



Instructions for Using the Author Template *SVcrproc-e*

Preliminaries

The author template has been designed for authors preparing manuscripts for multi-author books for Springer-Verlag. The template supports the programs Winword 7 (Win 95), 97, 2000, and Word for Macintosh. Predefined style formats are available for all the necessary structures to be included in the manuscript, and these formats can be quickly accessed using keystroke combinations or the special toolbars provided.

- If you are working on a PC using Windows, copy the file *SVcrproc-e.dot* into the directory containing your Word templates; this will usually be "*msoffice\templates*" (for German versions of Word "*msoffice\Vorlagen*").
- If you are using a Macintosh, first open Word and choose *File Open* and the file type "Templates". Open the file *SVcrproc-e.dot*, choose *Save as*, and save the file under the name *SVcrproc-e* (without the extension ".dot") in your template folder. This will usually be *Programs\Word\Templates*.

These instructions are designed for practical work with the template. For more details on the preparation of camera-ready manuscripts, please refer to our brochure "Book Layout on the PC", which can be downloaded as a pdf file from <http://www.springer.de/author>.

Setting Up the Template

Before you start work, open a new or an existing Word document and choose the menu point *Templates* in the *File* menu (Word 95) or the menu point *Templates and Add-ins* in the *Tools* menu (Word 97 and 2000). Click on "Attach" in the dialog box, choose *SVcrproc-e.dot*, and click on "Update Styles" and then OK.

Macrovirus Protection: If the macrovirus protection is activated on your PC, a warning will appear to tell you that the template contains macros. We have checked the template for viruses and assure you that it does not contain any viruses we are familiar with and that you can use the macros.

Toolbars Menu

On the far right, a new menu point now appears. You can use the first three items to display or hide the toolbars containing the buttons for the various style elements.

If you forgot to click on "Update Styles" when attaching the template, you can use *Activate Formats* to activate the set formats. You will first be asked whether the template has been saved under *MSOffice\Templates*. If you saved the template in a different directory, click on "No" and type in the correct path in the box.

The entry *Change Margins* changes the typing area to the correct typing area of 117 mm × 189 mm. It must be used before you start work with the template.

Using the Toolbars

The special toolbars consist of buttons for the available style elements in the template. To use one of these styles, simply click on the relevant toolbar button either before or after entering text. The style will then be assigned to the paragraph that currently has the cursor in it. The descriptions below show you how each of these elements can be used, and which key combinations can be used instead to achieve the same result.