This sample is the standard entry format for a short story

**Title:**

Please ensure you put the name of your story at the top of page one.

**Formatting:**

Right click the **Normal** function on the **Home** toolbar to show the drop-down box.

Select modify to set the formatting for your story>**Modify Style.**

* Name your template e.g. Short Story
* Leave style as **Normal**
* Change the font to **Times New Roman**, font size to **12 point** and leave the font colour as **automatic** (defaults to black).

There is the facility on this page to make other adjustments to alignment, spacing, etc.

Instead, click on the **Format** button in the bottom left-hand corner.

Choose **Paragraph** from the drop-down box >**Indents and Spacing** and select your options as follows:

* General – Alignment = **Left**; Outline level = **Body Text**
* Indentation –Left = **1 cm**; Right = **0 cm**; Special = **(none)**
* Spacing – Before = **0 pt**; After = **0 pt**; Line Spacing = **Double**
* Click **OK > Modify Style**

This page allows you to check your formatting.

* Tick the box provided, and you can add this new template to your **Styles Gallery**.
* You also have the option of choosing to apply the style **Only in this document** or **New documents based on this template.**
* Click **OK**

**Text Alignment:**

The above formatting will indent each paragraph 1 cm. However, at the beginning of the story and for each subsequent scene, the text should be aligned to the left hand of the page.

Do this **after Normal formatting.**

* Place the cursor to the left of the line of text and click.
* Place your cursor on the ruler and pull the margin marker back, so that the line of text is aligned to the left margin.

**Spacing:**

The short story is double-spaced (as per this Style template).

Don’t leave an extra line between paragraphs unless it heralds the beginning of a new scene.

If the scene break occurs near the beginning or end of a page, use three spaced asterisks

(\* \* \*) located in the middle of the page to make this clear to the reader. Please note these three asterisks will be added to your word count, as will the title of your story.

**Create a Header:**

On the **Insert** toolbar, choose the **Page Number** function>**Top of Page**.

* Choose the option that places the number at the top right of the page
* Type the title of the story and add a few spaces to the left of the page number.
* Close **Header and Footer.**

To remove the header from the first page:

* Double-click the **Header** to open the **Header and Footer Tools**.
* Click the check box **Different First Page**.
* Close **Header and Footer.**