

Instructions for Using the Microsoft Word 2003 Proceedings Paper Template

1 Working with the Document Template

1.1 General Information

The template, svlnproc1104.dot, has been designed for authors preparing a paper to be published in one of Springer's computer science proceedings series. The template supports Word 97, Word 2000, Word XP, and Word 2003.

Predefined style formats are available for all the necessary structures to be included in the manuscript, and these formats can be quickly accessed using the three special toolbars provided with the template.

For a detailed description of how to prepare your text, illustrations, and references, see the *Author Guidelines for the Preparation of Contributions to Springer Computer Science Proceedings*.

1.2 General Working Principles

The macros are designed to work as intuitively as possible. All commands are applied to the selected text. If no text is selected, a macro is applied to the current cursor position. For example, if you have just typed your affiliation and you are going to continue with writing your abstract, do not click 'Abstract' before having started a new paragraph. Otherwise the abstract format will be applied to the address information, where the cursor is still positioned.

Always type your text first and then click on the button to format it!
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1.3 Installing the Template

- Open Word, and from the Tools menu select *Macro*→*Security*. Select 'Medium,' and then click on *OK*. Exit Word.
- Copy the svlnproc1104.dot template into the directory where you want to save your manuscript. This will help you keep the document and its template together. If the document's link to the template file is lost, the template's tool bars and macros are no longer available.

Click 'No' whenever you are asked to save changes to the template.
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1.4 How to Start Writing a New Document Using the Template

- If you have not yet started to write your paper, please open Windows Explorer, select the template file and click *New* in the file's context menu to create a new document that is based on the template.

Do *not* open the template out of Word via *File*→*Open*. You would edit the template instead of creating a new document that is based on the template.

- You can easily find out whether a new document has been created by looking at the window's title: it should read 'Document1' (or Document2, Document3, etc.).
- A security warning will pop up that asks you to activate the template's macros. You need to click 'Enable' to load and enable the template's custom toolbars. This security warning will pop up every time you open the document.
- Save the document and name it with your name and a short form of the title (e.g., Smith_TitleOfMyPaper.doc).

1.5 How to Apply the Template to an Existing Document

- Open the file you would like to format and select *Tools*→*Templates and Add-Ins*. Click *Attach* in the dialog box, navigate to your working directory, select the svlnprocl104.dot template, then click *Open*. Check the option *Automatically update document styles* and then click *OK*.
- Save the document, name it with your name and a short form of the title (e.g., Smith_TitleOfMyPaper.doc) and re-open it.
- A security warning will pop up that asks you to activate the template's macros. You need to click 'Enable' to load and enable the template's custom toolbars. This security warning will pop up every time you open the document.
- On re-opening the document, click 'yes' if you are asked to adjust the page setup to the template's default. This is because the page setup and some other document settings cannot be updated automatically by attaching the template. They are checked, though, whenever you open the document.

2 What the Toolbars Do

The template's toolbars consist of buttons for the available style elements in the template. To use one of these styles, first enter text and then click the button. The style will then be assigned to the paragraph that currently has the cursor in it. The descriptions below show you how these elements work.



Fig. 1. The three toolbars

2.1 How to Format the Header of Your Paper

Button	Effect	Description
Title	Formats the contribution title	<ul style="list-style-type: none"> This button does not work if more than one paragraph is selected. If a subtitle follows the title, the space after the paragraph is adjusted automatically.
Subtitle	Formats a contribution subtitle	<ul style="list-style-type: none"> This button does not work if more than one paragraph is selected. The spacing between the title and the subtitle is adjusted automatically.
Author	Formats the authors' names	<ul style="list-style-type: none"> This button does not work if more than one paragraph is selected.
Address	Formats affiliation and address information	<ul style="list-style-type: none"> This button sets the paragraph format for any affiliation information including e-mail addresses and URLs. The font of e-mail addresses and URLs can be adjusted by using the 'Email/URL' button.
E-mail/URL	Formats e-mail addresses and URLs	<ul style="list-style-type: none"> This button changes the font of the current text selection to a typewriter font. If no text is selected, the word next to the current cursor position is formatted with the typewriter font.
Abstract	Formats the abstract	<ul style="list-style-type: none"> In addition to applying the appropriate paragraph format, the word 'Abstract' is added at the beginning of the first paragraph.
Keywords	Formats the keywords	<ul style="list-style-type: none"> This button does not work if more than one paragraph is selected. The word 'Keywords' is added at the beginning of the paragraph if not yet present.

