HOW TO APPLY IULM STYLE SHEETS TEMPLATE TO YOUR THESIS/DISSERTATION

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COURSE CONTENTS

- ➢ What is a Style Sheet?

- ➢ Advantage of a Style Sheet;

- ➢ Download and Installation;

- ➢ Getting started with Iulm Style Sheet Template;

- ➢ Creating a document based on the Style Sheet template;

- ➢ Applying the Style Sheet to an existing Word document;

- ➢ Generating an automatic Index/table of contents;

- ➢ Special page numbering;

- ➢ Converting your thesis to PDF;

- ➢ Other useful Word functions for your thesis;

WHAT IS A STYLE SHEET?

➢ A style sheet is a predesigned thesis template based on Word styles;

➢ A style is a set of text formatting characteristics applied to content (chapter style, thesis body style, citation style, margins, font type, paragraph line spacing...)
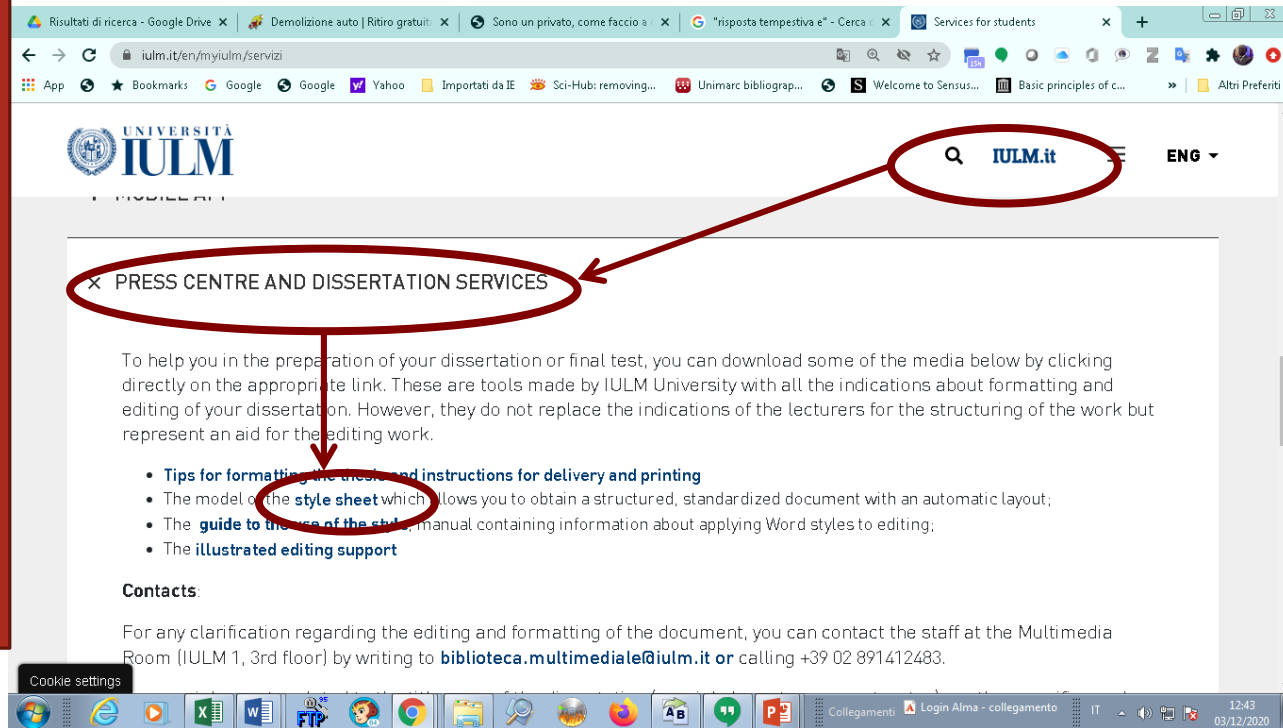
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ADVANTAGES OF USING IULM STYLE SHEETS

➢ Iulm thesis formatting template provides built-in formatting for text and heading styles, margin settings, section breaks and page numbering, and place-holders for automatically generated table of contents, lists of figures, tables and plates…

➢ Iulm Style Sheet is the great way to save time and create consistent Office documents: using styles to format your thesis so you can quickly and easily apply a set of formatting choices consistently throughout your document.

