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# My Poems

## Title of Poem 1

I shot an arrow into the air

It fell to earth; I know not where.

### Subchapter

If there is a need to have sub-chapters, here’s an example of a sub-chapter heading.

If there is no need, then delete the Subchapter.

## Title of Poem 2

You might have a paragraph to tell about the article, when it was written, why it was written.

Also, you might want to provide information if it was previously published.

I don’t why I Love You Like I Do

I don’t know why I just do.

# Second Chapter title

Here’s where the content of the second chapter begins.

Manuscripts usually use the Justify format where the text is evenly distributed evenly between the left and right margins.

There are two exceptions: Poetry and Scripts. Poetry is usually centered; scripts have no indentations and a line is inserted between the character’s conversations. Here’s an example: You may want to include a script. ??

My Script

Mike: Why are you doing this to me?

Jack: Whada you mean?

Mike: Well you always do it.

Jack: I always do what? You always talk in riddles. I don’t like riddles.

# Third Chapter Title with byline By Author Name (byline)

To have two lines appear in the Tables of Contents on one line follow the instruction below

After the heading “Chapter Title with byline” hold shift and enter to move to the next line where the words “A byline” appears. Then press enter.

Select the entire broken paragraph “Chapter Title with Byline” and “A byline” including the paragraph mark and click on Heading 1 Style.

Select just “A byline” (do not include the paragraph mark) and click on Heading 2 Style.

This technique is called a Linked Style and it's best done with the paragraph marks showing so that you know what you are capturing in the selection. Turn on the hidden characters from the Home tab by clicking the Paragraph toggle button.

**Afterword**

Personal note about you