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TABLE OF CONTENTS

FORWARD..... ii

CHAPTER

I. WHAT YOU SHOULD KNOW BEFORE YOU GET SID 6 QcERD

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2.1.9 List of Figures.....





header/footer to a specific area of the document. For these templates, it is recommended that only “Section Break: Next Page” be used to insert a “Section Break: Next Page”, go to the Page Layout ribbon and click on “Break” in the Page Setup section. The fourth option down is “Section Break: Next Page”.

When inserting a Section Break, the new section will inherit all the properties of the previous section. So if a page number in the footer was formatted to “Start at 1”, the new section would also “Start at 1” for the page number in the footer. Keep this in mind when inserting new sections and check to make sure that you correct/update any format to the margins, landscape/portrait layout, and header/footer as needed.

### 1.3







## Appendix





You will now see your new style listed in the style pane and can use or modify it at your leisure.

## **1.4 Quickparts**

**Equation number:** Places a new line with the Equation style with a tab, placeholder box for equations, another tab, then SEQ field code for equation numbering.

**Figure:** Creates a line with the images style and a box for loading images, then a line with the figure title style and a box for typing a figure title, and finally a line with the figure notes style with a box for inserting figure notes.

**Figure continued:** Like Figure, but replaces line for figure title with a line that has a STYLEREF field to the previous figure title line and the word “(continued)”

**Landscape page**







#### **1.4.4     Additiona**

**Rebuild appendix a:** creates a copy of the original template Appendix A divider  
page..

**Rebuild**

Tab. The Replace tool can be found on the Home Ribbon in the Editing section. This is a very powerful tool in that you can have it search and replace text, formats, styles, special characters,

## CHAPTER II

### GETTING STARTED

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◁ **If you have need for the use of**

#### **2.1.1.4 Degree**

In the line “for the Degree of <Degree>”, Degree is another content control box (specifically a list box). Click on the Degree control and select an appropriate degree type







To do this, click on the signature line of the first entry and apply the style "Double



- ◁ Avoid using equations or special symbols in the abstract, particularly any that are more complex than simple polynomials. This is recommended due to the

### **2.1.6 Acknowledgements**

This page is optional. Simply replace the default body text. If you wish to remove the Acknowledgements page, but are keeping the Dedication page, simply



◁ Click “Find Next” and “Replace” any entry of the word “Table”.

### **2.1.10 List of S**







## 2.2.2 Headings

When you are ready to have a heading, simply type the title for the heading and then apply the appropriate heading level style to it (1<sup>st</sup> through 5<sup>th</sup> level heading). This will automatically space your subheadings appropriately, so you will not need to add any blank lines manually. **Note: heading outline levels, so if you use a 3<sup>rd</sup> level heading, then there must exist prior a 2<sup>nd</sup> level heading to which it relates (and a 1<sup>st</sup> level heading for which the 2<sup>nd</sup> relates).**

### 2.2.2.1 Additional Instruction for Appendices Headings in Templates C, and C with Schemes

In the appendices, you will need to use the Appendix heading styles so that the appendix letter is included in heading numbering.

### 2.2.2.2 Additional Instruction for 3<sup>rd</sup> Through 5

### 2.2.3 Inserting Tables

- ◁ Create your table title by selecting the “Table Titles” style. The “Table Titles” style will automatically have the correct spacing above and below the title.
- ◁ It is highly recommended that you create **short, concise titles** and put all



### Quick Parts shortcut

If you have a table that spans multiple pages, then each page after the first must have “Table # (Continued)” above that page’s section of the table.

- ◁ To break a table at the top of a page
  - Click on the first row of the table
  - Go to the Table Layout Ribbon
  - Click “Split Table”.
- ◁ Type the word “Table “ with the correct table number and the word “(Continued)” at the top of the new page
- ◁ Set this line to the Table continued Style
- ◁ Place notes at the end of the table section as described in section 2.2.3.

#### **2.2.4 Inserting Figures**

<





- ◁ Set the format for the scheme's line to the "Images" style
- ◁ Next, insert your scheme. Make sure your scheme is not wider than 6". **It is also recommended that you use an image type (jpeg, gif, png, etc.)**

#### **2.2.5.1 Schemes that Span Multiple Pages**

First, only schemes that are longer than one page in length may be split. Smaller schemes must be moved to avoid splitting, which may leave a large a only schemes that are longe

### 2.2.6 Inserting Equations

These templates do not automatically number equation entries (except through use of the quickpart above). Equations are either numbered sequentially throughout the document or sequentially by chapter (must be the same numbering style used for tables/figures). Equations lines may be set up using the “equation” Style.

- ◁ When ready to insert equation content set a blank line to the Equation style



Use the following steps to create landscaped pages and have the page numbers display correctly (Note that landscaped pages will need to be rotated in the final .pdf to match the portrait pages):

- 1.

If you would like to add the

### **2.3.1 One Reference Section**

The References page is pre-formatted. Change the title from “References” if desired. Finally, replace default text with your actual references. The only format





- < Create a Section Break (Next Page) at the end of the previous Appendix section.
- < Create two(2) blank lines (using Hard Returns)
- < Insert another Section Break (Next Page).
- <

## 2.4.2 Appendix Tabl

Use “

## CHAPTER III

### PREPARING TO SUBMIT

#### **3.1 Finishing touches**

First, scroll through your document and make sure that the page numbering is consistent and does not restart or skip values.

##### **3.1.1 Last Page**

With paragraph marks turned on, you should see the text “Hidden test to allt

### **3.1.2 Update the Entire Document**

T

### **3.2.1     Printing to .pdf**

The first method, printing to .pdf, is the fastest method. First, select “Adobe

Your resulting .pdf will now have pre-generated bookmarks to all of your headings.

### **3.2.3 Rotate Landscape Pages to Portrait Ori**



trouble with any of these templates, please contact the Office of Thesis and Dissertation  
Format Review.

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**A.1**