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IULM STYLE SHEET DOWNLOAD

- ➢ Connect to **Iulm Website***Digger*;
- ➢ Then click **«MyIulm»** / **Services for students /Press centre and dissertation services**
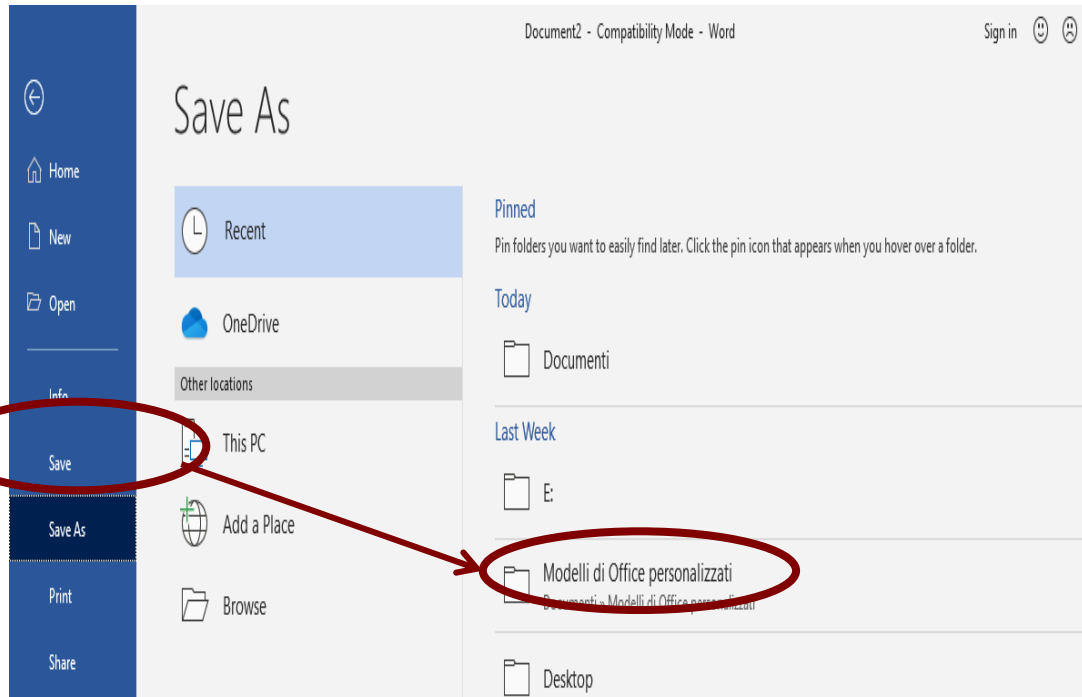- ➢ And Download Iulm Style Sheet template

