# UI THESIS TEMPLATE GUIDE FOR WORD 2007

*Using the UI Thesis Template
to format your thesis/dissertation documents*

*Ver. 2.1*

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# About this document

**Please note:**  This document pertains to using the *UI Thesis Template with Word 2007*– please check for updated versions of this document on our website (http://cs.its.uiowa.edu/sda/index-thesis.shtml) which will contain additional information, directions and screen shots not yet included in this document.  We welcome any feedback and/or suggestions pertaining to this document (e.g., What is helpful/not helpful? Are there any steps which are not clear?  Is there any additional information or directions you would like to see included in this document?).  Please direct feedback and/or suggestions pertaining to this document to its-helpdesk@uiowa.edu, and include "UI Thesis Template for Word 2007 Feedback" in the Subject line of your message.

## What is included in this document?

- Step-by-step instructions for attaching the UI Thesis Template to your thesis documents
- Information pertaining to macros (which will allow you to  automatically create your Preliminary Pages and Doctoral Abstract within minutes) and macro security settings in Word 2007
- Step-by-step instructions to assist you with the most common thesis formatting actions
- Definitions of the UI Thesis Template Styles
- Best Practices to help you avoid problems during your document creation and formatting process
- Resources for assistance

## What is a template?

A template is a unique Microsoft Word document which contains predefined content such as styles, formatting, macros, customized toolbars, text and design elements.  When you attach a specific template to a document, the document will then have access to the items contained within that particular template (e.g., styles, macros, toolbars, etc.).

Many people are unaware that every Microsoft Word document is based on a template.  When you create a new document in Word, you are presented with the New Document dialog box (as shown on the right).  The New Document dialog box allows you to select the type of document you would like to create.  If you select *Blank Document*, your document will be created based on the Normal template (*Normal.dotx* in Word 2007, or *Normal.doc* in Word 2003 and earlier versions).  You also have the option to create a new document based on one of the other templates provided.  If a new template (such as the *UI Thesis Template*) is attached to an existing document, the document will then use the UI Thesis Template's styles, content and page layout.  It will no longer be attached to the Normal template.
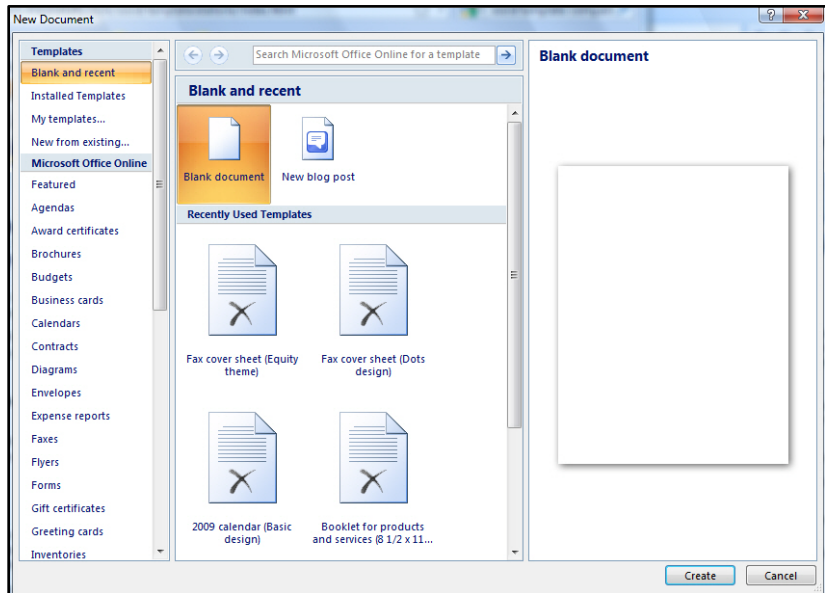


Figure 1.  Microsoft Word "New Document" dialog box

To help you understand the relationship between your document and your template, here's an analogy:  Think of your document as your car, and the template as your car's dashboard.  Your car's dashboard is attached to your car and contains instrumentation and controls you utilize while driving – the speedometer, odometer, fuel gauge, radio, and various other components.  Although you are accessing and using the components contained on your dashboard, you are never actually opening up the dash to access these components or controls - rather, you access them from the dashboard where they remained attached.  The same is true with a template – your template (*dashboard*) will be attached to your document, and you will utilize the toolbars, macros and styles (*speedometer, odometer, radio*, *etc.*) contained within the template.  However, you will never actually open the template file itself and manipulate it by typing into it, pasting text into it, etc.  As with your dashboard and your car, your template should be attached to your document, and should not be opened.

## Why should I use templates to format my documents?

Although templates are useful tools for ensuring consistency when formatting your documents, many people are unfamiliar with styles.  As a result they rely on direct formatting to format their documents.  By reviewing the information and external resources provided in this document, you will attain a basic understanding of template styles and the ability to use them to format your documents.  To aid in this process, we have explained how styles are more advantageous than direct formatting.

|  | Styles | Direct Formatting |
|---|---|---|
| **Time:** | With styles, you have the ability to format words or paragraphs exactly as you want with one click. | With direct formatting, you must touch each and every word, paragraph and/or page individually to include any formatting details you would like to specify. |
| **Consistency:** | By applying a style to a word or paragraph, you ensure that it is formatted exactly the same as others of its type or style. | With direct formatting, you must manually apply the font and any additional paragraph formatting to each section.  In addition to being time-consuming, it is also difficult to be consistent with this method. |
| **Effort:** | When you change a style, you change all words or paragraphs associated with that style. | If you change your mind on formatting you've done in several sections of your document, you must repeat the process for each word or paragraph. |

For more information pertaining to styles, go to http://office.microsoft.com or the Help menu, and search for "Style basics in Word".

# Getting Started
## Before you begin…
Before you begin formatting your thesis documents, you will need to carefully review the information in this section, and obtain the required items listed below.

1. Bookmark the ITS Thesis and Dissertation website for future reference: http://cs.its.uiowa.edu/sda/index-thesis.shtml
2. Obtain the three required items from the Thesis Template Checklist, which include:

   a. **Thesis Template Documentation**
   The *UI Thesis Template for Word 2007* document will assist you with the information you need to format your documents using the styles provided in the UI Thesis Template.  Step-by-step instructions will help you with the most common thesis formatting actions.

   b. **UI Thesis Template Style Definitions**
   The UI Thesis Template Style Definitions provides you with a list of the most common styles contained in the template, and explains what formatting is applied when the style is selected.  It will also assist you with determining the appropriate style for sections within your document. The UI Thesis Template Style Definitions can be found on page 22 of this document.

   c. **UI Thesis Template for Windows** (http://cs.its.uiowa.edu/sda/thesis-templates.shtml)
   The UI Thesis Template was created to help you format your thesis documents consistently and with ease.  Please refer to the **Download the UI Thesis Template** section below for important information pertaining to downloading and attaching the UI Thesis Template.

   *Please note:  You should **never** open the "UI Thesis Template.dot" file and type directly into it (or paste text directly into it) – doing so can result in the template no longer functioning as a template, and puts you at risk for incorrectly formatted items and possible corrupt documents.  Please follow the step under "Attach the UI Thesis Template to your documents" to learn how to correctly attach the template to your new or existing documents.*

## Download the UI Thesis Template
If you have not yet done so, please go to http://cs.its.uiowa.edu/sda/thesis-templates.shtml to download a copy of the template.  Due to differences in the Graduate College formatting requirements and the way Microsoft Word handles formatting, the template does NOT match the Graduate College requirements 100%.  While it is close, everyone will likely need to do some additional manual formatting to get their thesis in final form.

**Please note:**  *These are compressed files which will need to be unzipped in order to view them after download. To obtain a copy of WinZip for this purpose, please go to: http://www.download.com, search for the WinZip software, and follow their installation instructions.  If you need assistance extracting the zipped files, please contact the ITS Help Desk at 384-4357.*

## Attach the UI Thesis Template to your document(s)

The most important thing to know before you begin formatting your document is how to properly attach the UI Thesis Template to your thesis documents.  A common mistake is opening the "UI Thesis Template.dot" file and typing directly within the document (or copying text from an existing document and pasting it into the template).  **You should never need to open the "UI Thesis Template.dot" file for any reason** – doing so can result in the template not functioning properly, and increases the risk for corrupt files (in other words, you run the risk of experiencing a formatting nightmare).   Instead, you will attach the template to your new or existing documents by following the instructions below.

Please make sure you have downloaded and extracted the UI Thesis Template.dot file before continuing below.  Steps for doing so can be found in the previous section.

To attach the UI Thesis Template to your documents:

1.  Create a New Folder called **Thesis** to store your new or existing thesis documents and the UI Thesis Template.
    *Please note: Your template will always be available to you when it is located in the same folder as your thesis documents. When working on multiple computers, make sure you copy the entire Thesis folder between computers.*

2.  Copy the **UI Thesis Template.dot** file into the new **Thesis** folder.
    *Please note: Disregard the "UI Thesis.doc" document – this is being phased out and is no longer applicable.*

3.  Launch **Microsoft Word 2007**.

4.  If you have thesis documents that you have already created, open your thesis document now.  Otherwise, create a new Word document.

5.  Click the **Office Button** and select **Word Options**.

6.  From the Word Options dialog box, click **Add-Ins.**

7.  From the Add-Ins portion of the dialog box, find the **Manage:** drop-down list.  Select **Templates** from the list and click the **Go** button (as shown in Figure 2).



Figure 2.  *Step 7*

8.  In the Templates and Add-ins dialog box, click the **Attach** button to navigate to the Thesis folder. Select the **UI Thesis Template.dot** file, and click the **Open** button to return to the Templates and Add-ins dialog box.

