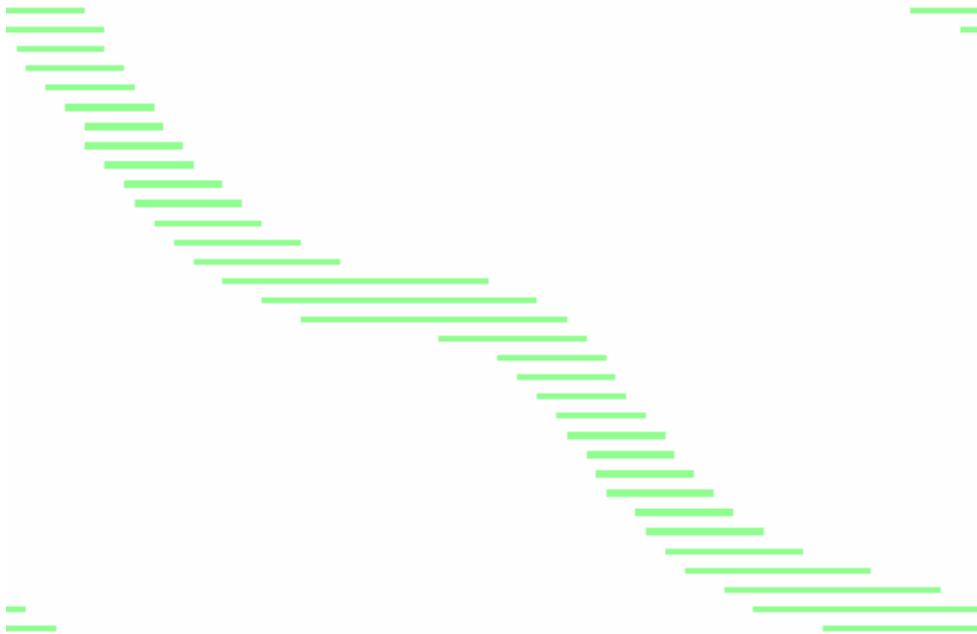




# – User Guide



## **Using the Thesis and Dissertation Templates**

For use with Microsoft Word on Windows and Macintosh computers

February 2006

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## Things to Know Before You Begin

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**TIP:** It is recommended that you read the information contained in this guide thoroughly. If you are knowledgeable about the recommended procedures, you may save hours of frustration once you begin writing your document.

Remember to use the [Finding Help](#) (page 28) section of this guide if you have questions or if something is unclear.

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REFER to [Appendix C: Links to External Sites Used in the Guide](#) (page 32) for a full listing of URLs referenced in this guide.

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**Using the Thesis and Dissertation Templates** provides information about downloading and installing the templates, how to use the templates to correctly format and organize your thesis or dissertation, how to create both a PDF and print version of your thesis or dissertation, and where you can find additional help and support. Reviewing the information in this guide will help you start using the templates quickly and efficiently.

**NOTE:** The thesis and dissertation templates are created and maintained by Information Technology Services (ITS) based on guidelines provided by the Office of Graduate Studies (OGS). ITS provides these as a convenience to students, but use of the templates does not guarantee that your dissertation or thesis will be properly formatted. Students should check with OGS to confirm their compliance with stated guidelines.

In order to use the thesis and dissertation templates and achieve the results you want, you should be familiar with Microsoft Word basics, such as opening and closing files, copying and pasting text within and between documents, using footnotes, and working with sections and breaks. It will also be helpful if you understand how Word's styles, templates, and documents work together. This document explains some of these basic concepts.

**TIP:** The instructions and comments that follow, as well as the examples provided, are based on using Microsoft Word 2003. If you are using an earlier version of Word, and have questions, consult your software documentation or go to the [Word section of Microsoft Office Help](#) online

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REFER to [Finding Help](#), for resources and classes on Microsoft Word.

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Before you begin using the templates, it is also a good idea to familiarize yourself with the contents of the entire templates download and to discuss any general questions about formatting with the appropriate Degree Evaluator.

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REFER to [Getting Started with the Thesis and Dissertation Templates](#) (page 6) for information on downloading and installing the templates.

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As you work with the templates, you may have questions or encounter problems. Distinguishing whether your concern is about using the software (a “tool” question) or about the specific formatting constraints of your degree program (a “requirements” question) can help you get the clarification or assistance that you need.

## Getting Started with the Thesis and Dissertation Templates

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The thesis and dissertation templates contained in the templates download consist of [four different template files](#) (page 9) each, for a thesis or a dissertation. One file is provided as an example. Three of the files work together to meet the thesis or dissertation formatting requirements of the Office of Graduate Studies. You will assemble content from the files into a single document before submitting your thesis or dissertation.

NOTE: Step-by-step instruction on how to assemble the different template files is available in the section [Assembling Your Final Document](#) (page 18).

These templates will help you:

- Format the pages of your thesis or dissertation.
- Place page numbers appropriately and establish the proper margins for your document.
- Use predefined styles for headings, subheadings, captions, block-indented quotations, body text, and other necessary formats that you will apply to the text of your thesis or dissertation.

All Microsoft Word documents are based on templates. Templates serve as the master or pattern for the layout and formatting of your documents. Frequently, they operate in the background, and you may not even be aware you are using a template. For example, when you create a new blank document in Microsoft Word, it is based on the Normal template. The Normal template automatically formats your document page with 1.25 inch Right and Left margins and 1.25 inch Top and Bottom margins.

A template may also contain pre-determined text, formatting, custom toolbars, macros, or other elements. When you create a new document based on such a template, some of the document elements and formatting work are already available and you do not have to start your document from scratch.

## Downloading and Installing the Templates

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To download and install the templates:

1. Go to the [ITS Thesis and Dissertation Support](#) Web site.
2. Select the appropriate link for your computer system to download the Thesis/Dissertation Templates.

NOTE: If you receive prompt screens, select “Run” in each screen until you reach the Dissertation and Thesis Template InstallShield Wizard.



Figure 1: Dissertation and Thesis Templates InstallShield Wizard.

TIP: Select **View Readme** to read and save Quick Start information in a text file.  
Select **View Guide** to read and save a PDF version of this guide.

