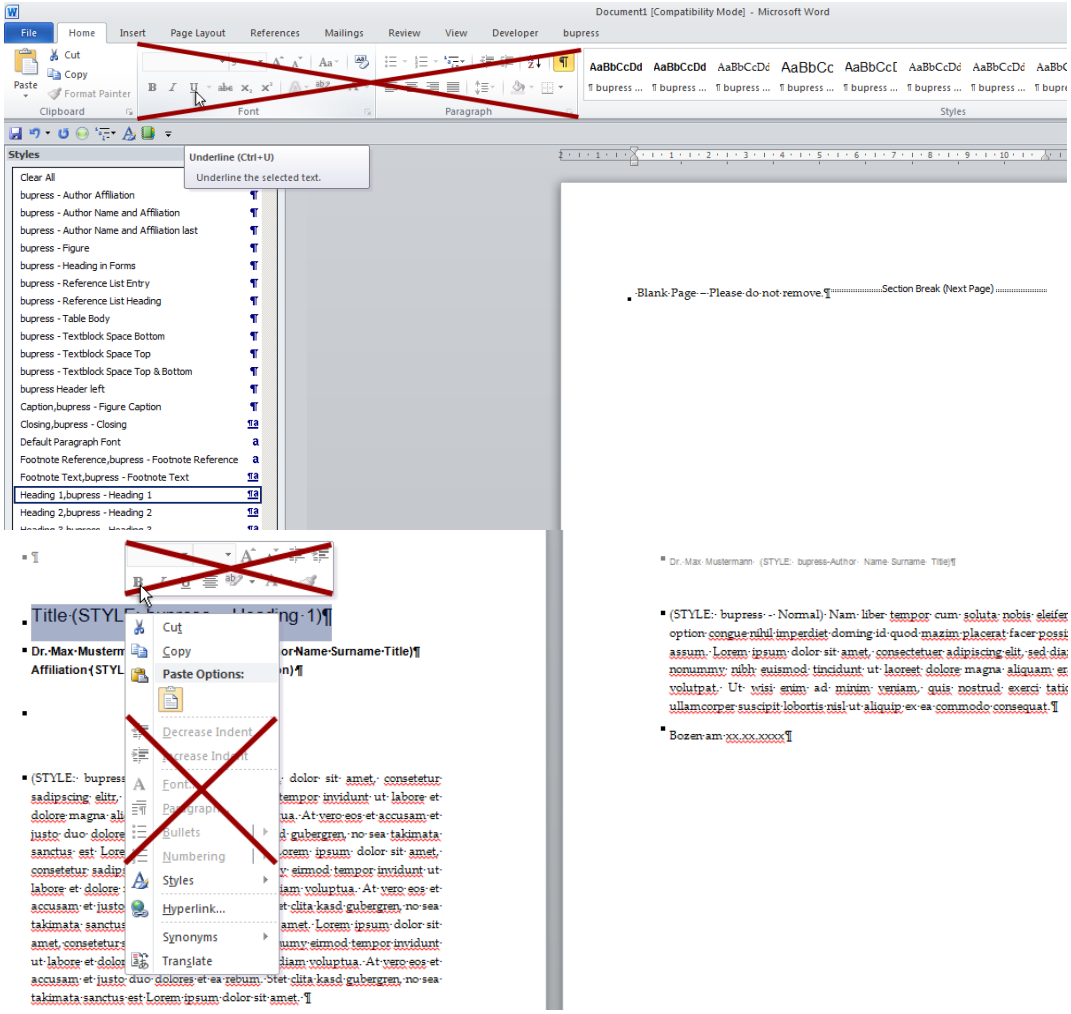


Fig. 1 – Manual formatting is not possible.

2. Getting started

Download the document template.

Download the document template that is most suited for your needs from the bu,press Website at http://bupress.unibz.it/for-authors.

Create a new document based on the document template.

> Navigate to the folder where you downloaded the document template.
> Click on the template file with the right mouse key. Choose the option «New» from the context menu (fig. 2).
> Word now opens with a new document based on the template.

