General Document

- **Flyleaves**: This template has flyleaves, but these pages are optional.

- **Title page**: You should not have to adjust the spacing on the title page at all. Just replace the filler text with your own information.

- **Placeholder text**: Some sections of the template have Lorem ipsum placeholder text. This is just for a visual of what the document should look like.

- **Nomenclature**: This page is optional. Instructions for linking to the nomenclature are written in Section 1.1.3. of the template.

- **Styles**: All styles you need for a traditional thesis/dissertation are built into this template. Use these styles if you want to manually generate your TOC. You should not have to modify or add to these styles. Numbering should appear automatically.

- **2nd level headings**: The extra space above 2nd level headings is built in. You should not have to manually space above these headings more than any other paragraph break.

- **Indentation**: The indentation of body paragraphs is built in to "Style Body Text." You may have to adjust this when working with 3rd and 4th level headings

- **Tables/Figures**: When writing table titles and figure captions, type out the title/caption first (including number, which won't appear automatically) and then apply the appropriate setting under Styles (either "Figure Title" or "Table Title"). Do not use "Insert Caption" under the References tab.

- **Appendices**: The dissertation template shows formatting for multiple appendices. The thesis template shows formatting for one appendix.

Table of Contents/LI/LT

- If using headings appropriately, the TOC should generate with correct headings, indentation, and page number.

- "Figure" and "Table" will automatically populate beside every caption. You can keep these and delete the word "Table" and "Figure" at the top of your list, or delete the word at the start of each caption.

- There are some things you have to change manually:

  o Write the word "SECTION" between front matter and body

  o Delete extra words after 3rd and 4th level headings

  o Check to make sure punctuation after 3rd and 4th level headings is consistent

(list continues on next page)

- Write in "APPENDICES," multiple parts, and page numbers if you have more than one appendix. If you have one appendix, it should appear automatically.
- Remove figures and tables from the LI/LT that appear in your appendices

3rd and 4th level headings

- **Adjusting heading and text:** The first line of your body text should start on the same line as the heading. This is problematic because Word treats the entire line as a heading.
    - Once you set your heading style, place your cursor at the end of the first line
    - Press "Enter"
    - Hit "Backspace" twice
    - Remove bold from everything that's not the heading
- **Bolding Heading Numbers:** If your heading number is suddenly not bold, do the following:
    - Turn on the Show/Hide Button
    - Highlight the paragraph symbol at the end of your first line
    - Select bold

Single-spacing a Multi-lined Heading

- **In the TOC:**
    - Insert paragraph break between first and second line. Make sure your text is not in the same space that a page number would be.
    - Place your cursor in the first line only of the heading.
    - Change that line to single line spacing.
- **In a 1st level heading:**
    - This might already be set to single line spacing, so you might not have to do anything to it.
    - If not, then press Shift + Enter between first and second lines, change to single spacing, and add 12 pt of after paragraph spacing
- **In a 2nd level heading:**
    - Change to single spacing
    - Place Cursor at the end of heading
    - Add 12 pt of after paragraph spacing

Note: the current figure and table title styles will be updated soon.

- **In figure captions:**
    - Single spacing should be applied automatically with Style
    - You may need to add 12 pt of after paragraph spacing
- **In table titles:**
    - Place cursor at the end of the first line
    - Press Enter
    - Change first line only to single spacing
    - Hit Undo to remove automatic update
    - You may need to add 12 pt of space after the table

Other Recommendations

- **TOC page numbers**: After updating TOC and taking away extra words from 3rd and 4th level headings, always finish by "Updating Page Numbers Only."

- **Spacing around figures/equations**: You may have to manually adjust spacing around your figures and equations to make it look equal above and below.

- **Hiding page numbers**: If you need to hide a page number, the easiest way is to place a white box over it. Just check to make sure it's still there if your pages get shifted around.

- **References**: the easiest way to format them is to highlight them all and change to single line spacing with 24 pt after paragraph spacing. You will need to make sure that none of them are split between two pages.

- **Automatic updated styles**: If you make a local change to a style and find that the change syncs with your other text, right-click that style, select "Modify," and deselect "Automatically Update" to prevent this from happening.

- **Spell check**: Go to File > Options > Proofing and make sure "Ignore words in UPPERCASE" is not selected.

- **Heading capitalization**: You can use the "Change Case" option in the Font group to quickly put text in all caps, and this should appear in your TOC.

- **Landscape pages**: It is easier to turn a figure sideways than to turn a page landscape. If using a table, you will need to insert it into a text box in order to turn it sideways. Make sure to keep the same margins as your other pages. If turning a page landscape, follow instructions in Appendix B for modifying page numbers.