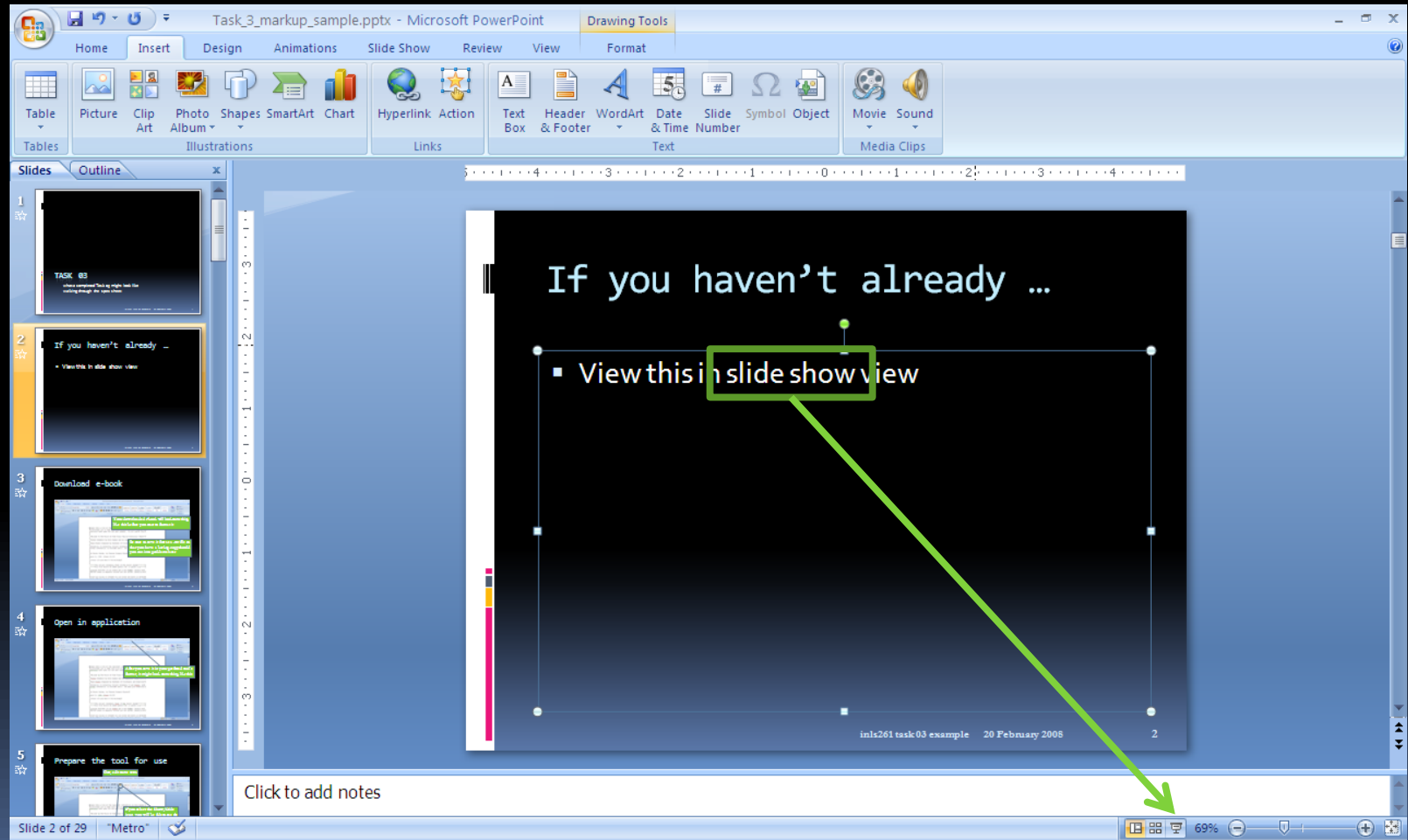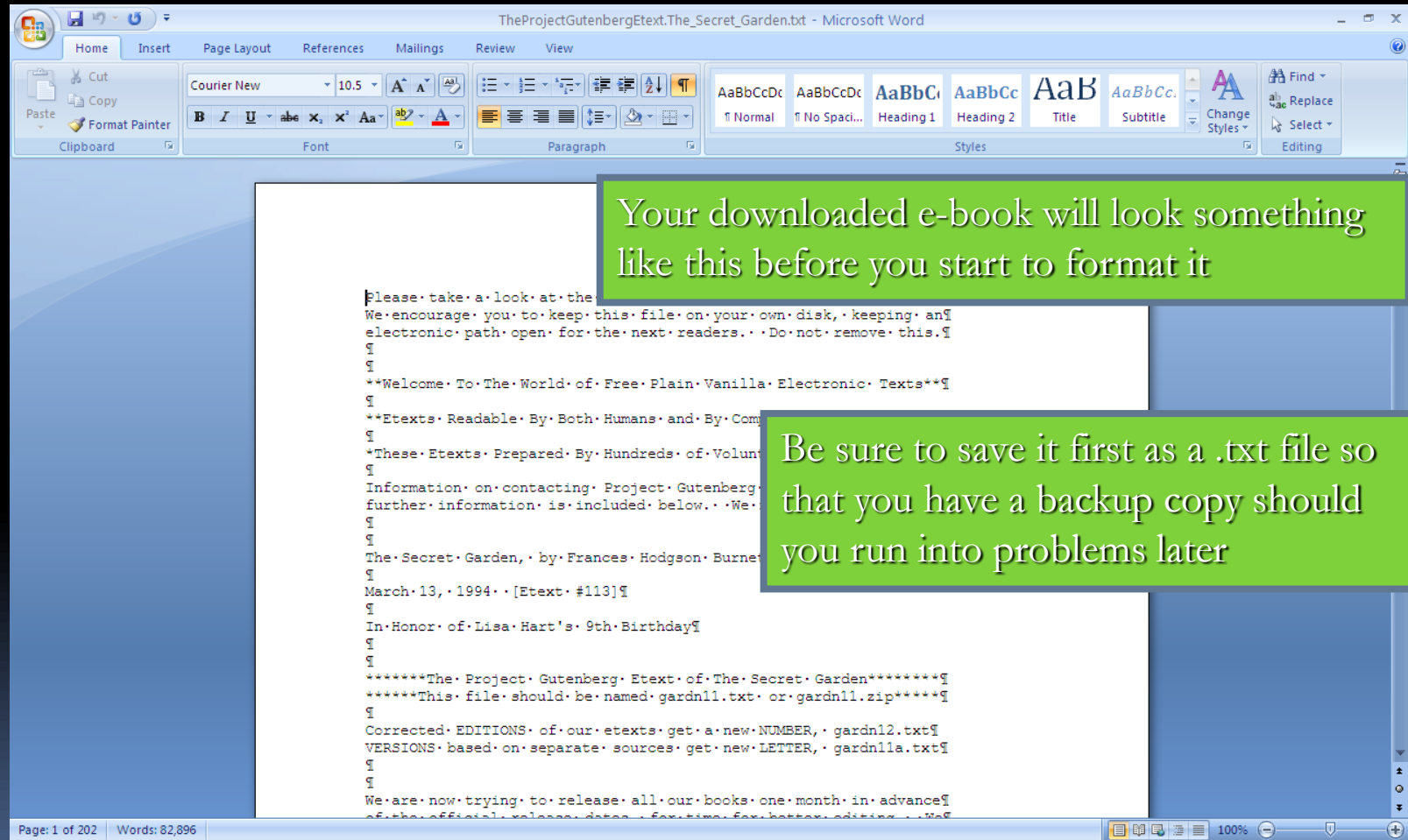# TASK 03