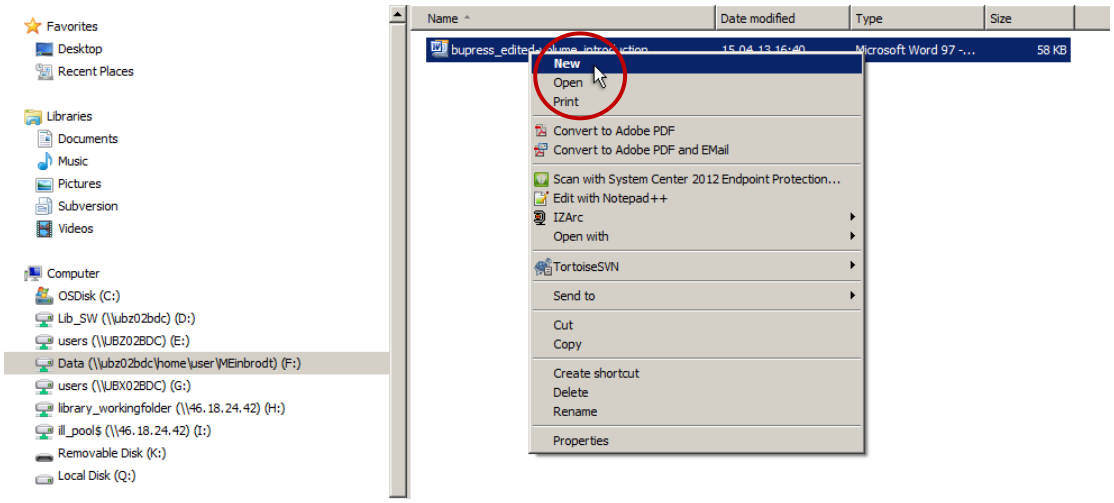


Fig. 2 – Manual formatting is not possible.

3. Prepare your workspace in Word

Display the «Styles» pane.

> Click the «Home» tab.

> Click the small arrow in the lower right corner of the «Quick Style Gallery» (fig. 3). Alternatively use the shortcut «Alt + Ctrl + Shift + S».

> The «Styles» pane is now visible and can be dragged anywhere within your workspace.

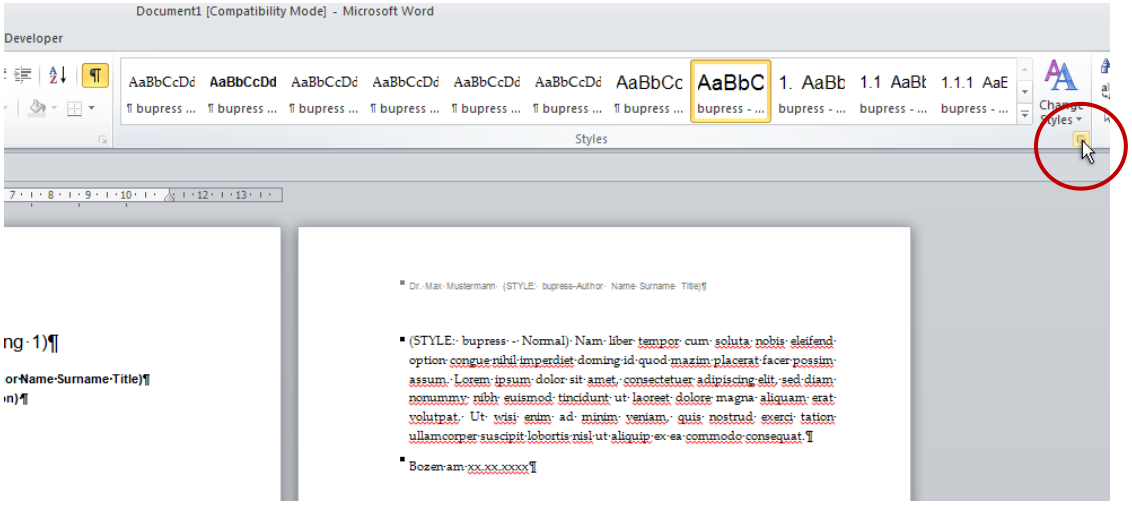


Fig. 3 – Display the «Styles» pane.

Optional – Display the «Navigation pane»

The «Navigation pane» will provide some useful tools that will help you to navigate more easily within your manuscript especially when it gets longer and more complex.