9.  Place a check in the check box next to **Automatically update document styles**.

10. Click **OK** to attach the template and return to your document.  You should now see the list of styles available on the **Add-ins** tab.
    *Please note:  If a Warning dialog box appears concerning Macros, click **Enable Macros** to continue.  Alternatively, if you receive an error about macros being disabled, see the **Macro Security Settings** section below.*

11. Save your document to the **Thesis** folder.
    *Please note: If you have already created multiple thesis documents, you will need to follow steps 5 – 11 for each document.*
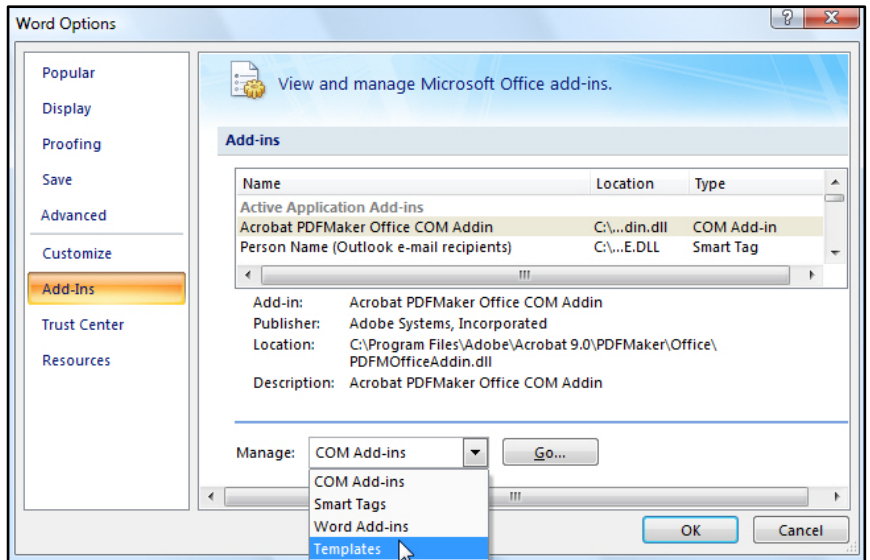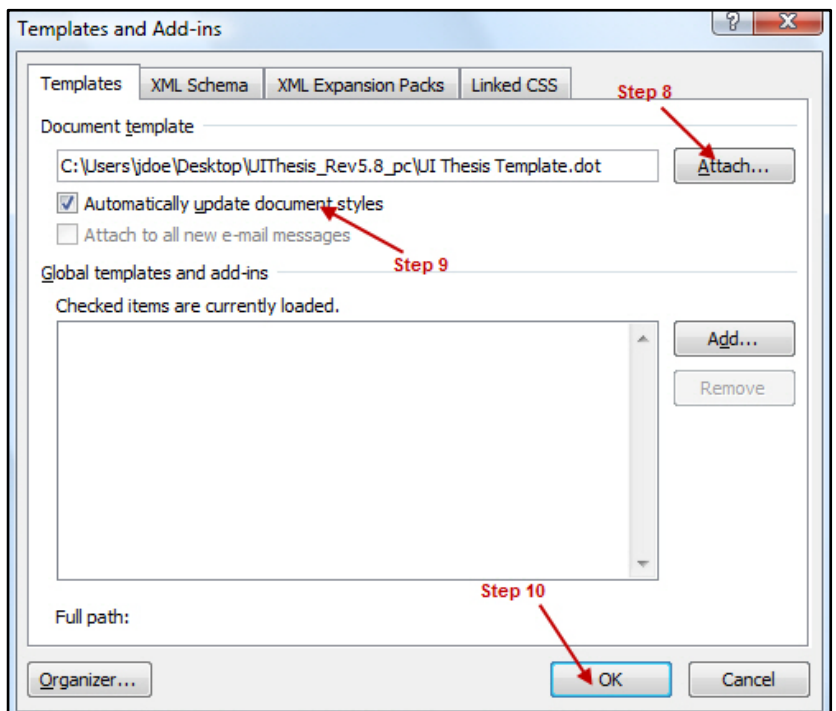


Figure 3.  *Steps 8, 9 and 10*

As long as you copy your entire Thesis folder between computers, your template will stay attached and you will be able to access the thesis styles each time you open the document. You are now ready to begin applying styles and formatting your documents. For information pertaining to the styles contained in the UI Thesis Template, please refer to the ***Definition of styles used within the UI Thesis Template*** section of this document.

## Macro Security Settings

Microsoft defines a macro as "a set of computer instructions that you can record and associate with a shortcut key combination or a macro name. Then, when you press the shortcut key combination or click the macro name, your computer program carries out the instructions of the macro." The UI Thesis Template includes macros which will automatically generate your Preliminary Pages and Doctoral Abstract for you based on the information you supply to the resulting questions. These macros contain the formatting needed to meet the Graduate College's requirements.

While the macros contained within the UI Thesis Template are safe, there is a potential security risk associated with macros, as a person with malicious intent could create a destructive macro and include it in a document to spread a virus. For this reason, the Trust Center will automatically disable macros in a document if it does not contain a digital signature. With this in mind, you may encounter security warnings pertaining to macros after attaching the UI Thesis Template to your document. Rest assured that the macros contained within the UI Thesis Template are safe, and you can modify your security settings to allow the use of macros contained within our template.

For more information about the Trust Center, please click the Office Button 🔘 , and then "Trust Center" for links to Microsoft's site.

The following section defines commonly received messages pertaining to macros when using the UI Thesis Template. Based on the warning you have received, follow the most appropriate steps below to adjust your settings.

**Security Warning: Macros have been disabled.**
If you receive a Security Warning after attaching the UI Thesis Template to your existing documents (as shown in the figure on the right), please follow the steps below to adjust your Macro Security settings.

1. Click the **Options…** button next to the security warning.
2. In the resulting Microsoft Office Security Options window, select **Enable this content**, and click **OK**.
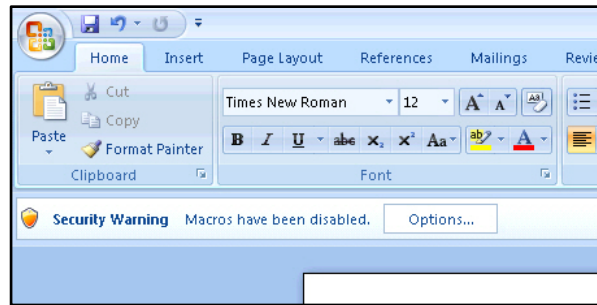

Figure 4. *Macro Security Warning*

**The macro cannot be found…**
If you attempted to run the **Prelims** or **DocAbsSeparate** macro and received an error (as shown below), follow the steps below to modify your Macro Security settings:

1. Click the **Office Button** and select **Word Options**
2. Select **Trust Center** and click the **Trust Center Settings** button.
3. From the Trust Center, select Macro Settings.
4. Under Macro Settings, click **Enable all macros**.
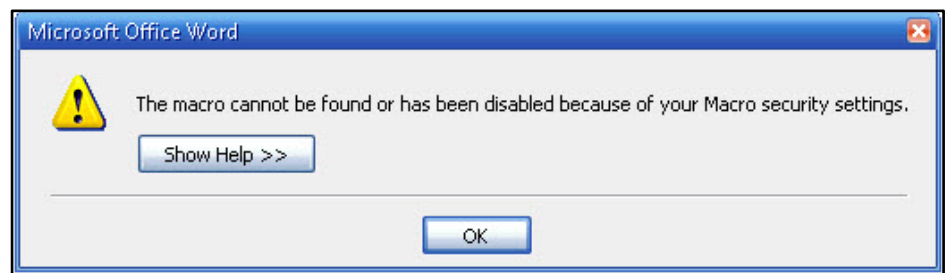

Figure 5. *"The macro cannot be found" message*

*Please note: Be sure to change this option back to its original setting after you have run the Prelims or Doctoral Abstract macro.*

## Show / Hide Paragraph Marks ¶ , New Line Markers ↵ , Tabs → , and Spaces ····

While working on your documents, we recommend you reveal formatting marks to assist you. To do so, select one of the methods below:

- Click the Show / Hide marker ¶ in the Paragraph group (under the Home tab), OR
- Press **Ctrl + Shift + 8**
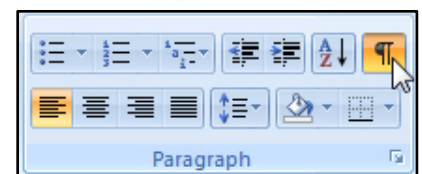

Figure 6. *Show/Hide marker in Paragraph group*

## Turn on Word's Automatic Save Feature

The Automatic Save feature is useful in the instance of system or power failure, but is <u>not a replacement</u> for saving and backing up your work.  Remember to **perform regular backups** of your work and to **save frequently**.

1. Click the **Office Button**, and then select **Word Options**
2. From the Word Options dialog box, select **Save**
3. Place a check next to **Save AutoRecover information every *x* minutes**.
4. Specify how often you would like the program to save your data and program state in the **minutes** list.

## Page Setup

### Set margins and page number position

The following steps will walk you through setting your margins and page number position.  The Header and Footer measurements control the distance from the edge of the paper to the outer edge of the page numbers.   Adjust the Header and Footer settings per the instructions below to fix your page number position (if needed).

*Please note:  These steps must be done to any document which was created prior to attaching the template to it.*

1. On the **Page Layout** tab, select **Margins -> Custom Margins**
2. Enter the following numbers/select the following items where appropriate
   - For **Portrait** pages:
     - On the **Margins** tab
       - Click to select **Portrait** Orientation
       - Select **Apply to Whole Document** (skip this step if you wish to only change the margins in the current section of your document)
       - Top = **1.0"**
       - Bottom = **1.0"**
       - Left = **1.5"**
       - Right = **1.0"**
       - Gutter = **0"**
       - Gutter Position = **Left**
     - On the **Layout** tab (**Headers and Footers – From Edge**: settings)
       - Header = **0.5"**
       - Footer = **0.5"**
     - Click **OK**

   - For **Landscape** pages:
     - On the **Margins** tab
       - Click to select **Landscape** orientation (be sure to do this first)
       - Top = **1.5"**
       - Bottom = **1.0"**
       - Left = **1.0"**
       - Right = **1.0"**
       - Gutter = **0"**
     - On the **Layout** tab (**Headers and Footers – From Edge**: settings)
       - Header = **0.5"**
       - Footer = **0.5"**
     - Click **OK**



Figure 7.  *Set margins and page number position.*

## Insert Page Numbers

1. On the **Insert** tab, select **Page Number → Top of Page** in the Header & Footer group.
2. From the resulting menu of page number styles, select **Plain Number 3** (which contains no formatting or accents).