what a completed Task 03 might look like
walking through the spec sheet
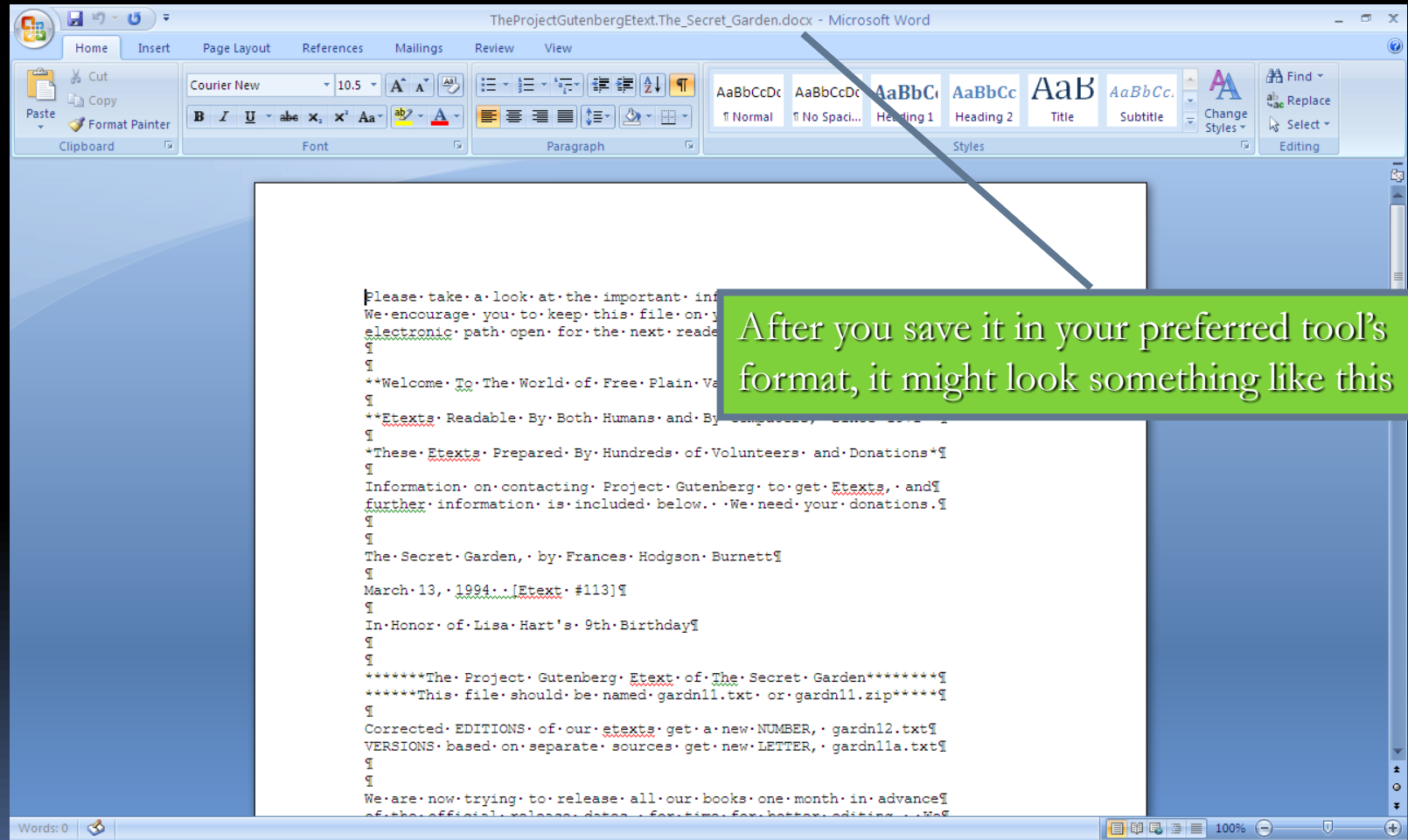
If you haven't already …

Download e-book

Your downloaded e-book will look something like this before you start to format it

Be sure to save it first as a .txt file so that you have a backup copy should you run into problems later