2.2 How to Format Headings

Button	Effect	Description
H1	Formats a level 1 heading (numbered section heading)	<ul style="list-style-type: none"> This button does not work if more than one paragraph is selected. If you want to create a heading without a number, e.g., 'References', simply place the cursor at the beginning of the text and press the backspace key [←].
H2	Formats a level 2 heading (numbered subsection heading)	<ul style="list-style-type: none"> This button does not work if more than one paragraph is selected. If you want to create a heading without a number, simply place the cursor at the beginning of the text and press the backspace key [←].
H3	Formats a level 3 heading (bold run-in heading)	<ul style="list-style-type: none"> This button does not work if more than one paragraph is selected. <i>If applied to selected text:</i> The selection is formatted as bold run-in heading. <i>If applied to a paragraph:</i> The first sentence, i.e., any words up to the first period, is formatted in bold font style as run-in heading. <i>If applied to an empty paragraph:</i> Bold font style is applied to any text then typed in. Once you have finished the heading, you should press the 'Standard text' button to reset the character style to normal text again.
H4	Formats a level 4 heading (italic run-in heading)	<ul style="list-style-type: none"> This button does not work if more than one paragraph is selected. <i>If applied to selected text:</i> The selection is formatted as italic run-in heading. <i>If applied to a paragraph:</i> The first sentence, i.e., any words up to the first period, is formatted in italic font style as run-in heading. <i>If applied to an empty paragraph:</i> Italic font style is applied to any text then typed in. Once you have finished the heading, you should press the 'Standard text' button to reset the character style to normal text again.

2.3 How to Create Lists

Button	Effect	Description
Bullet item Dash item	Creates an unnumbered list with bullet items/dash items on the 1 st level	<ul style="list-style-type: none"> • This button applies a complete itemization scheme with multiple levels. • The only difference between the two buttons is that one starts with bullets and continues with dashes on the 2nd level, while the other starts with dashes and continues with bullets on the 2nd level. • Use the 'list level' buttons to set the levels and indents for nested lists. • Vertical space will only be added before and after a list. The spacing is adjusted automatically if you select a complete block of elements before clicking on one of the list buttons.
Num item	Creates a numbered list with Arabic numerals on its 1 st level	<ul style="list-style-type: none"> • Contains a numbering scheme with multiple levels. The 2nd level uses alphabetic characters, the 3rd level uses lower case Roman numerals and so on. • Use the 'list level' buttons to set the levels and indents of nested lists. • Vertical space will only be added before and after a list. The spacing is adjusted automatically if you select a complete block of elements before clicking on one of the list buttons.
Restart/continue list	Restarts or continues a numbered list	<ul style="list-style-type: none"> • Only works for numbered lists. • If more than one paragraph is selected, the button only applies to the first paragraph.
 List level +	Increases the level of an existing numbered or unnumbered list (increases the indentation)	<ul style="list-style-type: none"> • Only works for text that has already been formatted with one of the 'Bullet item,' 'Dash item,' or 'Num item' buttons before. • Please only use this button with nested lists. • If you want to create, e.g., a numbered list with bulleted subitems, you should first select all items and click on the 'Num item' button. Then select the subitems and hit the 'Dash item' button. Finally, apply 'List level up' to the subitems. The indentation will be shifted to the next level and the dashes will be converted to bullets since bullets represent the second level of the 'Dash item' list template.
 List level -	Decreases the level of an existing numbered or unnumbered list (decreases the indentation)	<ul style="list-style-type: none"> • Only works for text that has already been formatted with one of the 'Bullet item,' 'Dash item,' or 'Num item' buttons and has been shifted to a higher level. • Please only use this button with nested lists.