## Change Starting Page Number

There may come a time where you will need to modify the starting page number of a document. For example, if you have saved each of your chapters as separate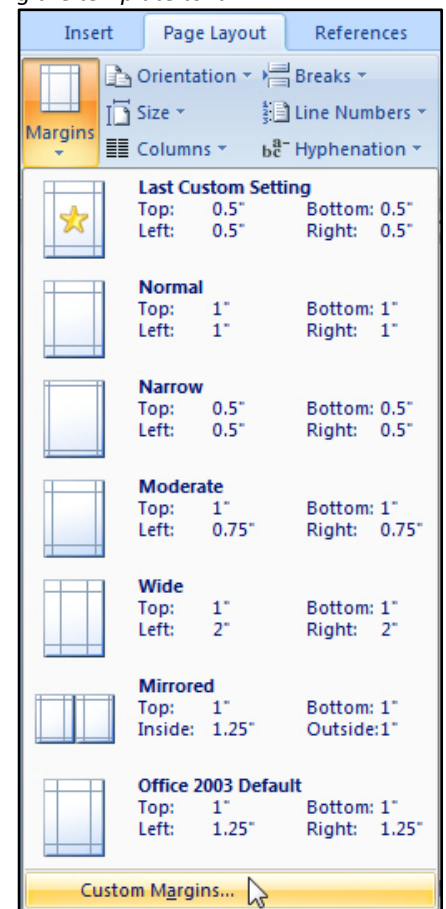 documents, you will need to make sure the first page of each chapter begins on the appropriate page number (the number following the last page of the previous chapter). The steps below will guide you through this process:

1. On the **Insert** tab, select **Page Number → Format Page Numbers**.
2. From the Page Number Format dialog box, select **Start At:** and select the page number you want for the first page of your document (as shown in Figure 8).
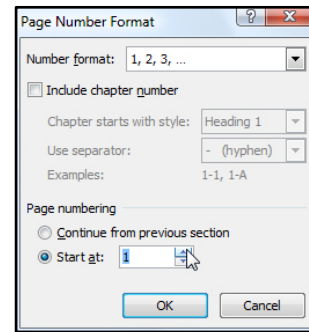
Figure 8. *Change starting page number*

## Start a New Line, not a New Paragraph

There are times when you may wish to force the text from one line to the next line without starting a new paragraph. An example of this would be chapter headings (as shown in the example on the right). You will want to keep these lines as one paragraph, so they stay on the same page after applying the Heading 1 style, and so they appear as one entry in your Table of Contents. Another example where you might use this is in a quote or poem (where you wish to keep the lines together correctly at the top and bottom of a page).
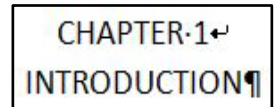
Figure 9. *New line*

1. If your formatting marks are not visible, turn on the Show/Hide non-printable characters by following the steps in the section above.
2. If there is currently a paragraph mark between the first and second lines, delete this now (place your cursor at the beginning of the second line, and hit the **Backspace** key on your keyboard to bring the two lines together).
3. To create a new line, place your cursor immediately in front of the text you wish to appear on the second line.
4. Hold down the **Shift** key and press the **Enter** key.
5. This will enter a New Line character (as shown at the end of the CHAPTER 1 line above)

## Landscape Pages with Portrait Page Numbers

Within your thesis document, you may have pages which require landscape orientation, such as pages that contain wide tables or images. Simply modifying the page orientation will not correct the page numbering position for you. The easiest way to insert page numbers into your landscape pages is to download our **LandscapePages.docx** file to your thesis folder from our website (http://cs.its.uiowa.edu/sda/documents/LandscapePages.doc), then follow the instructions within the document. The UI Thesis Template does <u>not</u> need to be attached to the LandscapePages.doc file in order to use this method.

## Use the Template to format your document
### Apply Styles to your paragraphs

The template will allow you to incorporate consistent formatting to your thesis documents with ease. However, simply attaching the template will not automatically format your document for you. You will need to go through and apply the appropriate styles to the content within your document. For your convenience, we have included definitions of the styles used within this template, which will assist you in determining the appropriate Style to paragraphs within your documents. To view these definitions, please see the **Definition of styles used within the UI Thesis Template** section of this document.

#### To apply a specific style to individual paragraphs
1. Place your cursor in the paragraph where you would like to apply the style.
2. On the **Add-Ins** tab, locate the appropriate style in the Thesis Template toolbar, and click the style button.

#### To apply a specific style to multiple paragraphs
For multiple paragraphs with of the same style, you can quickly apply the style formatting to all of the paragraphs (rather than clicking on each paragraph to apply the appropriate style) by following the steps below:
1. Place your cursor at the beginning of the first paragraph.
2. Scroll down the page until you locate the next paragraph style change (e.g., if you are applying the "Normal" style to multiple paragraphs, you would scroll down until you find a bulleted/numbered list, heading, quote, etc.).
3. Hold down the **Shift** key, and then click at the end of the last paragraph of the same style (doing so will select all paragraphs between step A and step C).
4. On the **Add-Ins** tab, locate the appropriate style and click the style button.

## Replace the UI Thesis Template with a Modified or New Version

If you have requested a customized template from ITS, or would like to replace your existing template with a newer version of the template, please follow the steps below.

*Please note:  If you have manually changed the default font or changed or added any styles to your existing template, you may want to save a copy of your old template under a new name to allow you refer back to the modified styles.*

1. Open your thesis document in Microsoft Word 2007.
2. Determine where your template is stored on your computer:
   a) Click the **Office Button** and select **Word Options**.
   b) From the Word Options dialog box, click **Add-Ins.**
   c) From the Add-Ins portion of the dialog box, find the **Manage:** drop-down list.  Select **Templates** from the list and click the **Go** button.
   d) From the Templates and Add-ins dialog box, write down the <u>entire path</u> that displays in the **Document Template** field.
3. Close any open thesis document(s).
4. Delete any previous copies of the *UI Thesis Template.dot* file that you have on your computer:
   a) Search your local drives, external hard drives (including USB Keys) and network drives (where you may have saved a copy of the template), and delete all copies of the *UI Thesis Template.dot*.  This includes the copy located in the path in step 2d above.
5. Download and unzip the new template file from the ITS website or your email message (if a customized copy of the template was emailed to you from ITS).
6. Copy the *UI Thesis Template.dot* file, and paste it into your thesis folder (which should be the path noted in step 2d above).
7. Reattach and update <u>**each**</u> of your thesis documents to the new template:
   a) Click the **Office Button** and select **Word Options**.
   b) From the Word Options dialog box, click **Add-Ins.**
   c) From the Add-Ins portion of the dialog box, find the **Manage:** drop-down list.  Select **Templates** from the list and click the **Go** button.
   d) From the Templates and Add-ins dialog box, click the **Attach** button to navigate to the Thesis folder. Select the **UI Thesis Template.dot** file, and click the **Open** button to return to the Templates and Add-ins dialog box
   e) Place a check in the check box next to **Automatically update document styles**.
   f) Click the **OK** button to attach the template and return to your document.  You should now see the list of styles available on the **Add-ins** tab.

All previously applied styles should now be updated - scroll through and spot check to verify.

## Change the Default Font of the UI Thesis Template

The UI Thesis Template defaults to Times New Roman font.  This font was selected as the default because it requires the least amount of manual formatting changes.  If you would like to change the default font for the UI Thesis Template, please follow the steps below:

1. Open a file that has already been attached to the *UI Thesis Template.dot* file
2. If prompted, select **Enable Macros**.
3. On the **Home** tab, click the Dialog Box Launcher in the Styles group (as shown in Figure 10).  You will now see the Styles menu presented on the right.

Figure 10.  *Styles Dialog Box Launcher*

4. On the Styles menu, hover your mouse over the **Normal** style (to be presented with the drop-down arrow), then click and select **Modify…** to modify the style's font.
5. In the resulting **Modify Style** dialog box, select a font name and font size that is acceptable to the Graduate College* (from the appropriate drop-down menus under **Formatting**).
6. <u>Remove</u> the checkmark next to **Add to Quick Style list**.
7. Click to select **New documents based on this template**.
8. Click the **OK** button to save your changes.
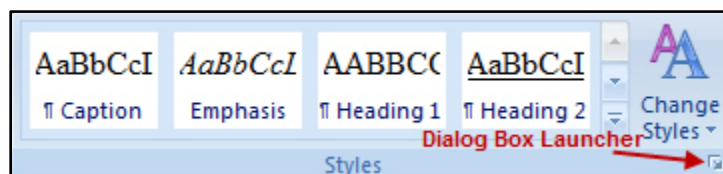9. Close your file, and click **Yes** to save the changes.

10. A second dialog box should appear asking, **You have modified styles, building blocks (such as cover pages or headers), or other content that is stored in "UI Thesis Template".  Do you want to save the changes to "UI Thesis Template"?**  Click **Yes** (otherwise the template will revert back to the default of Times New Roman).
**Please note:** By answering **Yes** to save the changes to your template, all existing documents that have already been attached to the template will display the new default font the next time they are opened.