Open in application

After you save it in your preferred tool's format, it might look something like this
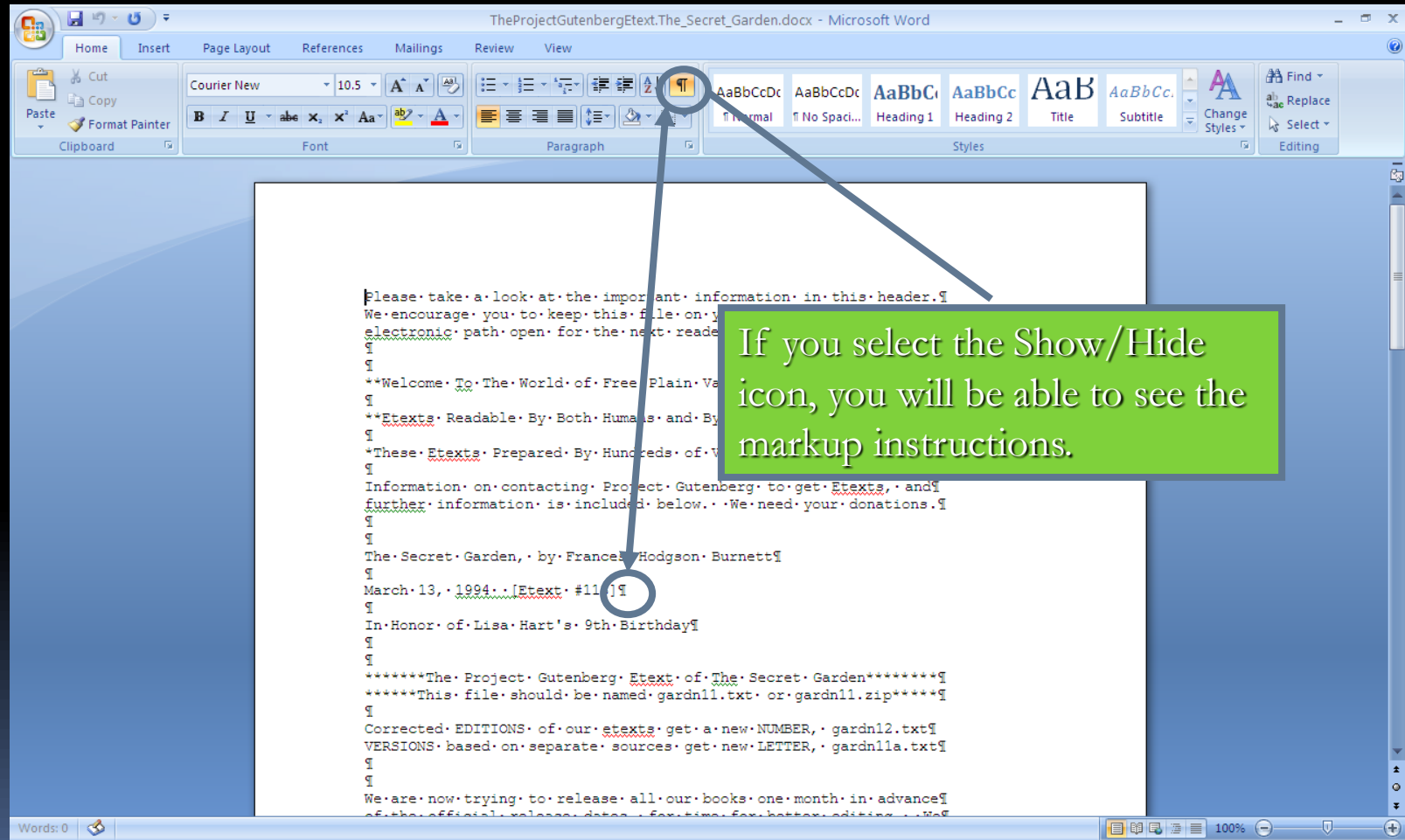
Prepare the tool for use

First, edit some text.

If you select the Show/Hide icon, you will be able to see the markup instructions.

Set up your document

Don't neglect to set up your document for the proper paper type using the appropriate International Standard paper size.

Set up your page with proper margins, orientation, and pages and be sure to apply your changes to the whole document

Edit your document

There are roughly 2122 paragraphs in this document, for example.

Then, use the Find & Replace tool to allow the paragraphs to wrap

Altering Style Properties

Since all styles are based on the Plain Text Style, we want to create a new style (called "Content") to use for the body of the book. Creating a style for the body allows us to retain the Plain Text properties for all other styles based on Plain Text.

Create a new style

Now you have a new look

Modify an existing style

In this example, we modified Heading 3; in yours, you have to modify another style.

Modify Heading 3 by managing styles

Start to Edit

Set up title page, not forgetting to modify the paragraph that will be formatted in Subtitle style

Add necessary styles

In this example, we used Heading 4; in yours, you have to use another style.
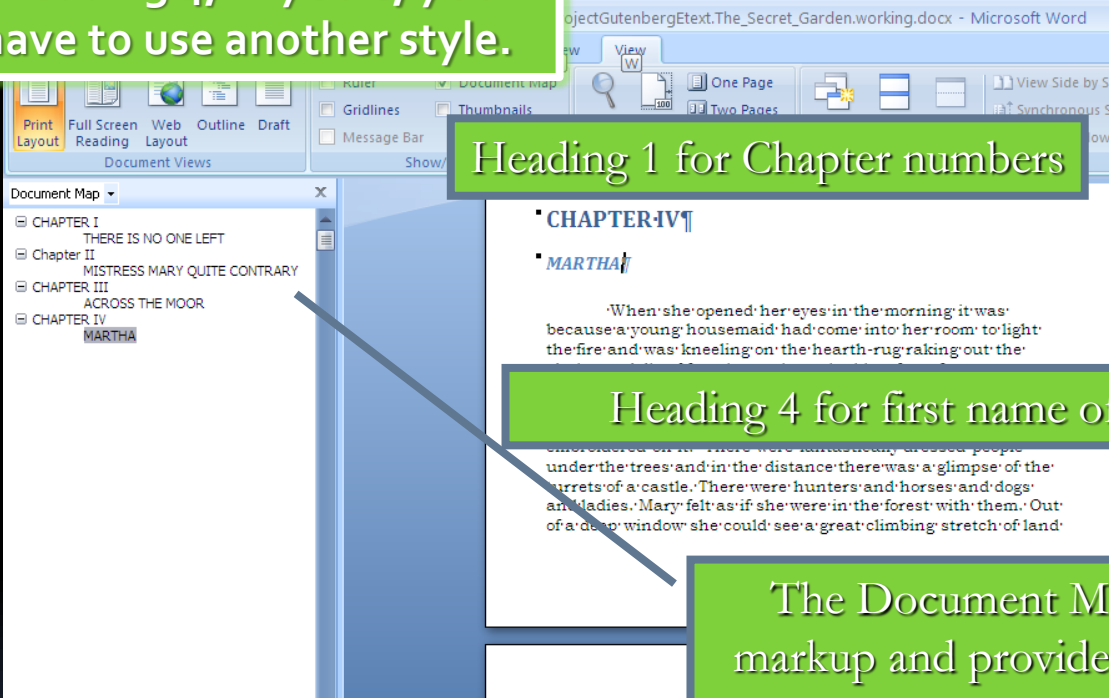
Manage Styles

Edit | Recommend | Restrict | Set Defaults

Sort order: As Recommended ☐ Show recommended styles only

Select one or more styles to set whether the style appears by default in the recommended list and the order in which the styles appear

10	Heading 4
10	Heading 5 (Hide Until Used)
10	Heading 6 (Hide Until Used)
10	Heading 7 (Hide Until Used)
10	Heading 8 (Hide Until Used)
10	Heading 9 (Hide Until Used)
11	Title
12	Subtitle
20	Subtle Emphasis
21	Emphasis

Select All | Select Built-in

Set priority to use when sorting in recommended order

Move Up | Move Down

Make Last | Assign Value...