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GETTING STARTED WITH THE STYLE SHEET TEMPLATE DOWNLOAD

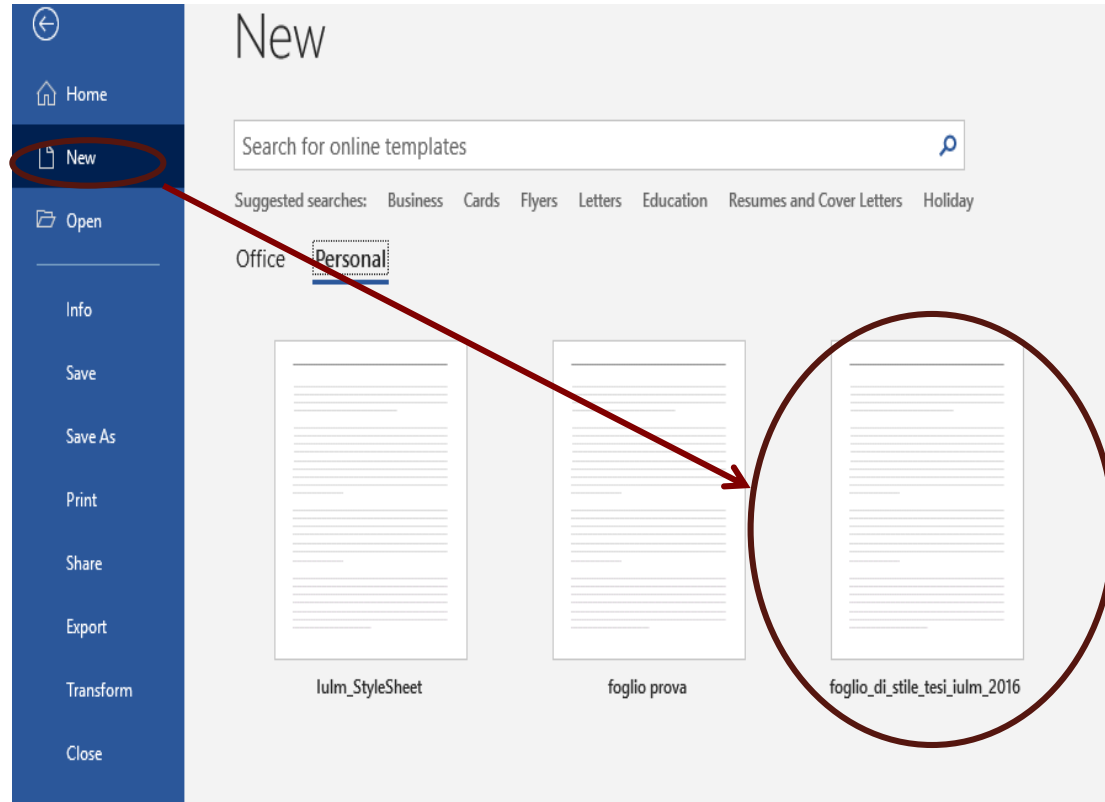**Open** and **Save** the stylesheet as a Word template in a folder on your computer (preferably in **Templates**)

CREATING A DOCUMENT BASED ON IULM STYLE SHEET

Click on **File,** then click **on New:**
- ➤ Under **Templates** click New from **Personal** and Select **Iulm Stylesheet (format .dot)**