3. Click **Next** to go to the **License Agreement** screen.
4. Read and accept the License Agreement.

NOTE: If you do not accept the License Agreement, you cannot install the templates. If you want a copy of the License Agreement, click **Print** before you click **Next**.

5. Click **Next** to go to the **Setup Type** screen.

6. Select the Setup Type that is best for you. We recommend the **Complete** setup option.

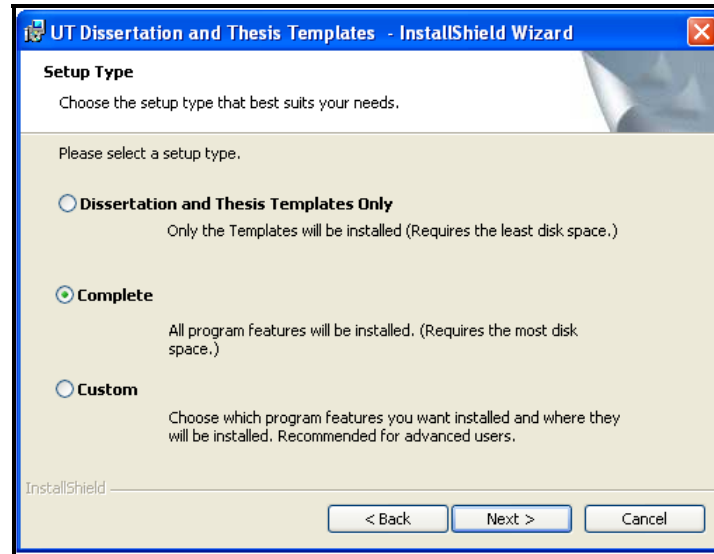


Figure 2: Setup Type Screen

TIP: Instructions and comments in this guide are based on choosing the “Complete” option during the installation process. You do have the option to “Install the Dissertation and Thesis Templates Only” or to choose a “Custom” setup.

7. Click **Next** to go to the **Destination Folder** screen.
8. Click **Next** to install the thesis and dissertation templates in the default folder.  
NOTE: Click **Change** if you want to install the templates in another folder.
9. Click **Next** to go to the **Ready to Install Program** screen.

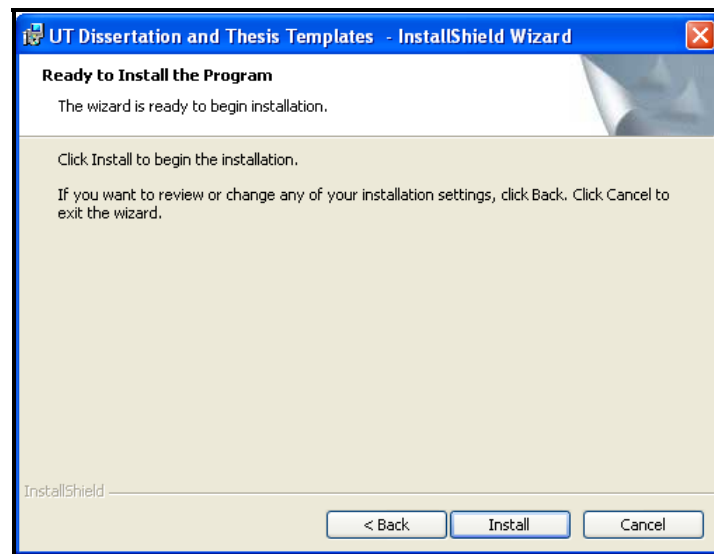


Figure 3: Ready to Install the Program Screen

10. Click **Install** to install the templates.

NOTE: The installer automatically installs the templates on your computer.

11. Click **Finish** in the InstallShield Wizard **Completed** screen.

You have now completed the download and installation of the thesis and dissertation templates.

### What is included in a Successful Installation of the Templates

A successful installation of the thesis and dissertation templates includes:

- Template styles for both thesis and dissertation documents;

NOTE: The thesis and dissertation template styles are automatically added to the Microsoft Word Template folder during the installation process. Instructions on using the templates are provided later in this guide.

- ReadMe file;
- PDF copy of this guide, **Using the Thesis and Dissertation Templates**.

### Contents of the Thesis and Dissertation Templates

The thesis and dissertation templates contain files and document templates. Each file contains the special thesis or dissertation templates listed below.

NOTE: The “T” or “D” in the file name (6TFRONT.DOT or 6DFRONT.DOT) distinguishes between the thesis and dissertation templates. Use only the ones that are appropriate for you.

	Description	Thesis Templates Name	Dissertation Templates Name
Front Matter Template	This template contains copyright, title, signature, dedication, acknowledgements and abstract pages, and a sample table of contents, list of tables, list of figures, and list of illustrations. Use this template to create your front matter.	6TFRONT.DOT	6DFRONT.DOT

	<b>Description</b>	<b>Thesis Templates Name</b>	<b>Dissertation Templates Name</b>
Back Matter Template	This template contains a sample page. Use this template to create an appendix, glossary, list of references, and a bibliography, if included. It also contains a sample vita.	6TBACK.DOT	6DBACK.DOT
Master Template	This template contains the main document shell and formatting. Use this template to write your chapters or insert documents you have already written.	6TMASTER.DOT	6MMASTER.DOT

There is also a sample chapter template that you can refer to as an example when you are formatting your own thesis or dissertation.

	<b>Description</b>	<b>Thesis Templates Name</b>	<b>Dissertation Templates Name</b>
Chapter Example Template	This template contains a sample chapter, demonstrating how to use the various styles. Do not use this template to create your chapter documents. It is included as a sample only.	6TCHAP.DOT	6DCHAP.DOT

### ***Using the Templates for the First Time***

---

After you have successfully installed the templates, follow these steps to begin using them for the first time:

1. Start Microsoft Word.
2. From the **File Menu**, select **New**.

NOTE: The Task pane appears on the right hand side of the screen.

