Problem: You need to create a simple chapter book based on the book “Steps to Christ.” What I am looking for is your editing skills to produce a “professional looking” work. Your book will contain the following:

- A cover page with appropriate titles and graphic design. Include your name and date on this page.
- A table of contents page.
- The first three chapters from the book. Do not use the text for the entire chapter. For each chapter, use only enough text to fill up three pages. You need to fit the same amount of text for each page as in the original pages. In other words, you need to keep the same text and page numbers as in the original. You can download the text from http://www.whiteestate.org/books/sc/sc.asp
- The paper size is 6” width by 9.4” height. Note that this is not the Margin settings. Change this in Page Layout | Size | More Paper Sizes. Click on the Paper tab in the Page Setup window. Select Custom size and type in the width and height that you want as shown next.

![Page Setup](image)

- Format the pages with 1” left and right margins, 0.7” top and bottom margins, and a 0.4” gutter. Change this in Page Layout | Margins | Custom Margins as shown next.

![Page Setup](image)

- All paragraphs begin with a ¼” first line indent and AUTO line spacing before and after each paragraph. All lines are single spaced. Be consistent with the formatting of the entire text.
- All chapters will begin at the top of a new page, and will have the chapter number and title at the top using Arial 14 bold font. It must be centered with a 24 point spacing before the paragraph and 30 point spacing after the paragraph. You must use the Heading 1 style for these chapter numbers and titles in order to generate the table of contents page correctly later. This is what you need to do:
  1. With your cursor on the first line of a page, change the Paragraph settings.
  2. Type in the title “God’s Love for Man”. Select the Heading 1 Style. Select Numbering. Select Center. Readjust the left indentations.
3. With the cursor on the title line, right-click on the Heading 1 Style icon and in the pop-up menu select “Update Heading 1 to Match Selection”. The Heading 1 style now has all of the formatting for this title line.

- Similar to working with the Heading 1 style, all of the paragraphs in the text should use the “paragraph” style. This is a new style that you need to create. Click on the down arrow in the Quick Style section.

Click on “Save Selection as a New Quick Style.” Type in “Paragraph” for the Name. Each time you start a new paragraph, make sure that the Paragraph style is selected.

- Similar to what you did for the paragraph style, do the same thing with the new “quote” style for Bible quotes that appear on pages 9 and 25. The “Quote” style should be centered.

- All of the pages should have the correct chapter heading in the header, and page numbers in the footer (centered). Notice that the page numbers do not start from 1.

1. The first three chapter titles are as follows:
   - Chapter 1 – God’s Love for Man
   - Chapter 2 – The Sinner's Need of Christ
   - Chapter 3 – Repentance

2. Eg., pages for chapter 1 will have the words “Chapter 1” left justified, and the chapter title “God’s Love for Man” right justified in the header.

   o The page numbers in the footer should be as follows:
What you need to do is to insert a section break to separate each chapter, the cover page, the table of contents page, and the index page. In other words, you need to have a section break with a new page separating each section. Place your cursor at the end of each section and insert the section break by selecting Page Layout | Breaks | Section Breaks on Next Page.

Once you have inserted the section breaks, then you can work with the headers and footers, as shown next.

Make sure that the “Link to Previous” button is not pushed in. Only when a new section is not “Link to Previous” section can you change the header/footer to different wordings. Otherwise, both sections will have the same wordings.
Use the “format page numbers” to start the page counting at a certain number as shown next.
An index at the end having a page number 127, and with the following words:

- God
- love
- Christ
- mercy

The index is generated automatically, so do not manually type in the words and page numbers for the index page. For each word that you want to include in the index, you need to do the following.

1. Select the word.
2. Select Mark Entry in the References | Index Group.
4. Repeat step 2 for all the words you want in the index. If you accidentally marked a word that you do not want in the index, you can click the Show/Hide ¶ button in the Home menu. The marked word will have the code like {XE “Man”} right after it as shown next. Just delete this code.
2. *The Sinner’s Need*

5. To actually generate the index, put your cursor at the top of the page where you want to have the index and click Insert Index in the References | Index Group.

- To actually generate the Table of Contents, put your cursor at the top of the page where you want to have the Table of Contents and click on References | Table of Contents, then select the template that you want.

- **Do not print** out the entire document to turn in. Only print out the cover page and the table of contents page. Email the entire document to me.