

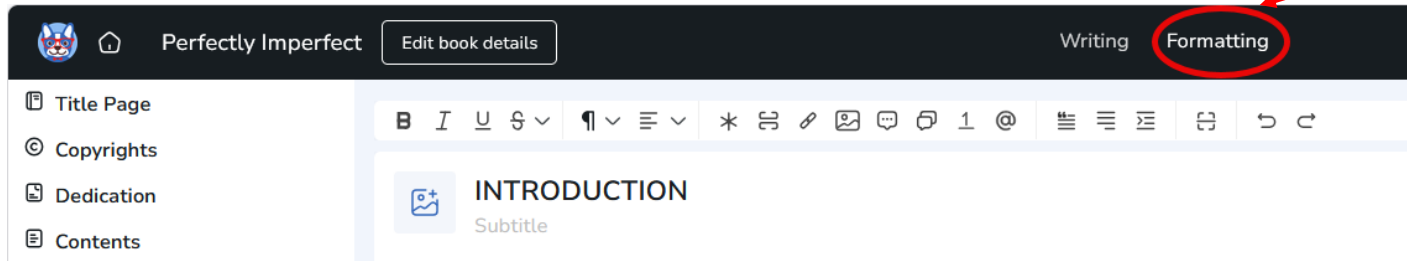


Atticus

Formatting Cheat Sheet

Change Theme Look

1. Click on Formatting Tab

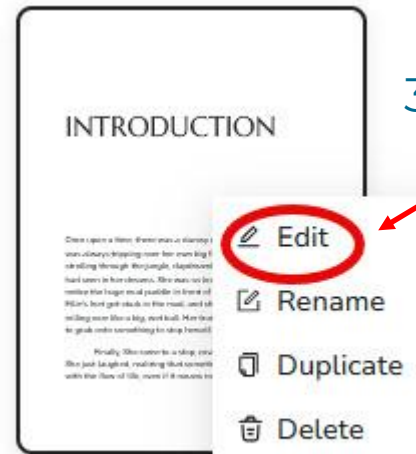


2. Click on 3 dots ...

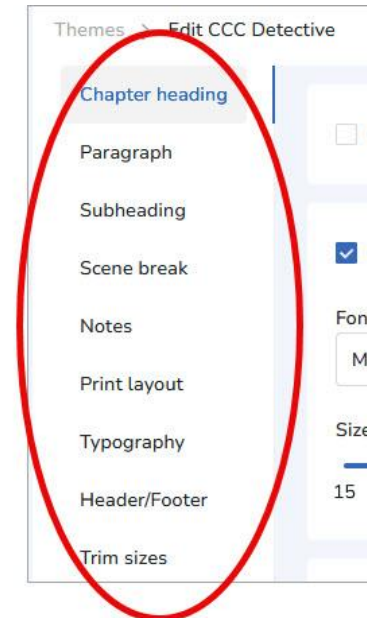


Perfectly Imperfect ⋮

3. Click on Edit



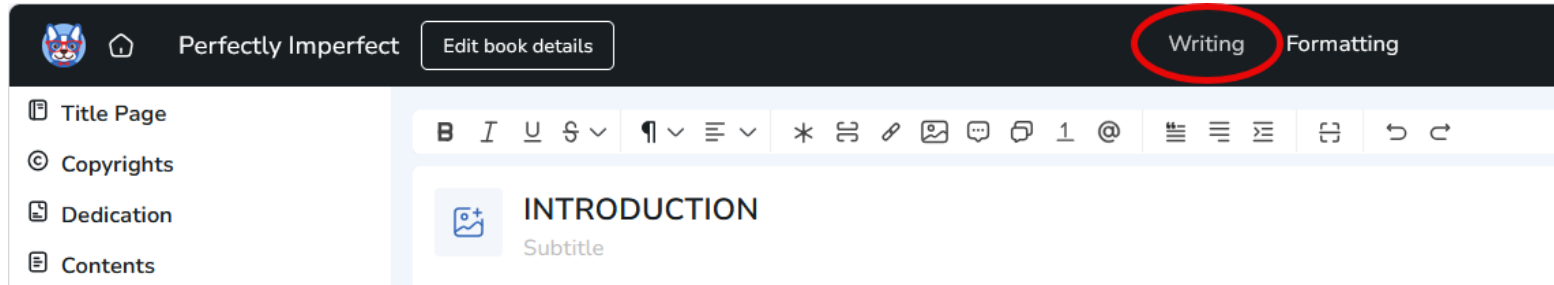
Perfectly Imperfect :