3. Click **On my computer** in the **Templates** section of the Task Pane.

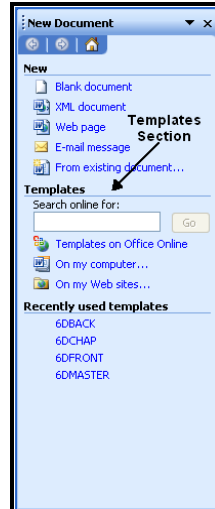


Figure 4: Templates Section of the Task Pane

4. Select the folder tab that is appropriate to your document: the **Thesis** folder tab if you are writing a thesis or the **Dissert** folder tab if you are writing a dissertation.

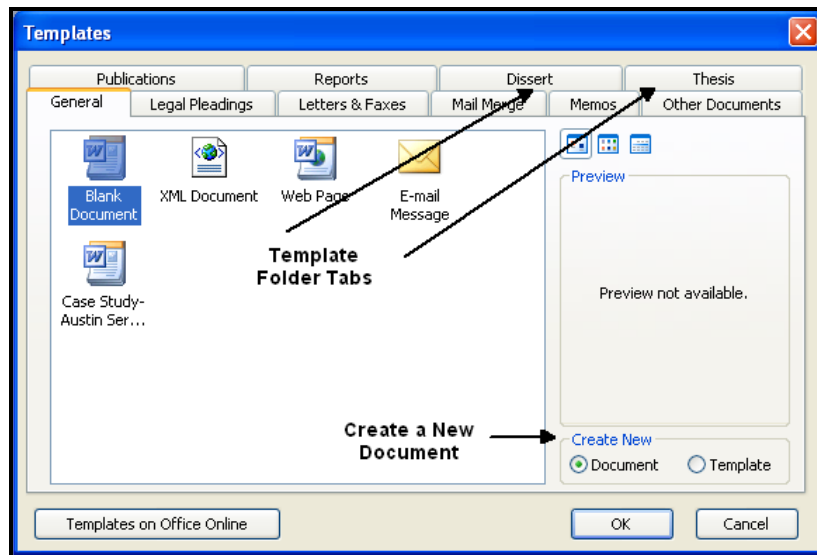


Figure 5: Templates Folder Tabs

5. Confirm that the **Create New Document** option is selected.
6. Select the appropriate Front Matter template: **6tfront.dot** if you are writing a thesis or **6dfont.dot** if you are writing a dissertation

After you select the appropriate template, the necessary styles are available in the Style Selection box.

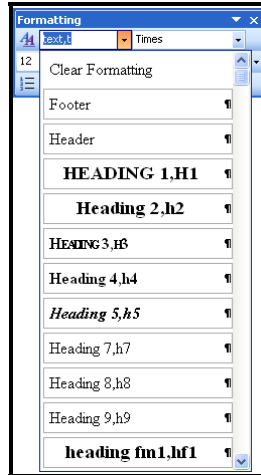


Figure 6: Style Selection Box

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REFER to [Appendix B: Paragraph Files Defined in the Template Files](#) (page 31).

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7. Begin entering your thesis or dissertation document content.
8. Apply styles to the text according to the guidelines provided by the Office of Graduate Studies.

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REFER to [Applying and Changing Paragraph Styles to Text in Your Files](#) (page 16) for more information.

---

9. Save your file using a name you will remember.

TIP: Remember to save your file as a Word document, with a .doc extension, rather than as a Word template, with a .dot extension. This is the default and should not be changed.

## Text Types in the Template Files

When you open a template file, you will see three different kinds of text. These are:

- **<Placeholder text>**: Delineated by <angle brackets>. Replace <placeholder text>, including the brackets, with your own text. Do not replace ¶ symbols or section breaks that follow the text and which are outside the brackets. The ¶ symbols carry the paragraph formatting instructions for the preceding paragraph. The section breaks carry formatting instructions for the preceding section.
- **Sample text**: Delineated by [square brackets]. [Sample text] is provided as information or examples. After studying it, delete the text and brackets from your document.
- **Free-standing text**: Free-standing text within the templates should be left “as is” in your final document. Do not alter or delete free-standing text from the document. Inclusion of all free-standing text is a requirement of the Office of Graduate Studies.

