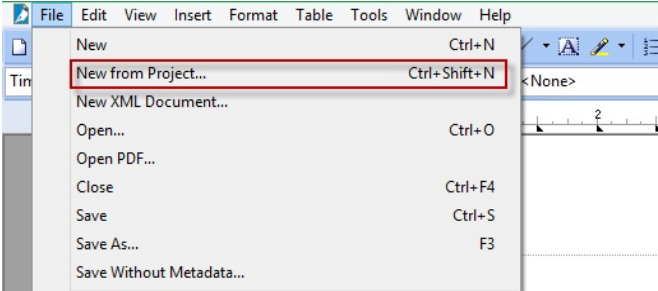
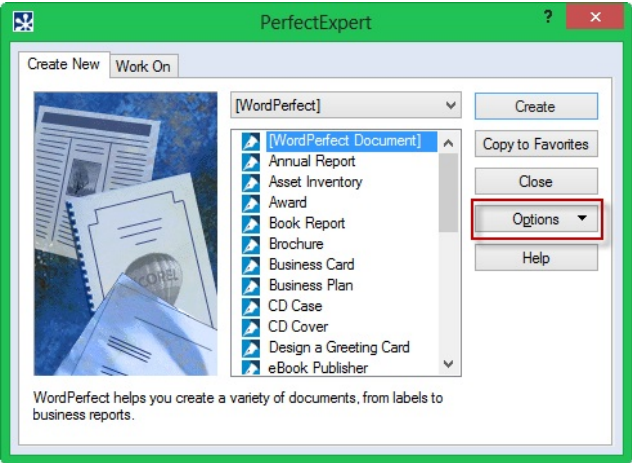


Creating a Template in WordPerfect

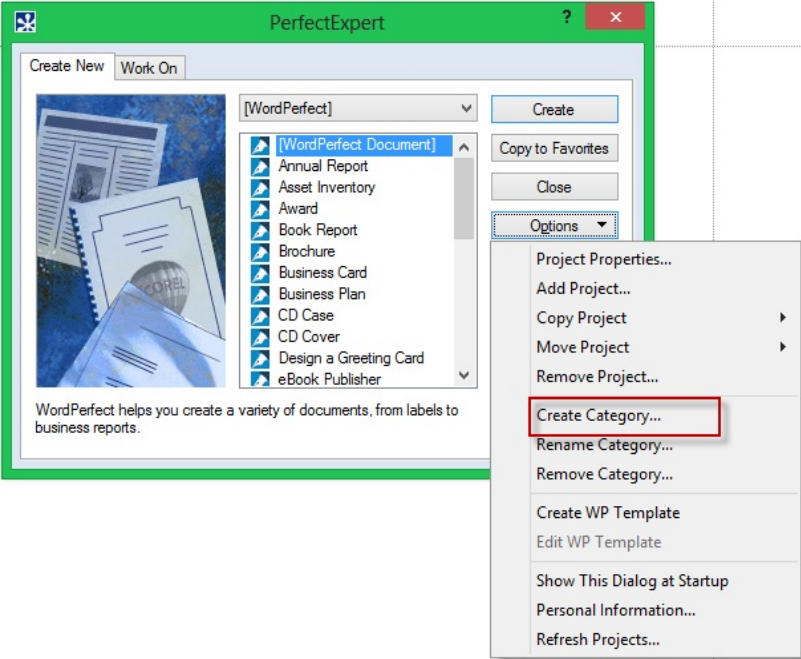
- 1. File
 - a. New From Project



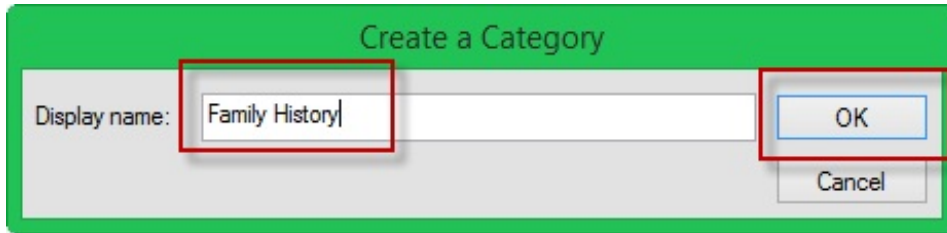
- b. Go to Options



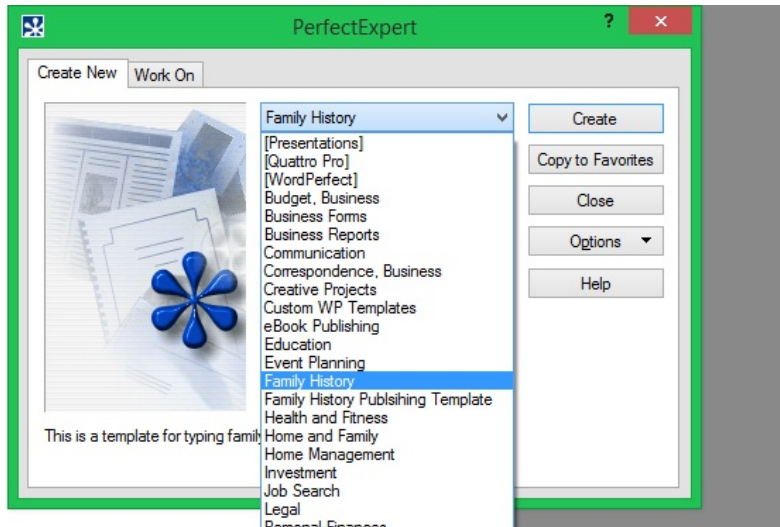
- 2. Create A Category



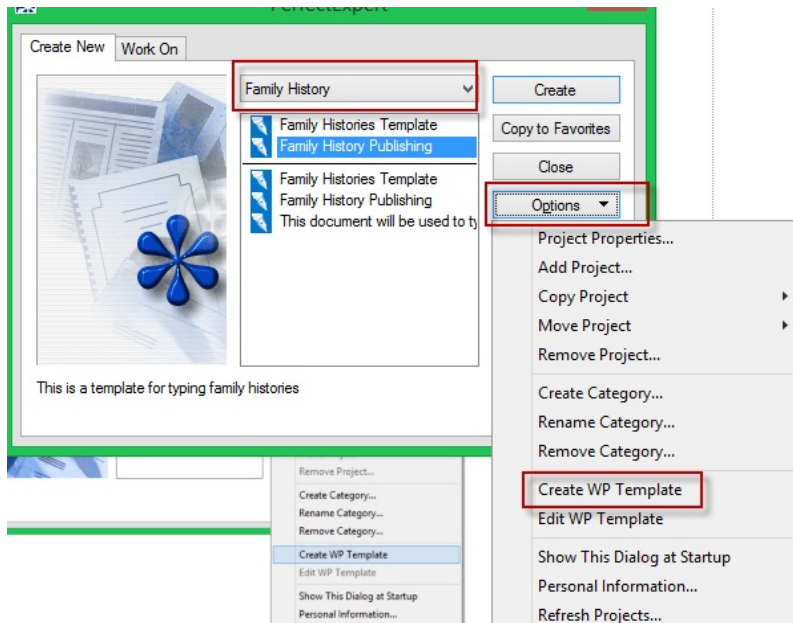
3. Name it Family History (or a title of your choice)



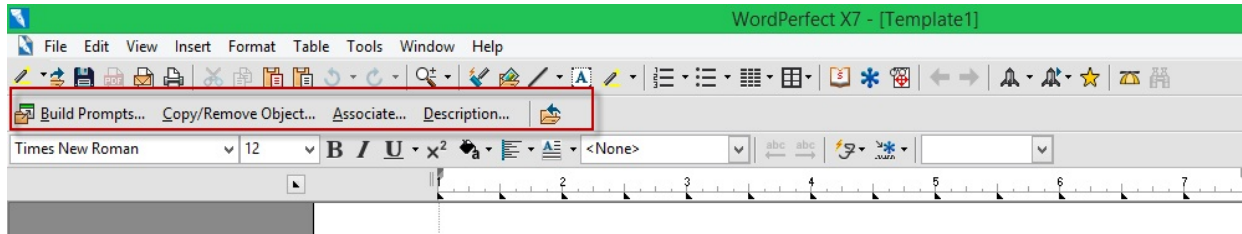
4. Find Family History in the Drop down list and Select it



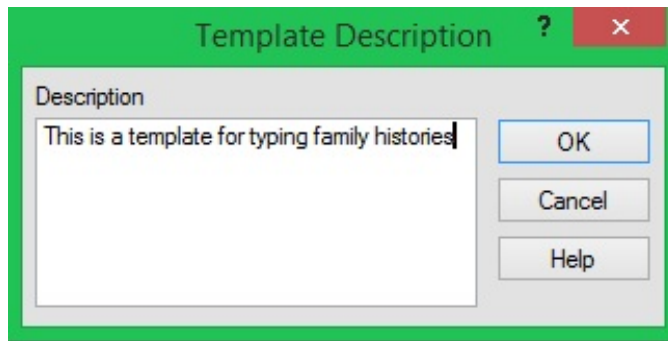
5. Go to Options
6. Create New WP Template



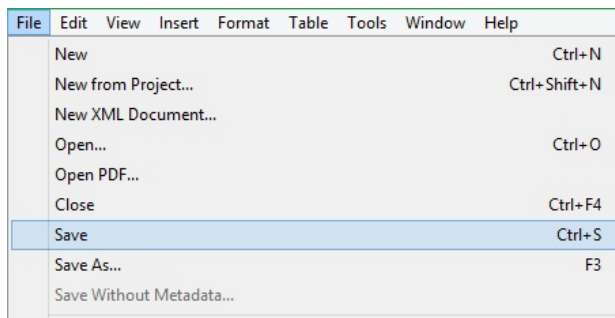
7. A new page comes up with a new menu bar across the top with the following:
 - a. Build Prompts
 - b. Copy/Remove Object
 - c. Associate
 - d. Description



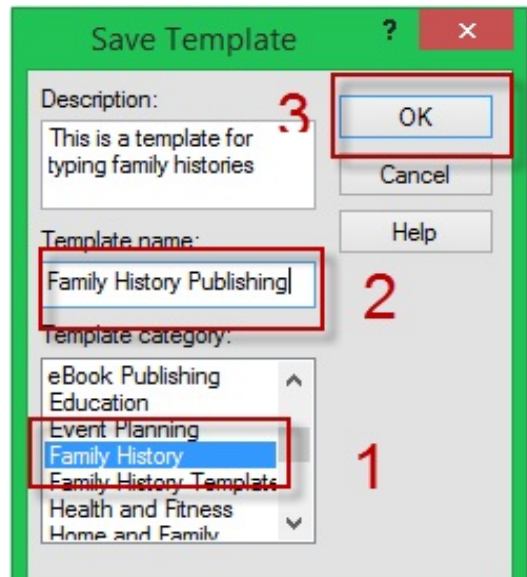
8. Click on Description
 - a. Type in your description
 - b. "This is a template for typing family histories"
 - c. Click OK



