

## Readme

World Scientific has produced a style/template document for MSWord, which will allow authors to prepare manuscripts that can be brought directly into the World Scientific production process for CRC titles of the proceeding size [9.75 in x 6.50 in]. This will enable more accurate production of page proofs, reducing your need during proofreading to locate typographic mistakes.

### Installing the style file

The World Scientific Word templates and sample files are located on the website in a zip format called **ws-procs975x65\_word.zip**. Download and unzip this. Once unzipped successfully, you will find the following files:

procs-readme975x65_word.pdf	: preliminary guide
procs-instruction975x65_word.pdf	: author instructions
ws-procs975x65_word.dot	: style/template file
ws-procs975x65_word.pdf	: sample typeset pages using the above listed templates

### Loading a Template


Loading the content (chapters) into the desired template entirely depends on three factors:

- (1) If the chapter text is yet to be created, then open a new document from the menu **File | New** or **Ctrl + N**.
- (2) For already created chapter text, open your existing document from **File | Open** or **Ctrl + O**.
- (3) Now select the WSPC template:

*For Office 2003, XP and Office 97 users:*

- (i) Click **Tools | Templates and Add-ins** menu.
- (ii) Click the **Attach** button in the **Templates and Add-ins** dialogue,
- (iii) Switch to the folder that contains the WSPC template you want, double click the appropriate template/style file from the file selector. Then ensure that the check box—**Automatically Update Document Styles**—is attended before clicking **OK** in the **Templates and Add-ins** dialogue.

*For Office 2007 users:*

- (i) Click the Microsoft Office Button , and then click **Word Options**.
- (ii) Click **Add-Ins**.
- (iii) In the **Manage** list, select **Word Add-ins**, and then click **Go**.
- (iv) Click the **Templates** tab.
- (v) Under **Global templates and add-ins**, select the check box next to the template or add-in that you want to load. If the template you want does not appear in the box, click **Add**, switch to the folder that contains the WSPC template you want, click it, and then click **OK**.

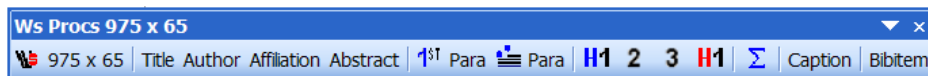
**If you are not sure with the above process, the template can be retained in the current working folder and double clicking it should open a new chapter whenever the need arises.**

Regardless of the method employed (as explained above), the WSPC styles will be available in the **Styles** list box on the **Formatting** tool bar, and in the **Styles and Formatting** on the

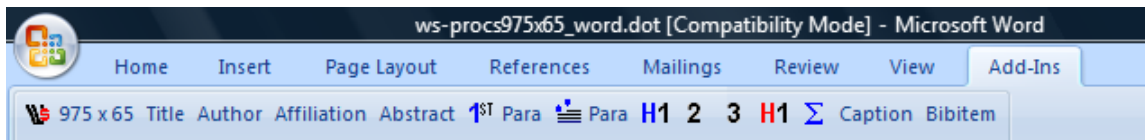
**Format** menu. It is also necessary to click **975 x 65** from WSPC toolbar to have a required page layout when the template is attached to an existing document.

### Applying World Scientific styles to your documents

To use a style, first select the text to which you would like to attach the style, then choose the style name from the styles list box on the tool bar or by using wsprocs975x65 ToolBar.



Office 2007 users can access this toolbar via **Add-Ins** menu



### Applying World Scientific styles to your documents

The World Scientific styles are listed below. To use a style, first select the text to which you would like to attach the style, then choose the style name from the styles list box on the tool bar or by using wsprocs975x65 ToolBar.

Style Name	Short cut Key	Style apply for
Title	Alt+TI	Title
Author	Alt+AU	Author
Affiliation	Alt+AF	Affiliation
Abstract	Alt+AB	Abstract
Heading 1-4	Alt+1-4	Headings 1-4
Text, Text Indent	Alt+SP Alt+TX	Para, Indented paras
List	Alt + L,A Alt + L,B Alt + L,N	Alphabet list Bullet list Number list
Equation	Alt+EQ	Equations
Bibitem	Alt+BI	Reference item

In addition, use the Table and Equation facilities available in Microsoft Word as required.

For help with the use of the World Scientific Microsoft Word style file, please e-mail to any one of the following:

ykoh@wspc.com.sg (or) rajesh@wspc.com.sg