New

Search for online templates

Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday

Office   Personal

Iulm_StyleSheet   foglio prova   foglio_di_stile_tesi_iulm_2016

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APPLYING THE IULM STYLE SHEET TO AN EXISTING DOCUMENT PREVIOUS VERSIONS OF WORD 2007 AND WORD ON MAC
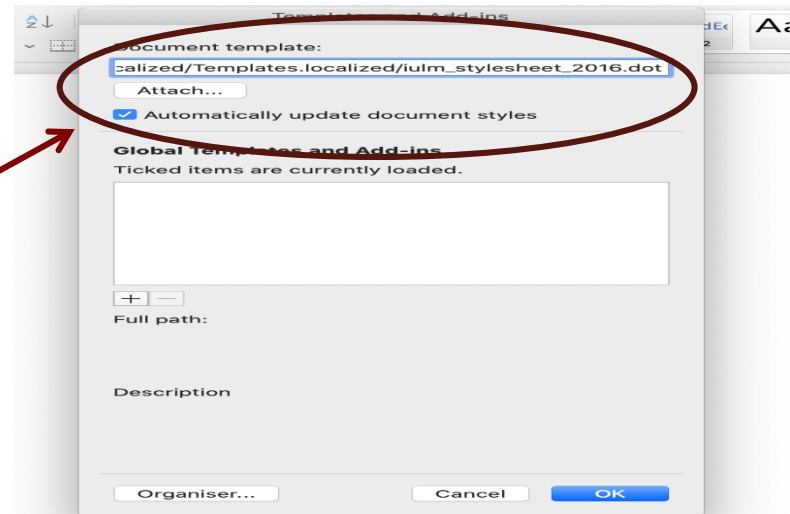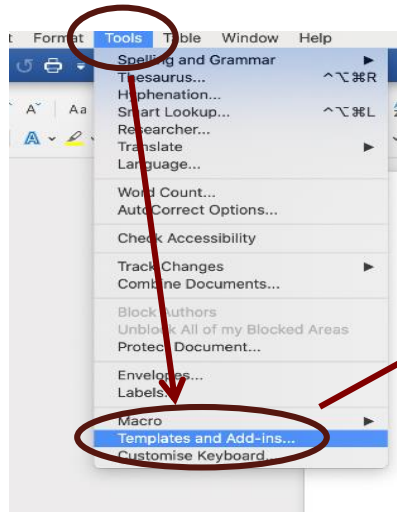
If you have already started writing your thesis, you can still apply the style sheet to your document, proceeding as follows:
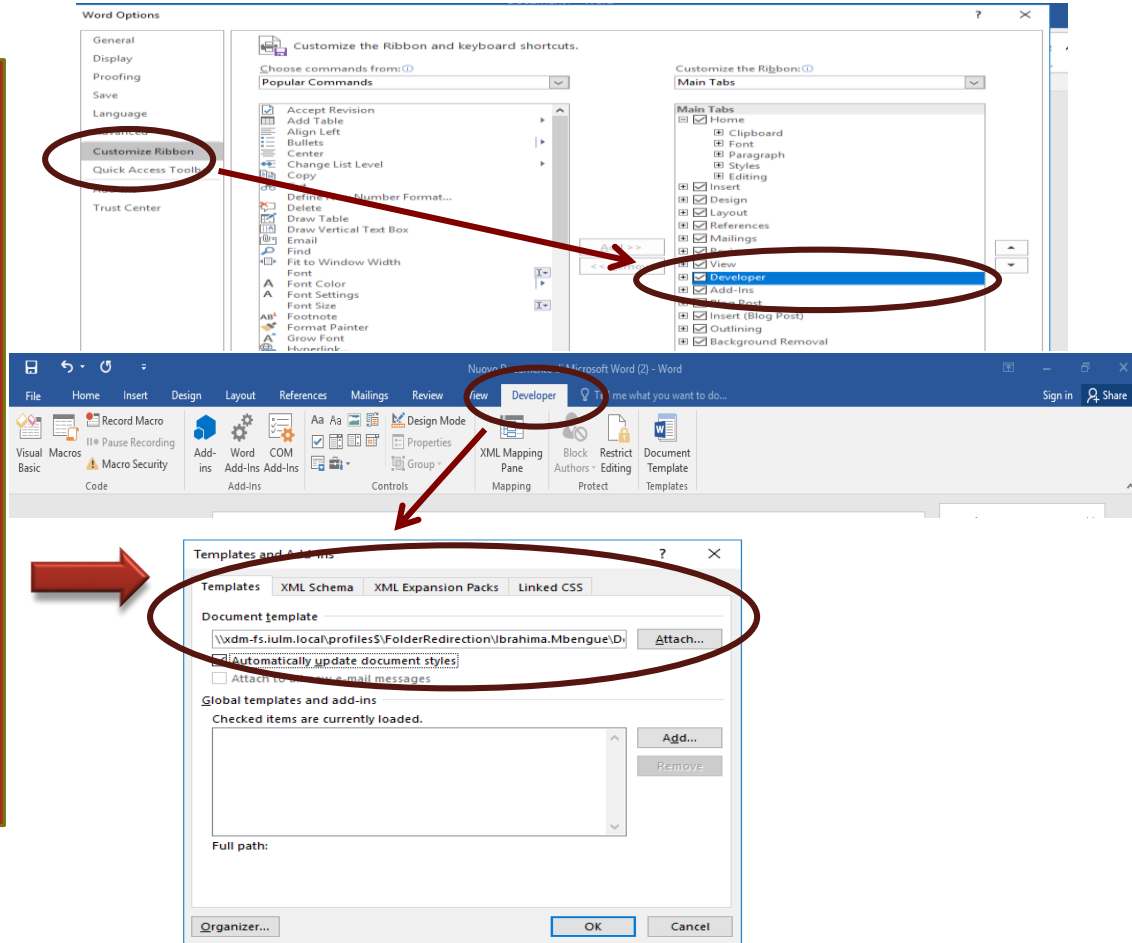
➤ **Click tools, templates and Add-Ins**
➤ Select **Attach**;
➤ Open **Iulm Style Sheet**, click **Open** and Insert a checkmark in the box **«Automatically update styles**» to apply Iulm Style Sheet to your file

APPLYING IULM STYLE SHEET TO AN EXISTING TEMPLATE
WORD 2007 AND LATER VERSIONS

- ➢ Enable **«Show Developer» Tab** (Word Customer Ribbon Bar);
- ➢ Click on **Developer**
- ➢ Select **tools, templates and additions**;
- ➢ Click on **Attach;**
- ➢ Open the desired template and click **Open;**

