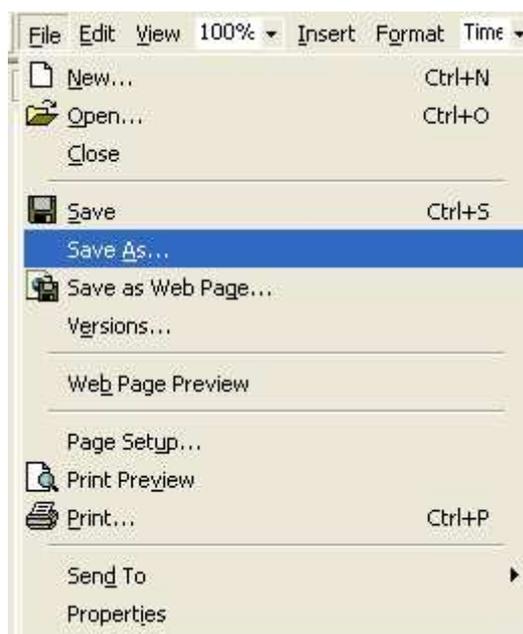


USING WORD 2000 TO CREATE A DISSERTATION TEMPLATE

*Using MSWord's Style templates makes it much easier to work on a dissertation.
Here are a few tips to help you start.*

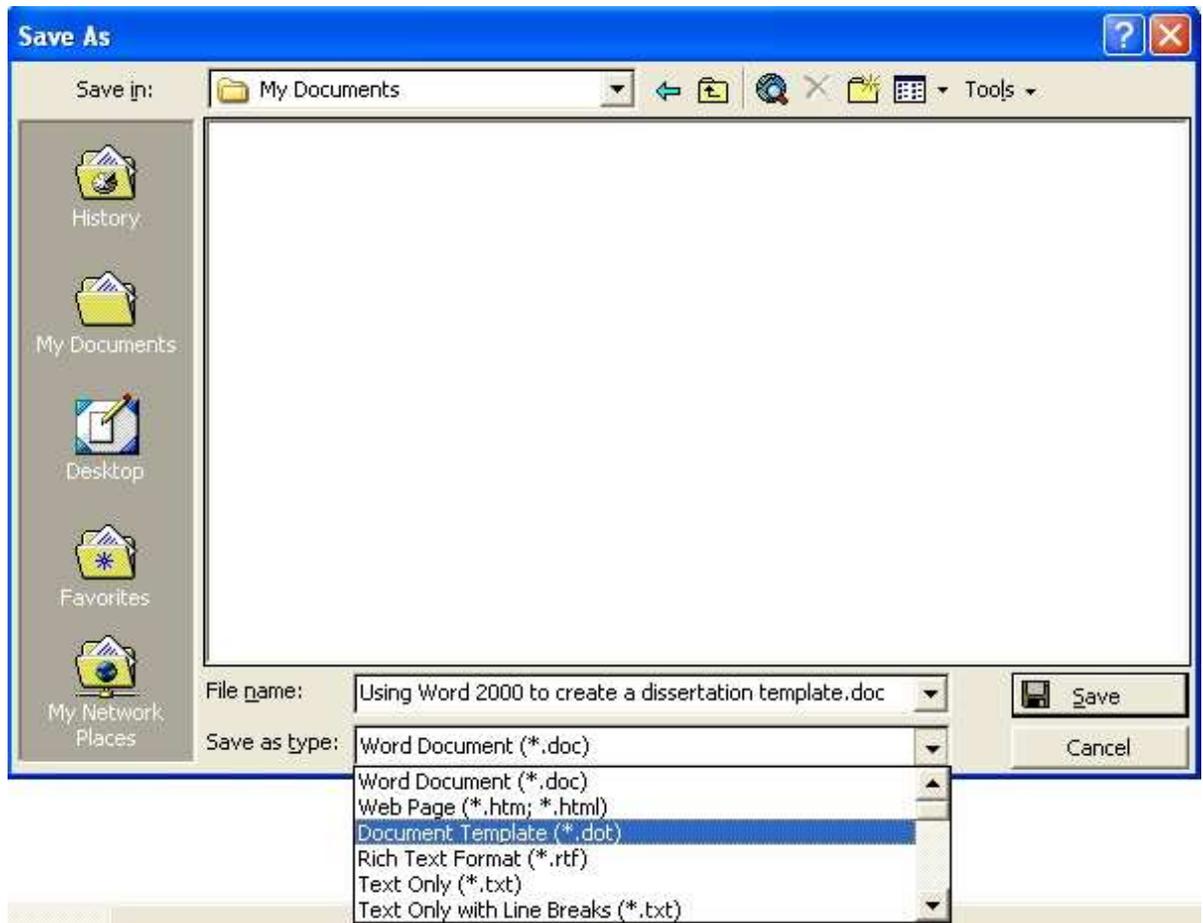
A style template standardises the formatting of documents. MSWord's default template is the Normal template and its default paragraph is the Normal paragraph. All other paragraph styles are based on the Normal paragraph. If you email a document in the Normal style to someone, when they open it, their own Normal style will probably be applied so the document will not look the same to them as to you. You should therefore create a style template with a different name.

