

Creating a Manuscript Sample (Microsoft Word)

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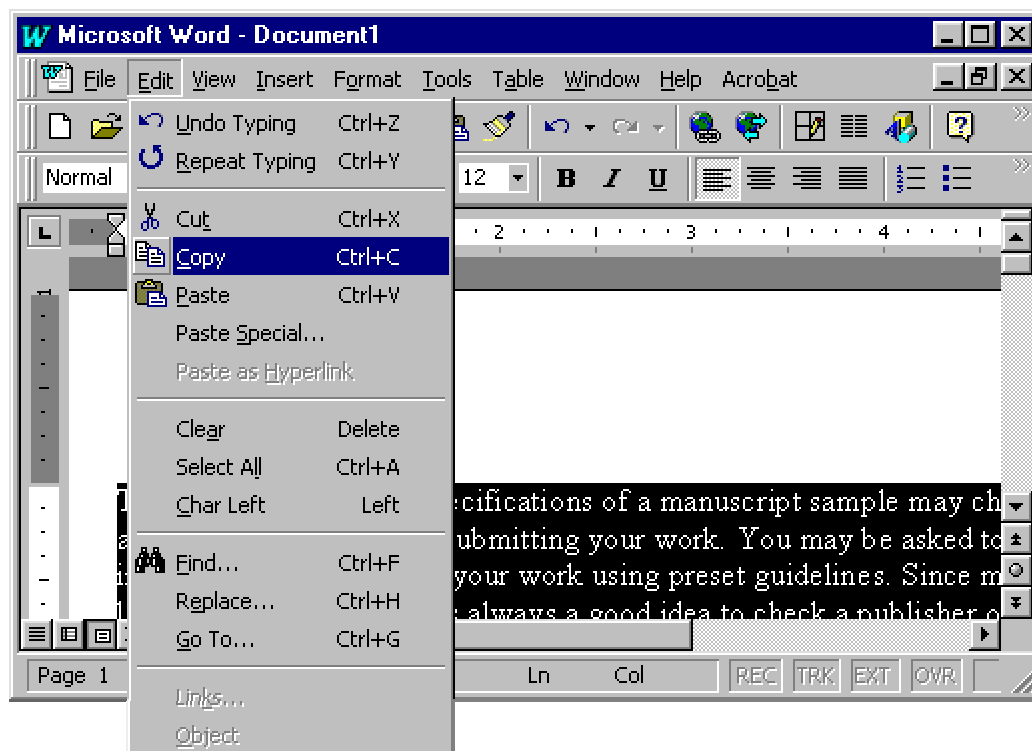
Once you are ready to prepare a manuscript sample, you may find that the layout and content specifications for submission require you to change the format of your work. You may be asked to include specific information, or to present your work using preset guidelines. Some publishers or editors might require that each page have your name and telephone number included at the top. Others might require double spacing or specific margin settings. Since most guidelines may be at least *slightly* different, it is always a good idea to check a publisher or editor's policy on submissions.

One thing will be fairly certain: in the beginning stages of the submission process, most publishers and/or editors will request to see only a portion of your manuscript. Since I request to see the first 15 - 20 pages of a manuscript (or the first chapter), I will direct this tutorial toward breaking down your manuscript into a smaller, electronic file. Though there are several ways to go about creating a smaller file, I will concentrate on one of the quickest ways.

1. Open your Microsoft Word document. (If your manuscript was written using Corel WordPerfect, please see [Creating a Manuscript Sample \(Corel WordPerfect\)](#).) The goal is to take only the first 15 - 20 pages (or the number of pages specified) and create a new document. Though you could delete pages from your document until you have only the required amount left, the process of removing three hundred or more pages would be more time consuming than simply removing the pages you need and placing them in a new document.

