



Instructions for Using the Author Template *SV-Incs*

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), 97, 2000, and Word for Macintosh. 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.

- If you are working on a PC using Windows, copy the file *SV-Incs.dot* into the directory containing your Word templates. (Start Word and choose *Tools – Options* to see where the template should be saved.)
- If you are using a Macintosh, first open Word and choose *File Open* and the file type "Templates". Open the file *SV-Incs.dot*, choose *Save as*, and save the file under the name *SV-Incs* (without the extension ".dot") in your template folder. This will usually be *Programs\Word\Templates*.

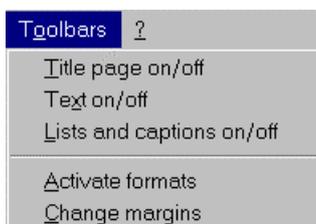
Setting Up the Template

Before you start work, open a new or an existing Word document and choose the menu point *Templates and Add-ins* in the *Tools* menu (Word 97 and 2000) or the menu point *Templates* in the *File* menu (Word 95). Click on "Attach" in the dialog box, choose *SV-Incs.dot*, and click on "Update Styles" and then OK.

Macrovirus Protection: If the macrovirus protection is activated on your PC, a warning will appear to tell you that the template contains macros. We have checked the template for viruses and assure you that it does not contain any viruses we are familiar with and that you can use the macros.

Toolbars Menu

On the far right, a new menu point now appears:



You can use the first three items to display or hide the toolbars containing the buttons for the various style elements.

If you forgot to click on "Update Styles" when attaching the template, you can use *Activate Formats* to activate the set formats. You will first be asked whether the template has been saved under *Msoffice\Templates*. If you saved the template in a different directory, click on "No" and type in the correct path in the box.

The entry *Change Margins* 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 (Ctrl + Shift + T). Use for the title of your chapter. On RETURN, the style *Author* will follow.

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

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 (Ctrl + Shift + E). Use for each email address on the chapter title page. On RETURN, the style *Abstract* will follow.

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

H2 (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 (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 (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 ¶ (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 ¶ (Ctrl + Shift + V). Use for standard paragraphs of running text for which the first line should be indented. On RETURN, a standard indented paragraph will follow.

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

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

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

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

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 (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.