Chapter 25

Scintillating Title

Detailed and Descriptive Subtitle

A. Author, B. Author, and C. Author

Pithy epigraph. Pithy epigraph. Pithy epigraph. Pithy epigraph. Pithy epigraph. Pithy epigraph.

—Epigraph Source

First paragraph of text. First paragraph of text. First paragraph of text. First paragraph of text. First paragraph of text. First paragraph of text. First paragraph of text. First paragraph of text.

Second paragraph of text. Second paragraph of text. Second paragraph of text. Second paragraph of text. Second paragraph of text. Second paragraph of text.

Long quoted passage. Long quoted passage. Long quoted passage. Long quoted passage. Long quoted passage. Long quoted passage. Long quoted passage. Long quoted passage. Long quoted passage. Long quoted passage. Long quoted passage.

First-Level Head

Text text text text text; text, text and text. Text text text text text; text, text and text. Text text text text text; text, text or text.

More text and more text and yet more text. More text and more text and yet more text, raising question for author. More text and more text and yet more text:

* one
* two
* three
* four

In addition,

* 1. one
  2. two
  3. three
  4. four

Second-Level Head

Text text text text text; text, text and text. Text text text text text; text, text and text. Text text text text text; text, text and text.

Text text text text text; text, text and text. Text text text text text; text, text or text. Text text text text text; text, text or text.

More text and more text and yet more text. More text and more text and yet more text.

Found Macro

Sub SerialAnd()   
' Macro written 02/27/03 by Hilary Powers

' Inserts a comma after the next instance of

' the word "and" following the insertion point.

' Use when you see you need to add a serial comma.  
      Selection.Find.ClearFormatting   
      With Selection.Find   
            .text = "and"   
            .MatchCase = True   
            .MatchWholeWord = True   
            .Forward = True  
            .Wrap = wdFindStop  
      End With   
      Selection.Find.Execute   
      Selection.MoveLeft Unit:=wdCharacter, Count:=2   
      Selection.TypeText text:=","

End Sub