Set whether style shows when viewing recommended styles

Show | Hide until used | Hide

◉ Only in this document ◯ New documents based on this template

Import/Export... | OK | Cancel

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Heading 1 for Chapter numbers

CHAPTER IV¶

MARTHA¶

'When she opened her eyes in the morning it was because a young housemaid had come into her room to light the fire and was kneeling on the hearth-rug raking out the

Heading 4 for first name of chapter

under the trees and in the distance there was a glimpse of the turrets of a castle. There were hunters and horses and dogs and ladies. Mary felt as if she were in the forest with them. Out of a deep window she could see a great climbing stretch of land

The Document Map helps read the markup and provides a navigation tool.

Document Map

⊟ CHAPTER I
　　THERE IS NO ONE LEFT
⊟ Chapter II
　　MISTRESS MARY QUITE CONTRARY
⊟ CHAPTER III
　　ACROSS THE MOOR
⊟ CHAPTER IV
　　MARTHA

Print Layout | Full Screen Reading | Web Layout | Outline | Draft

Ruler ☐ Document Map
Gridlines ☐ Thumbnails
Message Bar

Document Views

One Page
Two Pages

View Side by S
Synchronous S

Heading 4
Heading 5
Subtitle
Subtle Emphasis
Emphasis
Intense Emphasis
Strong

Plain Text

☐ Show Preview
☐ Disable Linked Styles

Options...

Find and Replace

Find | Replace | Go To

Find what: chapter

d to have no trees on it, and to look rather like an , purplish sea.¶

t is that?" she said, pointing out of the window.¶

ha, the young housemaid, who had just risen to ed and pointed also. "That there?" she said.¶

More >> | Reading Highlight | Find in | Find Next | Cancel

100%

Add necessary breaks

Break

Break types
- ⦿ Page break
- ○ Column break
- ○ Text wrapping break

Section break types
- ○ Next page
- ○ Continuous
- ○ Even page
- ○ Odd page

[OK] [Cancel]
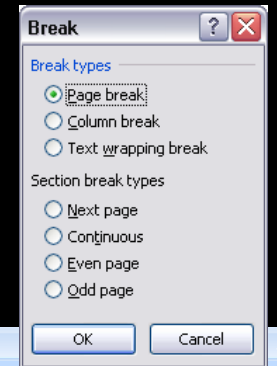
Insert an appropriate section breaks

The Document Map helps read the markup and provides a navigation tool.

After you add formatting to the document, the Document Map will become even more precise and useful

Note the view in use here

=================Section Break (Odd Page)=================

CHAPTER·XI¶

THE·NEST·OF·THE·MISSEL·THRUSH¶

For·two·or·three·minutes·he·sto... ...ile·Mary·watched·him,·and·then·he... softly,·even·more·lightly·than·Mary··had··walked··the··first··time·she· had·found·herself·inside·the·four·walls.·His·eyes·seemed·to·be· taking·in·everything--the·gray·trees·with·the·gray·creepers· climbing·over·them·and·hanging·from·their·branches,·the·tangle· on·the·walls·and·among·the·grass,·the·evergreen·alcoves·with· the·stone·seats·and·tall·flower·urns·standing·in·them.¶

"I·never·thought·I'd·see·this·place,"·he·said... whisper.¶

"Did·you·know·about·it?"·asked·Mary.¶

She·had·spoken·aloud·and·he·made·a·sign...

"We·must·talk·low,"·he·said,·"or·some·one'l... wonder·what's·to·do·in·here."¶

Dickon·nodded.¶

Document Map

- ⊟ CHAPTER I
  - THERE IS NO ONE LEFT
- ⊟ Chapter II
  - MISTRESS MARY QUITE CONTRARY
- ⊟ CHAPTER III
  - ACROSS THE MOOR
- ⊟ CHAPTER IV
  - MARTHA
- ⊟ CHAPTER V
  - THE CRY IN THE CORRIDOR
- ⊟ CHAPTER VI
  - "THERE WAS SOME ONE CRYING--THERE WAS!"
- ⊟ CHAPTER VII
  - THE KEY TO THE GARDEN
- ⊟ CHAPTER VIII
  - THE ROBIN WHO SHOWED THE WAY
- ⊟ CHAPTER IX
  - THE STRANGEST HOUSE ANY ONE EVER LIVED IN
- ⊟ CHAPTER X
  - DICKON
- ⊟ CHAPTER XI
  - THE NEST OF THE MISSEL THRUSH
- ⊟ CHAPTER XII
  - "MIGHT I HAVE A BIT OF EARTH?"
- ⊟ CHAPTER XIII
  - "I AM COLIN"
- ⊟ CHAPTER XIV
  - A YOUNG RAJAH
- ⊟ CHAPTER XV
  - NEST BUILDING
- ⊟ CHAPTER XVI
  - "I WON'T!" SAID MARY
- ⊟ CHAPTER XVII
  - A TANTRUM
- ⊟ CHAPTER XVIII
  - "THA' MUNNOT WASTE NO TIME"
- ⊟ CHAPTER XIX
  - "IT H...
- ⊟ CHAPTER XX
  - "I SH...
- ⊟ CHAPTER XXI
  - BEN WEATHERSTAFF
- ⊟ CHAPTER XXII