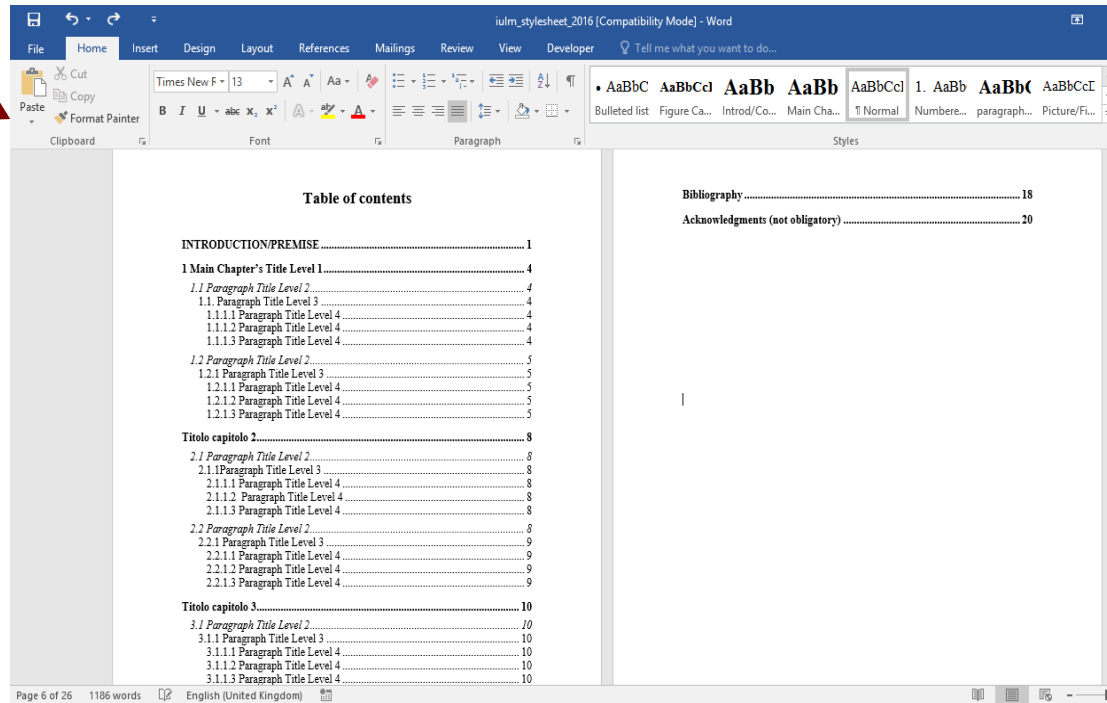 Enter a **checkmark** in the box **«Automatically update styles»** to apply Iulm Style Sheet to your file

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Layout model

Assign a name (Student ID Number - First Name Last Name) to the new template

STARTING WITH IULM STYLE SHEET
OPENING AND SAVING THE FILE

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The **Navigation Pane** lets you navigate through your document without scrolling