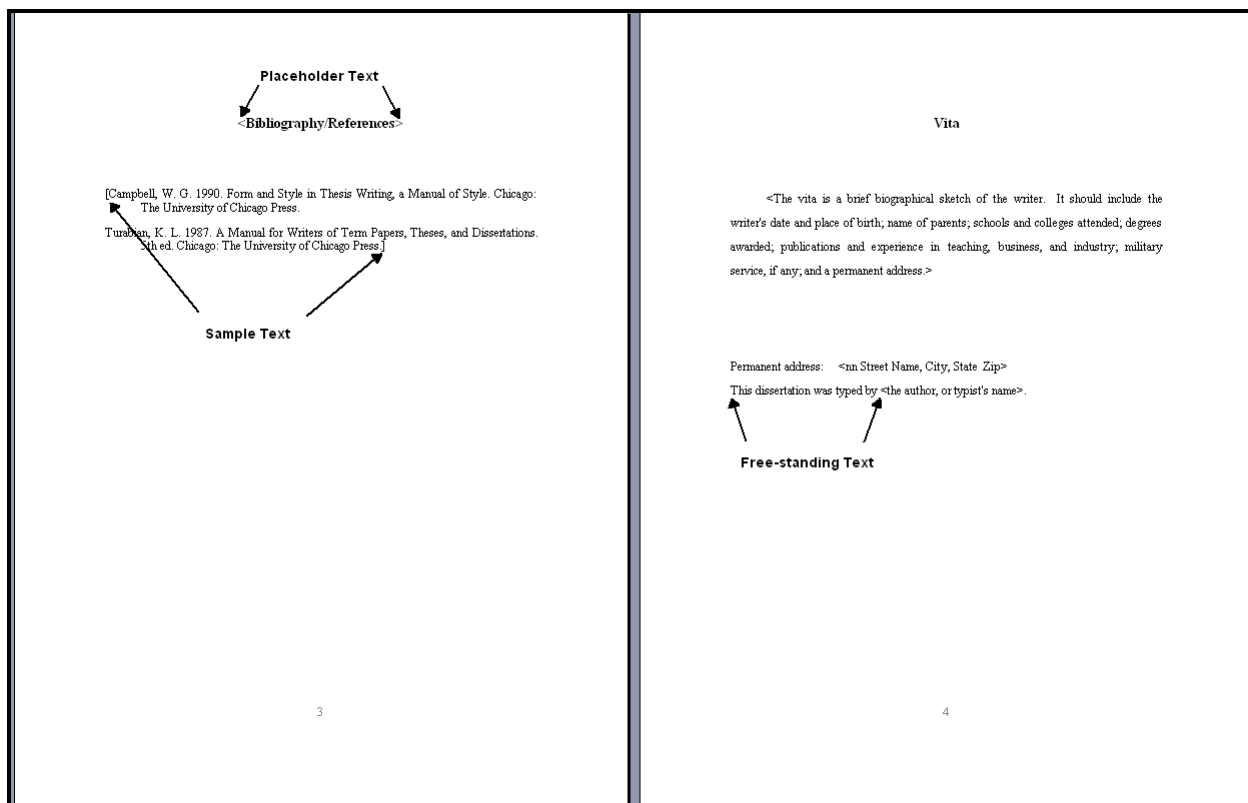


Figure 7: Text Types found in the Template Files

## Creating and Working in Your Files

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The thesis and dissertation templates help you format your pages correctly using predefined styles, proper page layout and correct pagination. Knowing how to use styles and sections within Microsoft Word is important to using the templates correctly.

### **About Styles**

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Word has built-in styles for both paragraph and character formatting. A style is a group of formatting commands that affects the way your text looks and where it is placed on the document page. You can apply styles to text, tables and lists in your document. There are four types of styles you can apply to your document:

- Paragraph styles control text alignment, line spacing, and borders and can include character formatting. (It is important to remember that paragraph styles affect the entire paragraph, which is defined as any collection of characters and spaces terminated by a ¶ symbol.)

NOTE: The paragraph ¶ symbol is an example of a non-printing character or formatting mark. You can see these marks when you are in either Normal or Print Layout view by clicking Show/Hide ¶ on the Standard Toolbar. Viewing these marks can be useful in applying and correcting formatting in your document. They will not appear in the final version of your thesis or dissertation.

- Character styles affect selected text within a paragraph, such as size of the text, bold and italic formats, and font selection.
- Table styles make the borders, shading, alignment, and fonts within a table consistent.
- List styles apply similar numbering, bulleting, fonts, and alignments to lists.

A style is always saved under a unique style name. There are multiple ways you can apply a style to text in your document.

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Refer to [Applying and Changing Paragraph Styles to Text in Your Files](#) (page 16) for more information.

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The formatting toolbar, located below the main menu, allows you to manually apply various formatting to your text, such as bold, italic, or underlined. The Style Name box is located on the left side of the formatting tool bar and displays the Style Name “Normal” as a default.

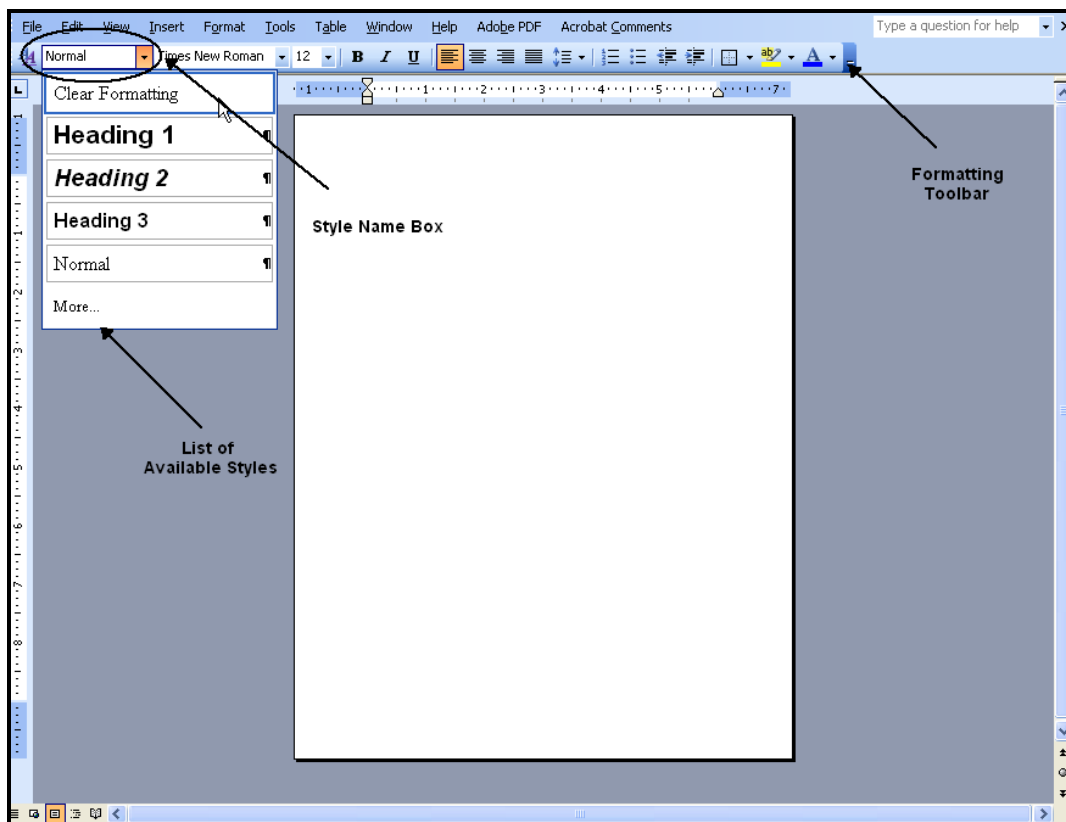


Figure 8: Accessing the Style Name Box in a Document

As you work with the thesis or dissertation template files, you will select and apply customized paragraph formatting styles for all of the basic elements of your document. You can make changes to the look and feel of your document, but remember that the templates provide all the necessary elements to have your thesis or dissertation meet the guidelines of the Office of Graduate Studies.

If you want to change a style, such as changing the font, it is good to be aware that many styles are based on other styles. The style “Normal” is the parent style on which most of the styles in your document are based. For example, if you have created your document using **Times New Roman** as the Normal style, and want to change the look of your document to **Helvetica**, simply make a global change to your document by changing the Normal style font. The change will apply to every style based on the Normal style.