> Click the «View» tab.

> Select the «Navigation pane» checkbox in the show group. Alternatively use the shortcut «Strg + F» to display the «Navigation pane».

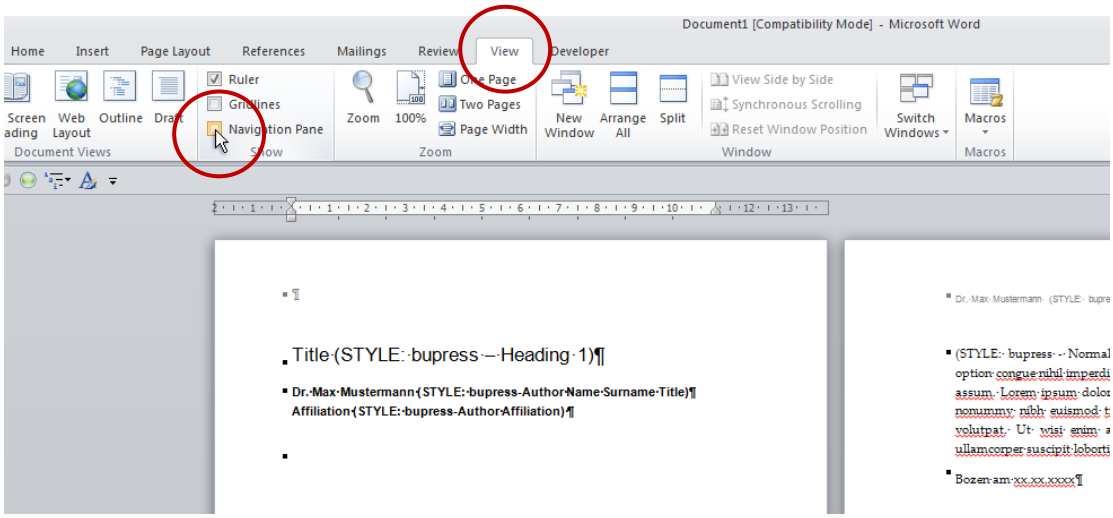


Fig. 4 – Display the «Navigation pane».

4. Apply paragraph and character styles correctly

> Make sure that the «Styles» pane is shown and start writing (fig. 5).
> Select the text or click on the paragraph you would like to format (fig. 6).
> Choose and apply the appropriate paragraph or character style from the «Styles» pane (fig. 7).

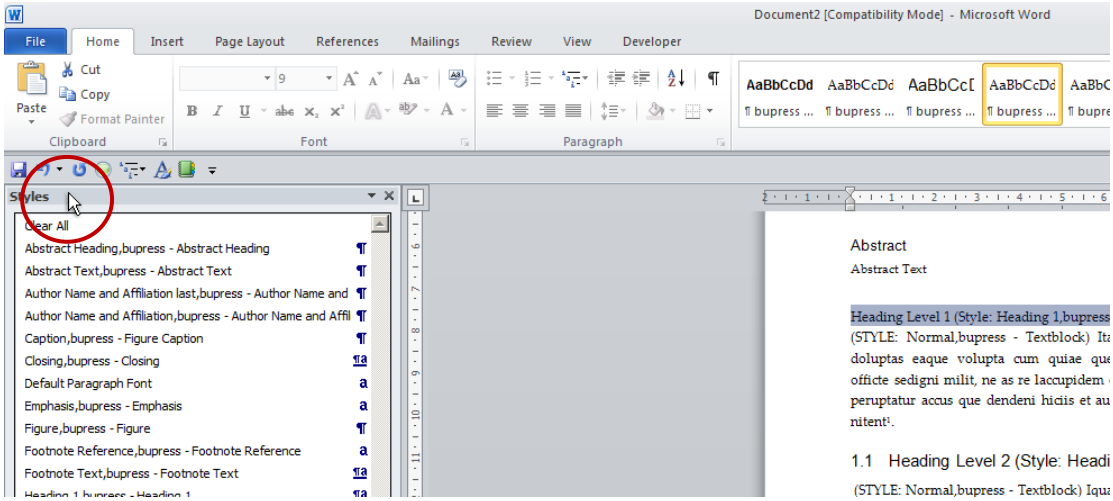


Fig. 5 – «Styles» pane is shown.