Page: 103 of 285   Words: 81,013

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Add new page

Insert an appropriate section breaks to generate a new page

Give the new page a title and format it appropriately

To apply the new style, you may have to use CNTL+SHIFT+S to find the dialog box
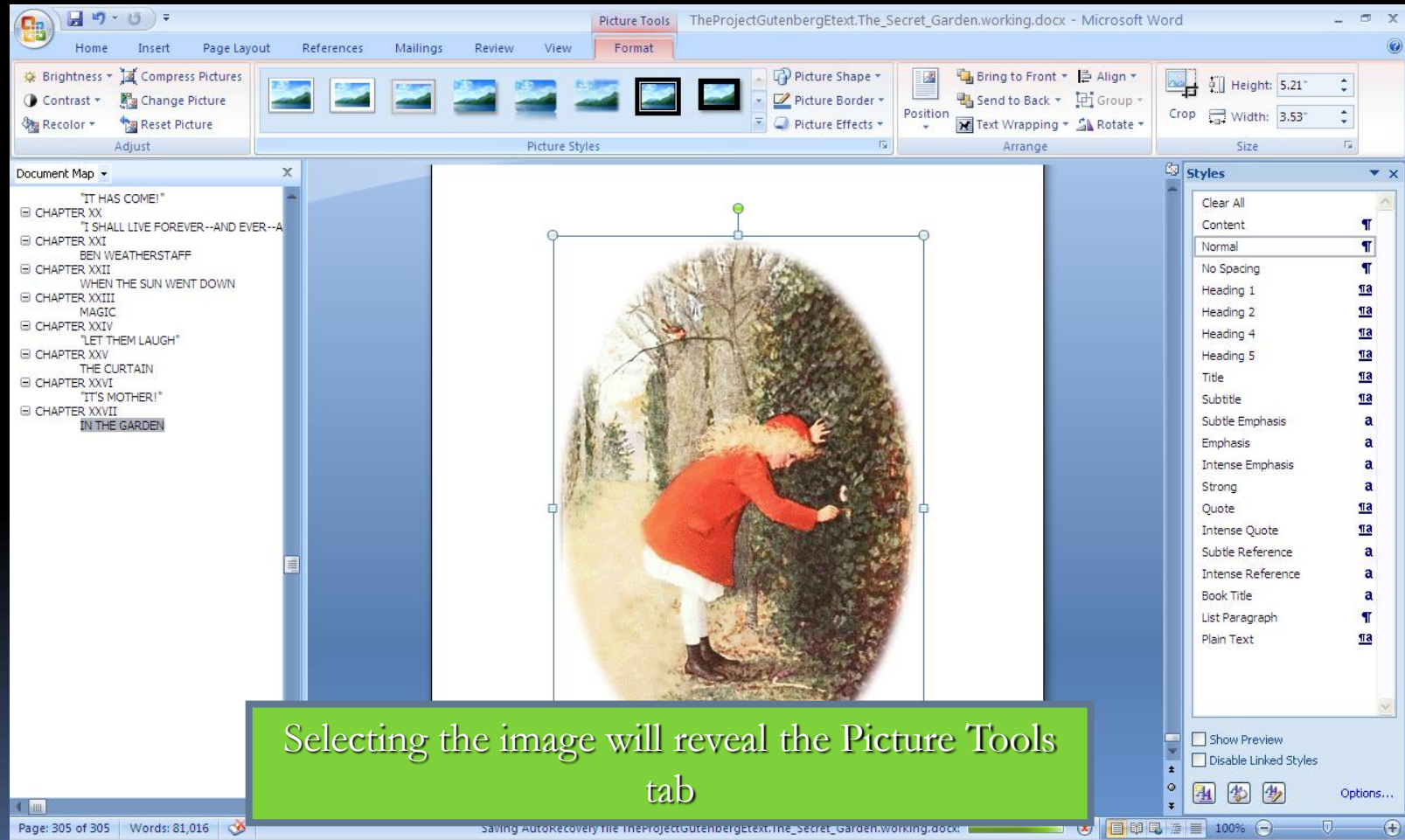
Add an image to the document

Use your right-click options to wrap it appropriately

Then modify the image

Selecting the image will reveal the Picture Tools tab

More wrapping and shadow effects

Here we used any image - inserted it, wrapped it, and then applied a shadow picture effect from the Picture Tools tab

Adding shapes

First you have to find them

Grouping, and modifying, shapes

Then you can modify them
using the Drawing Tools tab

Insert page numbers

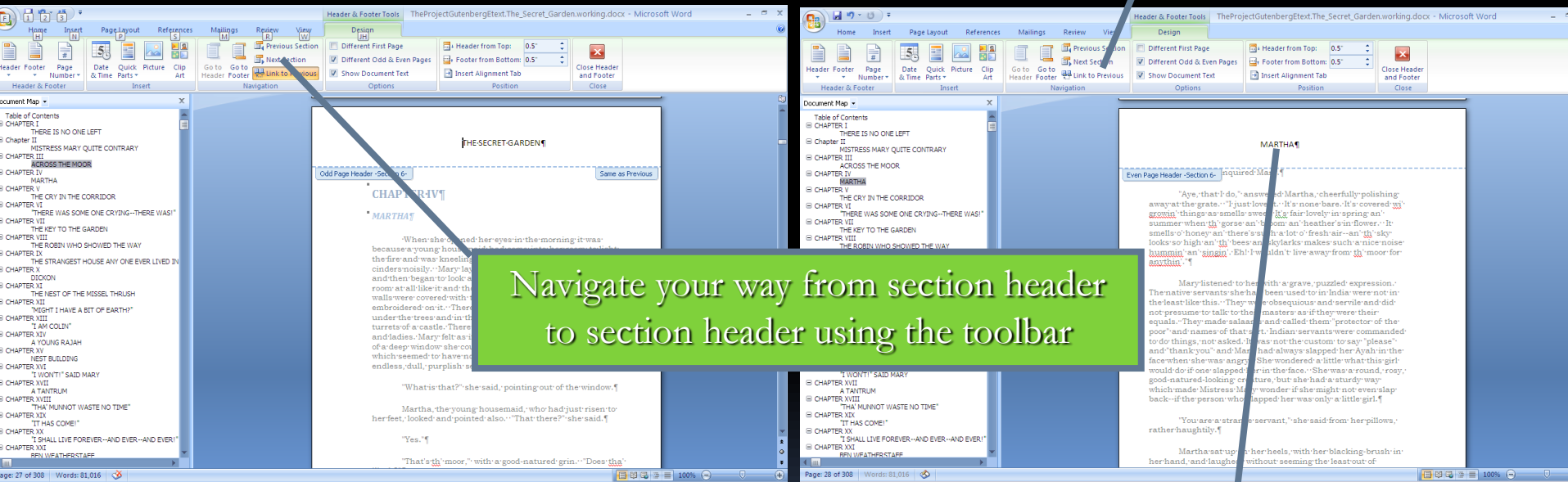Place page numbers centered in the footer on all pages

