

Introduction

This file explains how to use CIRCA'S Thesis/Dissertation Template for Microsoft Word XP for windows. We will attempt to answer as many potential questions as possible in this read me file. We would also like to point out that we have included a great deal of useful information in the body of the template, and we recommend that you read through the template before you delete its contents. A duplicate of the template (in PDF format) can be found within your template folder, titled WRDXPv70.pdf.

If you experience any difficulties while working with our template, you can contact us by email at etd@grove.ufl.edu. One of our consultants will respond promptly to your email. Another way to contact us is through calling 352-392-4357. These calls will be forwarded to us, and we will respond either by phone or email. Feel free to contact us if you experience any difficulties while working with the template. We also offer workshops each semester that students have found of great help in their successful usage of the template.

Master Document

Our template is designed to have a different file for each section of your thesis/dissertation. So there is a separate file for your title page, acknowledgements, chapters, etc. We have created the template in this manner to allow for better management of file size. Rather than having one large, ever increasing document, this setup allows you to have a collection of smaller files. This arrangement often makes it easier to store and transfer files. Initially, we recommend that you enter all of your work into the individual document in which it belongs. Many of the subdocuments have instructions on how to enter the information for the section (example: title.doc includes instructions on what to include and where it should be located on the page).

We have also included what is known as a master document (master.doc). When opened and expanded, the master document gathers together all the individual files (subdocuments), in the correct order, onto the screen. Once you have entered your information into its respective subdocuments, you can open the master so that you have the equivalent of one large document, with continuous page numbers. This is where you will want to make any necessary changes to page numbers (for further information on how to edit page numbers, please see the section of tutorials below in the read me file). Additionally, the master document allows you to automatically generate your table of contents, list of tables, and list of figures, provided you have labeled your text throughout with the appropriate styles (see the section on styles further down in this read me file, and also in chapter 3 of the original text in the template).

How To Open and Expand the Master Document

To open the master document, simply double click on the file master.doc. Once this file is open, you should see a list of links of each of your sub-documents (individual files). To expand the master document, first choose "view" from the top of the screen, and

select outline. You may have to click on the double arrow pointing downwards to get the option to switch to outline view. Next, click on the button at the top of the screen that has a document with an arrow pointing downwards inside of it (if you hold your cursor over the button, it says expand subdocuments). Please note that this option to expand your subdocuments is available only in outline view. At this point, all of your subdocuments should expand on your screen. The last step in the process is to once again select “view” from the top of the screen, and change your view back to print layout. Another way of expanding your master document is through the use of a command. First, open your master document (master.doc). Next, simultaneously push control and forward slash (press CTRL and \ keys simultaneously). This should expand your subdocuments for you. Please note that you may still have to switch the view back to print layout.

Saving and Work

When you are working in an individual file (subdocument), and you select “save,” your work is saved to the individual file you are working on. When you are working in the master document and select “save,” your work is saved not only within the master document, but also within each respective subdocument. So any changes you make in the master document should appear in the subdocument as well, with the exception of page numbers (which will only be correct in the master document).

Copying your Work

When copying your work to a disk or in any way bringing it to a new location, it is essential that you first completely close Microsoft Word before you transfer any files. If you don’t close Word before doing this, then it is likely that your master document will not be able to find the location of your subdocuments, and thus will not be able to be expanded. After you have saved and closed Word, select the ENTIRE FOLDER that your document is in (originally named Template70-XP). You want to copy the entire folder onto another disk or location on your computer, because the master document will not work properly unless it is kept in the same folder as the rest of your subdocuments. It is a good general rule to always keep your entire template folder together. If it is necessary to separate the files in order to fit them on disks (if all of the files won’t fit on a single disk), then make sure you place these separate files back into one single folder once you have transferred them to their new location. Please note that you should not attempt to transfer a your work to disk or to a different place on your computer by choosing “save as” within the master document, because the master document will not work properly if it is not in the same folder as the rest of your subdocuments.