**TIP:** If you want to make a change to the template and are unsure if it will meet the requirements of your graduate program, please consult the appropriate resources found in the [Finding Help](#) (page 28) section of this guide.

## ***About Sections***

---

The thesis and dissertation templates include section breaks that help keep the formatting appropriate for the type of information you are creating. Sections contain formatting options that change the layout of the document within a single page or between pages. A section break controls margins, page borders, text alignment and page numbering, in the text preceding it.

Section breaks appear as nonprinting double-dotted lines when using Normal view from the View menu to look at your document. When you insert a section break into your document, the new section takes on the formatting of the previous section. It is helpful to remember that sections in the same file can be modified to appear differently. For example, the Front Matter template contains two sections—the first section contains no page numbers, while the second section uses Roman page numbers centered at the bottom of the page. This formatting is a requirement of the Office of Graduate Studies.

NOTE: Page breaks are similar to section breaks, in that they can force text to a new page. Page breaks do not, however, contain formatting. They simply force a break in your document, where one page ends and another begins. It is important to remember this distinction when working in your document.

## ***Applying and Changing Paragraph Styles to Text in Your Files***

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There are different ways to apply or change the paragraph styles to your text in a Microsoft Word document. You may use any of these methods, or all of them, depending on your needs and personal preference.

### ***Applying a Style to New Text***

---

To apply a style before you begin entering new text:

1. Place the cursor on a blank line in your Word document.
2. Select the paragraph style you want to use from the Style Name box.
3. Begin entering text using the style.

### ***Changing to a Different Style as You Enter New Text***

---

To change to a different style:

1. Press ENTER (Windows) or RETURN (Macintosh) to go to a blank line in your Word document.
2. Select a different paragraph style you want to use from the Style Name box.
3. Continue entering text using the new style.

### ***Applying a Style to Existing Text***

---

To apply a style to existing text:

1. Select the existing text.

2. Select the paragraph style you want to use from the Style Name box.

NOTE: Your text is automatically reformatted to the style you selected.

To apply the same style to another paragraph:

1. Select the paragraph where you want to apply the same style.
2. Go to the Edit menu on the Main Toolbar
3. Select Repeat Style.

NOTE: Your text is automatically reformatted to the style you selected.

### ***Applying a Style from the Keyboard***

---

To apply a style from the keyboard:

1. Select the paragraph where you want to apply the style.
2. Select CONTROL+SHIFT+S (Windows) or COMMAND+SHIFT+S (Macintosh).

NOTE: This highlights the current style name in the Style Name box.

3. Enter the name of the style you want to apply to the paragraph.
4. Press ENTER (Windows) or RETURN (Macintosh).

NOTE: Your text is automatically reformatted to the style you selected.

### ***Creating Your Own Style***

---

To create a new style:

1. Select the text where you want to apply the style.
2. Format the text as you want it to look by using the options in the formatting toolbar.
3. Click in the Style box.
4. Enter in a name for your new style.
5. Press ENTER (Windows) or RETURN (Macintosh).

NOTE: The new style is added to the styles in the Style Name box.

### ***Using a Style Not Included in the Current Template***

---

Microsoft Word allows you to add a style that is not included in the current template. To view all available Word styles in the Style Name box:

1. Select the **Format** menu.
2. Select **Styles and Formatting**.
3. Select **All Styles** from the **Show** option.
4. Select the style you want to add to the template and begin entering your text.

## Assembling Your Final Document

---

The individual templates in the templates download are formatted according to the Office of Graduate Studies requirements. This section provides step-by-step instructions on how to use the different templates to assemble your thesis or dissertation.

There are several methods to use the templates; it is acceptable to choose the method that works best for you. Here are two examples:

- With the first method, you begin using the Front Matter template by replacing the <placeholder text> with your information. You continue adding your chapter content to the same file using the Chapter template as your guide. Finally, you complete the information required in the Back Matter template. When you have completed this process, you will have one file that contains your complete document.
- With the second method, you compile all of your information into separate documents first, and then cut and paste the files to form a single document. Again, begin by replacing the <placeholder text> in the Front Matter template with your information and saving the document. Complete the information required in the Chapter and Back Matter templates, saving each as a separate document. When you have finished entering all your Front Matter, Chapter and Back Matter content in separate documents, use the Master template to assemble your final document. Open the Master template, then copy and paste the contents of each of your separate documents (Front Matter, Chapter, and Back Matter) in to a single document.

TIP: Don't forget to save your work frequently, and with a document name that is easy for you to remember.

### *Working with the Different Templates*

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#### Using the Front Matter Template

This template contains copyright, title, signature, dedication, acknowledgements and abstract pages, and a sample table of contents, list of tables, list of figures, and list of illustrations.

TIP: If you have already [used the templates for the first time](#) (page 10), open your saved document and skip to Step 6 below.

1. Start Microsoft Word.
2. From the **File** menu, select **New**.
3. Click **On my computer** in the **Templates** section of the Task Pane.
4. Select the folder tab that is appropriate to your document, using the Thesis folder tab if you are writing a thesis or the Dissert folder tab if you are writing a dissertation.

TIP: Confirm that you are creating a new document, rather than a new template.

5. Select the **Front Matter** template, using the 6tfront.dot template if you are writing a thesis or the 6dfont.dot if you are writing a dissertation.

After you select the appropriate template, the necessary styles are available in the Style Name box.

6. Replace the <placeholder text> including:

- Copyright
- Title
- Signature
- Dedication
- Acknowledgements
- Abstract

NOTE: If you are writing a thesis, the Abstract is optional and may be included at your supervisor's discretion. The Dedication and Acknowledgements are also optional.

The Abstract, Dedication, and Acknowledgments can be deleted according to the instructions included in the template file. Do not delete the Section Break (visible in Normal view as a nonprinting dotted double line) between the sample Dedication and Acknowledgements pages.

7. From the **View** menu, select **Normal** view.
8. Go to the end of the document.
9. Click where you want to create a section break.
10. From the **Insert** menu, select **Break**.
11. Select the **Next page** option under **Section break types**.