4. Select area for editing

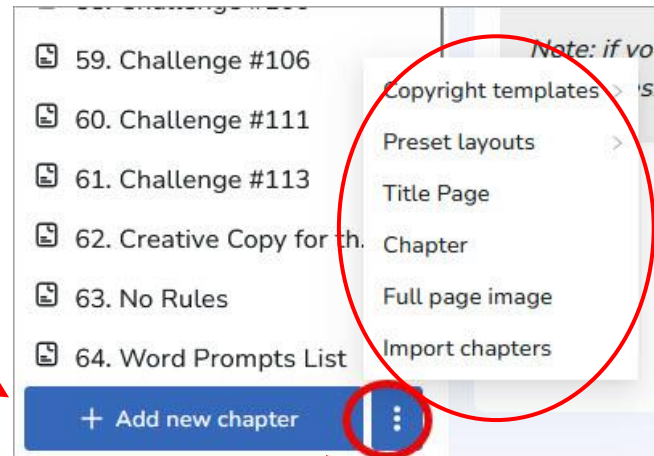
Change/add Template

1. Open in Writing view



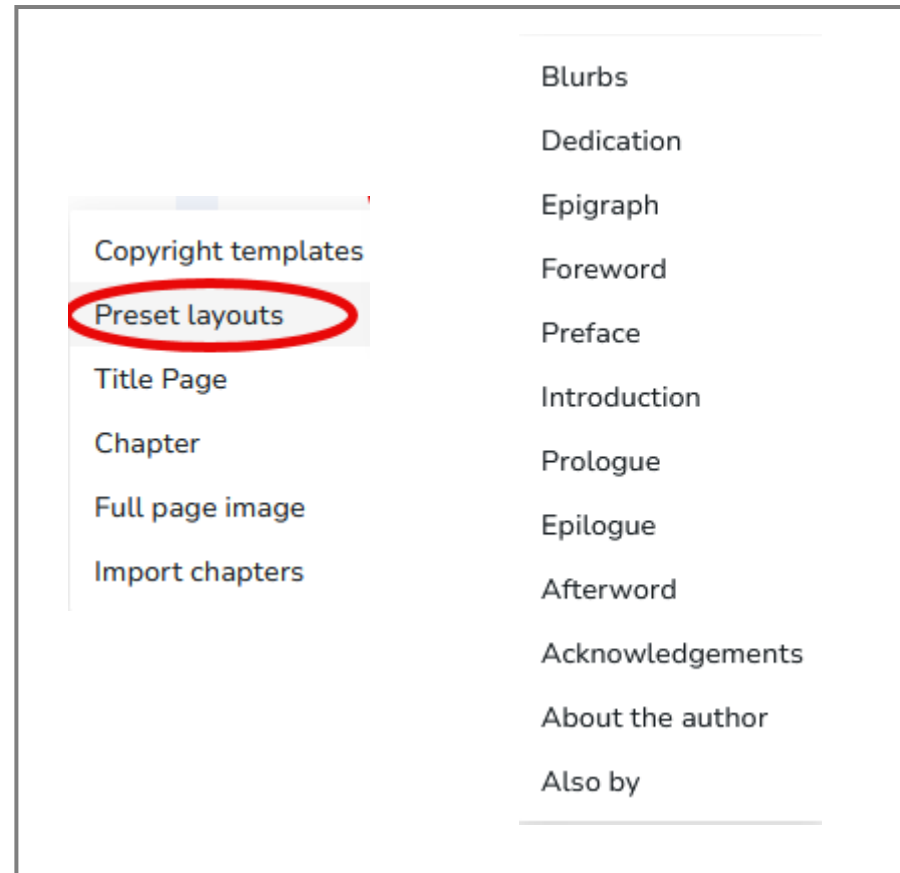
2. Scroll to bottom
+Add new chapter

3. Click on 3 dots ...



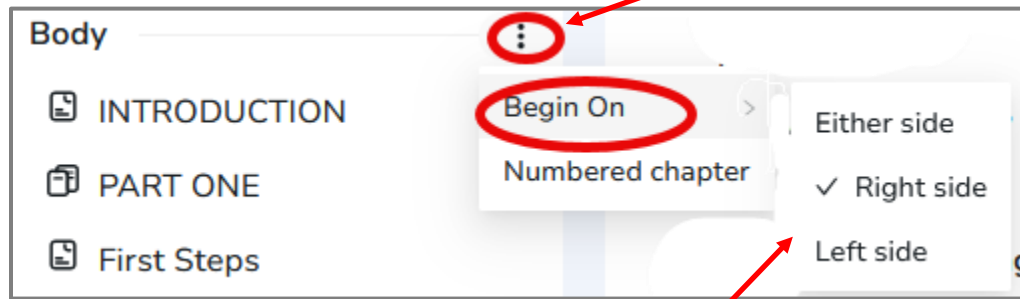
4. Choose template/option

Copyright & Preset options



Other options

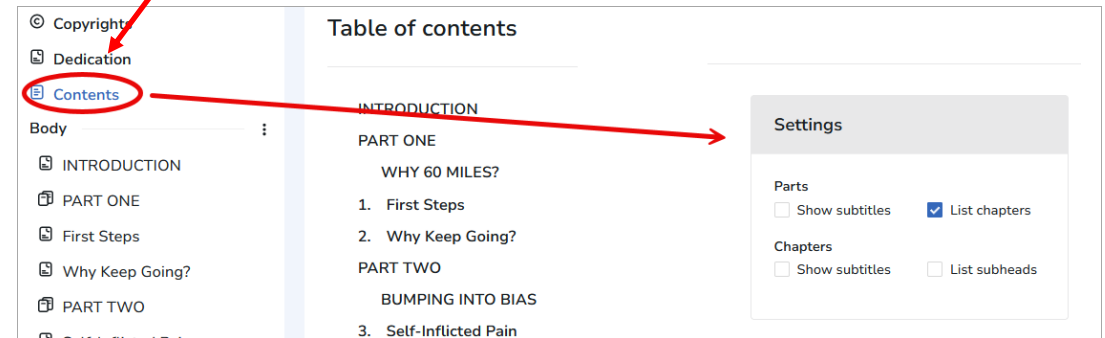
Click on 3 dots ... after Body (in Writing view)



For print – designate if you want Chapters to begin on:

Right side – Left side – Either side

Click on Contents (in Writing view)



Choose settings for Table of Contents

Parts: Show subtitles – List chapters

Chapters: Show subtitles – List subheads