

## Table of Contents

Getting Started .....	3
Benefits .....	3
Word versions.....	3
Get the template .....	4
Using the Template .....	5
Sample text .....	5
Arrangement of your ETDR .....	5
Basic formatting requirements .....	5
Fonts.....	5
Line spacing.....	6
Margins.....	6
Footnotes/Endnotes .....	6
Page Numbers .....	6
Styles .....	7
Configure Word for working with styles.....	8
Styles Used in the ETDR Template .....	10
Apply a different style .....	10
Modify a style.....	10
Copying/Pasting.....	11
Section and page breaks.....	11
Table of Contents .....	12
Add a new chapter .....	13
Add a new subdivision heading within a chapter .....	13
Figures and Tables .....	13
Images.....	13
PowerPoint slides .....	13
Tables and spreadsheets .....	14
Insert figure and table captions .....	15
List of Figures and List of Tables .....	16
Page Number Troubleshooting.....	17
Section breaks .....	17
Preliminary pages .....	17
Table of Contents .....	18
Chapter 1 .....	18
Additional section breaks .....	18
Appendices.....	19
Table and figure captions within appendices .....	19
Apply the Template to an Existing Document .....	20
Copy and paste the exiting document into the template.....	20
Insert existing files into the template .....	20
Questions or Problems .....	22