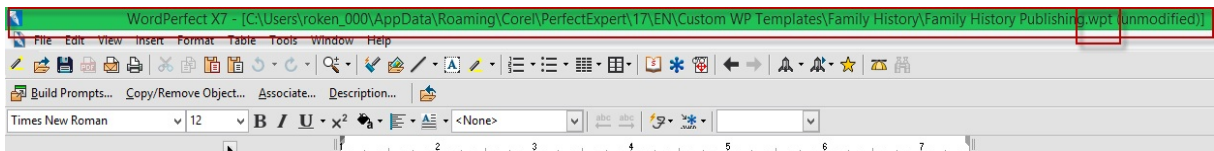
9. Go to File, Save



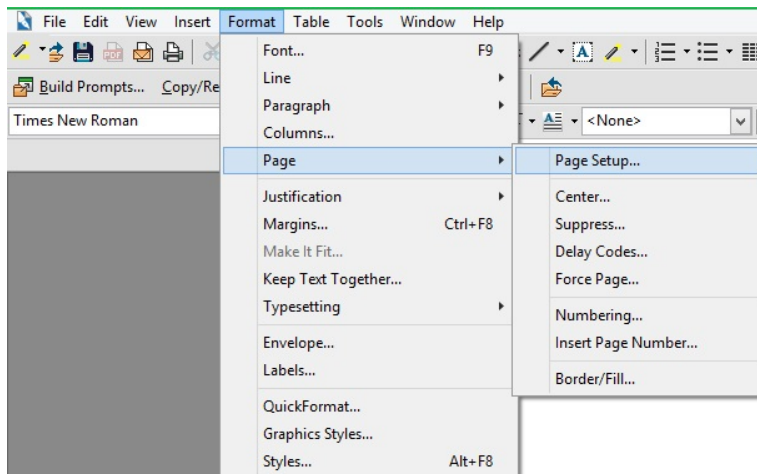
10. Template Box Pops up
11. Click in Family History
12. Give your Template a Name
 - a. "Family History Publishing"
 - b. Click OK



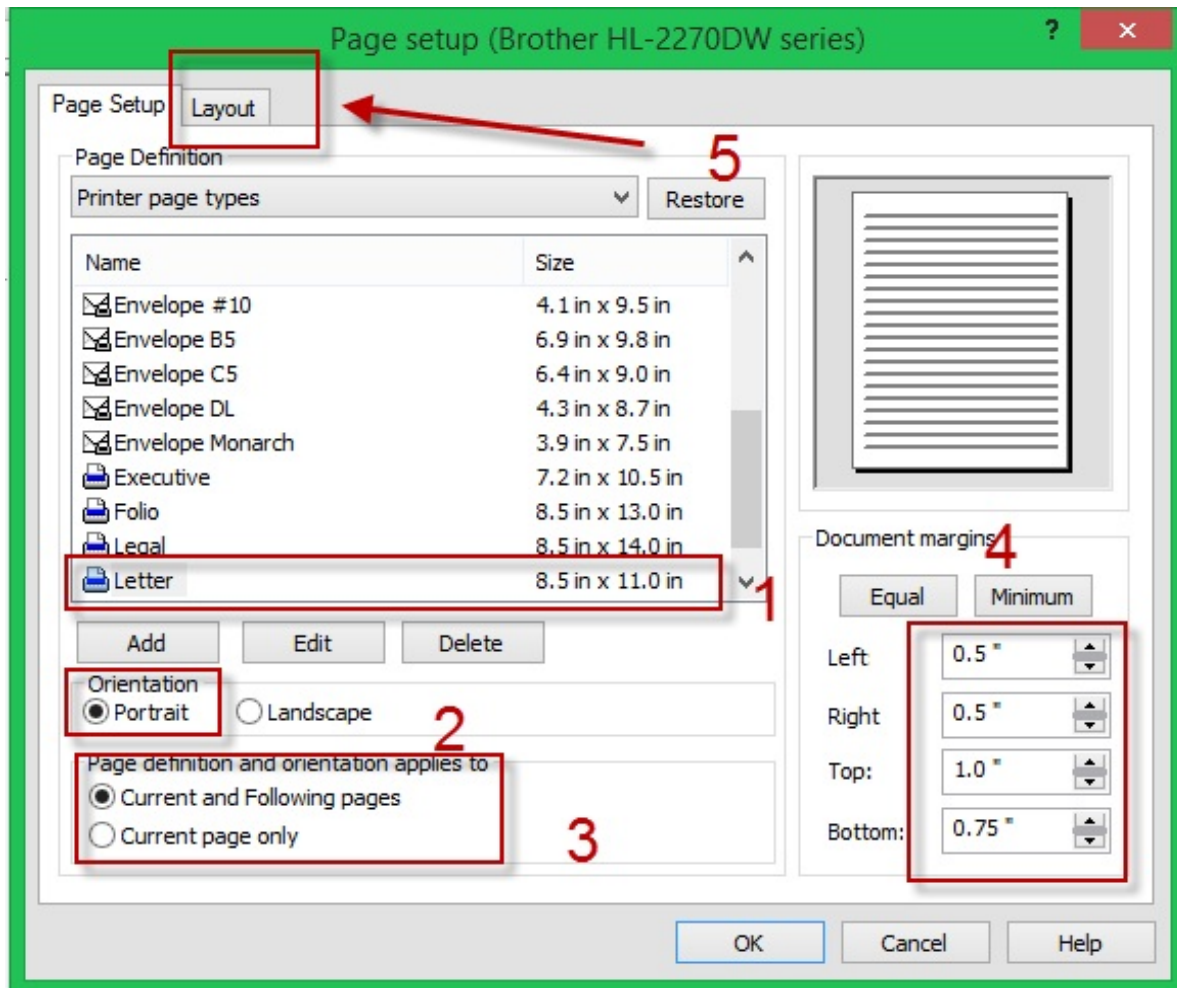
13. Look in the Title Bar and you will see that it is a Template with a .wpt extension



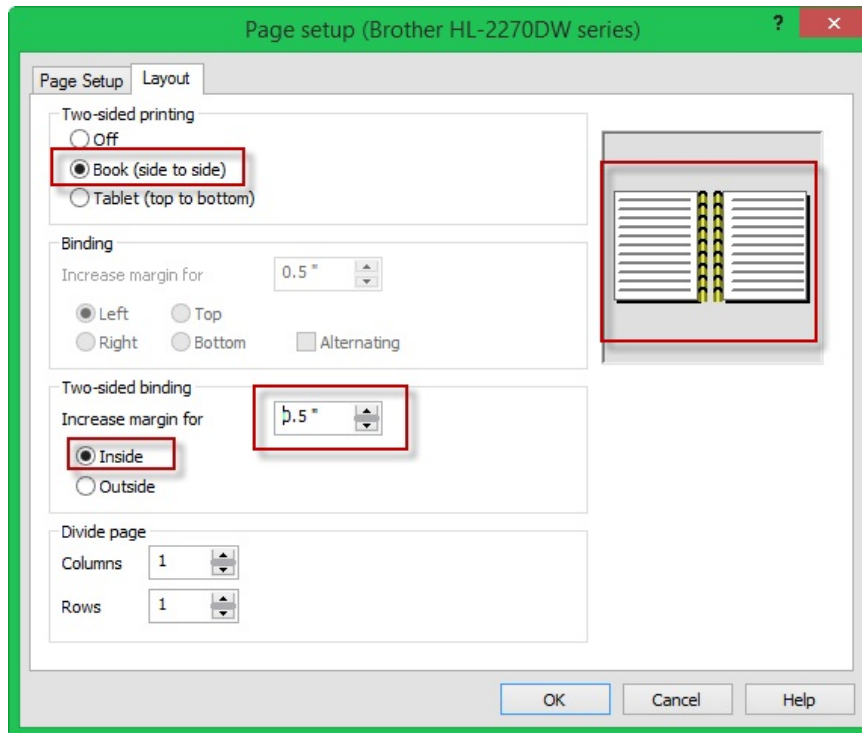
14. Now that you are in your template, you need to format it
15. Page Margins and Layout
 - a. Format (on the tool bar), Page, Page Setup



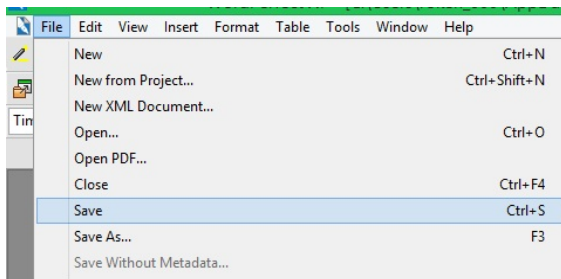
16. Dialog Box pops up
- Set the “printer page types” to Letter
 - Orientation - Portrait
 - Current and Following Pages
 - Set the top margin to 1", the Bottom .75" and the sides both to .5"
 - Click on the Layout Tab at the top



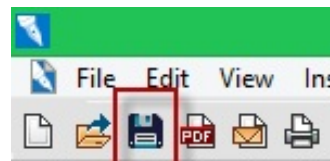
17. Click on Book (side to side) for two sided printing
18. Two sided binding
 - a. Increase Margin for Inside .5"
 - i. This will keep the inside binding from being bound.



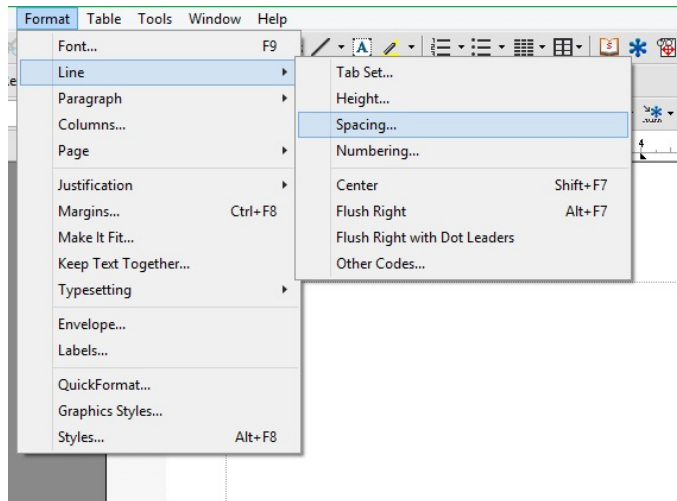
19. Click on Save every once in a while to make sure you don't lose your work.