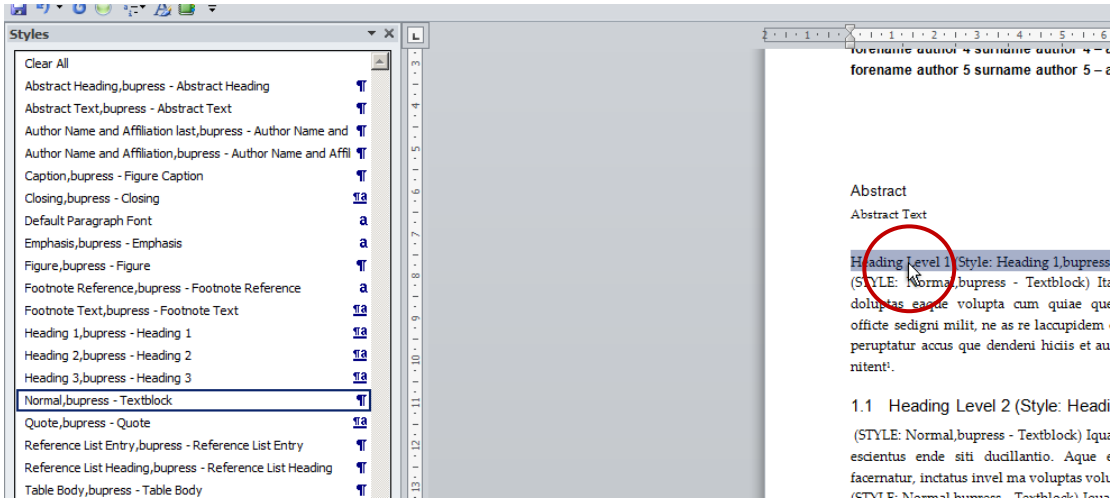


Fig. 6 – Select the paragraph to be formatted.

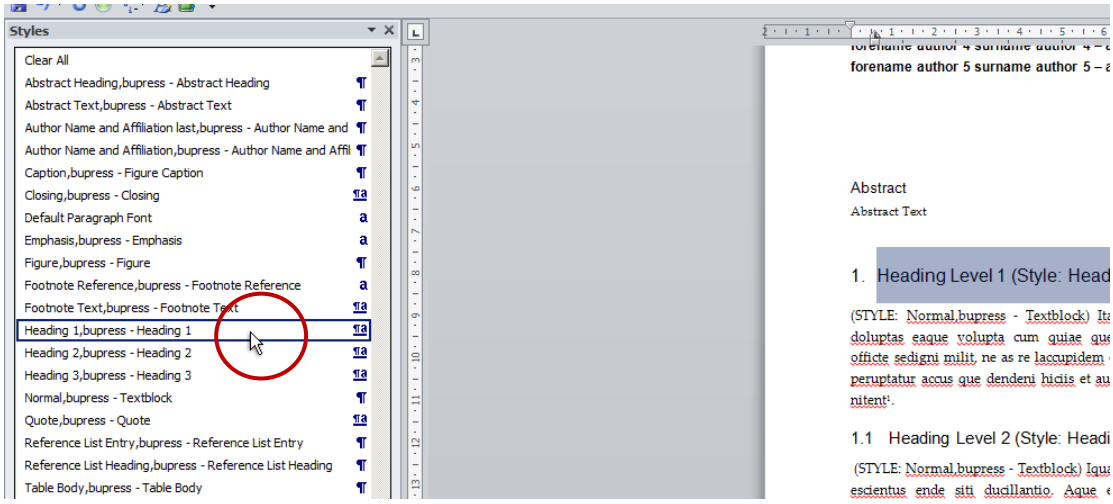


Fig. 7 – Apply appropriate style.

5. Tables

Insert a table

> Click on the «Insert» tab.
> Click on the «Table» button in the «Table» group.
> Click on the «Insert table» button within the newly opened menu (fig. 8).
> Define your table layout.
> After inserting and editing all table content, select all rows except the header row and apply the paragraph style «Table Body,bupress - Table Body» to them (fig. 9).

