

Switch on paragraph marks,

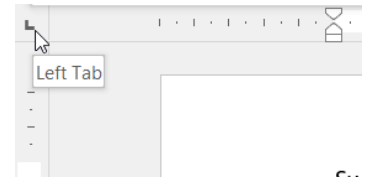


Define title of document (Styles)

Switch on Navigation pane (View) and Ruler

Make mirror margins. (Layout)

Format name and date to left and right side (use tabs signs –Left and Right Tab)

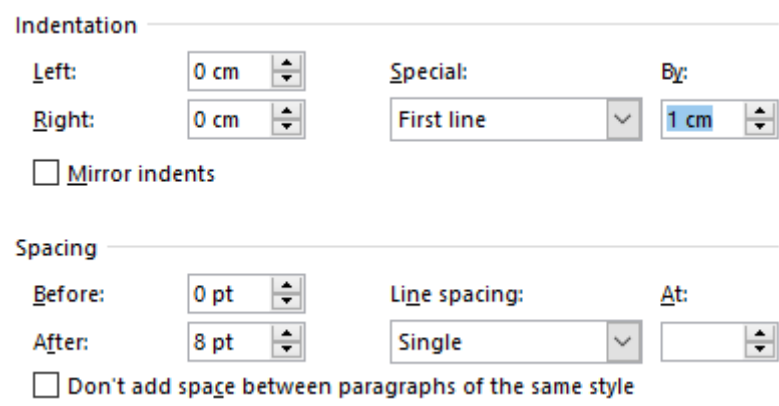


Use Headings (1, 2, own formatted)

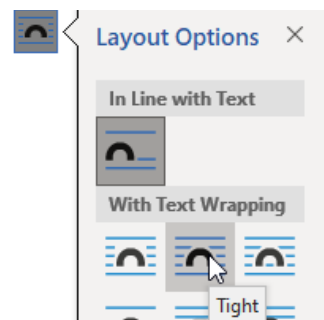
Change outline level where necessary (Paragraph)

Change proofing language. (Review)

Format paragraph



Change picture layout options to “With Text Wrapping”



Insert table of contents

Insert caption to all pictures (use label “Figure”)

Insert table of figures

Find some words you like to mark entry (have index of these words)

Make two columns in the last chapter “Terabytes Written, or TBW.” (use section breaks)

Insert example of footnote

Write title of document (odd pages) and title of chapter (even pages) in header

Write page numbers in footer(mirror)

Number Bibliography

Make some Cross – References to bibliography and some places in document!