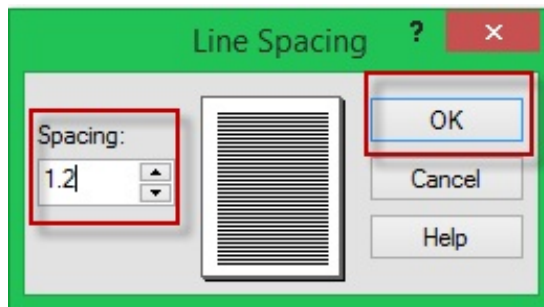
OR



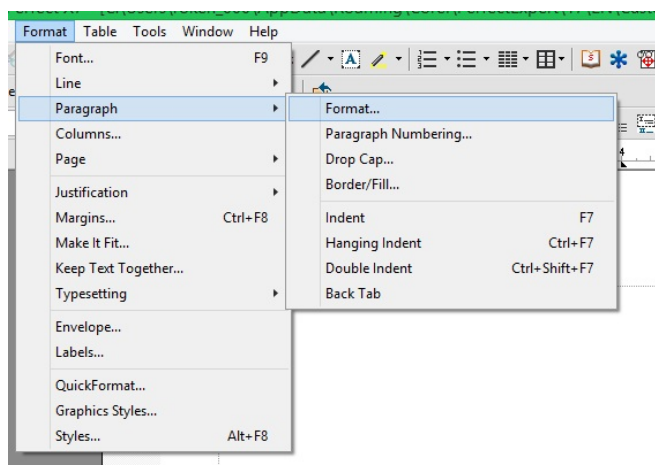
20. Spacing - Set the spacing for the document by going to Format, Line, Spacing



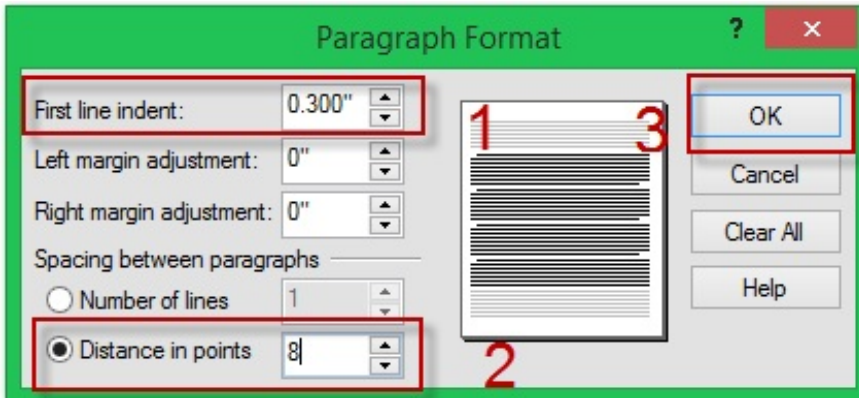
21. When the dialog box comes up set it to 1.2", click ok



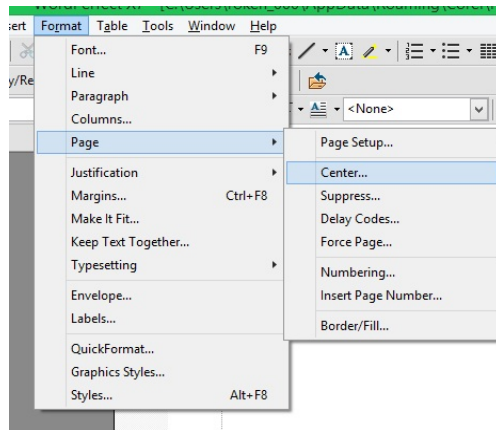
22. Paragraph Formatting - Format, Paragraph, Format



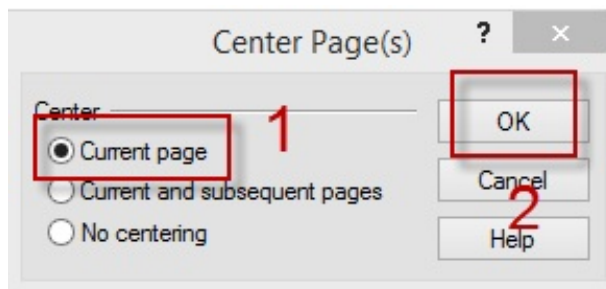
23. In the dialog box:
- a. First line indent .3
 - b. Spacing between paragraphs 8pts
 - c. Click ok



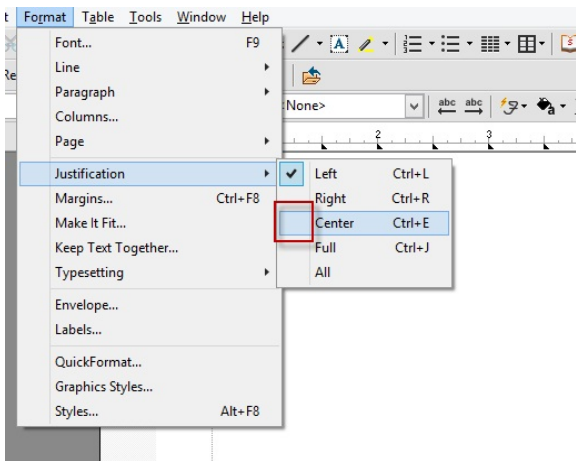
24. Now it is time to start on the first page
- a. We want the title on the first page to be centered Vertically
 - i. Format, Page, Center



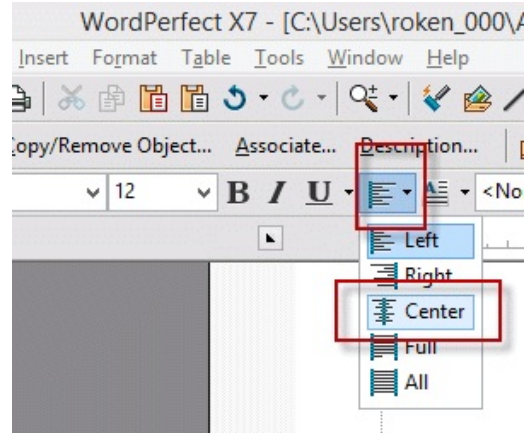
25. Click Current Page, ok



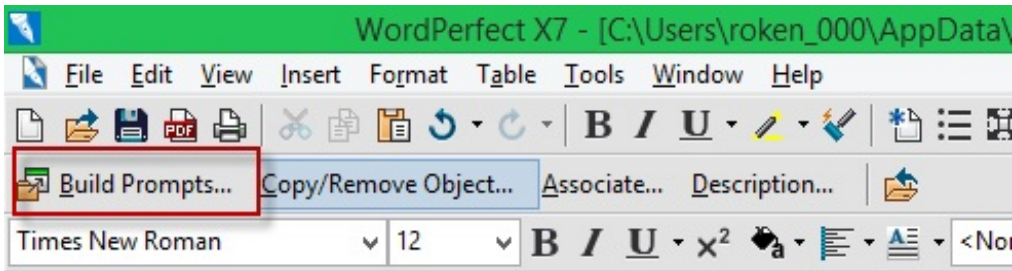
26. The cursor goes to the middle of the page
- a. Center this page horizontally Click the Format, Justification, Center or click the justify button



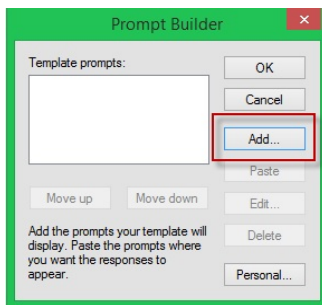
OR



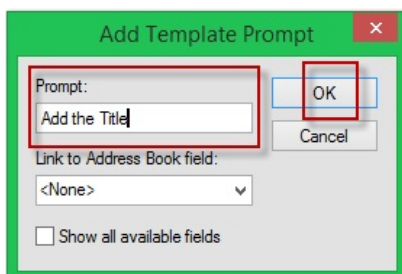
27. Build Some Prompts
- a. Click on Build Prompts



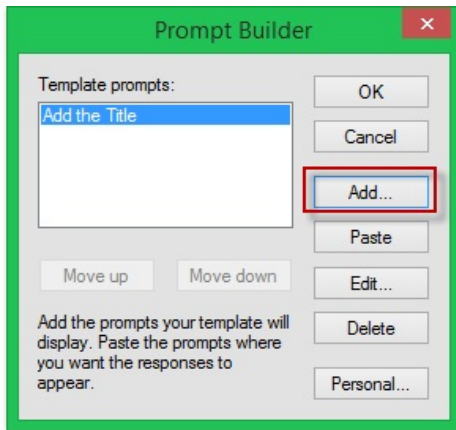
28. In the Box click Add



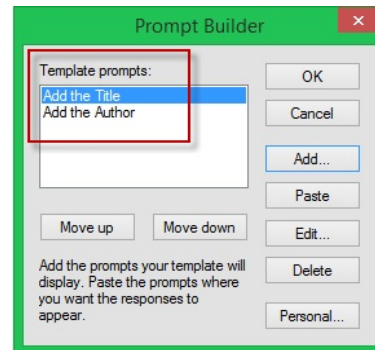
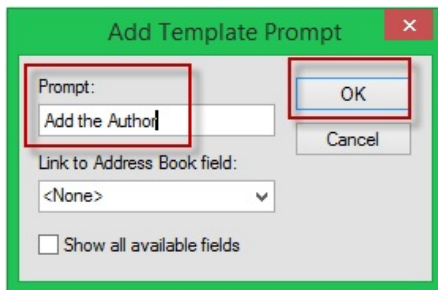
29. Another box appears - Type in "Add the Title" – Click ok



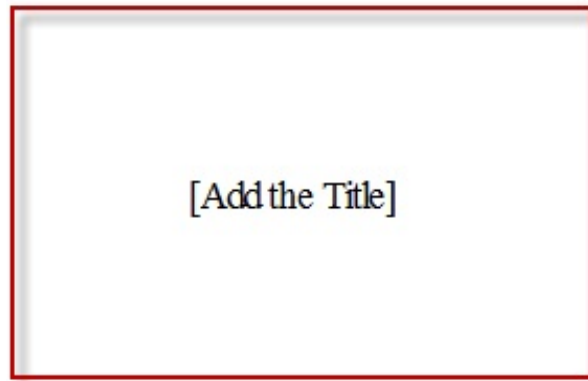
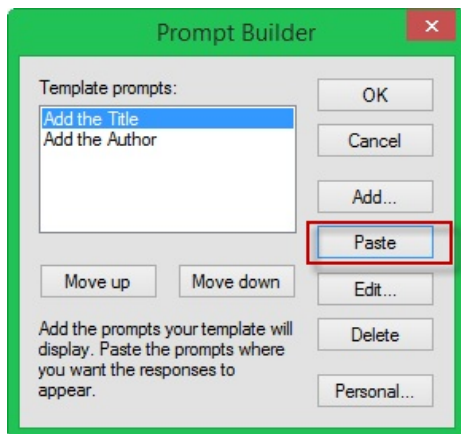
30. The Prompt Builder comes back – Click on Add



31. “Add the Author” Click OK - the Prompt Builder reappears.