2.4 How to Format Text and Paragraphs

Button	Effect	Description
Normal text	Formats normal text	<ul style="list-style-type: none"> • Depending on the current selection, this button either applies the default font or it applies the default paragraph format: • <i>If an entire paragraph (or nothing) is selected, and the underlying format is different from the standard paragraph format:</i> The standard paragraph format is applied to the selection. • <i>If an entire paragraph (or nothing) is selected, and the underlying format is already the standard paragraph format:</i> The standard character style is applied to the selection. • <i>If text is selected that does not follow the default character style:</i> The standard character style is applied to the selection. • <i>If text is selected that already follows the default character style:</i> The standard paragraph format is applied to the selection. • If you want to apply the standard paragraph format <i>and</i> remove a nonstandard character style, simply click on the button twice. • Please note that standard paragraphs are not indented after headings, captions, lists, etc., but they have a first-line indent in all other cases.
Add space	Inserts vertical space	<ul style="list-style-type: none"> • This button adds 6 pt (2.1 mm) of vertical space before the selected paragraph.
Clear space	Removes space before and after the current selection	<ul style="list-style-type: none"> • This button clears any vertical space before and after the selected text. • If space remains after the button has been clicked, please check the preceding and/or the following paragraphs for their settings.
Footnote	Inserts a footnote	<ul style="list-style-type: none"> • This button inserts a footnote at the current cursor position. • For remarks to the contribution title, the footnote character is automatically changed to a symbol (instead of a number).
Bib item	Formats a reference entry	<ul style="list-style-type: none"> • This command helps you format numbered reference lists. • The hanging indent of the reference items is automatically adjusted based on the total number of references. • If you prefer unnumbered references, simply place the cursor at the beginning of each reference item and press the backspace key [←] to remove the number.

2.5 How to Format Special Elements of Your Paper

Button	Effect	Description
Insert image	Inserts an image from an external file	<ul style="list-style-type: none"> • The image is always placed in an empty paragraph. • If the cursor is not in an empty paragraph when clicking on this button, a new paragraph is added after the current one, and the image is inserted there.
Figure caption	Formats a figure caption	<ul style="list-style-type: none"> • In addition to applying the appropriate paragraph format, 'Fig. [X]' is added at the beginning of the paragraph ([X] is an automatic counter that is updated whenever the document is opened). • This macro does not work if more than one paragraph is selected. • If the caption runs over multiple lines the paragraph alignment is automatically switched to justified.
Table caption	Formats a table caption	<ul style="list-style-type: none"> • In addition to applying the appropriate paragraph format, 'Table [X]' is added at the beginning of the paragraph ([X] is an automatic counter that is updated whenever the document is opened). • This macro does not work if more than one paragraph is selected. • If the caption runs over multiple lines, the paragraph alignment is automatically switched to justified.
Equation	Formats a displayed equation	<ul style="list-style-type: none"> • Displayed equations are always centered between the text margins. • If you want to align the equal sign in multiline displays, please use the alignment feature of the equation editor.
Eq number	Adds an equation number to a displayed equation	<ul style="list-style-type: none"> • This button only works if the selected paragraph was formatted with the 'Equation' button before. • The automatic counter that is inserted in the right margin is updated whenever the document is opened.
Program code	Formats program listings and command sequences	<ul style="list-style-type: none"> • Please note that the paragraph format includes tabulators every 4 mm that can help you adjust the indentation of code blocks.

3 Frequently Asked Questions

I do not see the toolbars – what’s the problem?

If you do not see the toolbars described in this document or if they are not functional, they have probably been deactivated by your current macro security settings. In this case, open Word and from the Tools menu select the options *Macro*→*Security*. Click ‘Medium’ and then *OK*. Exit Word.

To read more about the security levels of Microsoft Office and how they are configured, please check the information available at <http://office.microsoft.com/en-us/office-2003-resource-kit/macro-security-levels-in-office-2003-HA001140307.aspx>.

I have attached the template to an existing document with the option ‘Automatically update styles’ activated, but the document is not or not fully adjusted to the Springer standard.

There are three possible reasons: First, only formatting styles that already existed in your original document can be updated by the template. Second, only if those styles were used in your original document, adjusting them can have a visible effect. Third, please consider that individual modifications of certain styles are usually retained, even if the original styles are overwritten by a new template. In all three cases, you should simply re-apply the appropriate styles and click the toolbar button again.

I have formatted a text element by clicking the respective button, but some of the selected style’s properties were obviously not applied.

There might be a conflict between the underlying paragraph style and some individual character and paragraph formatting. Most toolbar buttons change the underlying style only and do not generally adjust individual formatting that might be present in the selected text. Solution: First reset the text formatting by clicking the ‘Normal text’ button twice, then apply the desired style.

The automatic numbering of sections and subsections seems to be corrupted.

Please simply apply the H1 and H2 formats to the affected section headings or subsection headings once again to correct the numbering.

I would like to use special characters in my text – how should I insert them?

Reformatting of running text, in which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear. In order to avoid this problem, always insert special characters to your document from the menu point *Insert*→*Symbol*. In the Symbol dialog box, select the required character.

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