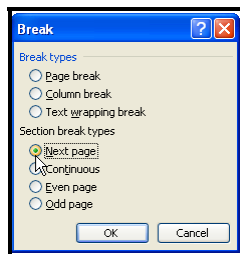


Figure 9: Select Section break Next page

12. Click **OK**.
13. From the **Insert** menu, select **Page Numbers**.
14. Select **Format**.
15. Set the page numbers to Arabic “1” in the Page Number Format box.

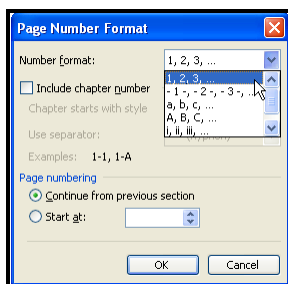


Figure 10: Page Number Format box

16. Click **OK**.
17. Enter your dissertation or thesis chapters and Back Matter.

**NOTE:** The Back Matter template includes a sample page to create an appendix, glossary, list of references, a bibliography and a sample vita, if needed.

**TIP:** Use the method that works best for you. You can begin entering your chapters into the Front Matter document at this point. If you have already completed chapters in a separate document, you may choose to cut and paste the information to create a single document.

When you finish entering your chapters, you can again choose whether to enter your Back Matter into the document or to copy and paste the information into your Front Matter document at the end of your last chapter.

See the next sections in this guide for step-by-step instructions on copying and pasting text and generating a Table of Contents and Lists of Tables, Figures and Illustrations.

### Suggestions for Copying and Pasting Blocks of Text

When you copy and paste text between Microsoft Word documents, the content may need to be reformatted. To be sure your text is formatted to meet the requirements of the Office of Graduate Studies, you can apply the appropriate template to your document before you copy and paste the text, or you can reformat the text after it has been moved. Step-by-step procedures for both options are provided below.

### Applying the Appropriate Template to Existing Text

To apply the appropriate template to existing text before you copy and paste it into one of your thesis or dissertation files:

1. Open your existing file.
2. From the **Tools** menu, select **Templates and Add-Ins**.

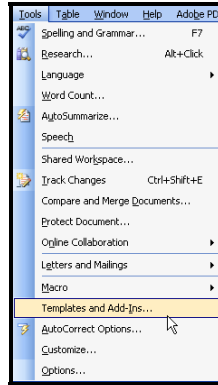


Figure 11: Select Templates and Add-ins from the Tools Menu

3. Select the **Templates** tab.
4. Under **Global templates and add-ins**, select the check box next to the template or add-in you want to load.
5. Click **OK**.

NOTE: Word copies the template styles into your file.

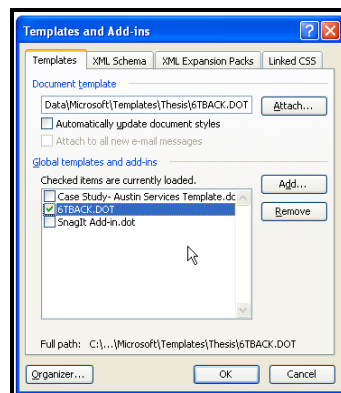


Figure 12: Templates and Add-Ins box

TIP: If the template you want does not appear in the box, select **Add**, locate the folder with the appropriate template, select the template and then click **OK**. Select the appropriate template in the **Attach Template** box.

6. Apply the template styles and formatting to the headings and text in your document.
7. Copy and paste the reformatted text into your thesis or dissertation file.

TIP: If you accidentally copy section breaks into a thesis or dissertation file, you may override the file's formatting for the preceding section (including margins and page numbering). To correct this, you must delete all affected section breaks and then create a new section break from the **Insert** menu that contains the correct formatting.

## Reformatting the Text After It Has Been Copied and Pasted

To apply the appropriate styles to text after you copy and paste it into your thesis or dissertation files:

1. Open your existing file.
2. From the **Edit** menu, select **Select All**.
3. From the **Format** menu, select **Formatting and Styles**.
4. Select **Clear Formatting** in the **Formatting and Styles** pane.

NOTE: This will remove all formatting from your pre-existing text.

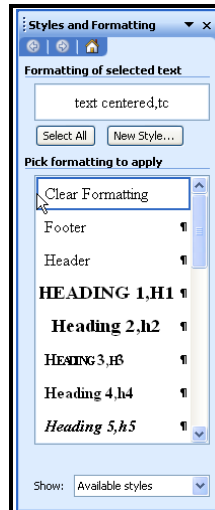


Figure 13: Select Clear Formatting in the Styles and Formatting pane

5. Copy and paste the unformatted text into the appropriate thesis or dissertation file.
6. Apply the template styles and formatting to the headings and text.

**TIP:** Remember that section breaks contain formatting information. You may need to delete old section breaks and create new ones to maintain the formatting of the templates.

## ***Table of Contents and Lists of Tables, Figures, and Illustrations***

---

Using the thesis and dissertation templates for your document allows you to automatically update or generate the Table of Contents and update or generate Lists of Tables, Figures, and Illustrations.

### **Updating or Generating the Table of Contents**

The Front Matter template includes formatting for updating or generating the Table of Contents for your document. By consistently applying specific Heading styles available in the template, you are able to automatically update or generate the Table of Contents. As you add sections to your document, you will need to update the Table of Contents.

#### ***Updating the Table of Contents***

1. Open your thesis or dissertation document in Normal view.
2. Highlight the Table of Contents to be updated.
3. Press F9 (Windows) or COMMAND + OPTION + SHIFT +U (Macintosh) on your keyboard.

NOTE: The Table of Contents is updated.

TIP: You can select whether to **Update page numbers only** or **Update the entire table**. If you have changed the headers in your document, you must select **Update the entire table** to include your changes.

#### ***Generating a New Table of Contents***

1. Open your thesis or dissertation document in Normal view.
2. Highlight the Table of Contents to be updated.
3. From the **Insert** menu, select **Reference**.