click the **View** tab in the Ribbon Bar

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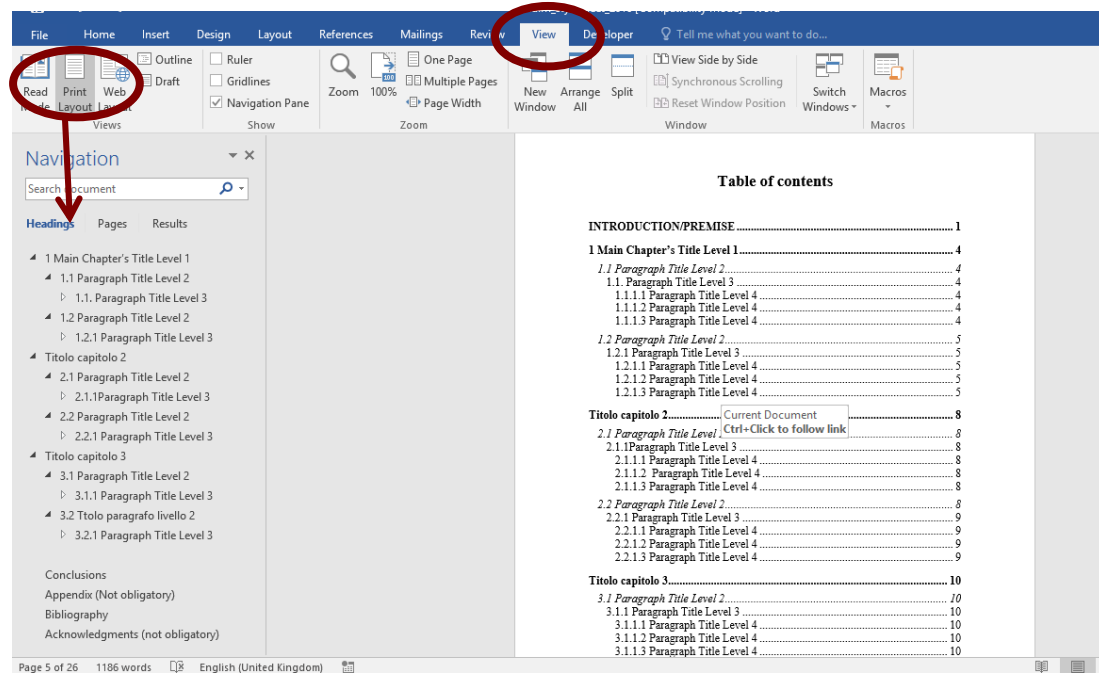
STARTING WITH IULM STYLE SHEET
DISPLAYING HEADING STYLES AND PARAGRAPHS

The **Style group** on the **Home tab** (right side of the screen) allows you to start editing or creating styles
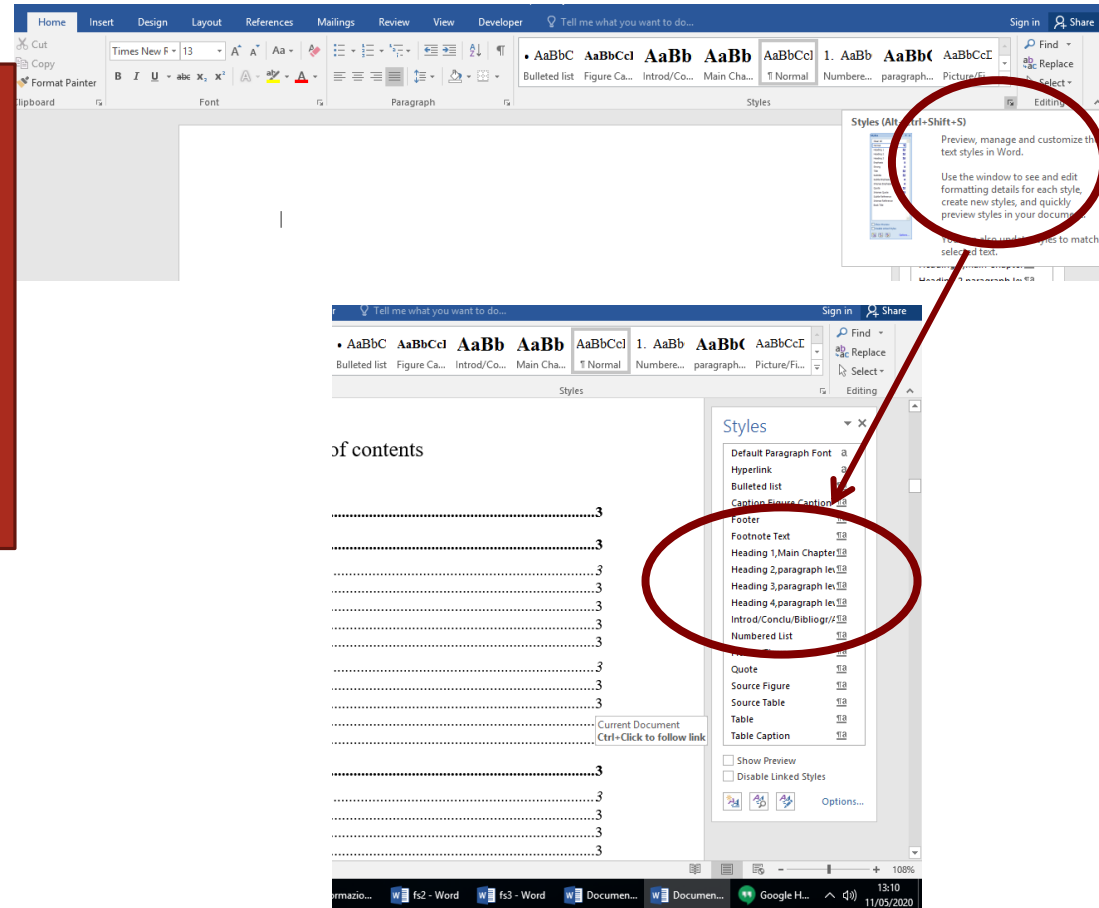