32. Place your cursor on the page and location where you want your title to be
33. Select “Add the Title” and click on paste
34. Title appears on the page where your cursor is

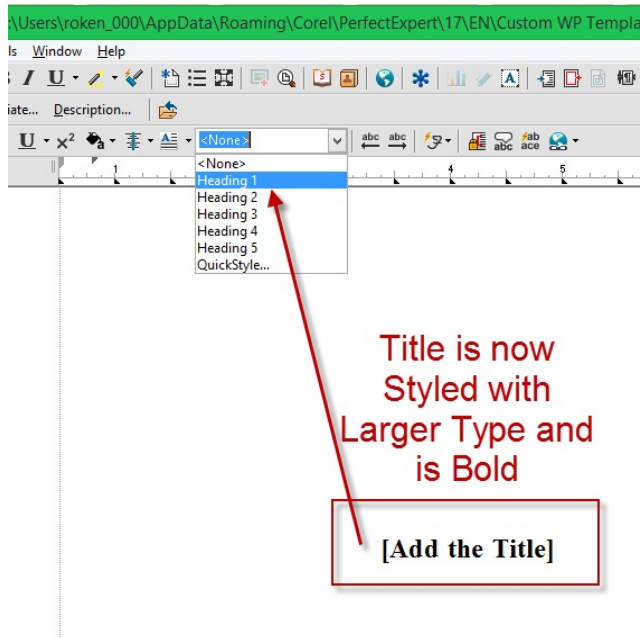


35. Now we need to style the title
a. Select “add the title” on the page,

Add the Title

Text is Selected

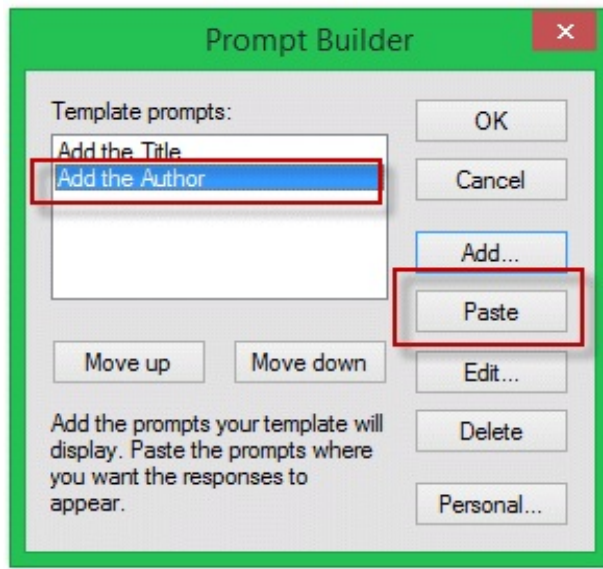
- b. click in the styles box and select “Heading 1”



36. Now hit the enter key about 13 to 17 times (whatever you think looks good)
37. Make sure you are still centered and type *Written by* on the page and then hit enter

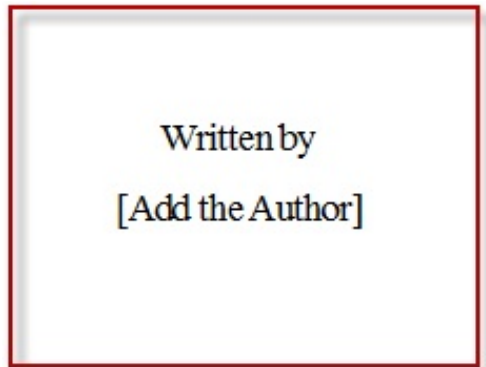


38. Click enter 2 times and then and select “Add the Author” in the prompt box and click paste



Written by

39. After your title page is done, close the prompt builder by clicking the red x in the top right corner.



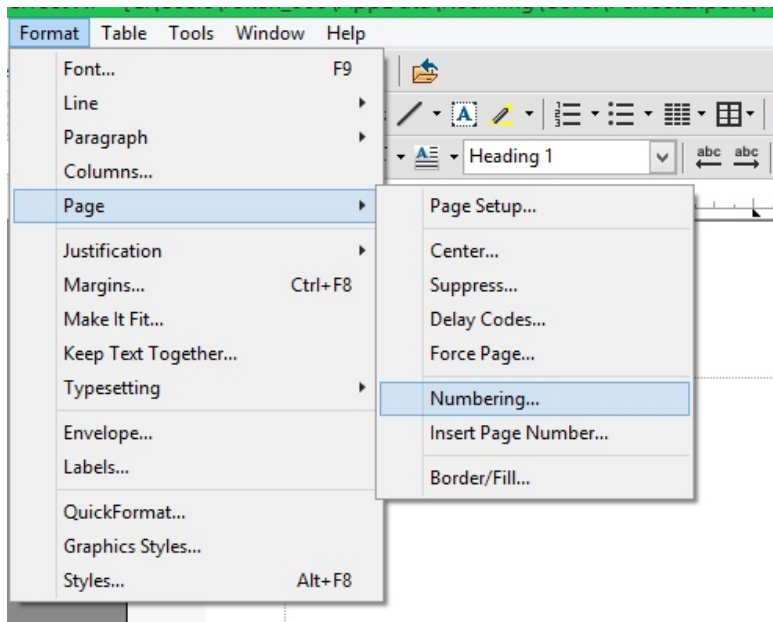
40. Adding the Page Numbers
- The title page usually has no page number and the second page will be a table of contents that has the *Roman Numeral ii* for the page number. The first page is the *Roman Numeral I* but remember we do not want any page numbering to show on the title page.
 - The first written page of the document will have th numerical number 1.

41. Adding the Roman Numeral to the Title Page

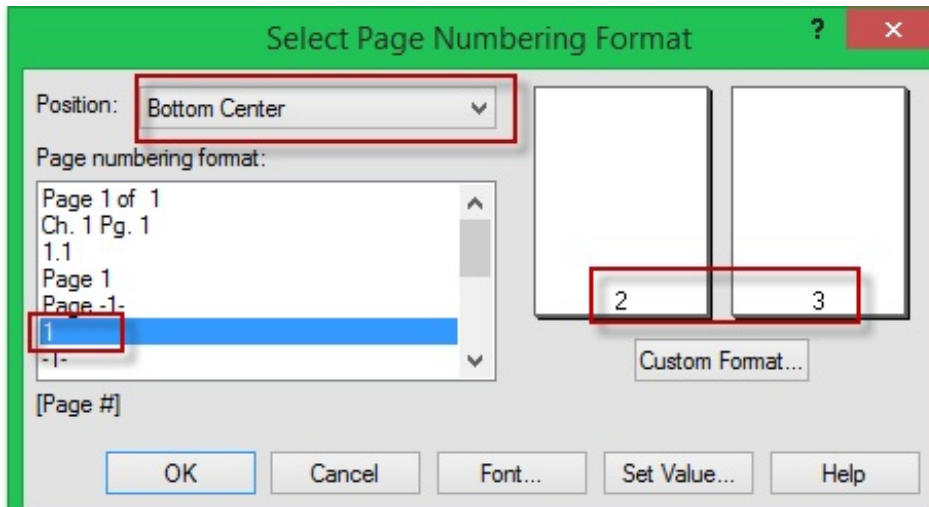
- a. Hit *Ctrl + Home, Home*
 - i. This command will put you at the very top of the document. Make sure you click on the Home key twice while holding down the ctr key on the keyboard.



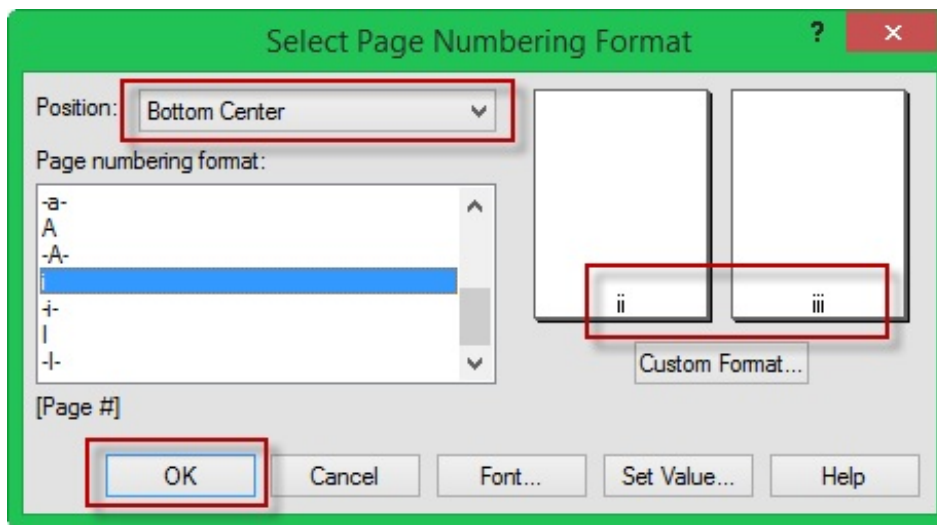
- b. Click on Format, Page, Numbering



- c. A popup box will come up with the defaults - you will change those defaults



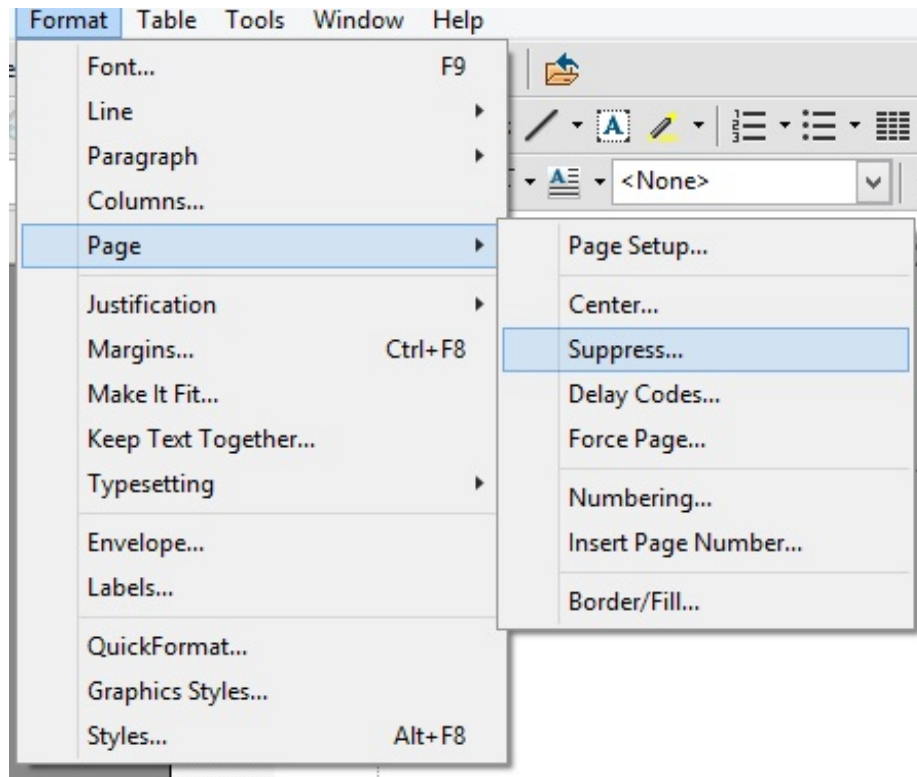
- d. Keep Bottom Center selected and scroll through the options until you get to the *small case Roman Number I* and then select it.



