# **Tips for Using Templates (PC)**

### Get them:

http://luthersem.libguides.com/wsg

### Use them:

Can you see your styles tool bar?
Word 2007 and later: Home Ribbon > Styles
> Show the Styles Window (small square button in the bottom right corner of the styles box)



2. Have you applied the right style?

## Style them:

| Style Name                 | Used to format   |
|----------------------------|--|
| LS 1st Heading             | First sublevel headings  |
| LS 2 <sup>nd</sup> Heading | Second sublevel headings   |
| LS 3 <sup>rd</sup> Heading | Third sublevel headings  |
| LS 4 <sup>th</sup> Heading | Fourth sublevel headings   |
| LS Abbrev. List            | Abbreviation list items  |
| LS Abstract                | Abstract page title (PhD/DMin only)  |
| LS Appendix Title          | Appendix title   |
| LS Back Matter             | All back matter page titles (eg. Bibliography, Appendix A, B, etc.)                                    |
| LS Block Quote             | Directly quoted text, over three lines long, followed by a new heading                                 |
| LS Block Quote 2           | Directly quoted text, over three lines long, followed by standard text                                 |
| LS Chapter #               | Chapter <b>numbers:</b> Chapter 1, Chapter 2   |
| LS Chapter Title           | Chapter titles   |
| LS Front Matter            | All front matter page titles <b>except</b> Abstract (eg. Acknowledgments, List of Abbreviations, etc.) |
| LS Reference               | All references in your bibliography, if <b>not</b> using EndNote                                       |
| LS Standard text           | Basic text, the bulk of your writing   |

# A Few Things to Note:

- All Luther Seminary styles begin with "LS." Do not worry about styles that do not begin with "LS."
- If you want to use the automatically generated Table of Contents (and really, why wouldn't you?) you **must** use the LS Chapter Title, and LS 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> heading styles. And you **must** be using Word 2007 or newer.
- If you do not want any style applied to your text, select "Normal."
- There are two templates to choose from: General Research Paper or Thesis. The General Research Paper template will not have all the styles listed above, such as Chapter # or Chapter Title, since those are not required of Research Papers. The Thesis template is designed according to degree program. Make sure you have the right one for your degree!

# **Tips for Using Templates (PC)**

## Working with the Table of Contents

Your table of contents will automatically be generated if you use the built-in LS styles.

You will need to update the place holder table of contents that is currently in the Thesis Template with your content. Do **not** try to manually change it. Instead, simply click anywhere within the Table of Contents (it will become shaded

gray and may take a minute to respond). The Table of Contents will then become outlined and you should see a tab at the top of the outline that says Update Table...

Click the Update Table tab and the Table of Contents will be regenerated with your chapter titles and headings. You can do this as often as you need to. Or as often as you'd like to be amazed at how easy this will make your life.



## Working with Multiple Chapters

The template is designed to be one document. When you come to the end of a chapter and are ready to begin a new one, you must insert a **section break** at the end of your chapter. Inserting any other kind of page break or simply pressing the Enter/Return key for a new chapter will cause **many** problems (side effects may include loss of sleep, loss of appetite, and loss of confidence that you will actually ever finish your thesis).

Inserting section breaks is easy! Follow these steps:

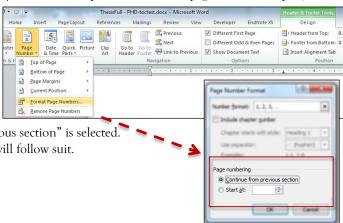
- Make sure you are at the end of your chapter.
- Click Page Layout from the Ribbon.
- Click the dropdown arrow next to the Breaks option on the Page Setup section.
- Choose Next Page under the Section Breaks section.
- That's it! Your cursor should now be on the next page and your page number should line up accordingly.

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# **Working with Page Numbers**

If you are using section breaks correctly to start new chapters, your pages numbers should also line up accordingly. However, after inserting your **first** section break (presumably after your Chapter One), you **will need** to make one adjustment to your page numbers, as you will notice that your second chapter will start with page 1. Don't despair; this is easy to adjust (really, it is).

- Double click on the offending page number to get into the footer.
- From the Header & Footer Tools ribbon, click the dropdown arrow next to Page Number.
- Choose Format Page Numbers.
- Make sure the option to "Continue from previous section" is selected.
- Click Ok and you're done! All other chapters will follow suit.



# Working with Tables and Figures (PC)

If your thesis has a number of tables and/or figures, you will want to consider using the Tables/Figures feature that is built into Word. This feature also works with the Thesis Templates. Just like the Table of Contents, your list of Tables/Figures will be automatically generated for you.

## What is a Table and What is a Figure?

*Turabian* defines tables and figures as follows: "*Tables* are grids consisting of columns and rows that present numerical and verbal facts by categories. *Figures* include charts, graphs, diagrams, photographs, maps, musical examples, drawings, and other images. All these types of nontextual material are collectively referred to as *illustrations*" (Section 26).

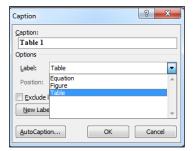
### Where to Put Your Label

Table titles are included above the table (*Turabian* section 26) and Figure titles are included below the figure (*Turabian* section 26).

#### **How to Create Your Labels**

Place your figure or table into your thesis. (There are many ways to do so and explaining **that** is beyond the scope of this help document.) Then, put your cursor in the correct location in relation to your Table or Figure (above or below). Click on the Reference tab in Word and find the Caption section. Click Insert Caption.





From the dialog box that appears (shown at left), make sure you choose the right option – either Figure or Table from the **Label** field – and then name your object in the **Caption** field. For example, "Table 1. Average monthly church attendance at XYZ Lutheran Church". Note the appearance of the label and caption; this is defined according to *Turabian* 26.2.2 and 26.3.2.

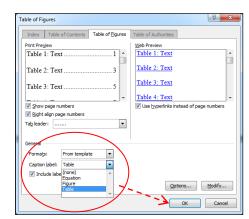
Follow this procedure for **every** table or figure in your document. (If you do **not** use the Insert Caption function, your list will **not** be automatically generated.) Then, when you are finished inserting and labeling your figures and tables, you are

ready to generate your list of tables for your frontmatter.

### **How to Generate Your List**

Go to the List of Illustrations page in the frontmatter of your thesis. Put your cursor under the Tables heading and delete the help text that is currently there. Then go to the Reference tab, find the Captions section as before, and click on "Insert Table of Figures". From the dialog box that appears (shown at right), make sure the Caption label matches the type of list you are inserting (Table or Figure) and then click "Ok".

The list of Table names will be inserted along with the page numbers they are found on. If you have both Tables and Figures, simply do the same thing for Figures. The Figures and Tables can be listed together on the same page. You can update these lists as often as you need to –



for instance, if you've had to move a Table to a different page – by clicking anywhere in the list (it will become grey) and clicking the Update Table button found on the Reference tab under the Captions section.