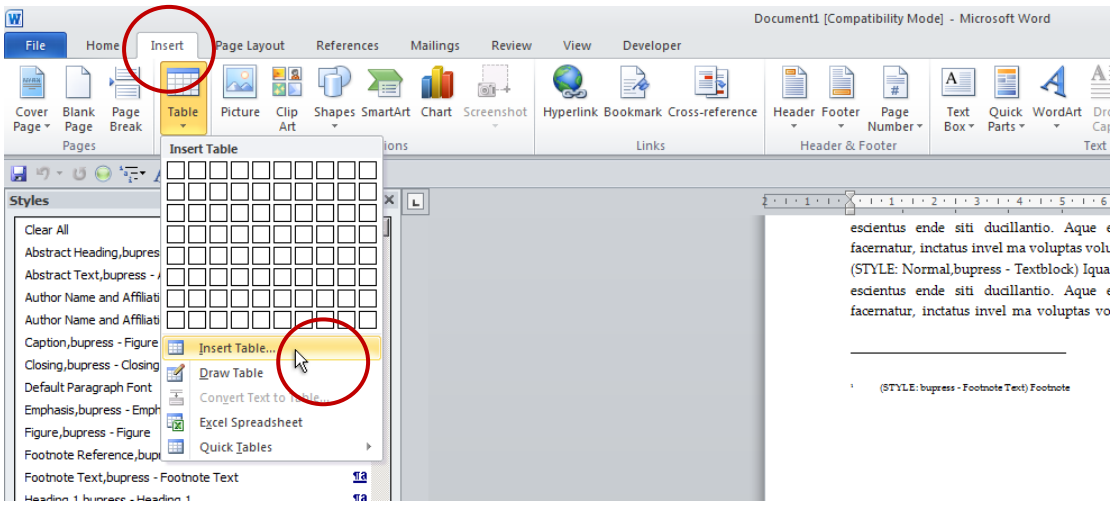


Fig. 8 – Click on «Table» group and «Insert table».

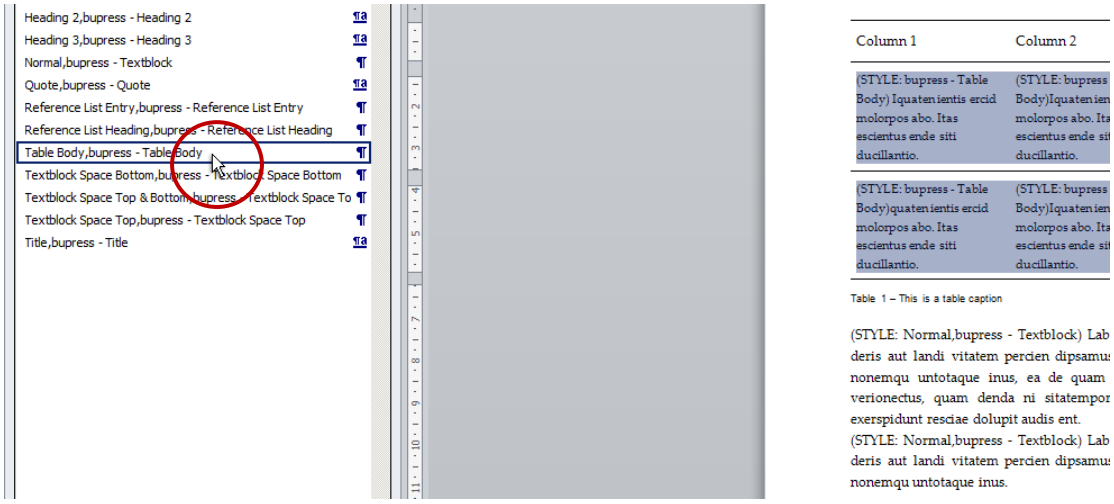


Fig. 9 – Apply appropriate table style.

Add a caption to the table

> Select the whole table and click on it with the right mouse button.
> Select «Insert Caption» from the newly opened context menu (fig. 10).
> Within the now open «Caption» menu select the label «Tab.» from the drop-down and the option «Below selected item» from the «Position» drop-down menu.
> After that type your caption text in the «Caption» field following a dash and then and click OK.