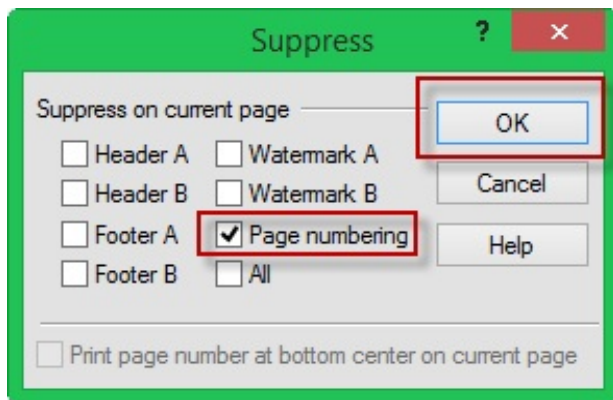
- e. The bottom of your page should have the *Roman Numeral I*



- f. We don't really want this number on our page so we need to suppress it for this page so that it won't show but the numbering will be right on the next page so go to *Format, Page, Suppress*

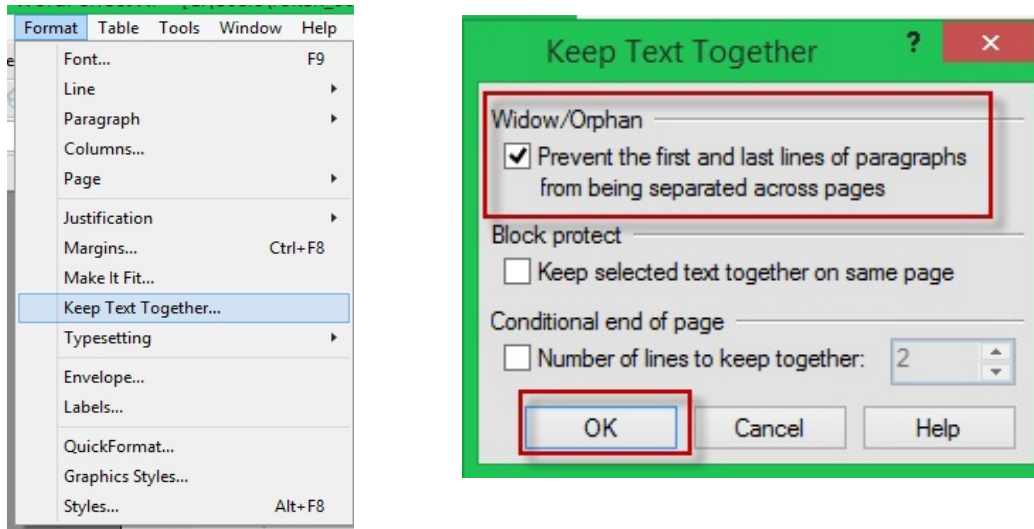


42. Check Page numbering on current page. Now the numbering is in place but not showing on page 1



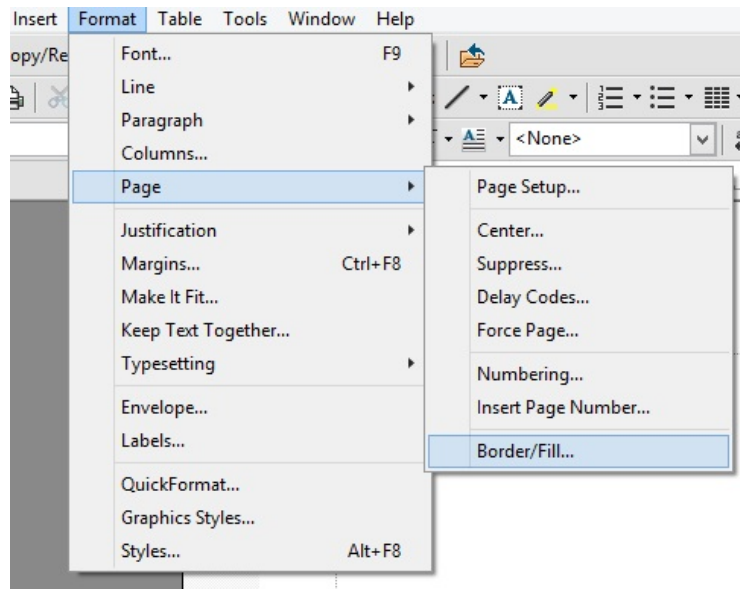
43. Now we need to set the Widow/Orphan option on our document. This keeps two lines of a paragraph together either at the bottom or top of a page so you don't have any single lines of paragraph sitting alone either at the bottom or top of a page.

a. Format, Keep Text Together, Check Widow and Orphan, Say ok

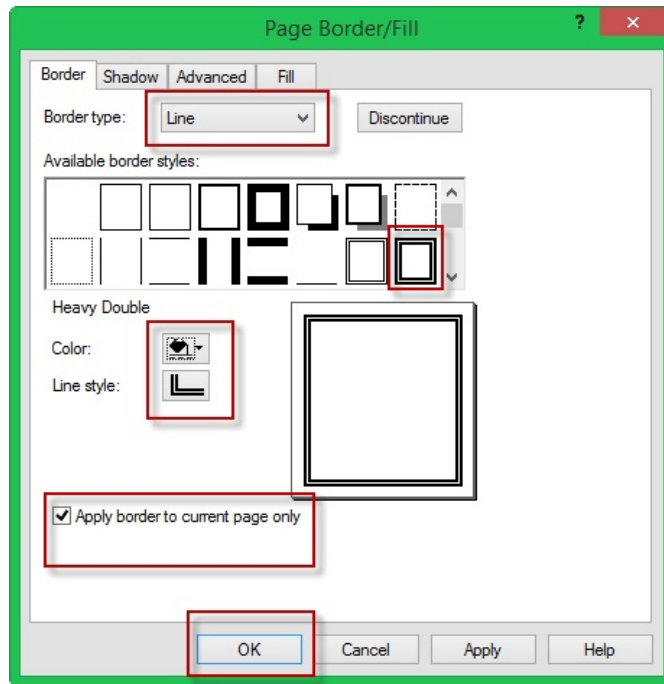


44. Page Border – If you would like a page border around your title page:

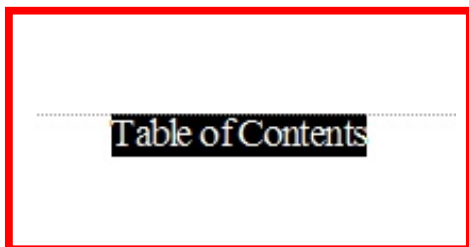
i. Format, Page, Border Fill



- b. You can choose from line or fancy
- c. Click on the border and color you want and make sure “Apply border to current page only”
- d. Click ok



- 45. Click behind “add the Author” at the bottom of the page or hit the “Pg dn” key on your keyboard (so your cursor is below all text) and then hit Ctr+Enter on your keyboard to start a new page.
- 46. If you want a table of contents follow the steps below. If you want to just start your history skip this section.
- 47. Table of Contents
 - a. On the new page - Click on the top of the page to make sure you are at the top of the new page
 - b. Type “Table of Contents” and select it by dragging your mouse over it with the left key pressed down.



- c. style it with Heading 2

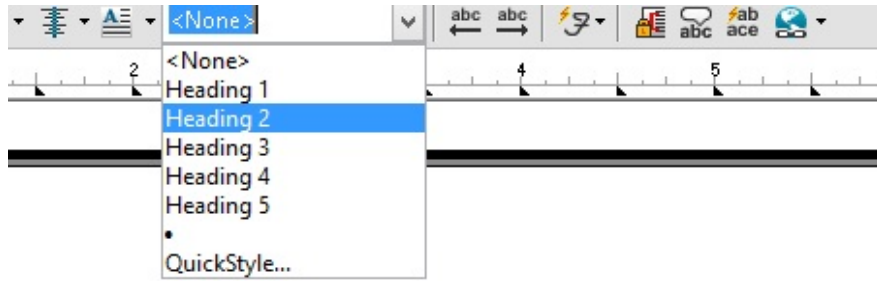
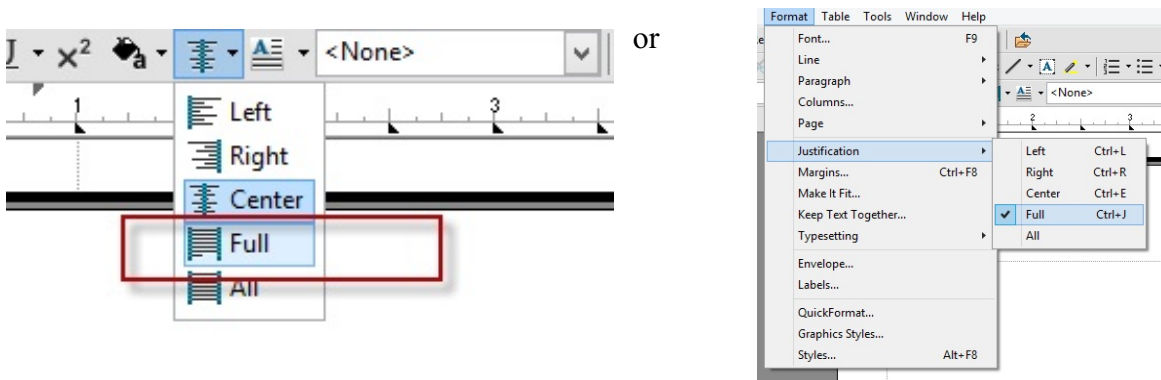


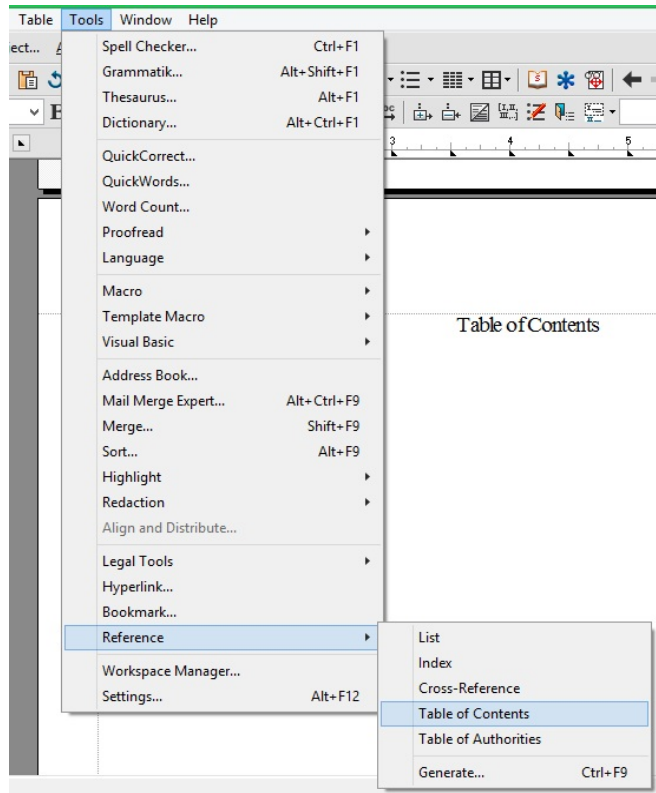
Table of Contents

- d. This should style your heading with larger text and bold
e. Hit the Enter key twice
f. Your justification is still on “center” so go to the justification icon and click Full Justification or go to Format, Justification, Full

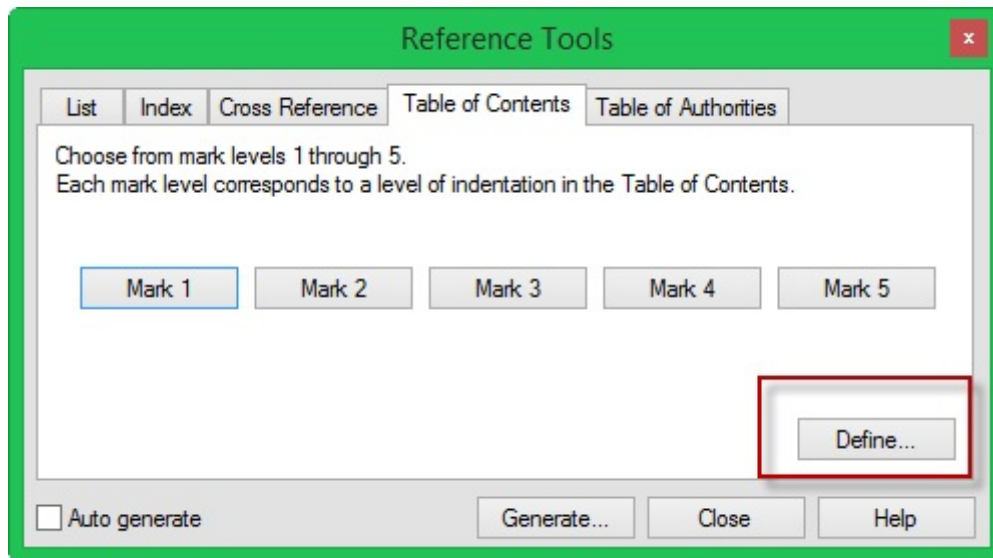


- g. The Table of Contents can be set to generate automatically so that your headings and page numbers are automatically placed. This way if you add or delete content the table of contents can be regenerated to reflect the new page numbers and/or headings.