Backup of Master Document

We have included a backup copy of a master document within our template (titled master-backup.doc). We have experienced an occasional problem with the master document where all the links to the subdocuments disappear when you initially open the master document, so that they can’t be expanded. If this should occur, then you can use

the master-backup file. The master-backup file should reflect all of the changes you have made with the exception of page numbers, table of contents, list of figures and tables, and any chapters or appendices you have either added or removed from the master document.

Copying Text into the Template

If you have already written part or all of your thesis/dissertation, and would like to transfer it into the template, then here are some guidelines you should follow. The first recommendation is that you copy each section into its respective subdocument (rather than into the master document). Another helpful point is that you want to have your show/hide button turned on. The show/hide button is located on the standard toolbar, and looks like: ¶. The reason you want this button turned on is so that you don't inadvertently delete the section breaks. The section breaks will be important later on when you expand all of your subdocuments in the master document and want your page numbers to be correct. If you accidentally erase or change any of the section breaks in your document, please refer to our tutorial located under the tutorials heading in this document. Next, copy and paste your work into its respective file within the template (without deleting the section breaks). Once you have pasted your work into the correct file, you will need to apply the appropriate styles within your document as these styles were created specifically for our template (please see our styles section below in this read me file).

Styles

We have created styles for our template to help you with the formatting of your document. Many of our styles will correctly format the text that is placed within that style. It is important that you use correctly use styles, because these not only help with formatting, but they also are used to automatically generate your table of contents and list of tables and figures. These will only be generated accurately if your have correctly labeled the respective chapter titles, headings, and captions with the appropriate style.

When you cut and paste your own text into the template, you **MUST** apply our styles to **ALL** of the text. This ensures that your formatting is accurate. A list of styles and what they do can be found on the last page of this document.

Tutorials

On our website (<http://etd.circa.ufl.edu/>), we have tutorials for some of the common formatting concerns.

Our tutorials page is located at <http://etd.circa.ufl.edu/present/index.html>. On this site, we have tutorials for fixing page numbering, section breaks, landscaped pages, and removing/inserting chapters and appendices. We also have tutorials on converting your document to PDF format, a list of critical dates, and other useful information. We recommend that you attempt to resolve any difficulties that might arise

by first referring to our tutorial page, and if you are still having any difficulties, to contact us either through email (etd@grove.ufl.edu) or by phone (352-392-4357).

List of Styles

Table 1. List of styles included in Version 7.0 of the MS Word Formatting Template for UF Theses & Dissertations

Styles	Apply to	What you must do after the style is applied
00 One Inch Spacer	This style is applied to the first line of any Chapter or Section	Nothing
01 CHAPTER TITLE	Chapter and section titles	Capitalize all letters.
02 First-Level Subheading (BOLD)	First-level subheadings	Capitalize first letters of all principal words
03 Second-Level Subheading (BOLD)	Second-level subheadings	Capitalize first letters of all principal words
04 Third-Level Subheading (BOLD)	Third-level subheadings	Capitalize the first letter of first word and all proper nouns
05 First-Level Subheading UNDERLINE	First-level subheadings	Capitalize first letters of all principal words
06 Second-Level Subheading UNDERLINED	Second-level subheadings	Capitalize first letters of all principal words
07 Third-Level Subheading UNDERLINED	Third-level subheadings	Capitalize the first letter of first word and all proper nouns
08 Body Text	Paragraphs	Nothing
08a Body Text - No Indent	Paragraphs where indenting is not permitted	Nothing
09 Block Text-Block Quote	Quotes	Nothing
10 Table Text	Used inside tables and on single spaced text	Nothing
11 Bulleted List – Short	Used for bulleted lists where none of the lines wrap	Insert a single blank line after the last list entry
12 Bulleted List – Long	Used for bulleted lists where one or more of the lines wrap	Nothing
13 Numbered List – Short	Used for numbered lists where none of the lines wrap	Insert a single blank line after the last list entry
14 Numbered List – Long	Used for numbered lists where one or more of the lines wrap	Nothing
15 Caption Figure	Figure captions	Nothing
16 Caption Table	Table captions	Nothing
17 Reference Listing 1 – no numbers	Can be used for reference lists that are not numbered	Nothing
18 Reference Listing 2 – with numbers	Can be used for reference lists that are numbered	Nothing