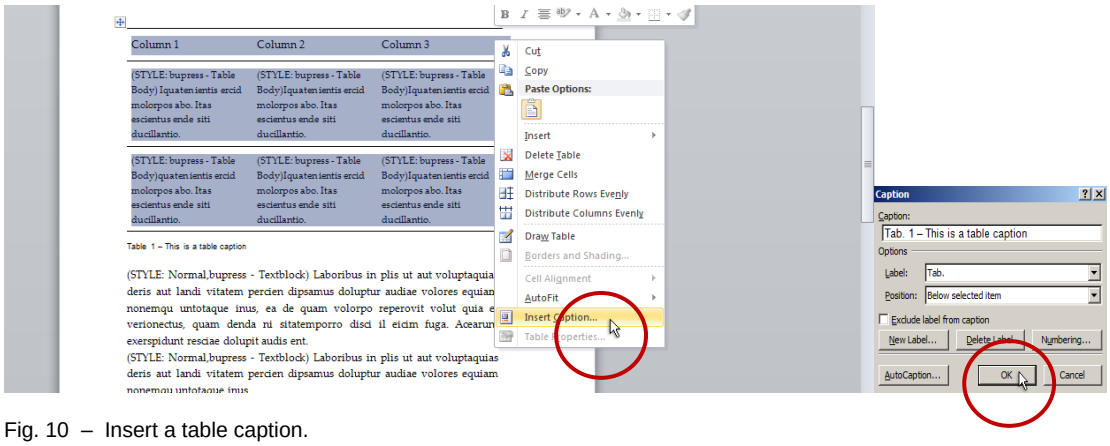
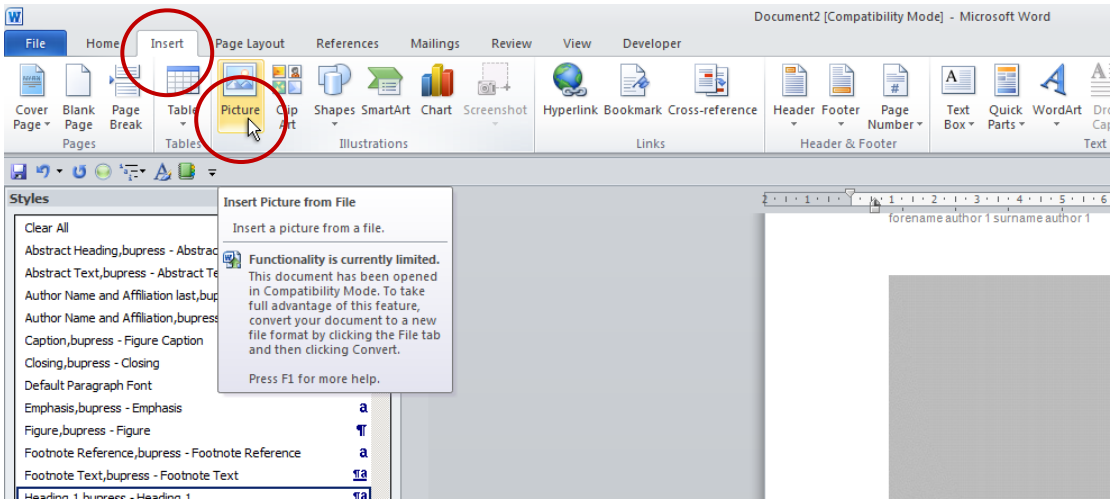


Fig. 10 – Insert a table caption.

6. Figures

Insert a figure

> Click on the «Insert» tab.
> Click on the «Picture» button in the «Illustration» group.
> In the newly open menu select the file with the figure you want to insert and click «Insert» (fig. 11).