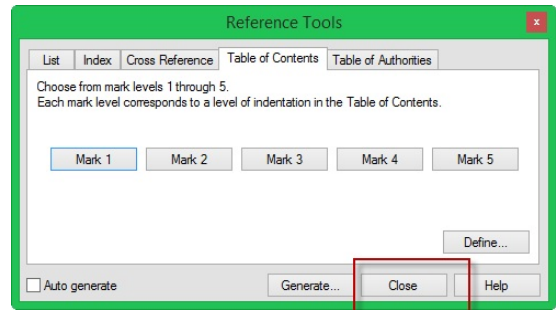
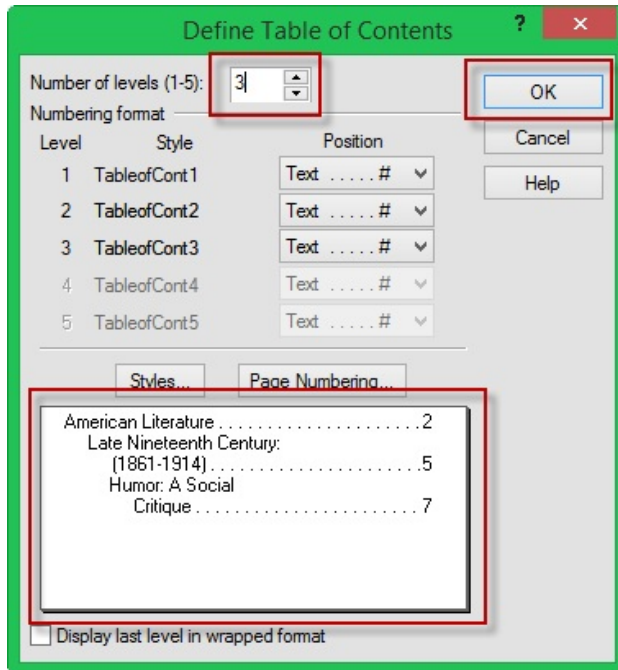
h. Go to Tools, Reference, Table of Contents



i. Click on Define

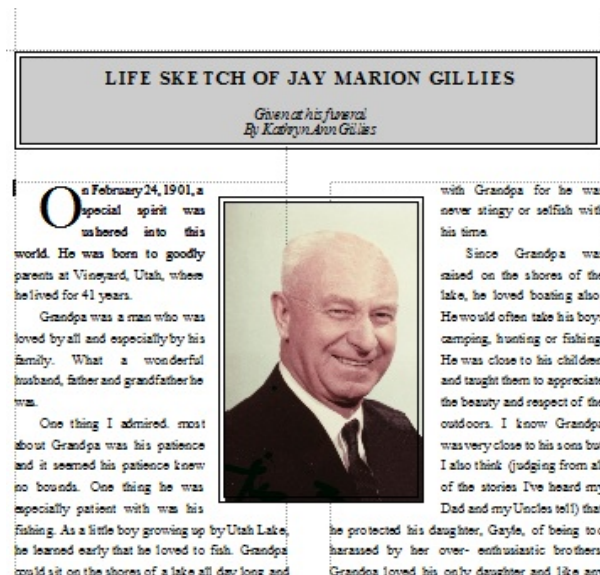


- j. Set the numbers and dot leaders the way you want to appear and then click on ok. The Reference Tools box will come back up and now click on close.



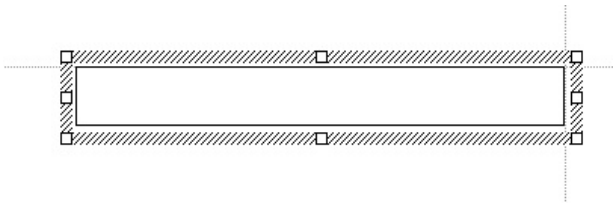
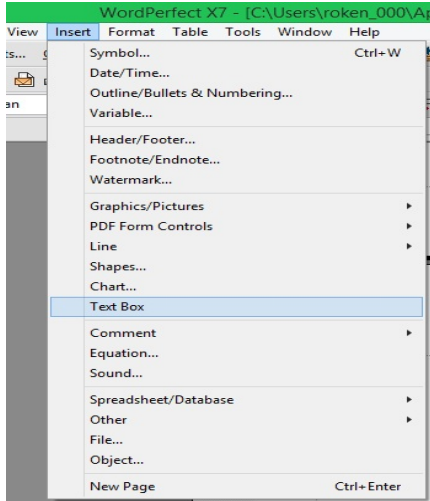
- k. << Table of Contents will generate here >> appears on your page
- l. Throughout your document if you will use the style headings, the Table of Contents will automatically generate you table of contents down to the level you specified (in the illustration it is 3 levels). Make sure you use Styles for your headings. Using Styles will automatically puts in the Table of Content tags.
- m. Hit Pg dn on the keyboard and then hit Ctr+Enter for a new page

48. The 3rd Page - This is where you will start typing your actual history. The template we will setup will look something like the following illustration:



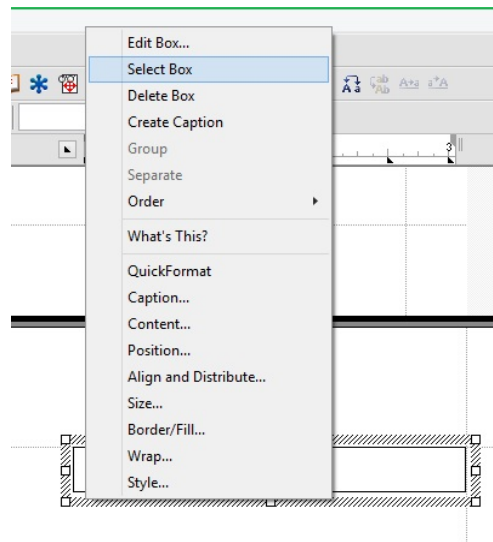
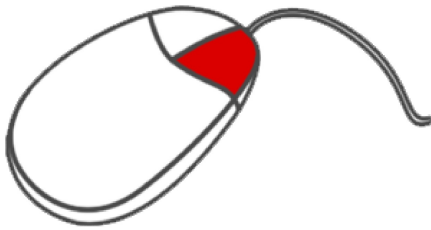
49.

- a. Textbox - First we will create a text box for the title of the history or article.
- b. Click on Insert, Textbox



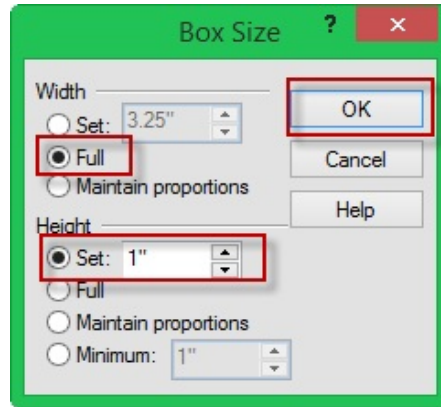
Text Box Created

50. Now that the Textbox is created, it needs to be formatted. Formatting a text box is done by selecting the text box with the mouse and then pressing the right mouse key to bring up a menu. (The right mouse key is a menu key in most cases.) Left Mouse Click on Select Box so your text box is selected.



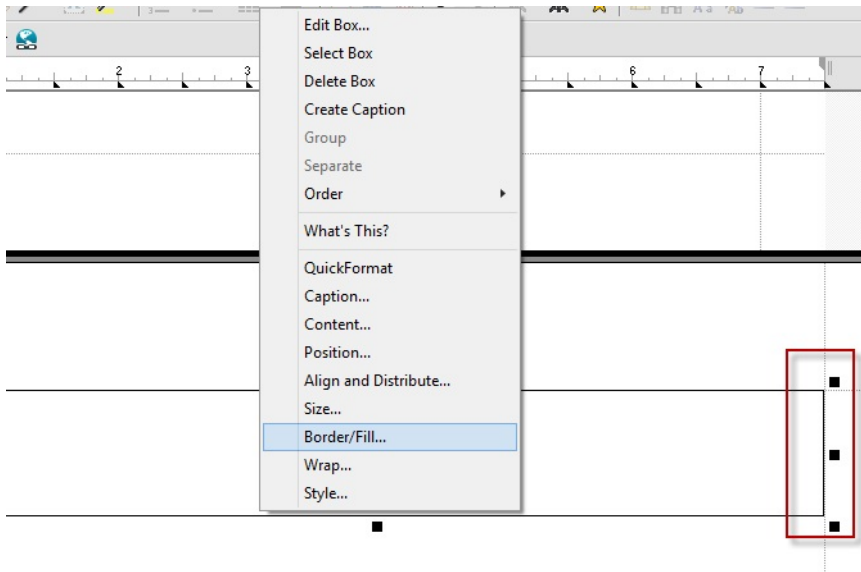
51. Size

- a. Right click on the Textbox for an image menu
- b. Left Click on Size
 - i. Set the width to full (it will go across from margin to margin)
 - ii. Set the Height to whatever you would like, I am going to set this one to 1 inch. Click OK.

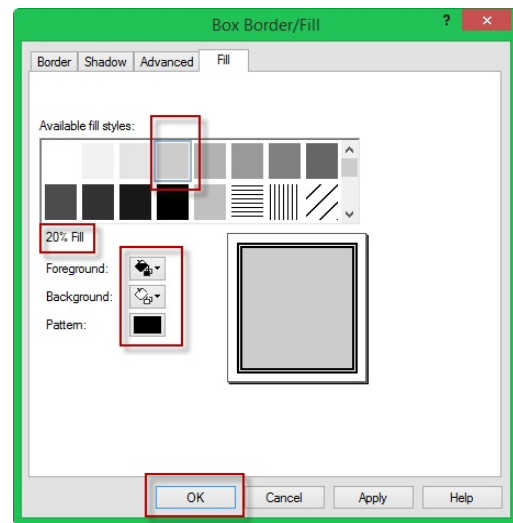
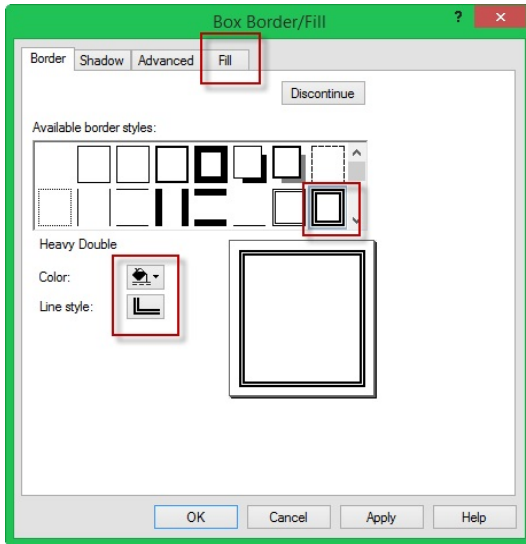


52. Border/Fill

- a. Select your box (You can tell your box is selected by the black squares.)
- b. Right Click on the Text box
- c. Left Click on Border/Fill