11. If you are presented with another dialog box stating **Privacy warning: This document contains macros, ActiveX controls, XML expansion pack information, or Web components.  These may include personal information that cannot be removed by the Document Inspector.**, click **OK** to continue

*\*To determine which font styles and sizes are acceptable to the Graduate College, please refer to the Graduate College Thesis Manual, or contact the Graduate College directly.*

# Footnotes
## Insert a Footnote

To insert a footnote in your document, follow the steps below:
1. Place your cursor in the location where you wish to add the footnote.
2. On the **References** tab, locate the **Footnotes** group and click **Insert Footnotes**.
3. Add your footnote text at the bottom of the page.

## Modify the Footnote Separator Line and/or Footnote Continuation Separator Line

A common first deposit comment refers to the location of the footnote separator lines and continuation notices – these need to line up with the left margin of the document.  If you need to modify your footnote separator and/or continuation separator line, please follow the steps below:

1. On the **View** tab, change your Document View to **Draft**.

2. On the **References** tab, click **Show Notes** within the **Footnotes** group – the Footnotes will now be displayed in a separate pane at the bottom of your document.

3. In the Footnotes pane (the lower half of your window), select the type of separator line you would like to modify from the Footnotes: drop-down menu.
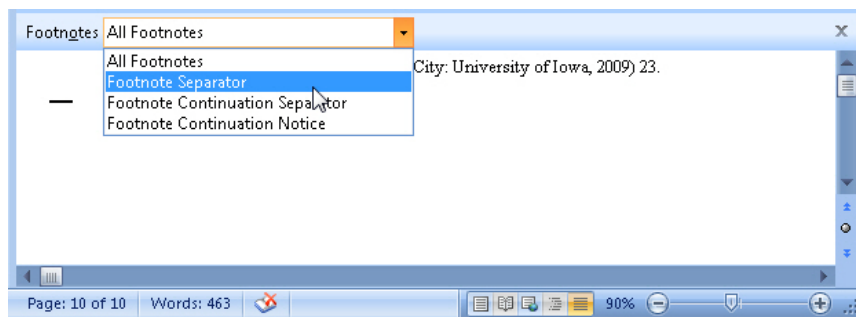


Figure 11.  *Footnote pane.*

*Please note:  To change the separator that appears between the document text and notes, click **Footnote Separator.**  To change the separator for notes that continue from the previous page, click **Footnote Continuation Separator.***

4. To left-align a separator line, place your cursor at the beginning of the line and hit the **Backspace** key on your keyboard to remove the extra space.

5. Repeat steps 3 -4 for each separator line you wish to adjust.

6. On the **View** tab, change your Document View to **Print Layout** to return to your previous view and verify the changes.

## Captions, Notes and Sources

In addition to including styles for figures and tables (see Figures 12 and 13) there are also a few other features and styles pertaining to your figures and tables that will be helpful while formatting your documents.  Please review the additional information below pertaining to figures and tables.

### Insert a Figure or Table Caption

Earlier in this document, we explained the benefits of using styles to format your paragraphs, such as saving you time and effort, and ensuring consistency).  Another way to save you time and effort is to take advantage of Microsoft Word's **Insert Caption** feature.
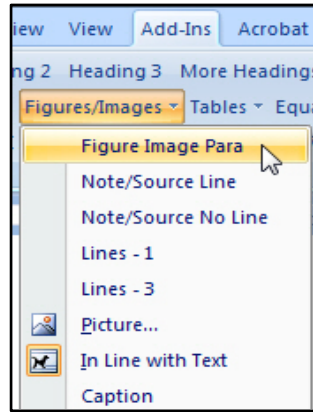
Figure 12. *Style used to format figures*
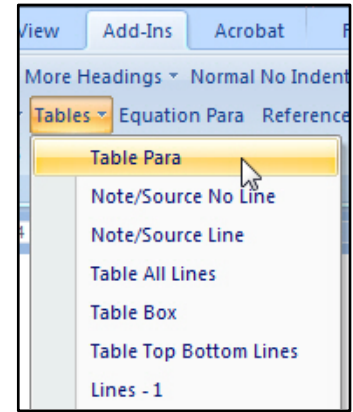
Figure 13. *Style used to format tables*

Inserting your figure and table captions in the manner explained below will allow you to automatically generate your List of Figures and List of Tables, saving you from manually typing your lists.  Select the manner which is most appropriate for your document below, then follow the steps for inserting a figure or table caption.

**If you have not typed your caption description :**

1. Insert a new paragraph before or after your figure/table where you would like to insert your caption.
   *Please note: Do not select the paragraph mark.*
2. Place your cursor on the new paragraph line (added in step 1).
3. On the **References** tab, click **Insert Caption** from the **Captions** group
   Alternative Method:  On the **Add-Ins** tab, click the **Insert Caption** button from the Thesis Template toolbar.
4. In the Caption dialog box, select the appropriate label for your caption (Figure or Table).
5. Click **OK** to close the dialog box and return to your document.
6. Add your caption description after the caption label.

**If you have already typed your caption description:**

1. Place your cursor at the beginning of the line containing your caption.
   Note: Do not highlight or select any of your caption text, label or numbering.
2. If you have already manually typed your caption label and number (e.g., Table 1), delete them now.
3. On the **References** tab, click **Insert Caption** from the **Captions** group
   Alternative Method:  On the **Add-Ins** tab, click the **Insert Caption** button from the Thesis Template toolbar.
4. In the Caption dialog box, select the appropriate label for your caption (Figure or Table).
5. Click **OK** to close the dialog box and return to your document.

*Please note:  The Caption can NOT be inside the figure or table – the caption must exist in a paragraph of it's own and match the font of the thesis text.*

### Modify Caption Number for a Figure or Table

If you plan to number your figure or table captions to include the chapter number (e.g., Table 3-1, Table 3-2, Table 3-3, etc.), you will need to do a little manual formatting to implement this.  There are two methods for doing so, depending on how you have your document(s) set up.  Select the manner in which you have your document laid out below, then follow the steps for modifying the caption number.

**If each chapter of your thesis is contained in a separate document, follow these steps:**

1. Insert the caption for your first figure or table (see "Insert Captions for Figures or Tables" for instructions).  The caption should display as "Figure 1" or "Table 1".
2. Arrow back to place your cursor directly before the "1" (when moving across the "1", you will see that it displays with a grey box highlighting it, as shown in Figure 14.this tells you that caption is linked to the document, and will allow you to create your List of Figures or List of Tables with ease).

Table 1.  Impact of intervention in rural communities

Figure 14.  *Step 2*

3. Type the chapter number and separator before the "1" (e.g., if this is the first image in Chapter 3, you would insert "3-" immediately before the caption number).

4. Your caption should now read as "Figure 3-1" or "Table 3-1" (as shown in Figure 15).



Table 3-1. Impact of intervention in rural communities

Figure 15. Modified figure caption after including chapter designator.

5. Repeat steps 1-4 for the remaining Figures or Tables in your document.

*Please note: Do not delete or modify the caption number that is inserted by the "Insert Caption" feature (e.g., the "1" in step #1 above). If you would like to change the starting caption number, please follow the steps below to do so.*

**If all of your chapters are combined into one document, please follow these steps:**

When all of your chapters are contained in one document, you will find that captions will begin at 1 for the first caption, and continue in ascending order for each caption that follows (e.g., Table 1, Table 2, Table 3, etc.), regardless of the chapter in which they reside. If you would like to include the chapter number in the caption, and would like to restart the caption numbering in each chapter (e.g., Table 1-1, Table 1-2, Table 2-1, Table 2-2, etc.), you will need to follow the steps below to do so.

*Please note: Do not use the "Include Chapter Number" option within the Insert Caption dialog box in Word – you will need to follow the steps below.*

1. Insert the captions for all figures or tables for your first chapter as you normally would (see "Insert Captions for Figures or Tables" for instructions).

Figure 6. Factors contributing to rising test scores

Figure 16. *Step 2 (first figure in Chapter 2)*

2. Within Chapter 2, find your first figure or table, and insert the caption (if you have not already done so), as shown in Figure 16..

3. Press **Alt + F9** to view the field codes – you will see something similar to **{ SEQ Figure \* ARABIC }** where your Caption should appear.

Figure { SEQ Figure \* ARABIC }. Factors contributing to rising test scores

Figure 17. *Field code for first figure in Chapter 2*

4. Modify your field SEQ so that it reads as follows, which will reset the sequence number to 1:

   **{ SEQ Figure \r 1 \* ARABIC }**

Figure { SEQ Figure \r 1 \* ARABIC }. Factors contributing to rising test scores

Figure 18. *Modified SEQ code to reset the sequence number to "1".*

*Please note: If you would like to start your numbering at a number other than 1, replace the "1" with the appropriate number.*

5. When finished, press **Alt + F9** to switch back to your document (you should no longer see the field codes). At this point, your caption will appear to be unchanged – you will need to update the field to reflect the changes (continue with the steps below).

6. Press **Ctrl + A** to select the entire document.

7. Press **F9** to update the fields – your caption number should now display as 1, and each caption that follows will continue numbering in ascending order.

8. Repeat steps 2 – 7 for each chapter in your document.

9. When you have finished renumbering each chapter of your document, you can then type the chapter number and separator directly before each caption number (e.g., for Chapter 2, you can insert "2-" prior to each caption number, so it will then display as 2-1, 2-2, 2-3, etc.).

Figure 2-1. Factors contributing to rising test scores

Figure 19. *Renumbered figure caption after updating field codes and adding chapter designator.*

## Modify Captions for Figures or Tables within an Appendix

You may choose to include your figures or tables within an appendix (rather within the individual chapters). To modify the figure or table captions to reflect the Appendix number and separator (e.g., for Appendix B, it would appear as Table B-1, Table B-2, etc.), please follow the appropriate steps below (depending on the layout of your document(s)).

**If each appendix is included in a separate document, follow the steps below:**

1. Insert the caption for your first figure or table within your Appendix (see "Insert Captions for Figures or Tables" for instructions). The caption should display as "Figure 1" or "Table 1".