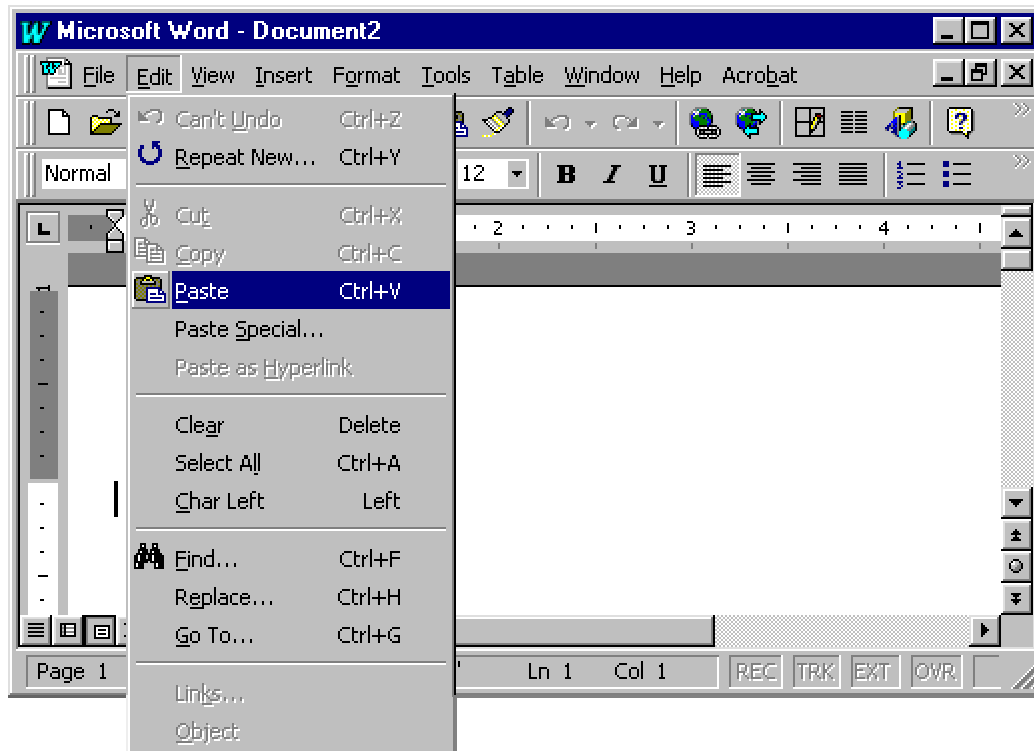
2. Select the number of pages necessary. This may be done by placing your cursor at the top of the first page you wish to select (before the text), holding down the **Shift** key, and then pressing **Page Down** until you have selected the required number of pages. Blocks of text will be selected, which will appear as a highlight. Once you have the appropriate number of pages selected (you may view the page number at the bottom, left-hand corner of your screen), you may release the **Shift** and **Page Down** keys. (Make sure you do not select another key at this point, or you may deselect your text.) You may also select text by pressing **Shift** and using your arrow keys, or by left-clicking and dragging your cursor over the text.

3. Copy the selected text. There are two ways to copy the selected text. You may go to **Edit** and then **Copy** in the Toolbar, or you may press **Ctrl+C** on your keyboard.