Insert page numbers

Use your sections and footers tool to ensure that the title page has no page number on it, but that all of the other pages beginning with the Table of Contents page do have numbers
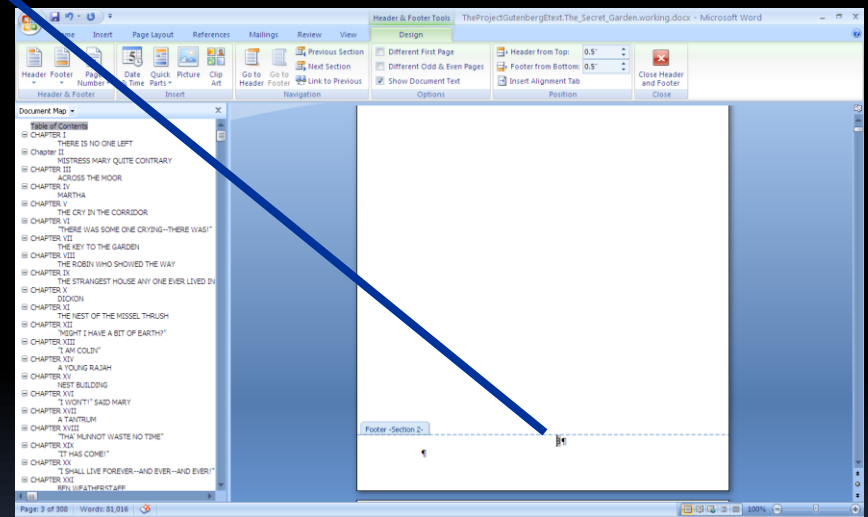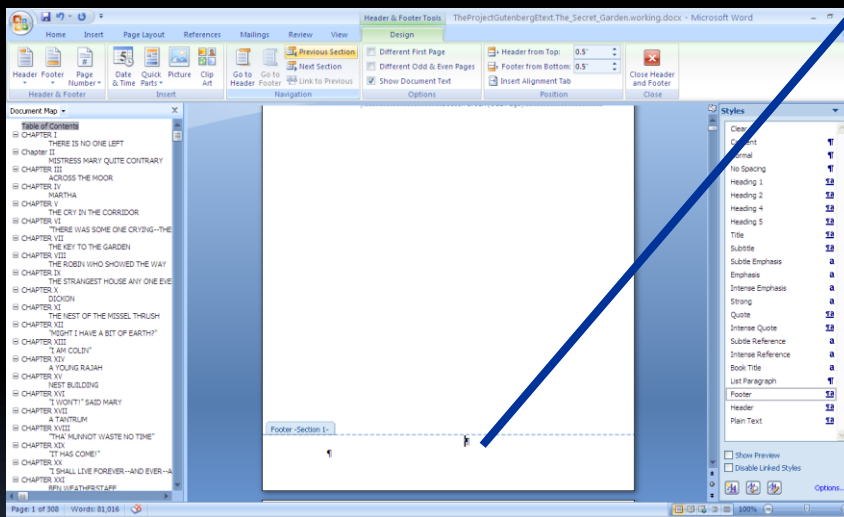
Add Headers

Disconnect the link to the previous section's header before creating the next section's header

Navigate your way from section header to section header using the toolbar

The even page header should repeat the name or the number of the chapter

Add a Table of Contents

Be certain to have your cursor where you want the Table of Contents to go.