1. To create a style template, first open a new blank document or the accompanying Dissertation.doc, and save it as a template by pressing F12 or going to the File menu and choosing the Save As option, as shown below.

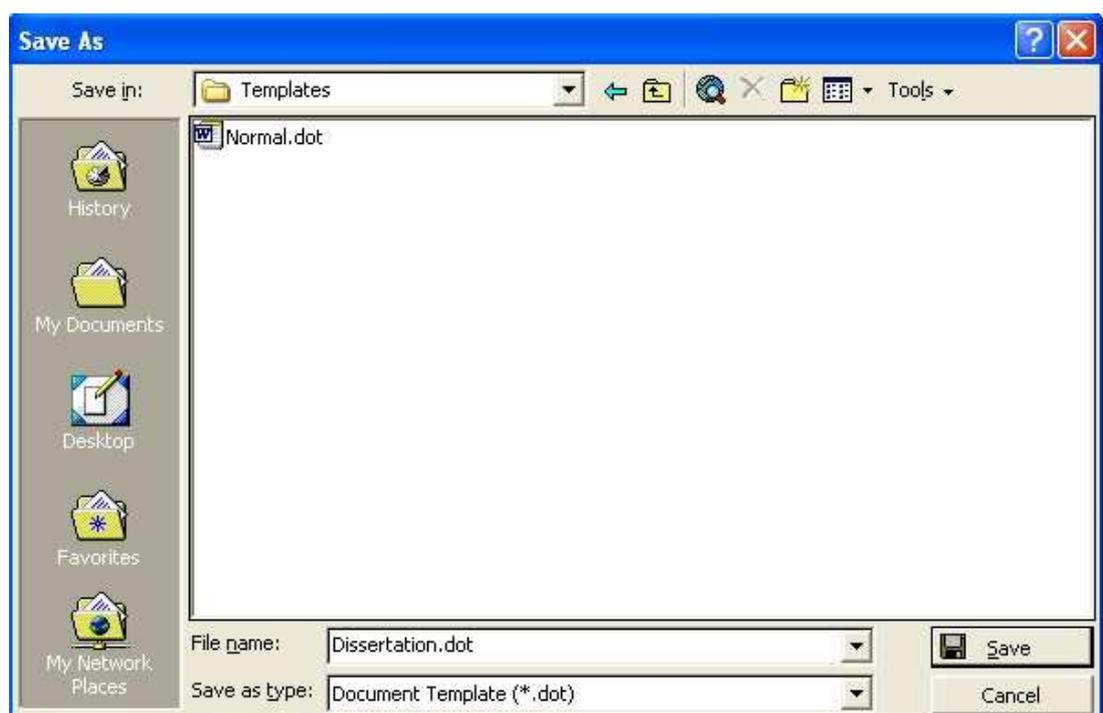


The Save As dialog box pops up.

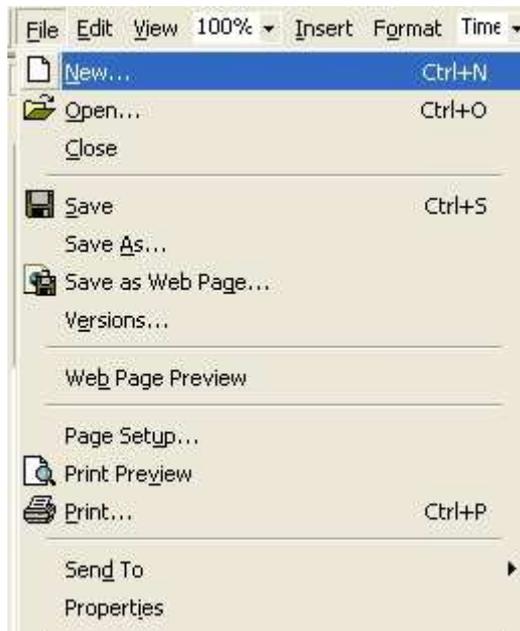
2. Go to the Save As Type list box at the bottom of the dialog box and choose Word template, as shown below.