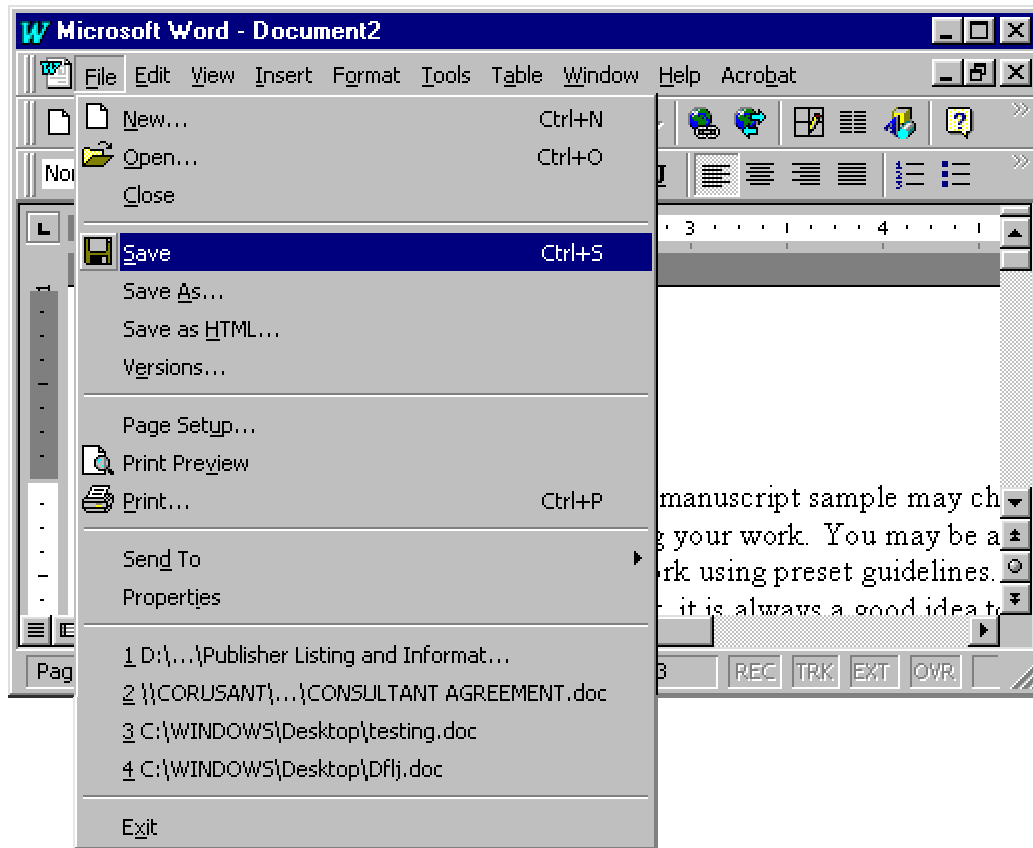
4. Create a new document. The copied text must then be placed into a new document. You may create a new document by choosing **File** and **New** or you may press **Ctrl+N** on your keyboard. This will open a new Microsoft Word document.

5. Paste the copied text. Once your new document has been created, you will need to paste the copied text into the new document. This may be done by choosing **Edit** and **Paste** in your toolbar, or by pressing **Ctrl+V**. Your copied text should then appear in the new document.

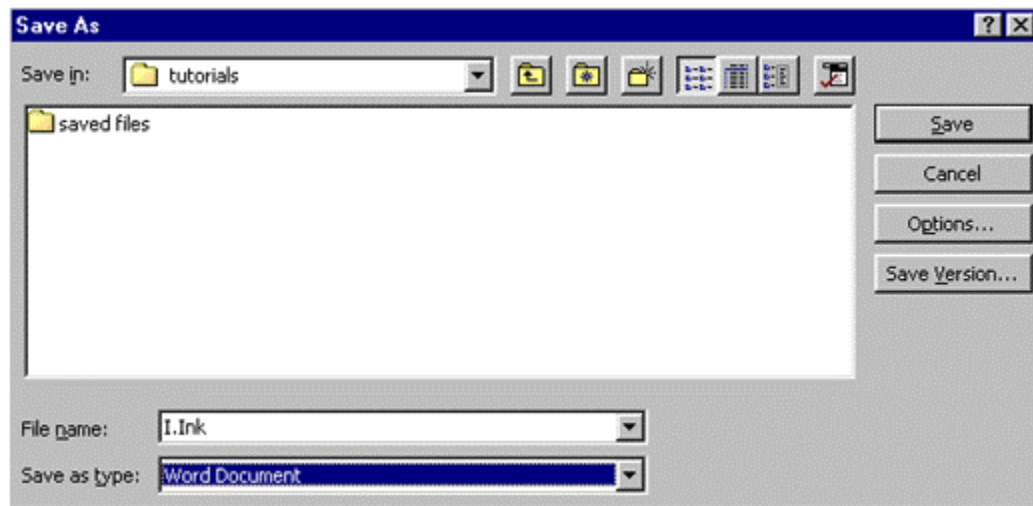


6. Format the document. Once you have made sure that the text appears as it should, you may wish to format the document. The manner in which it should be formatted will depend upon specified guidelines.

7. Name and save the document. Once you have completed your review of the text, you will need to name and save the new document. Go to **File** and then **Save** or press **Ctrl+S** on your keyboard.



A **Save As** window will open, which will allow you to choose the **Save in** location as well as the name of the file. You may wish to save your file using a name that will identify it for those receiving it. You might consider using your first initial and last name or book title rather than "Chapter One." Once you have named the file, choose the **Save** button.



You now have a small, single file to use as your manuscript sample.

*Screenshots are of Microsoft Word 97
and older or newer versions of this program may differ slightly in appearance.*

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