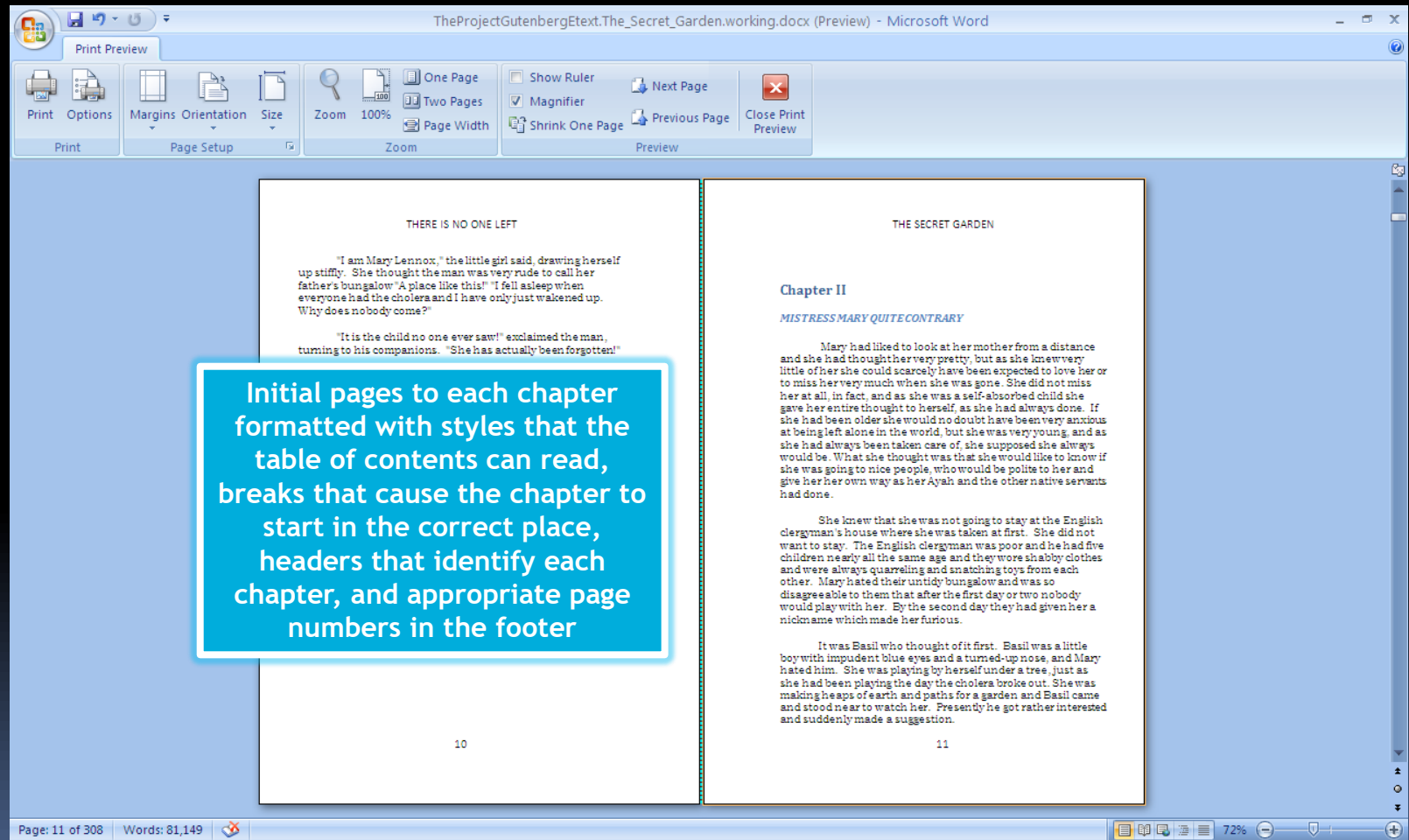Use the Options tool to ensure the Table of Contents tool only reads for one level of headings and does not include the Title
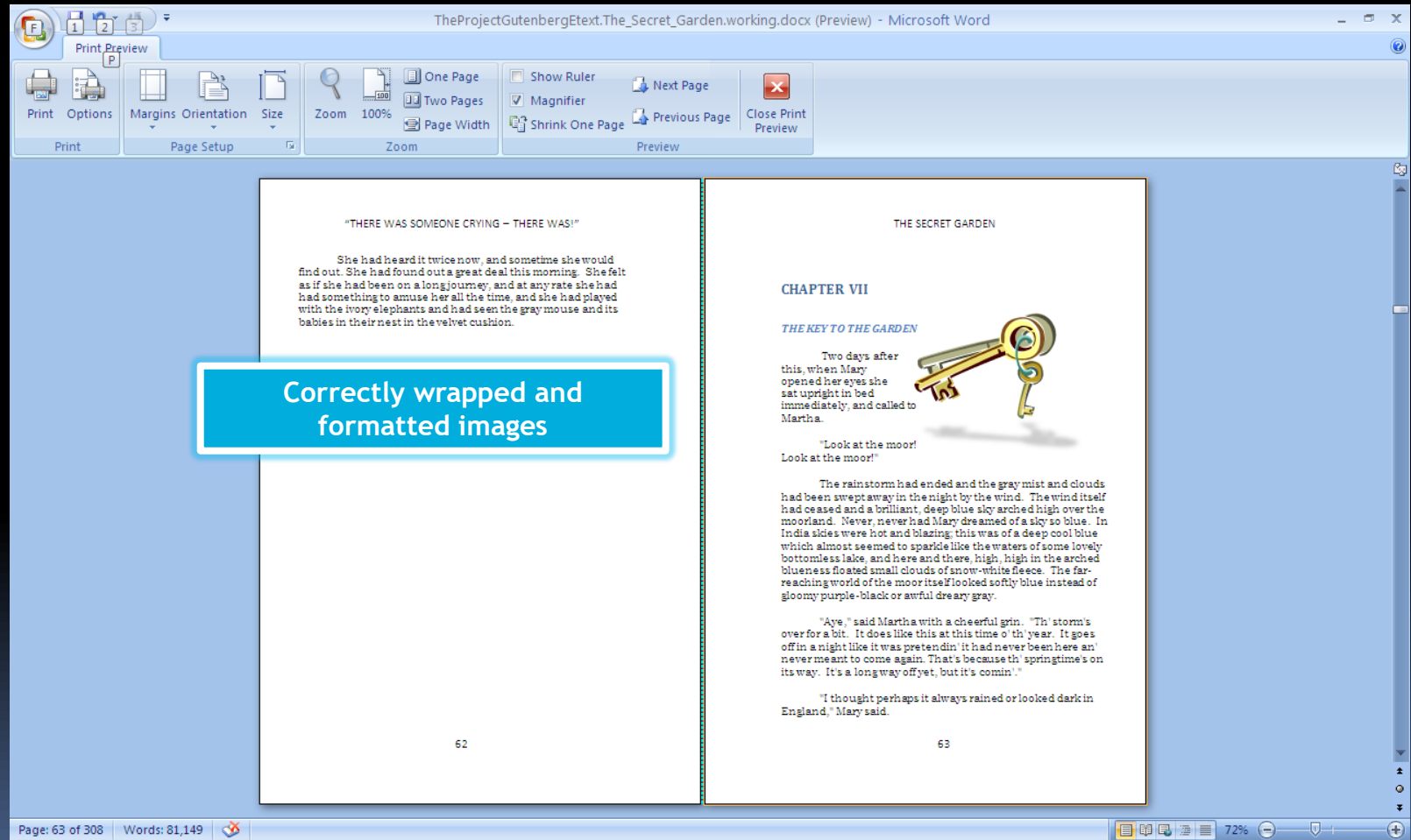
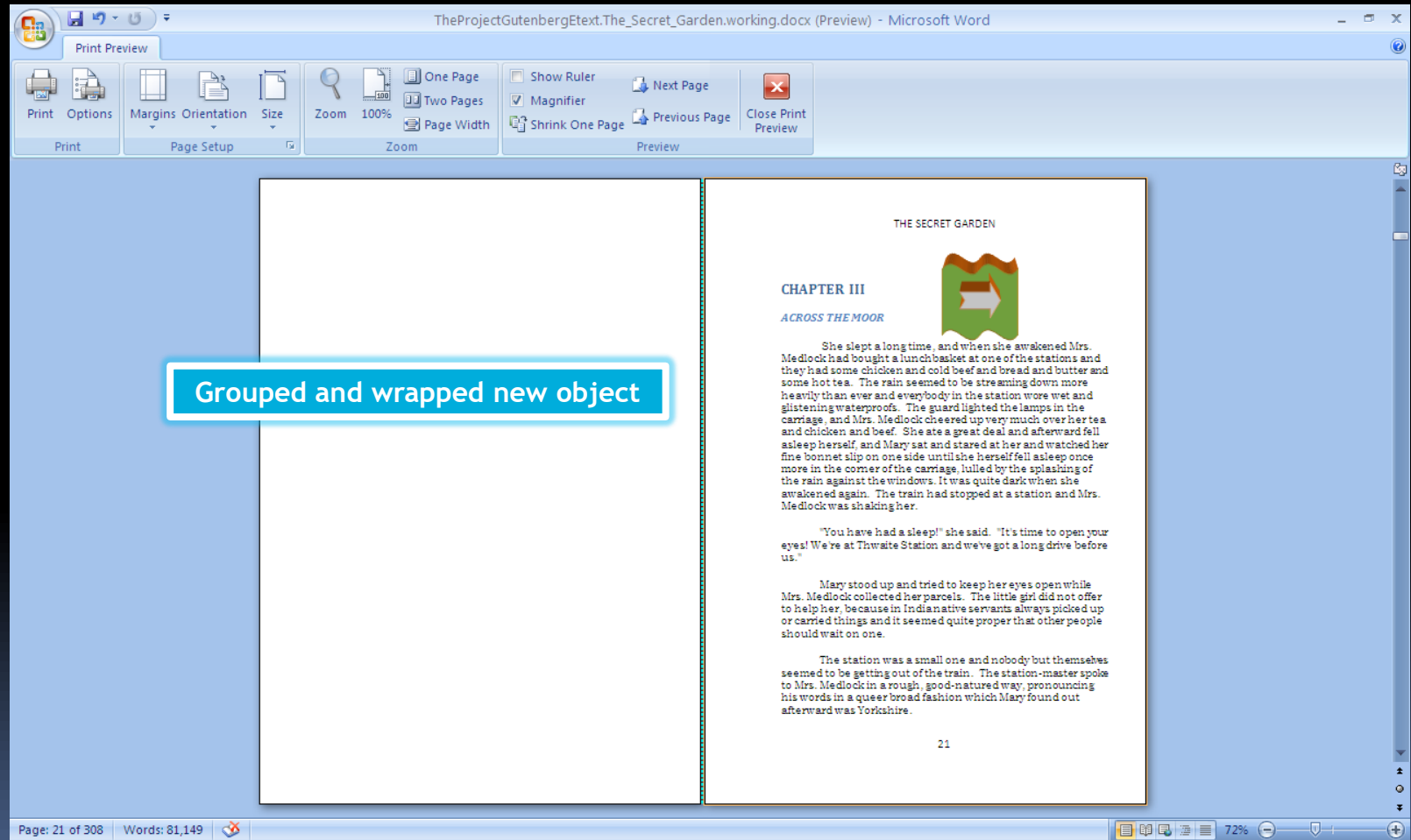# Let's assume we have done the task

