

# Quick Start

Microsoft Word 2010-2021 Templates for PMF-2023 Proceedings

## 1 Package Contents

The template package for PMF-2023 proceedings contains the following files:

- **Template of PMF-2023 .docm**: Microsoft Word 2010-2021 sample document with formatting macros.
- **Template of PMF-2023 \_mac.docm**: A special version of the sample document for users of Microsoft Word for Mac 2021. Please note that the macros are NOT compatible with Microsoft Word for Mac 2011! However, a compatible template can be re-requested from our editorial.
- **Quick Start.pdf**: The file you are reading.
- **Instructions for Using the Microsoft Word 2010–2021 Proceedings Paper Template of PMF-2023.pdf**: Detailed instructions on how to use the template and its macros.

## 2 Style Your Paper

If you have not yet started to write your paper, simply open the document **Template of PMF-2023 .docm** and overwrite its sample contents with your data. Use the buttons of the template's custom ribbon to format additional elements.

If you use copy & paste to transfer content from another document to the template, please note that the original formatting of the pasted text will usually be retained. It will not be automatically adjusted to the template's predefined styles. In this case you should select the pasted paragraphs and use the built-in macros to format them according to the Springer standard.

Finally name the document with your name and a short form of the title (e.g., Smith\_Title Of My Paper.doc).

## 3 Activate the Macros

The activation of the template's custom ribbon and macros depends on the security settings on your individual system. If you encounter problems in activating the macros, please check the documentation of the Microsoft Word version you are using.