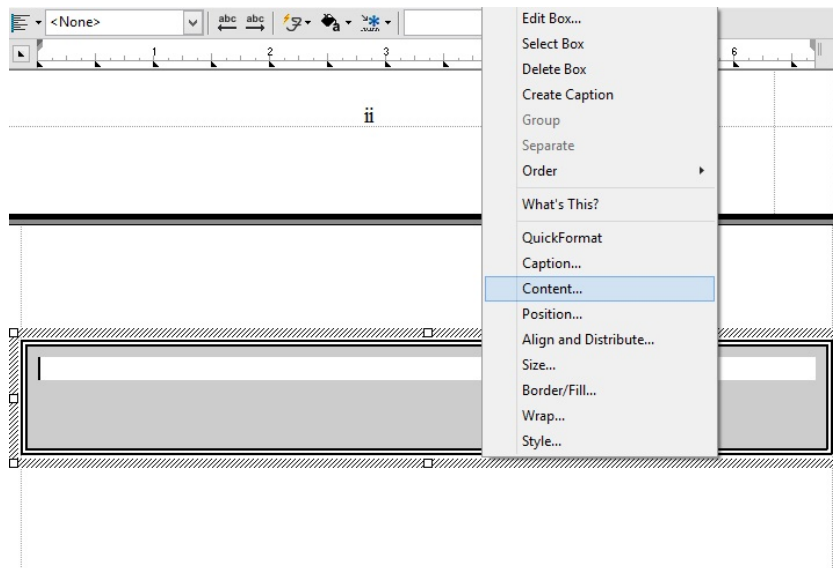


- d. Choose your line style and color
- e. Click on the Fill Tab and click on the 4th grey box - this will give you about 20% fill
- f. Click OK
- g. Your text box should be created

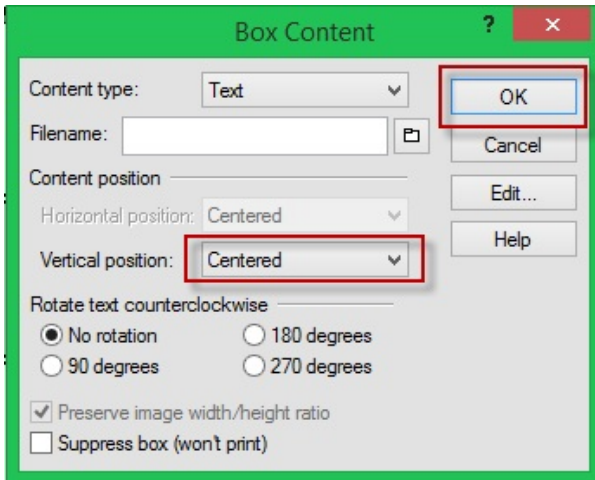


53. Center Text Vertically in the Text Box

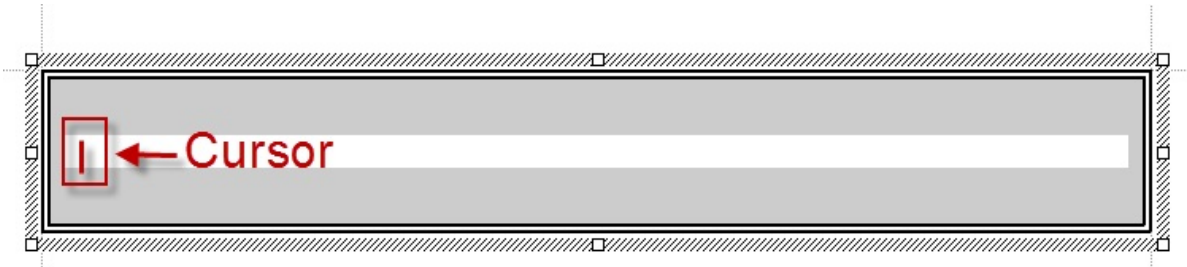
- a. Select the Box (click on it with the mouse - left key) if it is not selected (if the black squares are not showing)
- b. Right Click and select (with the left mouse button) Content



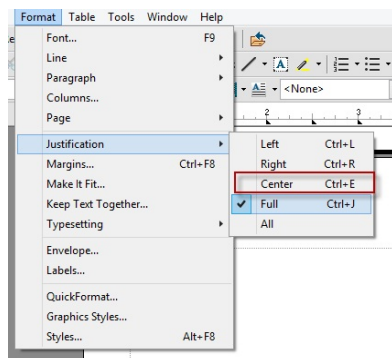
- c. Select Vertical position of Centered
- d. Click ok



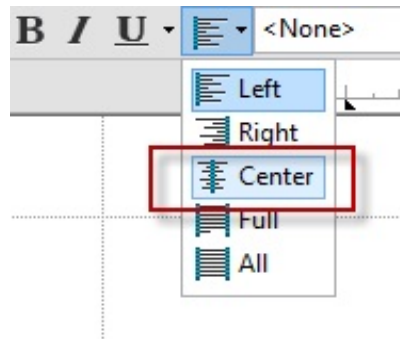
- 54. Center and style the text
 - a. Click your left mouse button inside the text box



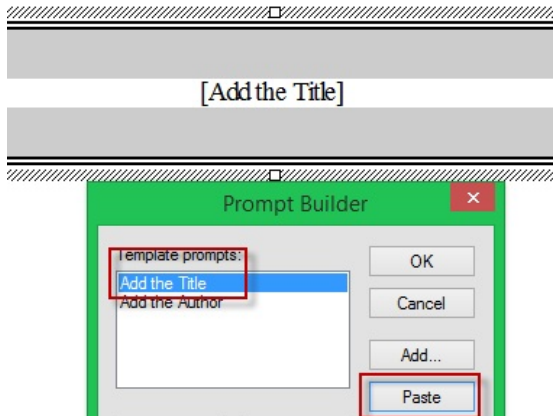
- 55. Center the Text Horizontally
 - a. Format - Justification - center or go to the property bar and select center



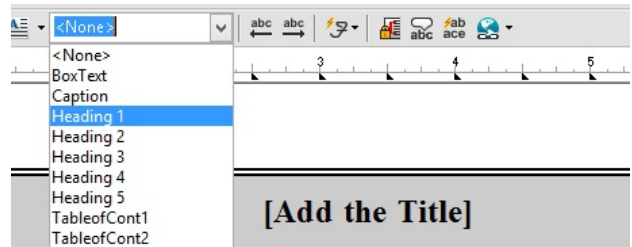
Or



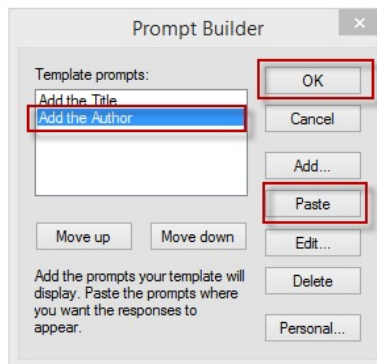
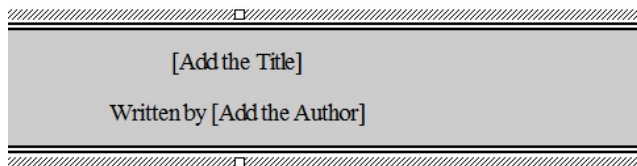
56. Add the title
 - a. Go to your “build prompts” again
 - b. Paste “Add the Title” inside the text box,



- c. select the text and style it with Heading 1
 - d. Hit Enter twice



57. Add the Author
 - a. Type “Written by” space (space bar) and then Paste “Add the Author” then click OK

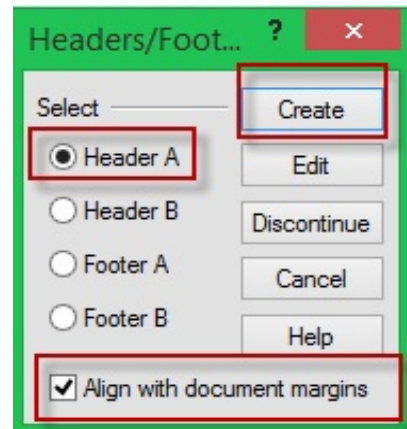
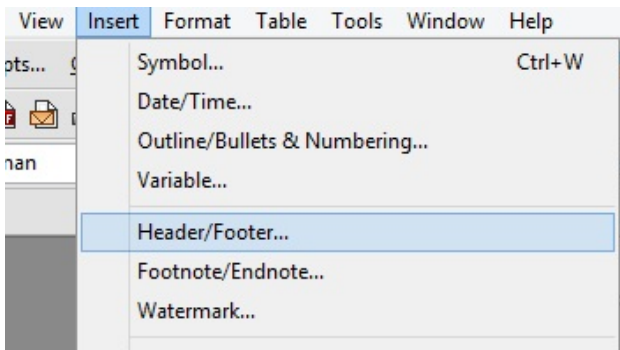


58. Style the author text
- Select “Written by [Add the Author] and click on bold and italic or any other styling you would like. Click out of the box and the title styling is done.

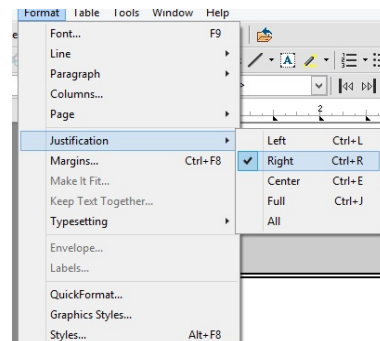
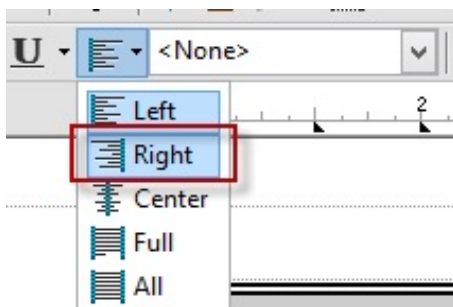


59. Creating the Header/Footer - We want to create the header on this page, but we don't want it to show on the first page, just subsequent pages, so we will create it and then suppress it on this page much like we did the page number on the title page.

