



# Authoring in MS Word or How to Survive the Fire Swamp

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# Agenda



- Multi-File Documents
- Working with Graphics
- Template Creation Tips
  - Authors
  - Branding/Marketing Guidelines
  - Helpful Field Codes and Custom Fields
  - Master Docs (Are They Truly Evil?)
  - Nested Numbered Lists
- Q&A

*Buttercup: We'll never survive.*

*Wesley: Nonsense. You're only saying that because no one ever has.*

(All quotes from *The Princess Bride* by William Goldman)

# Multi-File Documents



- What is a multi-file document?
- When should I consider using a multi-file document?
- Where do I start creating a multi-file document?

*Prince Humperdinck: Surrender.*

*Westley: You mean you wish to surrender to me? Very well, I accept.*

# What Is a Multi-File Document?



- A multi-file document is a document comprised of more than one file.
- Document sections are broken out into discrete files (i.e. title page, contents, chapters, appendices).
- Example:
  - Title Page = !title\_<date>.dot
  - Front Matter = !tocloft\_<date>.dot
  - About This Guide = !about\_<date>.dot
  - Chapters and Appendices = !chap\_<date>.dot
  - Index = !index\_<date>.dot
  - Glossary = !glossary\_<date>.dot



# When Should I Consider Using a Multi-File Document?

- If your document is large (over 100 pages).
- If you need to have more than one author working on the document.
- If your document contains a large number of tables.
- When your client will not be working on the resulting document, for example, your final delivery will be in PDF.

# Working with Graphics



- Embedding vs. Linking
- Controlling Text Flow
  - Text Flow Options
  - Tables to Control Text Flow

*Buttercup: Westley, what about the R.O.U.S.'s?*

*Westley: Rodents Of Unusual Size? I don't think they exist.*

*[Immediately, an R.O.U.S. attacks him]*

# Template Creation Tips



- Authors
- Branding/Marketing
- Field Codes
- Master Docs (Are They Truly Evil?)
- Nested Numbered Lists

*Vizzini: I can't compete with you physically, and you're no match for my brains.*

*Man in Black: You're that smart?*

*Vizzini: Let me put it this way. Have you ever heard of Plato, Aristotle, Socrates?*

*Man in Black: Yes.*

*Vizzini: Morons.*

# Template Creation Tips – Authors



- Who is going to use this template?
- How experienced are the authors in using MS Word?
- How big will the final document be?
- Will there be tables or graphics?
- What need does this template solve?





# Template Creation Tips – Branding/Marketing

- Does your company or client have any branding or marketing guidelines that you need to follow?
- Common guidelines include:
  - Imagery
  - Colors
  - Fonts

*[Vizzini has just cut the rope The Dread Pirate Roberts is climbing up]*

*Vizzini: HE DIDN'T FALL? INCONCEIVABLE.*

*Inigo Montoya: You keep using that word. I do not think it means what you think it means.*

# Template Creation Tips – Helpful Field Codes and Custom Fields

- Look for ways to automate common or tedious tasks by using field codes and custom fields.
  - Automate header and footer information
    - Chapter references use Styleref
    - Document title use DocProperty DocName
    - Draft Watermark and Publication Date use custom DocProperty fields
  - Use unique styles and Styleref tag instead of custom DocProperties for authors who will not have had training in this template



# Template Creation Tips – Master Documents

- Master Docs (Are They Truly Evil?)
- Yes, at least up to Word 2007.
- Difficult to get working correctly.
- Overlay information established in the file (headers and footers).

*Buttercup: And to think, all that time it was your cup that was poisoned.*

*Man in Black: They were both poisoned. I spent the last few years building up an immunity to iocane powder.*

# Template Creation Tips – Numbered Lists



- Different types of numbering.
- Headings use Outline Numbering
- Lists use List Gallery Numbering
  - Multiple List Galleries per file
  - List Galleries change location within the numbering window
  - Not all List Galleries are visible to the author
  - Items in a list get locked to that list even if moved to other lists
- Use List Gallery numbering sparingly

# Common Questions



- Acrobat conversion for multi-file templates: *Distill files individually using PDF Writer or Adobe PDF printer and stitch together using Create PDF from Multiple Files.*
- How to handle large tables: *Save often. Work out your structure on one representative table then, copy those settings to the other tables.*
- Cross-reference corruption issues
  - Page break merges into cross-ref
  - Extra text merges into cross-ref
  - *Replace cross-reference. Use **Format > Paragraph > Line and Page Breaks > Page Break Before***

*Buttercup: You mock my pain.*

*Man in Black: Life is pain, Highness. Anyone who says differently is selling something.*

# Common Questions – Continued



- Landscape pages within a portrait document: *Set up section breaks before and after. Disconnect headers and footers in landscape section and subsequent section.*
- How to use client-supplied files/information: *Keep clean master copies. Enter in client changes by hand or scrub client text by running it through Notepad or by using **Edit > Paste Special > Plain Text**.*
- Is revision tracking really evil? *Yes, Virginia it is. Find creative ways to avoid using it.*

# Q&A



- This is where the listeners ask really intelligent and witty questions.

*Miracle Max: Have fun stormin' da castle.*

*Valerie: Think it'll work?*

*Miracle Max: It would take a miracle.*