



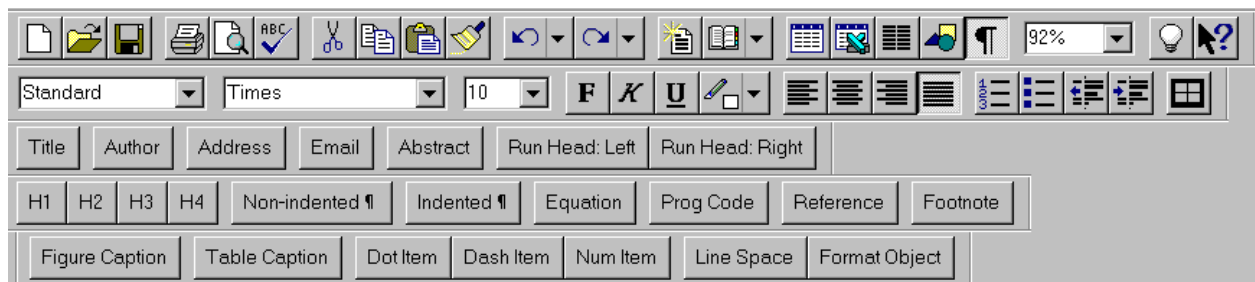
# Instructions for Using Author Template

## Preliminaries

The author template has been designed for authors preparing manuscripts for the series Lecture Notes in Computer Science for Springer-Verlag. The template supports the programs Winword 7 (Win 95), Winword 6, and Word for Macintosh 6. Predefined style formats are available for all the necessary structures to be included in the manuscript, and these formats can be quickly accessed using keystroke combinations or the special toolbars provided.

The file *SV-lncs.dot* is for use with PC systems, while *SVlncs* is for use with Macintosh systems. Copy the appropriate file for your system into the directory containing your Word templates; the default name created during Word set-up is "*msoffice\templates*" (for German versions of Word "*msoffice\Vorlagen*").

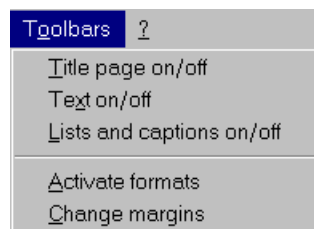
## Setting Up the Template



To use the template to create a new document, start Word, choose File New (for German versions of Word *Datei, Neu*), and select "SV-lncs". You can now start using the template as described below. On the screen, you will see the toolbars as displayed in the graphic above. The special toolbars will appear automatically when a new document is created on the basis of the document template and when a document already assigned to the template is opened.

To use the template with a document you have already created, start Word, choose *File Templates* (for German versions of Word *Datei, Dokumentvorlagen*) and select from the list (Word 6) or choose via *Attach* (Word 7; for the German version *Verbinden*). To make toolbars and keystrokes functional, select *Activate Formats* from the menu *Toolbars* and to get the correct typing area click on *Change Margins* in the same menu (for details, see *Toolbars Menu* below).

## Toolbars Menu



*Title page on/off*

*Text on/off*

*Lists and captions on/off*

Select these entries to turn the toolbars on and off as you wish. You can choose to have all toolbars visible all the time, or turn one or two of them off to save screen space.

*Activate formats*

This entry makes toolbars and keystrokes functional and must be used before you start work with the template. A message box will ask you to confirm the directory in which your templates are kept. If this directory is incorrect, choose "No" and type in the correct directory. (Alternatively, use *Format, Style Gallery* - for German versions of Word *Format, Formatvorlagen-Katalog* - and choose "SV-lncs" from the list.)

*Change Margins*

This entry changes the typing area to the correct typing area of 122 mm × 193 mm for the LNCS volumes. It must be used before you start work with the template.

## Using the Toolbars

The special toolbars consist of buttons for the available style elements in the template. To use one of these styles, simply click on the relevant toolbar button either before or after entering text. The style will then be assigned to the paragraph that currently has the cursor in it. The descriptions below show you how each of these elements can be used, and which key combinations can be used instead to achieve the same result.

### *Toolbar Title Page*



**Title** *Chapter Title (Ctrl + Shift + T)*. Use for the title of your chapter. On <RETURN>, the style Author will follow.

**Author** *Author Name (Ctrl + Shift + A)*. Use for the names of authors on the chapter title page. On <RETURN>, the style Address will follow.

**Address** *Author Address (Ctrl + Shift + D)*. Use for each address on the chapter title page. If you wish to break lines within the address manually, use soft returns (*Shift + Return*). On <RETURN>, the style Email will follow.

**E mail** *Email Address of Author (Ctrl + Shift + E)*. Use for each email address on the chapter title page. On <RETURN>, the style Abstract will follow.

**Abstract** *Chapter Abstract (Ctrl + Shift + B)*. Use for a chapter abstract. The word "Abstract" and a correctly formatted paragraph are automatically inserted. *NB: If you are formatting text that has already been entered, simply delete the extra paragraph sign to format correctly.* On <RETURN>, a standard paragraph will follow.

**Run Head: Left** *Running Head on a Left-Hand Page (Ctrl + Shift + 8)*. Use only if the editor has asked you to create a running head for a special volume. Use once per chapter to insert a running heading for left-hand (even-numbered) pages. NB. It is automatically assumed that the chapter starts on page 1. If you know this is not the case, enter the starting page number under the menu point *Insert/Page numbers/Format/Begin with* (for German versions of Word *Einfügen/Seitenzahlen/Format/Beginnen mit*).