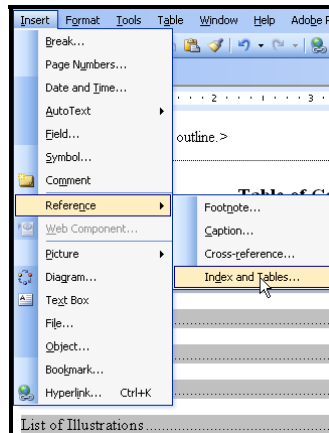


Figure 14: Insert Reference Index and Tables

4. Select **Index and Tables** from the list.
5. In the Index and Tables box, select the **Table of Contents** tab.

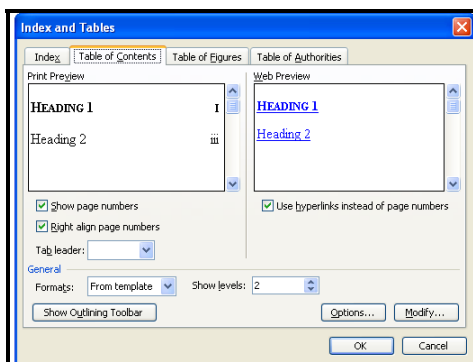


Figure 15: Index and Tables box

6. Select the Table of Contents options that you want.
7. Click **OK**.

NOTE: A new Table of Contents is created.

## Updating or Generating Lists of Tables, Figures, and Illustrations

Generating lists of tables, figures, and illustrations is similar to generating a Table of Contents. The Front Matter template includes formatting for updating or generating lists of tables, figures, or illustrations. By consistently applying specific Heading styles available in the template, you are able to automatically update or generate the lists of tables, figures, or illustrations. Before attempting to generate the lists, you may want to confirm that you have applied these styles correctly throughout your document:

Heading 7 – Table Title  
 Heading 8 – Figures  
 Heading 9 – Illustrations

You must use the styles consistently to generate accurate lists.

As you add sections to your document, you will need to update each of the lists you automatically generate.

### ***Updating Lists of Tables, Figures, and Illustrations***

1. Open your thesis or dissertation document in Normal view.
2. Highlight the list to be updated.
3. Press F9 (Windows) or COMMAND + OPTION + SHIFT +U (Macintosh) on your keyboard

NOTE: The list is updated.

**TIP:** You can select whether to **Update page numbers only** or **Update the entire table**. If you have added sections or page breaks to your document, you must select **Update the entire table** to include your changes.

### ***Generating a New List of Tables, Figures and Illustrations***

1. Open your thesis or dissertation document in Normal view.
2. Highlight the list to be updated.
3. From the **Insert** menu, select **Reference**.
4. Select **Index and Tables** from the list.
5. In the Index and Tables box, select the appropriate tab for your list.
6. Select **Options** and click by the appropriate style name.
7. Click **OK**.

A new list is created.

**TIP:** Remember, if you add, delete, move, or edit text or styles in your document, you should update the lists to reflect these changes. Click to the left of the list and press F9 (Windows) or COMMAND + OPTION + SHIFT + U (Macintosh). You can choose whether to update just the page numbers or the entire list.

## Creating Final Versions of Your Thesis or Dissertation

The Office of Graduate Studies requires you to submit your Doctoral Dissertation in a PDF file. If you are submitting a Master's Thesis, you may submit either a PDF version or a printed document bound into a book. It is strongly recommended that your final format be checked by the appropriate Degree Evaluator prior to submission.

REFER to the [Finding Help](#) (page 28) section of this guide to locate the proper Degree Evaluator.

### Creating a PDF Version

To create a PDF version of your thesis or dissertation for submission, you must use Adobe Acrobat. This program lets you convert your Word document into a format that preserves its original appearance regardless of the computer where it is viewed.

When you submit an electronic version, be aware that some of the requirements are different than what you are accustomed to with a printed document. Your Degree Evaluator will be able to answer any questions specific to your departmental requirements.

To create a PDF version of your document:

1. Open your thesis or dissertation document.
2. From the **File** menu, select **Print**.
3. Select **Adobe PDF** from the **Names** drop-down list.

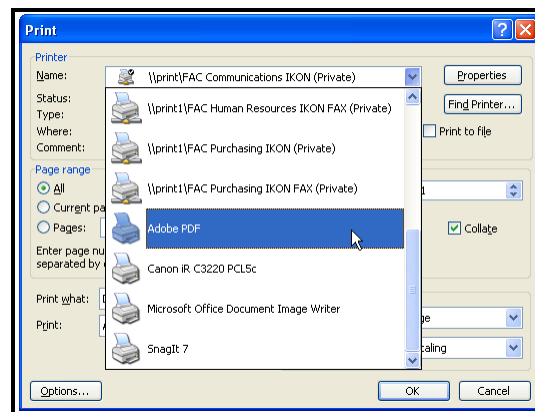


Figure 16: Selecting Adobe PDF printer

4. Click **OK**.
5. Enter an appropriate file name and location in the Save file as PDF dialog box.
6. Click **OK**.

NOTE: A PDF version of your thesis or dissertation is created and saved in the location you specified.

## ***Printing Your Thesis or Dissertation***

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NOTE: If you are submitting a Doctoral Dissertation it must be in PDF format to meet the requirements of the Office of Graduate Studies. You may choose to print a copy for a member of your Committee or your own records.

If you are submitting a Master's Thesis you may choose to submit either a PDF version or a printed document bound into a book.

If you decide to create a printed version of your thesis or dissertation, remember that individual printers vary in calculating the printable area of a page. For consistency, it is important to print the entire final version of your thesis on a single printer. This will maintain uniform margins and page-number positioning throughout your document.

TIP: Requirements for electronic and print versions are different. Consult with the appropriate Degree Evaluator prior to submitting the final version of your thesis or dissertation.

To print your document:

1. Open the PDF version of your thesis or dissertation.
2. Click the Printer icon.

NOTE: A printed copy of your thesis or dissertation is created.

## Finding Help

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This section provides contacts and links to information that can be helpful if you have questions or concerns beyond the scope of this user guide.

### Thesis and Dissertation Guides from the Office of Graduate Studies

The Office of Graduate Studies distributes documents containing instructions, sample thesis and dissertation pages, and other important information. Make sure you have a copy of the appropriate information. The information will help you meet the guidelines of the Office of Graduate Studies.