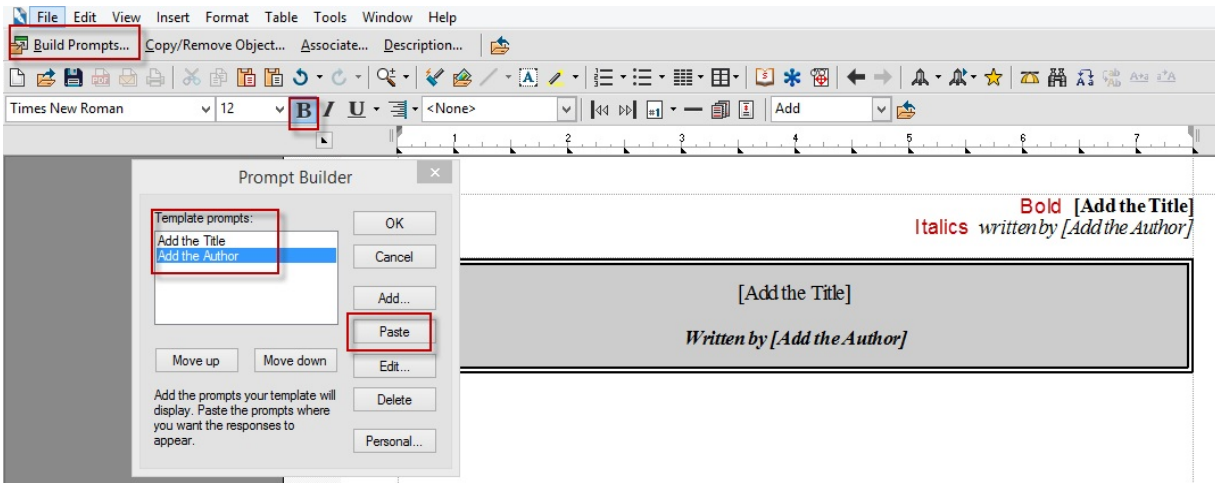
- Go to Insert, Header/Footer
- Select Header A – make sure you check “Align with document margins” and click create



- Click on Right Justified or Format, Justification, Right

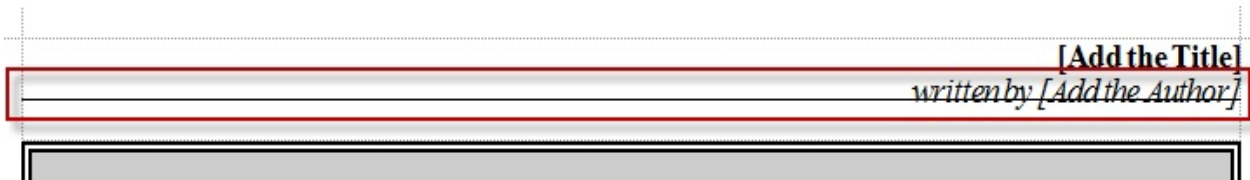
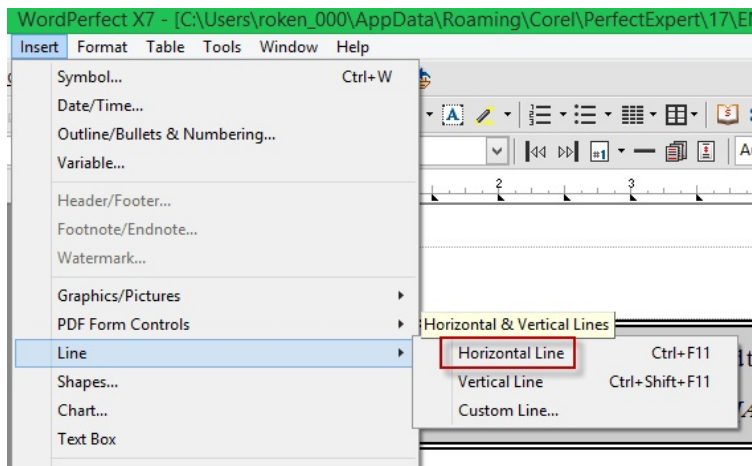


- d. Click on Build Prompts Again
- e. Paste the “Add the Title” select [Add the Title] and Bold it
- f. Hit enter and type Written by and the Paste “Add the Author”
- g. Select “written by [Add the Author] and Italicize it

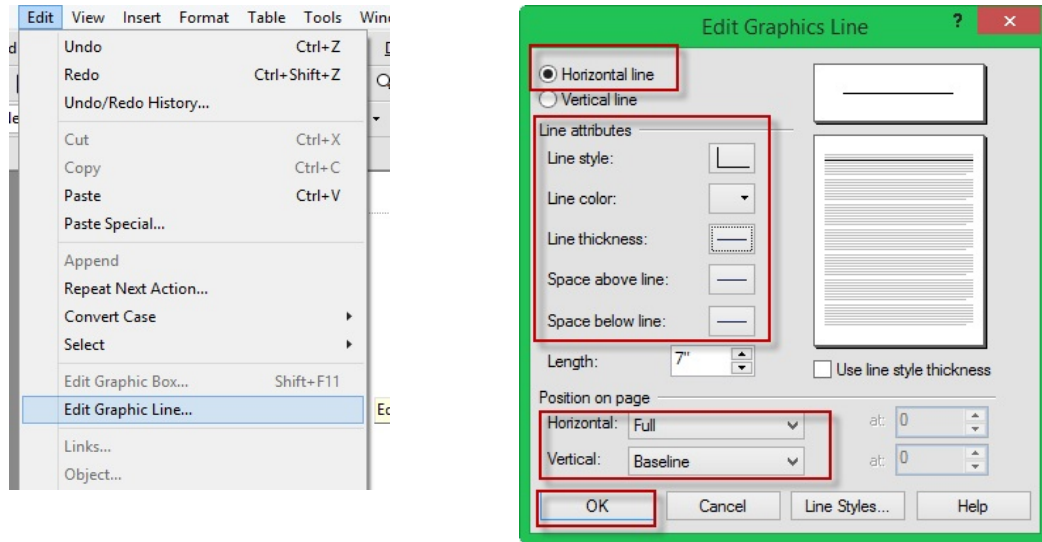


60. Add a Dividing Line

- a. Go to Insert - Line - Horizontal Line and add a line to go across the page



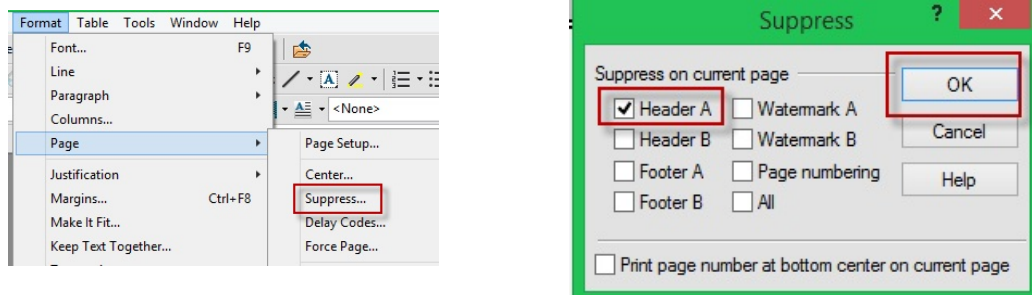
- b. To Edit and Design it go to Edit, Edit Graphic Line and choose your options, click ok



- c. Select the line by clicking on it and pull the line down under the writing

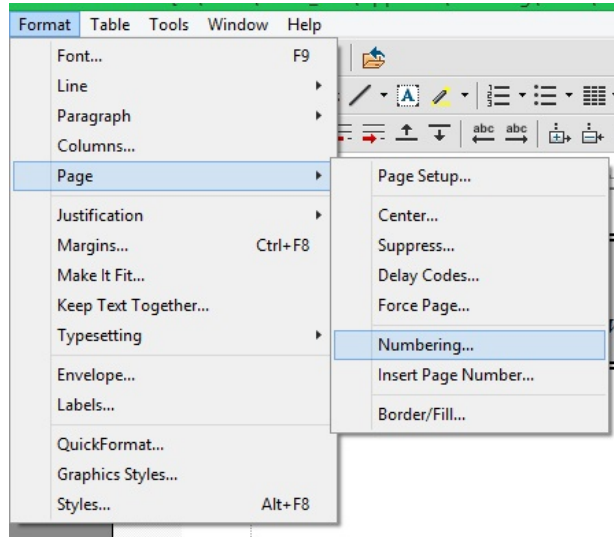


- d. Close the header by clicking down beneath the title box
- e. Suppress the Header
- i. Go to Format, Page and Check Suppress Header A on Current Page
 - ii. The Header disappears but will appear on the pages after this one.

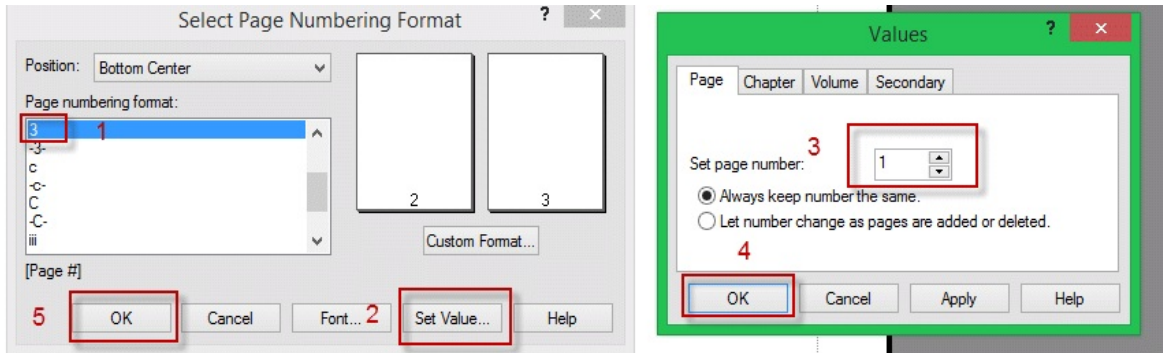


61. Page Number

- a. The Roman Numerals need to be turned off and numerical numbers turned on.
The page number needs to be 1 and not 3
- b. Go to Format, Page, Numbering

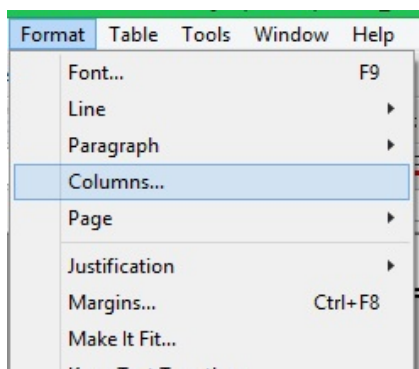


- c. Change the formatting to numerical numbers
- d. Click on Set Value and Set Page Number to 1 instead of 3
- e. Click OK and then Click OK



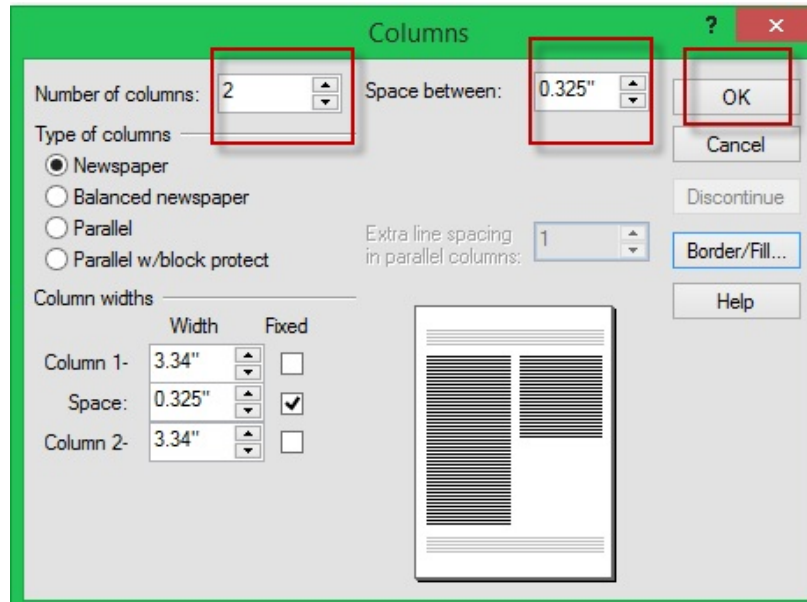
62. Adding Columns

- a. With your cursor under the text box go to the column icon and click on Format, Columns



- b.

- c. Change the space in between the columns to .325 or .4 and click ok



63. Congratulations your template is done!

- a. Save and Close
- b. File - Save
- c. File - Close