2. Arrow back to place your cursor directly before the "1" (when moving across the "1", you will see that it displays with a grey box highlighting it – this tells you that caption is linked to the document, and will allow you to create your List of Figures or List of Tables with ease).

Figure 1. Community Concerns – Flood Preparation

Figure 20. *Step 2*

3. Type the appendix letter and separator before the "1" (e.g., if this is the first image in Appendix B, you would insert "B-" immediately before the caption number).

4. Your caption should now read as "Figure B-1" or "Table B-1".

5. Repeat steps 1-4 for the remaining Figures or Tables in your appendix.

Figure B-1. Community Concerns – Flood Preparation

Figure 21. Modified figure caption after including appendix letter and separator.

*Please note: Do not delete or modify the caption number that is inserted by the "Insert Caption" feature (e.g., the "1" in step #1 above). If you would like to change the starting caption number, please follow the steps below to do so.*

**If your appendix and thesis chapters are all included in one document, follow the steps below:**

When all of your chapters and appendices are contained in one document, you will find that captions will begin at 1 for the first caption, and continue in ascending order for each caption that follows (e.g., Table 1, Table 2, Table 3, etc.), regardless of the chapter or appendices in which they reside. If you would like to include the appendix number in the caption, and would like to restart the caption numbering in each appendix (e.g., Table A-1, Table A-2, Table B-1, Table B-2, etc.), you will need to follow the steps below to do so.

1. Within your first appendix, find your first figure or table, and insert the caption (if you have not already done so).

Table 24. Impact of flood damage by community

Figure 22. *Step 1*

2. Press **Alt + F9** to view the field codes – you will see something similar to **{ SEQ Table \* ARABIC }** where your Caption should appear.

Table { SEQ Table \* ARABIC }. Impact of flood damage by community

Figure 23. Field code for first figure in Appendix A

3. Modify your field SEQ so that it reads as follows: **{ SEQ Table \r 1 \* ARABIC }** *This will reset the sequence number to 1.*

Table { SEQ Table \r 1 \* ARABIC }. Impact of flood damage by community

Figure 24. Modified SEQ code to reset the sequence number to "1".

   **Please note:** If you would like to start your numbering at a number other than 1, replace the "1" with the appropriate number.

4. When finished, press **Alt + F9** to switch back to your document (you should no longer see the field codes). At this point, your caption will appear to be unchanged – you will need to update the field to reflect the changes (continue with the steps below).

5. Press **Ctrl + A** to select the entire document.

6. Press **F9** to update the fields – you caption number should now display as 1, and each caption that follows will continue numbering in ascending order.

7. Repeat steps 1 – 6 for each appendix in your document.

8. When you have finished renumbering the captions within each appendix, you can then type the appendix number and separator directly before each caption number (e.g., for Appendix A, you can insert "A-" prior to each caption number, so it will then display as A-1, A-2, A-3, etc.).

Table A-1. Impact of flood damage by community

Figure 25. Renumbered figure caption after updating field codes and adding appendix letter.

## Add a Note or Source to a Table or Figure

To add a Note or Source to a Table or Figure, please follow the steps below:

1. If you have not yet done so, insert your table or figure, and the caption.

2. Place your cursor on a new line after your table/figure/caption.

3. On the Add-Ins tab, click **Figures/Images** <u>or</u> **Tables** to reveal the drop-down menu.

4. From the resulting menu, select **Note/Source Line** or **Note/Source No Line**, based on your preferences.
   (To understand the difference between **Note/Source Line** and **Note/Source No Line**, please refer to the *Definition of styles used within the UI Thesis Template* section of this document.)

*Please note: Make sure you have at least three single (12pt) spaced lines between the note/source and the text of your thesis.*
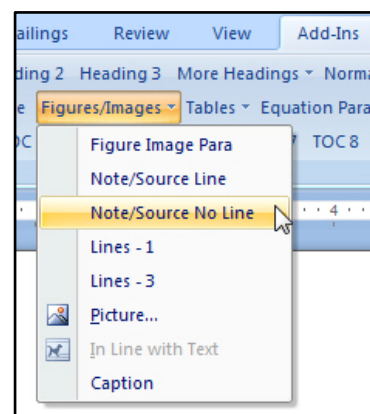


Figure 26. Add a note or source to your table/figure.

## Preliminary Pages
### Create Preliminary Pages

The UI Thesis Template includes a macro which will automatically generate your Preliminary Pages for you based on the information you supply to the resulting questions.

1. If you have not yet done so, **attach** the UI Thesis Template to a Microsoft Word document (see *Attach the UI Thesis Template to your documents* section of this document for instructions).

2. From the **Add-Ins** tab, click the **Prelims** button. An automated macro will begin and provide you with a brief description of the process in the **Here's What Happens Next** dialog box. Click **OK** to continue.

3. When prompted to Name the New File, navigate to your Thesis folder, select a file name (or leave the default PrelimPages), and click **Save**.

   **Warnings/Messages:**

   <u>Macro Messages</u>: If you receive any errors pertaining to macros, please see the instructions in the *Macro Security Settings* section and then try these steps again.

   <u>Compatibility Message</u>: If you receive a message pertaining to the file format and compatibility when saving your Prelims document, please refer to the section below.

4. An explanatory message will appear for each page, and you will be required to enter information about yourself, your committee members, your degree, etc.

5. All optional pages will provide explanatory text, followed by a Yes or No question.

6. The default for all questions is Y (for Yes) – please type N (for No) if you do not wish to include the optional page. When in doubt, it is recommended that you accept the default answer of Y(Yes) for all pages – it is much easier to remove an unnecessary page than to add a page at a later time.

7. When your Prelims document is created, save the document to your Thesis folder.

**Compatibility Message (when generating Preliminary Pages or Doctoral Abstract)**

It is possible that you may receive the following message when generating your Prelims or Doctoral Abstract. This is a due to the macros being originally created in a previous version of Word. You are prompted to take one of the following actions:

- Click **OK** to continue, <u>or</u>
- Click **Cancel** to return to the Save As dialog box, and select "Maintain compatibility with Word 97-2003".

Taking **either** of these actions is fine – both actions have been tested, and the results are the same regardless of which route you take. Additionally, the formatting for this document in Word 2007 is the same as in previous versions of Word.
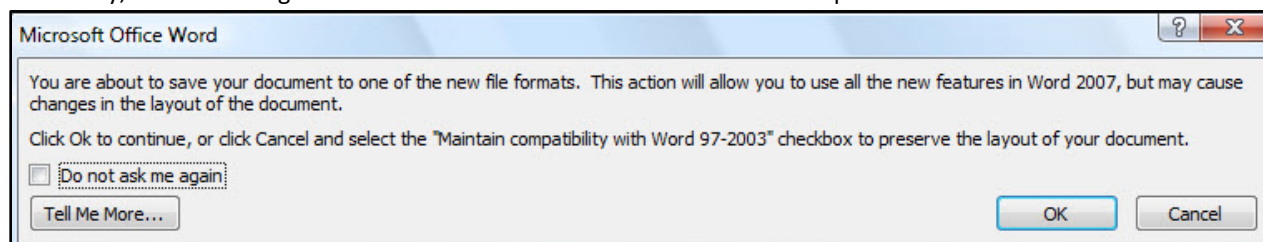


Figure 27. *You may receive this message while generating your Preliminary Pages or Doctoral Abstract document.*

## Delete an unwanted page within the Preliminary Pages

You may find that after creating your Preliminary Pages, you no longer need a page you inserted. In order to remove the page without modifying the section breaks and page numbering that is built into the macro, please follow the steps below:

1. From the View tab, change your document view to **Draft**.
2. Select the text you wish to delete (by dragging the mouse to highlight the text, or method of your choice).
3. Press the **Delete** key on the keyboard.
4. A **flashing black line** (also referred to as a mouse I-beam) appears on top of the **Section Break (Next Page) line**.
5. Press the **Delete** key on the keyboard.
6. Save the revised document.

*Please note: We recommend verifying the deletion of the desired page(s) by returning to the Print Layout view.*

## Create an External Abstract (PhD candidates)

The UI Thesis Template includes a macro which will automatically generate your Preliminary Pages for you based on the information you supply to the resulting questions.

1. If you have not yet done so, **attach** the UI Thesis Template to a Microsoft Word document (see ***Attach the UI Thesis Template to your documents*** section of this document for instructions).
2. From the **Add-Ins** tab, click the **Create Doctoral Abstract Separate** button. An automated macro will begin and provide you with a brief description of the process in the **Abstract Bound Separately** dialog box. Click **OK** to continue.
3. When prompted to Name the New File, navigate to your Thesis folder, select a file name (or leave the default DoctoralSeparate.docx), and click **Save**.

    **Warnings/Messages:**

    Macro Messages: If you receive any errors pertaining to macros, please see the instructions in the ***Macro Security Settings*** section and then try these steps again.

    Compatibility Message: If you receive a message pertaining to the file format and compatibility when saving your Prelims document, please refer to the section below.

4. An explanatory message will appear for each page, and you will be required to enter information about yourself, your committee members, your degree, etc.
5. When your Doctoral Abstract document is created, save the document to your Thesis folder.