- [Format for The Master's Thesis and Report](#)  
(September 2004)
- [Instructions for Preparation of Doctoral Dissertations and Dissertation Abstracts](#)  
(October 2004)

### Office of Graduate Studies

While producing your document, you may have specific questions about Graduate School formatting requirements.

To help resolve your concerns, you can:

- Call your Degree Plan Evaluator:
  - Degree Plan Evaluator for Dissertations at (512) 232-3631
  - Degree Plan Evaluator for Theses at (512) 232-3628
- Visit the [Office of Graduate Studies](#) Web site
- Go to the Office of Graduate Studies, Main Building 101, in person

### Microsoft Support

**The Microsoft Word User's Guide** contains information on sections, styles, and working with templates. It is available on campus through the library system. It can also be purchased online or at many local bookstores.

Microsoft Word itself has excellent online help that is thorough and easy to use. You can access this information by selecting Help from the main menu in most versions of Microsoft Word. You can also access the [Word section of Microsoft Office Help](#) online which provides extensive information on using Word, including assistance for older versions of the software.

You may also query [Microsoft Word's Knowledge Base](#) online. It contains a searchable database of frequently asked questions (FAQs).

### Classes

Information Technology Services (ITS) and the Thompson Conference Center offer courses on a variety of applications, including Microsoft Word. Short Courses on formatting your thesis or dissertation with Word are also offered. Be sure to consult the following schedules if you are interested in taking a class:

- [ITS Computer Classes for Microsoft Word](#)
- [Thompson Conference Center Word Processing Workshops](#)
- [ITS Short Course: Word Dissertation and Thesis Template](#)

### **Consulting Services**

The ITS Help Desk is available if you are unable to find answers to your questions using the resources listed above. You can contact the ITS Help Desk either by calling (512) 475-9400 to make an appointment or by using the [ITS Help Desk Web form](#) to submit your question to them.

You can also consult the [ITS Thesis and Dissertation Support](#) Web site.

## Appendix A: Formatting Settings in the Template Files

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Left Margin	1.25
Right Margin	1.25
Top Margin	1.25
Bottom Margin	1.25
Footer	1.2
Mirror Margins	OFF
Section Start	New Page
Default Tab Stops	0.5
Widow/Orphan Control	ON
Toolbars: Standard and Formatting	ON
Footnote Placement	Bottom of Page
Footnote Numbering	Continuous
Page Number Position	Bottom of Page (Footer), Centered
Page Numbering	Continue from Previous
Number Format:	None
Front Matter, Section 1	
Front Matter, Section 2	Lowercase Roman
All other templates	Arabic

## Appendix B: Paragraph Styles Defined in the Template Files

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These are the most commonly used paragraph styles and their uses, as defined in the template files. See the text in the Chapter template for samples of these and other less frequently needed styles.

Style Name	Purpose
Heading 1,h1	Use for major section titles. Will appear in Table of Contents if one is generated.
Heading 2,h2	Use for chapter and appendix titles. Will appear in Table of Contents if one is generated.
Heading 3,h3 to 5,h5	Use for subheadings below chapter level in descending order. Will appear in Table of Contents if three levels are generated.
Heading 7,h7	Use for table titles. Can be extracted for the list of tables.
Heading 8,h8	Use for figure titles only. Can be extracted to appear in the list of figures or illustrations.
Heading 9,h9	Use for illustration titles only. Can be extracted to appear in the list of figures or illustrations.
hidden text,hid	Use for comments and notes to yourself that you want in the file, but which will not print as part of the thesis or dissertation.
reference,ref	Use for bibliography and references entries.
text,t	Use for the body of your thesis or dissertation.
text indent,ti	Use for paragraphs nested within listed items.
text no indent,tn	Use for descriptive legends, facing caption page numbers or any text in which the first line should not be indented.
text centered,tc	Use for centered, unindented text.
text single spaced,ts	Use for single-spaced, unindented text.
text quote, tq	Use for single-spaced, block-indented quotations.
Footnote text	Word automatically applies these styles to footnote numbers, the text of footnotes, and page numbers. You will not need to apply these styles.

Do not use these styles for any purpose other than those listed.

## Appendix C: Links to External Sites Used in this Guide

Title	Link
<a href="#">Format For The Master's Thesis and Report</a>	<a href="http://www.utexas.edu/ogs/pdn/pdf/format_guidelines-m.pdf">http://www.utexas.edu/ogs/pdn/pdf/format_guidelines-m.pdf</a>
<a href="#">Instructions for Preparation of Doctoral Dissertations and Dissertation Abstracts</a>	<a href="http://www.utexas.edu/ogs/pdn/pdf/dissformat.pdf">http://www.utexas.edu/ogs/pdn/pdf/dissformat.pdf</a>
<a href="#">ITS Computer Classes for Microsoft Word</a>	<a href="http://www.utexas.edu/computer/classes/topics/wordprocessing.html">http://www.utexas.edu/computer/classes/topics/wordprocessing.html</a>
<a href="#">ITS Help Desk web form</a>	<a href="http://www.utexas.edu/its/help/forms/mailform.html">http://www.utexas.edu/its/help/forms/mailform.html</a>
<a href="#">ITS Short Course: Word Dissertation and Thesis Template</a>	<a href="http://www.utexas.edu/its/training/scschedule.html">http://www.utexas.edu/its/training/scschedule.html</a>
<a href="#">ITS Thesis and Dissertation Support</a>	<a href="http://www.utexas.edu/its/tds/index.html">http://www.utexas.edu/its/tds/index.html</a>
<a href="#">Microsoft Word's Knowledge Base</a>	<a href="http://support.microsoft.com">http://support.microsoft.com</a>
<a href="#">Office of Graduate Studies</a>	<a href="http://www.utexas.edu/ogs">http://www.utexas.edu/ogs</a>
<a href="#">Thompson Conference Center Word Processing Workshops</a>	<a href="http://web.austin.utexas.edu/courses/tcc/workshopscategories.cfm?Category=word%20processing">http://web.austin.utexas.edu/courses/tcc/workshopscategories.cfm?Category=word%20processing</a>
<a href="#">Word section of Microsoft Office Help</a>	<a href="http://office.microsoft.com/en-us/FX010857991033.aspx">http://office.microsoft.com/en-us/FX010857991033.aspx</a>