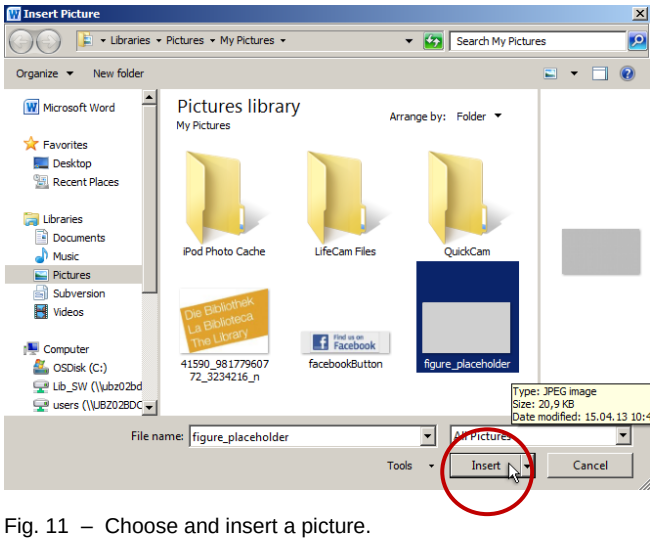


Fig. 11 – Choose and insert a picture.

Add a caption to the figure

> Click on the figure with the right mouse button.
> Select «Insert Caption» from the context menu.
> Within the new open «Caption» menu select the label «Fig.» (English and Italian manuscript) or «Abb.» (German manuscript) from the drop-down menu and select the option «Below selected item» from the «Position» drop-down menu.
> Type your caption text in the «Caption» field following a dash and then click Ok (fig. 12).

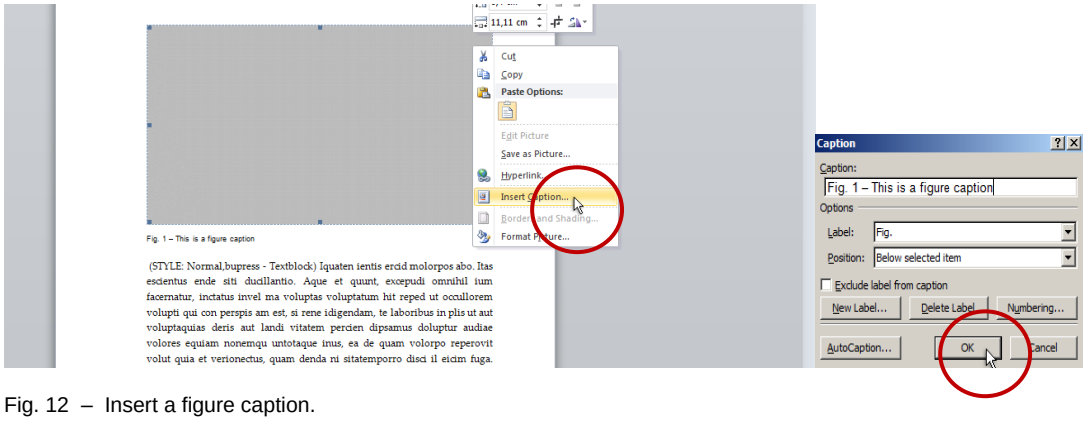


Fig. 12 – Insert a figure caption.

7. Numbered, lettered and bulleted lists

Insert a list

> Click on the «Home» tab.
> Click on the «Multi-level list» button in the «Paragraph» group.
> Select the desired list type (fig. 13).

