

## Draft Format

1. Keep the work-in-progress files on the G drive so I can access them at home. Except for Ed's large appendices (keep these on disk) - the G drive folder, decom.grp, is in my name so the available memory space is shared between this folder and my "Jackson" folder

G:\SPLB\sectiona\Decom.grp\Final-workingcopy\

2. At the end - we will need to string all of the files with the main text together into one document to get a good page numbering, TOC, and list of tables and graphs.

### **For the appendices and once the main text is together:**

1. Margins: Bottom: 0.9 inches - all others 1 inch
2. Add a footer (for example see Tornado appendix):  
Insert - Header/Footer - Footer A - Create:  
Draft for Comment (flush right) January 2000  
To flush right: Format - Line - Flush Right
3. Put a hard page at the end of each big section/chapter - so the next one starts one the top of a new page. This will just make our job of lining up the individual sections easier.
4. Until the end, lets keep the subsections/ section apart for easier handling - as we get closer, we can start merging them.
5. Keep the raw inputs from the branches on disk
6. Widow protection should be ON  
Format, Keep it together  
check box for <widow/orphan>
7. To keep a table or list on a page or title with text- use block protection rather than hard pages. This is important when the page break comes after the title; when a list is split after one bullet to the next page...

Highlight lines to be kept together  
Format, Keep it together  
check box <Block protect>

8. The appendix pages should be formatted as follows:

Appendix 5 page numbers: should be A5-1, A5-2, A5-3....

Format, Page, Numbering,  
left click <Custom format>  
in window type in <A5-{Page#}>  
<okay>  
Left click <Set Value>  
in window type <1>  
<okay>

**9. Format for Section and Subsection titles:**

Number(1.0)<Tab or F7>Title With First Letter Capitalized

Example:

5.0 Normal Operations

5.1 Reduction in Decay Heat

**Format for Graph or Appendix or Table titles:**

Table<1space>Subsection-Number<2 spaces>Title

Example:

Table 3.2-3 Loss of Coolant Events {this table is in Subsection 3.2 and is the third table in the subsection}

**To define Table of Contents (should already be done but if soemthing gets messed up):**

Put cursor in document where you want the TOC located

Tools, Reference, Table of Contents

{this will bring up a memo bar that the top}

left click <Define>

Number of levels: 2

**To mark titles for table of contents:**

Highlight text

Tools, Reference, Table of Contents

{this will bring up a memo bar that the top}

left click <Mark 1> for sections (Executive summary, 1.0, 2.0, 3.0)

left click <Mark 2> for subsections (2.1, 2.2, 2.3)

{do not go beyond 2 levels for the table of contents}

**To generate table of contents (generate will usually update all lists and TOC):**

Tools, Reference, Table of Contents

{this will bring up a memo bar that the top}

left click <Generate>

{on the pop-up menu - check on <save subdocuments>

<Okay>

**To define Tables or Graphs in TOC (should already be done but if soemthing gets messed up):**

Put cursor in document where you want the listing of tables located (after the TOC)

Tools, Reference, List

{this will bring up a memo bar that the top}

left click <Define>

<Create>

name: <Tables> or <Graphs>

**To mark titles for list of tables or graphs:**

Highlight text Table 3.1 Loss of Coolant Events  
Tools, Reference, List  
{this will bring up a memo bar that the top}  
{make sure the correct list is in the window box}  
left click <Mark>