## Add an additional supervisor to Prelims and Doctoral Abstract

If you have more than one Thesis Supervisor, you will need to add additional lines to your Preliminary Pages and Doctoral Abstract. In order to do this, you will need to follow the steps below:

1. Change **Thesis Supervisor:** to **Thesis Supervisors:**
2. Place your cursor on the **Thesis Supervisors***:* line
3. Scroll up within your document so the *Thesis Supervisors:* line is at the top of the screen (by the ruler).
4. *If your paragraph markers and line breaks are not displayed, press **Ctrl + Shift + F8** simultaneously on your keyboard.*
    *Please note: When following the steps below, you will initially place the supervisor with the longest name and title on the first line, and the one with the shorter name and title on the second line. This is only temporary – you can place them in the order that is most appropriate after you have created the additional line.*
5. You should see a new line marker ( ↵ ) at the end of the **Thesis Supervisors**: line. If you do not see the new line marker, you can enter one now by pressing the **Shift** key and **Enter** key simultaneously.
6. *Type the title and name of your second Thesis Supervisor on the line directly below the first supervisor.*
    *Please note: When following these steps, you will initially place the supervisor with the longest name and title on the first line, and the one with the shorter name and title on the second line. This is only temporary – you can place them in the order that is most appropriate in step 12 below.*
7. With your cursor still on the Thesis Supervisor line, make a note of the starting measure of the first line (a), the ending measure of the first line (b) and the starting measure for the first supervisor's title (c).
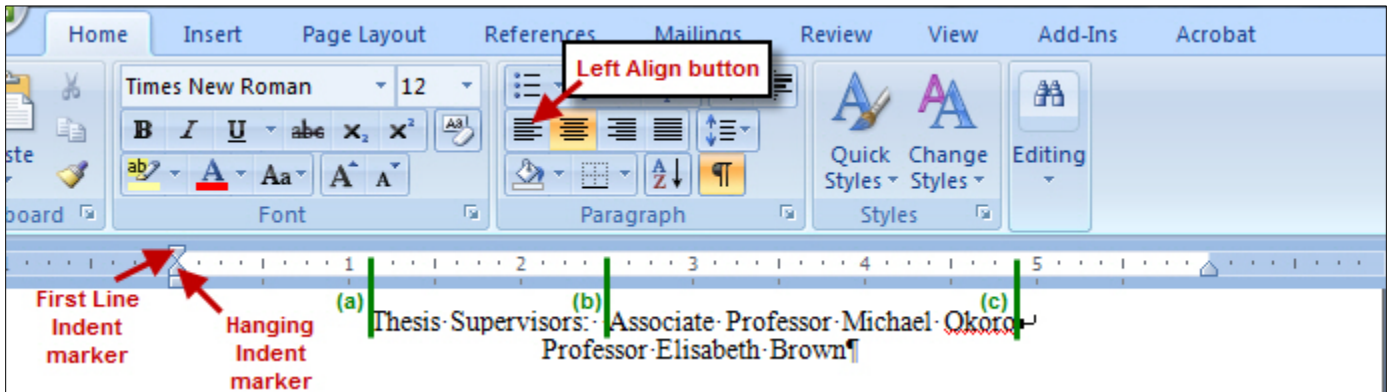    Please see the image below for a visual.

Figure 28. *Steps 1 – 7*

8.  Click and drag the Hanging Indent marker on the ruler to the starting measure point of the first Supervisor's title (b) – the triangle only, not the square below the triangle..
    Hint: For more precise control, hold down the **Alt** key while dragging.

9.  Click and drag the **First Line Indent** marker on the ruler to the starting measure point of the first line (a).

10. Click the Left Align button to align the text to the left.

11. Replace the spaces after *Thesis Supervisors:* with a tab in order to line up both names.
    Hint:  Place your cursor immediately before the first Supervisor's name, and hit the Delete button twice to remove the two spaces.  Then, hit the Tab key to move the first Supervisor over to line up with the second supervisor.

12. If needed, change the order of the supervisors by select and drag, or cut and paste.
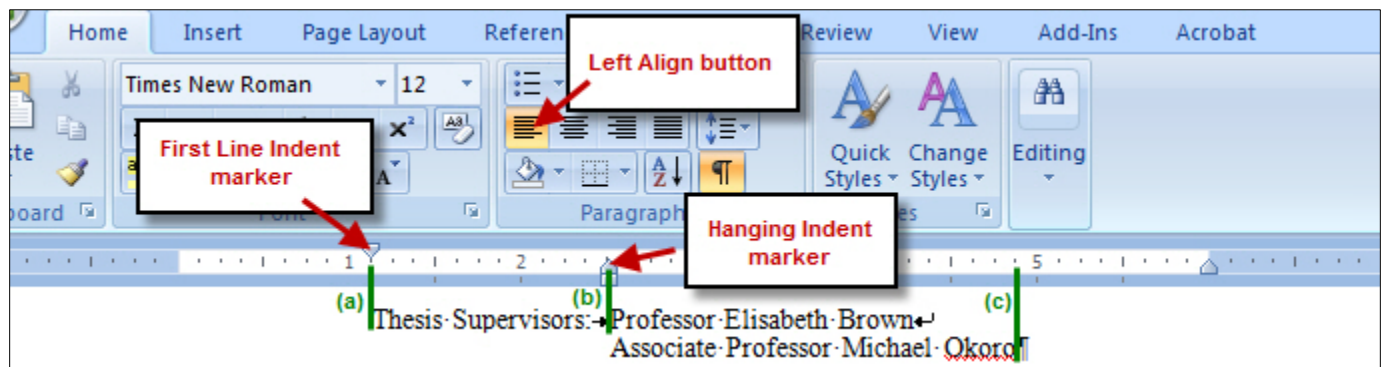    Please see the image below for a visual.



Figure 29.  *Appearance after steps 8-12.*

13. PhD Candidates: Copy and paste these fixed lines into your prelim pages and doctoral abstract document.

    - Be sure include the paragraph mark by the second advisors name when you copy, and
    - Do NOT include the section break or last paragraph mark on the page when you copy and paste.

## Table of Contents / List of Figures / List of Tables
### Insert Table of Contents

This should be done at the end of each document that is part of your thesis, rather than within the preliminary pages. The Table of Contents created in the preliminary pages is simply a placeholder – you will later update, unlink and copy the Table of Contents from your main document(s), and paste them in the appropriate location in the preliminary pages.

1. Open your thesis document (not the Prelim Pages).
2. Scroll to the end of the document*
3. Click the **Insert** tab
4. From the **Pages** group, click **Page Break**
5. Click the **References** tab
6. From the **Table of Contents** group, select **Table of Contents**, and then **Insert Table of Contents** from the resulting menu
7. In the Table of Contents dialog box, select the following options:
   - Check **Show page numbers**
   - Check **Right align page numbers**
   - Choose the T**ab leader** you would like to use
     Uncheck **Use hyperlinks instead of page numbers**
   - Select **From Template** next to the Formats: drop-down menu (under the General section)
   - Select the number of levels you wish to show from the **Show levels** field (please refer to the Graduate College Thesis Manual to determine the minimum number of levels allowed)
8. Click **OK** to save your changes and generate your Table of Contents.

*We encourage you to insert your Table of Contents (TOC) at the <u>end of your document</u>, rather the beginning. This will ensure that your page numbering is correct when you copy and paste the TOC into your preliminary pages document.*
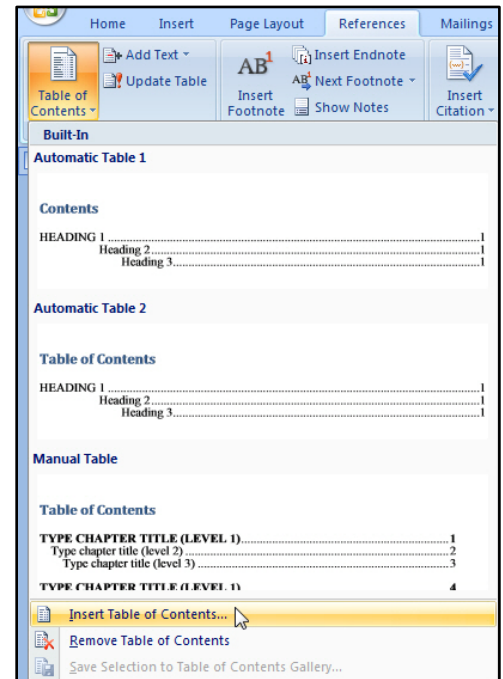

Figure 30. *Steps 3 – 6.*
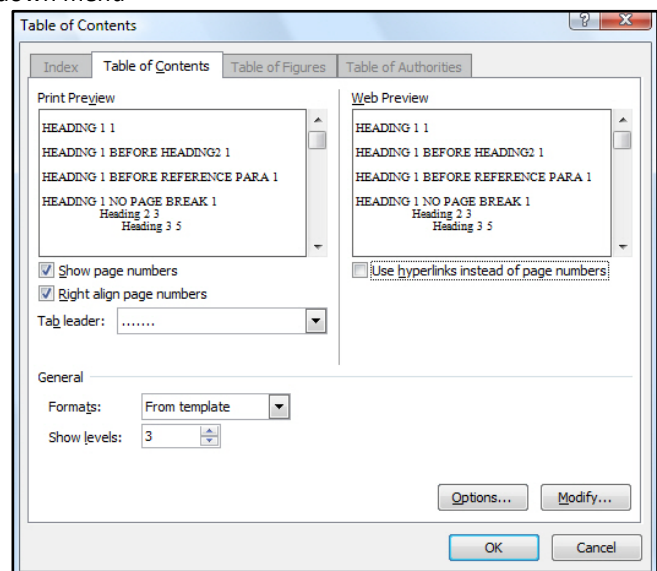

Figure 31. *Options for step 7.*

### Insert List of Figures or List of Tables

This should be done at the end of each document that is part of your thesis, rather than within the preliminary pages. The List of Figures/List of Tables created in the preliminary pages is simply a placeholder – you will later update, unlink and copy your lists from your main document(s), and paste them in the appropriate location in the preliminary pages

*Please note: This will only work if you have used the Insert Caption feature (located within the UI Thesis toolbar, or under the References tab within the Captions group). For information pertaining to captions, please see the Insert Figure/Table Captions section of this document.*

1. Open your thesis document (not the Prelim Pages).
2. Scroll to the end of the document*
3. Click the **Insert** tab
4. From the **Pages** group, click **Page Break**
5. Click the **References** tab
6. From the **Captions** group, click **Insert Table of Figures**