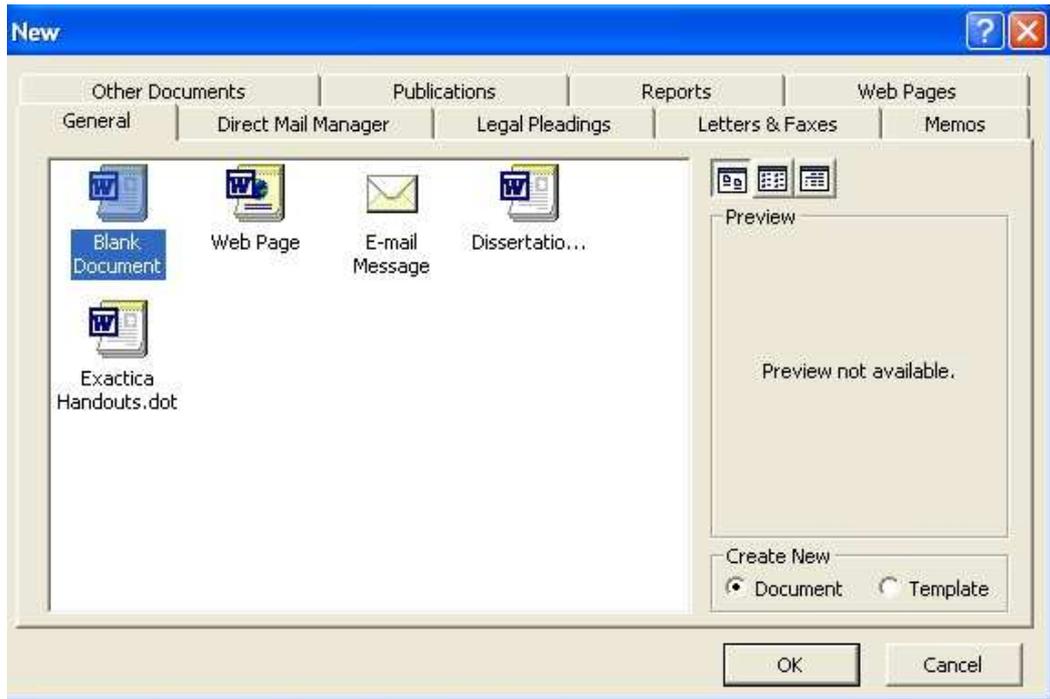
Word automatically displays the Templates folder, as shown below.



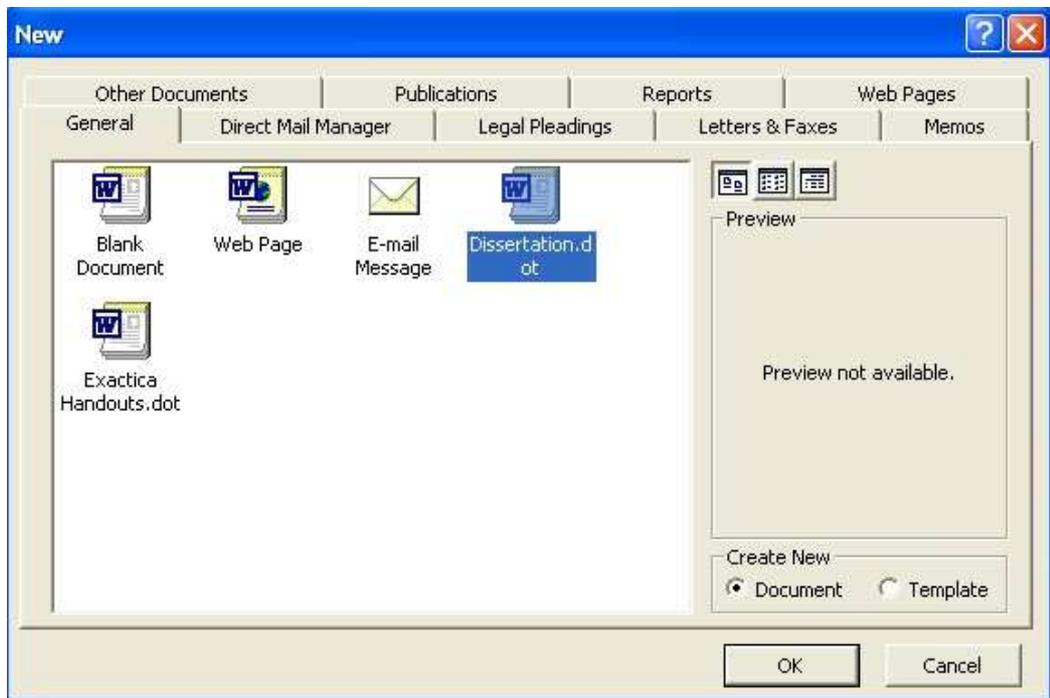
3. Enter a name for your template in the File name text box.
4. Click on the OK button or press the Enter key to exit.
5. Enter/change the page numbering, paper size, margins, font and page numbering as described in other Word Tips.
6. Save your template and close it as for a normal document.
7. When you want to type data into the template, you have to open it as a document and save the document under an appropriate name in an appropriate folder.
 - 7.1 To open the template as a document, go to the File menu and choose the New option, as shown below (do not press Control+n).



The New dialog box pops up with the default set for a new Blank Document.



8. Choose the template you want, in this case, Dissertation, and make sure that the Document option is ticked in the Create New frame at the bottom right of the dialog box.. (If you wanted to edit the Dissertation template, you would tick the Template option box and then Save As over the old version.)



9. As soon as the template opens as a blank document, Save it with the name you want for your dissertation.
10. Then start typing.

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