A properly formatted title page

THE SECRET GARDEN

BY FRANCES HODGSON BURNETT
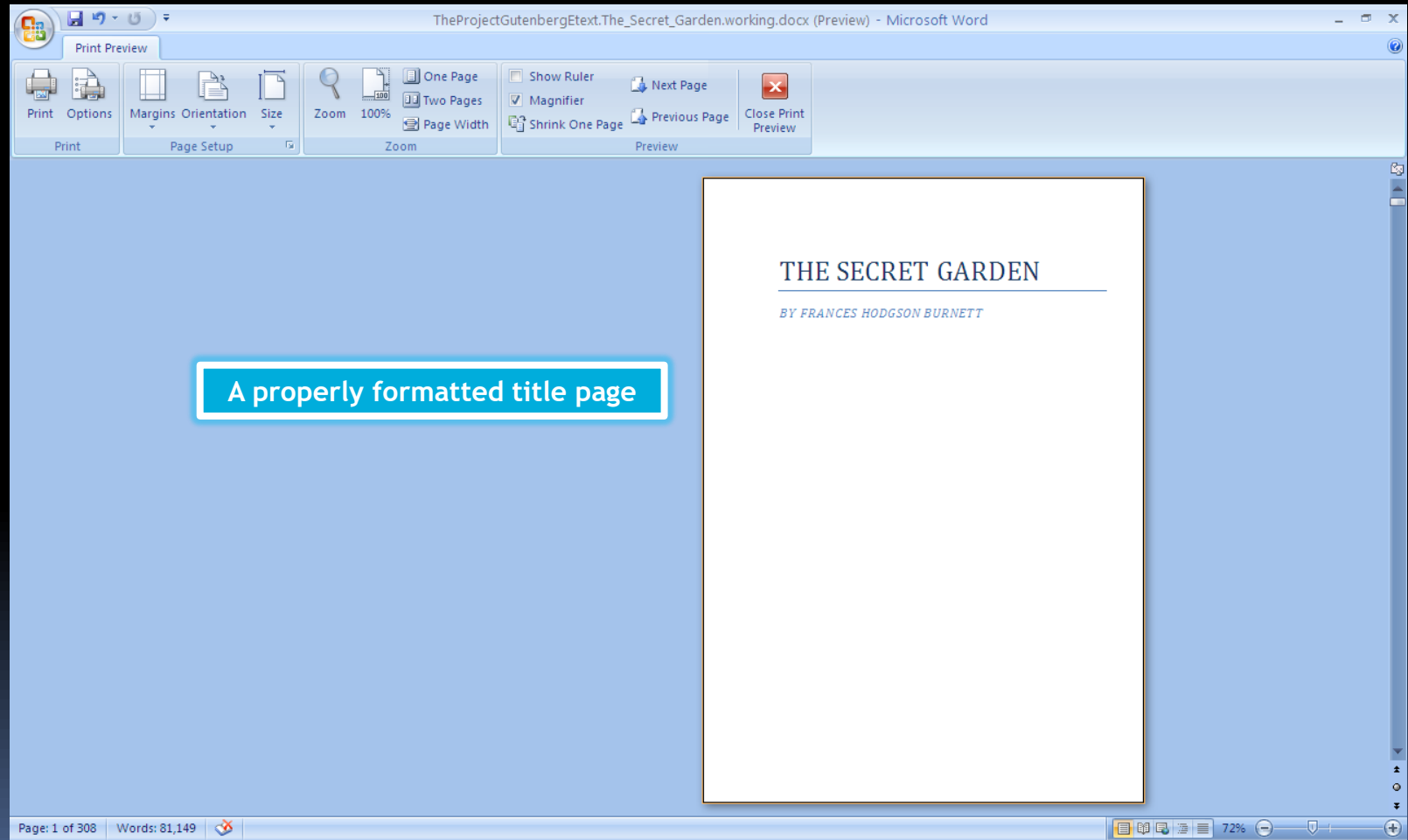
Let's assume we have done the task

Initial pages to each chapter formatted with styles that the table of contents can read, breaks that cause the chapter to start in the correct place, headers that identify each chapter, and appropriate page numbers in the footer

Let's assume we have done the task

Let's assume we have done the task

Grouped and wrapped new object

e-book Body

A Table of Contents tied to the underlying styles and sectioning

The Final Product

A fully formatted e-book ready for printing and binding