Figure 32. *Step 6*

7. In the Table of Figures dialog box, select the following options:
    - Check **Show page numbers**
    - Check **Right align page numbers**
    - Choose the T**ab leader** you would like to use
    - Uncheck **Use hyperlinks instead of page numbers**
    - Select **From Template** next to the Formats: drop-down menu (under the General section)
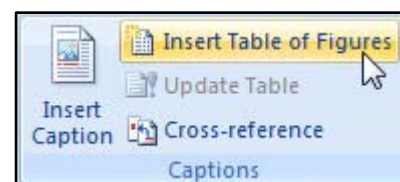    - Select either the appropriate caption type from the **Caption label** drop-down menu (either Figure or Table)
    - Check **Include label and number**
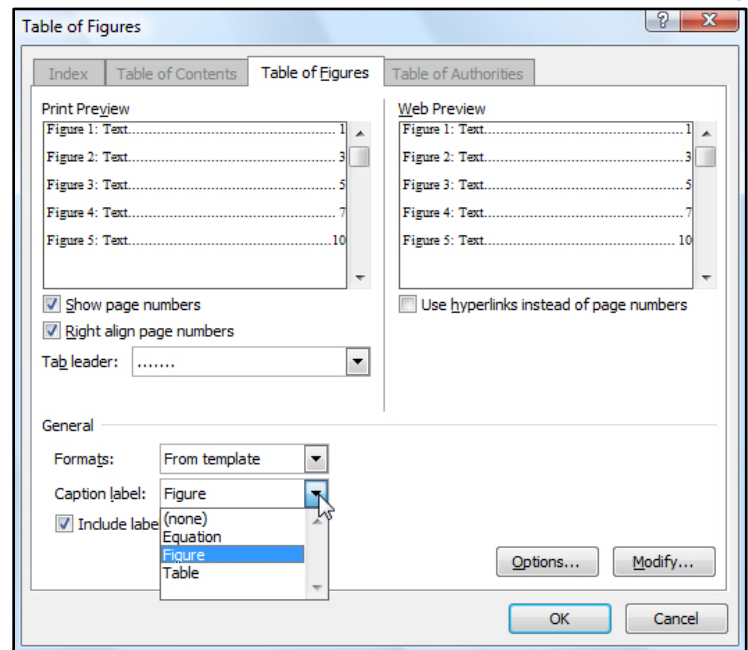8. Click **OK** to save your changes and generate your Table of Contents.


Figure 33. *Options for Step 7*

## Update all lists (Table of Contents, List of Figures and List of Tables) in your document

If you have made changes to your document after creating your Table of Contents, List of Figures and/or List of Tables (e.g., modified caption name or chapter title, or added additional content which will modify the page numbering) , you can reflect these changes by updating all of the fields within your document.

1. Press **Ctrl + A** to select the entire document.
2. Press **F9** on your keyboard to update.
3. If prompted to update the page numbers only, or update the entire table, select **Update entire table**, and click **OK** to return to your document.
4. Repeat these steps for each list in your document (e.g., Table of Contents, List of Figures and List of Tables)

## Add your Table of Contents (TOC), List of Figures or List of Tables to your Preliminary Pages

The information contained in the next two sections should be done in sequential order from the computer you plan to print from or create an electronic copy for submission (PDF).  Changing to a different computer or printer may modify the page numbers and page breaks, as the number of characters per line and lines per page are governed by the default printer for that document.

### Update your Table of Contents, List of Figures or List of Tables

1. Click to the left of the first line of the Table of Contents/List of Tables/List of Figures to select the entire list (the entire table should appear to be highlighted in grey)
2. Press **F9** on your keyboard
3. Select **Update the entire table**
4. Click **OK.**

Once you have updated your tables, you will then need to follow the steps in the next section in order to place them in your Preliminary Pages document.
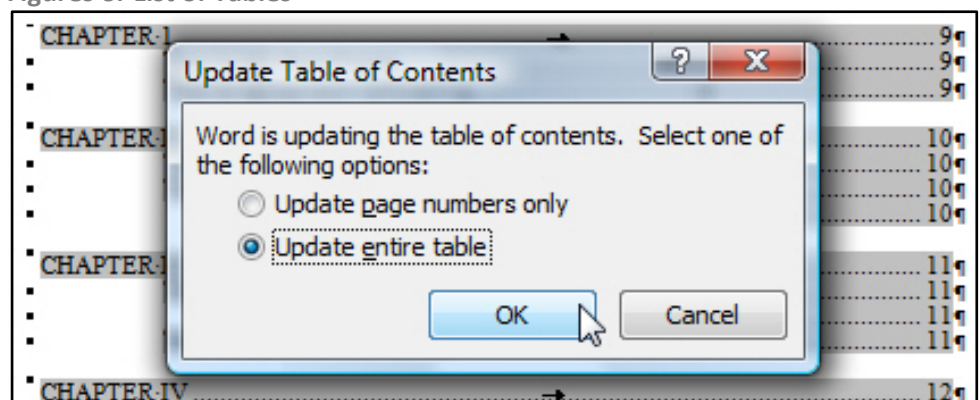

Figure 34. *Step 1 (Update Table of Contents/List of Figures/List of Tables).*

**Unlink the Table of Contents, List of Figures or List of Tables, then copy to your Preliminary Pages**

*Please note:  Prior to following these steps, make sure you have followed the steps for updating your tables in the previous section to update your lists.*

1. Click to the left of the first line of your Table of Contents/List of Tables/List of Figures to select the entire list (the entire table should appear to be highlighted in grey)
2. Press the **Ctrl + Shift + F9** keys simultaneously.  Your table should no longer be "linked" to the document (e.g., when you click within the list of items, they should no longer appear to be highlighted in grey).
   *Please note:  If your text is now blue and underlined (displaying as a hyperlink), follow steps a) and b) below, otherwise, continue with step 3.*
   a) With the text still selected, click the **Add-ons** tab
   b) Click the **Default Paragraph Font** style from the UI Thesis Template
      **Note:** You may need to reinsert italics, international fonts and/or special symbols if these are included in your list.
3. With the entire list still selected, press **Ctrl + C** to copy the text.
4. Press **Ctrl + Z** to undo the action (essentially re-linking the table).
5. Save your document (the text you copied will still be located on your Clipboard).
6. Open your Preliminary Pages document.
7. Scroll to the location where you wish to insert your Table of Contents, List of Figures or List of Tables, and **click your mouse** to position your cursor.
8. Press **Ctrl + V** to paste the text from your main document into the Preliminary Pages.
9. Click in front of the first Heading 2 (your first order subdivision/subheading) in each chapter and press **Enter** on your keyboard to insert a single blank line after the chapter title (Major Division Heading), as required by the Graduate College.

## Create one electronic file from multiple files

Beginning with the Fall 2009 semester, all master's theses and doctoral dissertations must be submitted to the Graduate College in electronic format (with the exception of MFA theses).  We recommend you **keep your preliminary pages in a document separate** from the main body of your thesis (in other words, keep these as separate documents).  Additionally, if your document contains many figures or tables, we also encourage you to save each chapter as a separate Word document, as the file can become cumbersome the larger it becomes. You can still create one electronic file while keeping your Word documents separate, and this can be done using Adobe Acrobat Professional or the PDF Conversion Tool on the ETD website.

For assistance or additional information pertaining to file conversion for ETD, please see the Graduate College's ETD website: http://www.grad.uiowa.edu/theses-and-dissertations/etds.

## Troubleshooting

### I no longer see the Add-Ins tab (or the UI Thesis Template styles within the Add-Ins tab)

If you open your thesis document and the Add-Ins tab no longer appears (or you do not see the UI Thesis Template styles within the Add-Ins tab), it is likely that the UI Thesis Template is no longer attached to your thesis document. This can result if the document you accessed is not located within the folder containing the **UI Thesis Template.dot** file, or you have not properly attached the template to your document.  If you are working between several computers, make sure you copy the entire folder containing your thesis documents between computers.  In order to access the UI Thesis Template styles again, you will need to re-attach the template to your document(s).  Please refer to the **Getting Started** section for instructions.

### I can't print my Figure

If you have created Drawing Objects within Word, and you are unable to print them, please follow the steps below.
1. Click the **Office Button** and select **Word Options**.
2. Select **Display**, and place a checkmark next to **Print drawings created in Word** (under the Printing Options section).
3. Click **OK** to save your changes.

## I can't view my Figure or Equation in my document – instead, I have an outline box where it should appear

1. Click the **Office Button** and select **Word Options**.
2. Select **Advanced** and scroll down to the **Show document content** section.
3. Uncheck **Show picture placeholders**.
4. Place a checkmark next to **Show drawings and text boxes on screen**.
5. Click **OK** to save your changes.

## Only the bottom part of my Figure or Equation appears on my screen or when I print my document

1. Click on the Figure or Equation to select it.
2. From the UI Thesis Template, click on the **Figure/Image Para** style (for figures), or **Equation Para** style (for equations).
3. If you are still unable to view or print your equations, please see **I can't print my Figure or Equation** and **I can't view my Figure or Equation in my document** section of this document.


## Thesis Formatting Best Practices

The thesis process can seem very overwhelming as you begin – there are many deadlines to meet, guidelines to remember and processes to learn. However, we have provided you with some "Best Practices" in an effort to at least make the formatting process as straightforward as possible.

1. **Never, ever open the UI Thesis Template.dot file.** Remember to attach the template to your new and existing documents, as explained in this document.

2. **Save your documents often.** There is nothing worse than spending a significant amount of time typing or formatting your document, and then have your application crash on you or experience a power outage. When working on your documents, try to remember to save every 15 minutes or so - if your computer crashes while you're working, you're only out 15 minutes of work (rather than 2 or 3 hours).

3. **Make backup copies of your documents on a regular basis, and store them in multiple locations.** Save a copy to a USB key or external hard drive. E-mail a copy to your personal email account (and CC: a friend or family member as well!). Use Files@Iowa ([http://its.uiowa.edu/support/files/](http://its.uiowa.edu/support/files/)) to save a copy, which can be accessed from on or off campus. In the event that your hard drive dies, or worse – you experience a natural disaster, such as a flood, hurricane or fire – your documents will be safe if you have emailed a copy to a friend or saved a copy to your network drive.