**Run Head: Right** *Running Head on a Right-Hand Page (Ctrl + Shift + 9)*. Use only if the editor has asked you to create a running head for a special volume. Use once per chapter to insert a running heading for right-hand (odd-numbered) pages. NB. It is automatically assumed that the chapter starts on page 1. If you know this is not the case, enter the starting page number under the menu point *Insert/Page numbers/Format/Begin with* (for German versions of Word *Einfügen/Seitenzahlen/Format/Beginnen mit*).

## Toolbar Text



**H1** *Heading Level 1 (Ctrl + Shift + 1)*. Use for the first level of headings in the chapter. On <RETURN>, a non-indented paragraph will follow.

**H2** *Heading Level 2 (Ctrl + Shift + 2)*. Use for the second level of headings in the chapter (i.e., level below Heading 1). On <RETURN>, a non-indented paragraph will follow.

**H3** *Heading Level 3 (Ctrl + Shift + 3)*. Use for the third level of headings in the chapter (i.e., level below Heading 2). This level of heading is always run-in (i.e., the text follows on in the same line as the heading). To use, click on the button, and type in the text of the heading. To continue with the text, press *Ctrl + Spacebar* to obtain correct formatting for the following normal text.

**H4** *Heading Level 4 (Ctrl + Shift + 4)*. Use for the fourth level of headings in the chapter (i.e., level below Heading 3). This level of heading is always run-in (i.e., the text follows on in the same line as the heading). To use, click on the button, and type in the text of the heading. To continue with the text, press *Ctrl + Spacebar* to obtain correct formatting for the following normal text.

*Special Note on Headings.* If headings immediately follow each other with no intervening text, reduce the spacing between them via the standard Word menu point *Format/Paragraph* (for German versions of Word *Format/Absatz*).

**Non-indented ¶** *Standard Paragraph: First Line Not Indented (Ctrl + Shift + C)*. Use for standard paragraphs of running text for which the first line should not be indented, e.g., the first paragraph after a heading. On <RETURN>, a standard indented paragraph will follow.

**Indented ¶** *Standard Paragraph: First Line Indented (Ctrl + Shift + V)*. Use for standard paragraphs of running text for which the first line should be indented.

**Equation** *Equation (Ctrl + Shift + Q)*. Use for a displayed equation in the chapter. The equation should be entered in the two-column table that is automatically inserted: the equation itself goes in the left-hand column. In the right-hand column, the equation will be automatically numbered (NB. If text in brackets appears instead of the equation number, change the settings for field functions under *Extras/Options* (in German *Extras/Optionen*)).

**Prog Code** *Program Code (Ctrl + Shift + P)*. Use for a paragraph of program code. On <RETURN> the style Program Code will be repeated.

**Reference** *Reference List Item (Ctrl + Shift + R)*. Use for each entry in the reference list. For numbered reference lists, please insert the numbers as normal text and do not use the Winword list function. On <RETURN>, the style Reference will be repeated. After the last entry, click on another button to continue with the chapter.

**Footnote** *Footnote (Ctrl + Shift + N)*. Use for a footnote in the text. After you have entered the footnote, press <SHIFT> + F5 to return to the last position in the text.

## Toolbar Lists and Captions



### Figure Caption

*Figure Caption (Ctrl + Shift + J)*. Use for each figure caption. The word "Fig." plus automatic numbering is automatically inserted. Place the figure caption in the text below the figure, ensuring that no page break occurs between them. Figure captions that are more than one line long (default setting) are automatically left and right justified by using this function. If your figure caption is only one line long, center the paragraph by clicking on the symbol in the Word toolbar *Format*.

### Table Caption

*Table Caption (Ctrl + Shift + L)*. Use for each table caption. Place the table caption in the text above the table, ensuring that no page break occurs between them. Table captions that are more than one line long (default setting) are automatically left and right justified by using this function. If your table caption is only one line long, center the paragraph by clicking on the symbol in the Word toolbar *Format*. To create tables, use the Winword table function.

### Dot Item

*Dotted Item in a List (Ctrl + Shift + O)*. Use for an item in a list that is preceded by a dot or bullet.

### Dash Item

*Dashed Item in a List (Ctrl + Shift + S)*. Use for an item in a list that is preceded by a dash.

### Num Item

*Numbered Item in a List (Ctrl + Shift + M)*. Use for an item in a list that is preceded by a number.

### Line Space

*Extra Line Space (Ctrl + Shift + X)*. Use to create the necessary extra line space before and after a list. This function should be used (a) with the cursor in the first item of the list and (b) with the cursor in the first line of text after the list.

### Format Object

*Format Inserted Objects (Ctrl + Shift + Y)*. Use to create the correct spacing around inserted objects (e.g., figures). Click on the object and then on this function.

*Special Characters*. To insert special characters, use the standard Word character table (under the menu point *Insert/Special Characters*). Please note that special characters should always be used for inverted commas (i.e., “ and ”); these can be accessed via the special character table or - for those running Word in English - via *Extras/Options/AutoFormat*, where the option for typographic characters can be chosen.