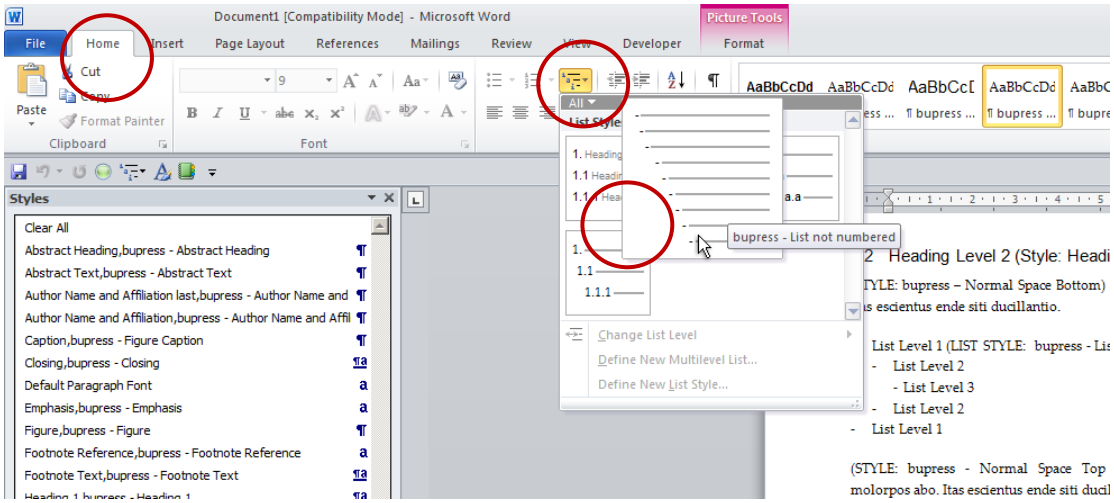


Fig. 13 – Insert a list.

8. List of all bu,press paragraph, character, table and list styles

Style name	Style type	Applies to
bupress - Subscript	character	Single character or multiple characters set below the normal line of type (e.g. H_2O)
bupress - Superscript	character	Single character or multiple characters set above the normal line of type (e.g.s Hello[1])
Emphasis;bupress - Emphasis	character	A word or a group of words within a paragraph that needs to be distinguished (e.g. the title of a book, the name of a species or a material etc.)
Footnote Reference;bupress - Footnote Reference	character	A footnote reference number within a paragraph
List no bullets or numbers,bupress - List List no bullets or numbers	list	A list without bullets nor numbers
List not numbered letters,bupress - List not numbered - letters	list	A list with letters as bullet
List not numbered,bupress - List not numbered	list	A list with hyphens as bullet
List numbered,bupress - List numbered	list	A numbered list

Abstract Heading,bupress - Abstract Heading	paragraph	A paragraph containing the heading of your manuscript abstract
Abstract,bupress - Abstract	paragraph	A paragraph containing the abstract text of your manuscript
Author Heading,bupress – Author Heading	paragraph	Author's last name in headline
Author Name and Affiliation last,bupress - Author Name and Affiliation last	paragraph	The last paragraph containing author and affiliation information that are placed below the title
Author Name and Affiliation,bupress - Author Name and Affiliation	paragraph	A paragraph containing the forename and surname of one author as well as its affiliation (placed below the title)
Caption;bupress - Caption	paragraph	A paragraph containing a table or figure caption
Closing;bupress - Closing	paragraph	A paragraph containing a closing of a chapter (e.g. at the end of the introduction chapter)
Figure,bupress - Figure	paragraph	A paragraph containing an illustration
Footnote Text;bupress - Footnote Text	paragraph	A paragraph containing the footnote text
Heading 1;bupress - Heading 1	paragraph	A paragraph containing the heading of a section of your manuscript
Heading 2;bupress - Heading 2	paragraph	A paragraph containing the heading of a subsection of your manuscript
Heading 3;bupress - Heading 3	paragraph	A paragraph containing the heading of a division of a subsection of your manuscript
Heading 4;bupress - Heading 4	paragraph	A paragraph containing the heading of a division of a subsection of your manuscript, not numbered
Normal;bupress - Textblock	paragraph	A paragraph containing text without any space at its top and bottom
Page Number left,bupress – Page Number left	paragraph	Page number left
Page Number right,bupress – Page Number right	paragraph	Page number right
Quote,bupress - Quote	paragraph	A paragraph containing a quotation of more than

		40 words
Reference List Entry,bupress - Reference List Entry	paragraph	A paragraph containing a single reference list entry
Reference List Heading,bupress - Reference List Heading	paragraph	A paragraph with the heading of the reference list
Running Title,bupress – Running Title	paragraph	Running title headline
Table Body,bupress - Table Body	paragraph	The contents of the table cells in all table rows except the header row.
Textblock Space Bottom,bupress - Textblock Space Bottom	paragraph	A paragraph containing normal text with some space at the bottom
Textblock Space Top & Bottom,bupress - Textblock Space Top & Bottom	paragraph	A paragraph containing normal text with some space at the top and the bottom
Textblock Space Top,bupress - Textblock Space Top	paragraph	A paragraph containing normal text with some space at the top
Title,bupress - Title	paragraph	A paragraph containing the title of your manuscript
Plain Table,bupress – Plain Table	table	A plain table without dividing lines
Table,bupress - Table	table	A table with horizontal lines