4. **When working on multiple computers, copy the entire Thesis folder between locations.** This will allow your documents to stay attached to the UI Thesis Template.

5. **Copy files to your local workstation before you begin.** Working on files located on a USB key or external hard drive can be cumbersome, especially if you have multiple tables or images contained in your document. Before you begin, copy the Thesis folder to your workstation and then open you're your documents. When you're finished, make sure you save the files and copy them back to your USB key or external hard drive.

6. **Keep your Preliminary Pages separate from the main body of your thesis**. The section breaks and page numbering styles included in the Preliminary Pages can result in incorrect numbering location and style for the body of your thesis if these documents are combined. If you need to submit an electronic copy for any reason, you can create a PDF from multiple Word documents and avoid page numbering issues. Please see the ***Create one electronic file from multiple files*** section for instructions.

7. **If your thesis contains many figures or tables, save each chapter as a separate Word document.** Working with documents which contain multiple figures or tables can result in a large file size. As a result, the file can become difficult to work with, and also runs the risk of becoming corrupt. You can later create a single PDF from multiple files by following the steps under the ***Create one electronic file from multiple files*** section.

# Definition of styles used within the UI Thesis Template

The UI Thesis Template includes a number of "styles" which you will need to apply to the appropriate paragraphs within your document, and these styles are available via the **Add-Ins** tab after you have properly attached the template to your document(s). Below, you will find definitions of these "styles", including an explanation of what formatting is applied when the style is selected. It will also assist you with determining the appropriate style for sections within your document.

**UI Thesis Template Style Definitions**

| UI Thesis Template Style Name | Style is used for... |
|---|---|
| Normal | The text within the body of the thesis. Provides a true 2-to-1 ratio required by Graduate College. |
| Normal No Indent | Used when no indentation is necessary and 'Normal' style is needed. Used primarily for bulleted/numbered lists and paragraphs following bloke quotes. |
| Normal Indented | Indents left and right margins 0.5" while double-spacing (24 pt) the paragraph. Provides the required 2-to-1 ratio. |
| Heading 1 | Major Division Heading - used for Chapter titles, References, List of Abbreviations, and Bibliography headings. |
| Heading 1 No Page Break | Major Division Heading - used for Appendix when on their own page. Must enter manual page break before it. |
| Heading 1 Before Heading 2 | Major Division Heading - Used for Chapter title that is IMMEDIATELY followed by a Heading 2. To fix spacing between the 2 headings. |
| Heading 2 | First-order Subdivision/Subheading (Grad College Terminology). |
| Heading 3 | Second-order Subdivision/Subheading (Grad College Terminology). |
| Heading 4 | Third-order Subdivision/Subheading (Grad College Terminology) |
| Heading 5 | Fourth-order Subdivision/Subheading (Grad College Terminology). |
| Heading 6 | Fifth-order Subdivision/Subheading (Grad College Terminology) |
| Insert Caption | Used to insert Table and/or Figure captions. MS Word uses the Caption style to build the List of Tables and/or List of Figures. |
| Caption Style | Formats Table and/or Figure captions. MS Word uses the Caption style to build the List of Tables and/or List of Figures. Use Insert Caption to get correct numbering. |
| Insert Foot/End Note | Inserts footnote/endnote reference mark, enabling entry of footnote/endnote text. |
| Tables Button | Styles available for formatting tables. |
| Table Para | Formats Table maintaining true 2-to-1 ratio. Reduces font to 11 pt to fit more on page. |
| Table Top Bottom Lines | Formats the Table to have the Top most and Bottom most lines Black. Opens insert table dialog if needed. |
| Table All Lines | Formats the Table to have black on All lines of table. Opens insert table dialog if needed. |
| Table Boxed | Formats the Table to have Black Lines around the outside edge of table. Opens insert table dialog if needed. |

**UI Thesis Template Style Definitions (Continued)**

| UI Thesis Template Style Name | Style is used for... |
|---|---|
| **Figures/Images Button** | Styles available for formatting Figures. |
| **Figure/Image Para** | Formats Figure/Image paragraphs by clicking to select the Figure/Image then clicking the toolbar button. Allows you to see the complete figure or image rather than the bottom 24 pts. |
| **Insert Picture** | Brings up the Insert Picture from file dialog box. |
| **Note/Source Line** | Formats notes for the table or figure to be single-spaced (12 pt) with double-spacing (24 pt) between each line of text. Also draws a separator line above the first note or source. |
| **Note/Source No Line** | Formats notes for the table or figure to be single-spaced (12 pt) with double-spacing (24 pt) between each line of text. Use Note/Source Line for notes associated with figures. |
| **Lines - 1** | Used for spacing. Adds one single-spaced (12 pt) line. (i.e. around Tables and/or Figures.) |
| **Lines - 3** | Used for spacing. Adds three single-spaced (12 pt) lines. (i.e. around Tables and/or Figures.) |
| **Equation Para** | Formats equation elements, such as superscript or subscript, to allow for added character height. |
| **Reference Para** | Formats References with single-spaced citations and double-spacing between each. |
| **Block Quote** | Formats paragraph with a first-line indentation, single-spacing and a left and right indented margin. (See Extended Quote also.) |
| **Extended Quote** | Formats paragraph without a first-line indentation, single-spacing and a left and right indented margin. (See Block Quote also.) |
| **Endnote Reference** | Formats the endnote reference number. |
| **Endnote Text** | Formats the endnote text. (12 pt) |
| **Footnote Reference** | Formats the footnote reference number. |
| **Footnote Text** | Formats the footnote reference text. (11 pt) |
| **Default Paragraph Font** | Resets the font in the paragraph back to the font and size specified by the style. |
| **Prelims** | This toolbar button starts an interactive macro that will create the required Preliminary Pages. *PC users: To resolve non-functioning macros or macro security warnings, please refer to the Macro Security Settings section of this document.* |
| **New Doc With UITemplate** | Begins a new document, attached to the template, with the proper margin settings. |
| **DocABS_Separate** | This toolbar button starts an interactive macro that will created PhD students Doctoral Absract. *PC users: To resolve non-functioning macros or macro security warnings, please refer to the Macro Security Settings section of this document (PC users).* |

# For Assistance:

Should you find you have thesis-related concerns, we have provided you with a number of available resources.  Please review the information below and determine the appropriate contact based on your needs.

## Graduate College (Academic Affairs Office)

### *What you should know:*

As the Graduate College creates and governs the guidelines pertaining to your thesis, you will need to contact them for any guideline or acceptability concerns you may have.  Oftentimes, it is most helpful if you have an example of your concern to present to the examiner.  With that, we encourage you to stop by the Academic Affairs office and ask to speak to an examiner with a hard copy, or fax a copy of your concern and ask that it be given to an examiner.

If you have the following (or similar) acceptability concerns, *please contact the Graduate College*:

- Which fonts and font sizes are acceptable for my thesis documents?
- Is this formatting acceptable / Do I have this item formatted correctly?
- Would you be able to take a look at my documents and see if I'm on the right track?
- How can I create a PDF from multiple Word files for my electronic submission?

### *Contact Information:*

Graduate College (Academic Affairs Office)
6 Gilmore Hall
319-335-2144
319-335-2806 (fax)
gradcoll@uiowa.edu (email)
http://www.grad.uiowa.edu (website)

### *Additional Information:*

In addition to obtaining assistance with specific formatting concerns, the Graduate College's "Theses & Dissertations" page (http://grad.uiowa.edu/theses-and-dissertations) also allows you to:

- Obtain a copy of the Graduate College Thesis Manual
- Learn about the ETD (Electronic Theses and Dissertations) submission process and policies
- Graduation/Thesis-related fees
- Upcoming Thesis Defenses

## ITS Help Desk / Thesis & Dissertation Technical Support

### *What you should know:*

If you find that any questions or concerns pertaining to the technical portion of formatting your thesis documents (e.g., you are unable to format an item so it matches the Graduate College's requirements, questions/concerns about a feature or function in Microsoft Word, etc.), please contact the ITS Help Desk for assistance.

**Please note:**  ITS will be not be able to answer questions pertaining to guidelines and acceptability – these questions or concerns will need to be directed to the Graduate College.

### *Contact Information:*

ITS Help Desk
2800 UCC (2$^{nd}$ floor, University Capital Centre)
319-384-HELP (4357)
Its-helpdesk@uiowa.edu (email)
http://helpdesk.its.uiowa.edu (website)
http://cs.its.uiowa.edu/sda (Thesis & Dissertation Preparation Page)

*All requests for technical assistance must begin with the ITS Help Desk.

### *Additional Information:*

In addition to providing 1$^{st}$ tier support for Microsoft Office applications and thesis formatting concerns, the ITS Help Desk provides you with many technical resources available on their website, including (but not limited to):

- Access to several licensed software applications available for use by U of I students, faculty and staff at no cost
- Licensed software applications available at reduced cost, including Microsoft Office, Adobe Products, reference software and more
- A variety of support centers to assist you with everything from setting up your wireless connection to setting up your email account (and nearly everything in-between)
- Assistance with purchasing a new computer

# Microsoft Word 2007 Resources

You can learn more about Microsoft Word 2007 and/or how to utilize various features and functions within Word 2007 in either of the following ways:

**Microsoft Word Help**

Click on the Microsoft Office Word Help button  in the upper right-hand corner of Word 2007 to launch Microsoft Word Help (or press F1 on your keyboard).

**Microsoft Office Online**

Go to http://office.microsoft.com and click **Help and How-to** to access a plethora of training resources, demos webcasts, podcasts and much more.

**Microsoft's Support Knowledge Base**

Go to http://support.microsoft.com for a searchable knowledge base containing known issues and instructions for resolving them.