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STYLES CUSTOMIZATION AND APPLICATION

Each style has a name, for example:
- Titles introd/conclu/bibliogr/acknow.
- Title 1; Main chapter
- Title 2; paragraph level 2
- Title 3; paragraph level 3
- Title 4; paragraph level 4
- Thesis body
- Caption; Figure Caption
- Figure

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STYLES CUSTOMIZATION AND APPLICATION

To **modify** indents, paragraph spacing and other attributes, choose Format popup menu and click the name of desired style, use the **pop-up menu to** select the options, then click **OK**.
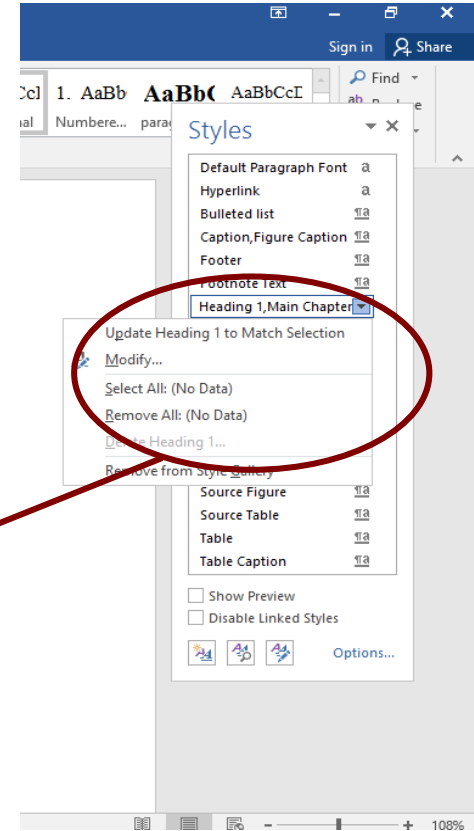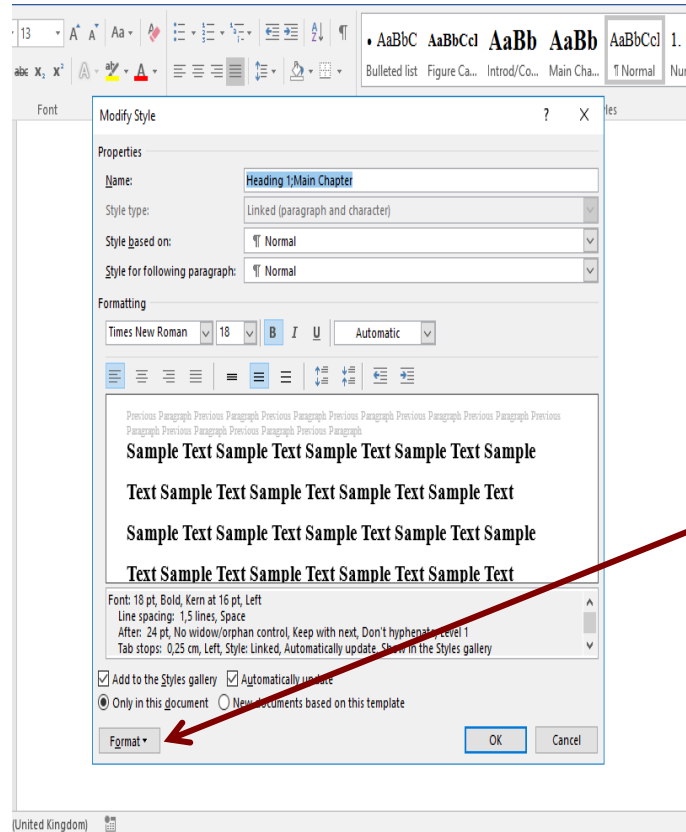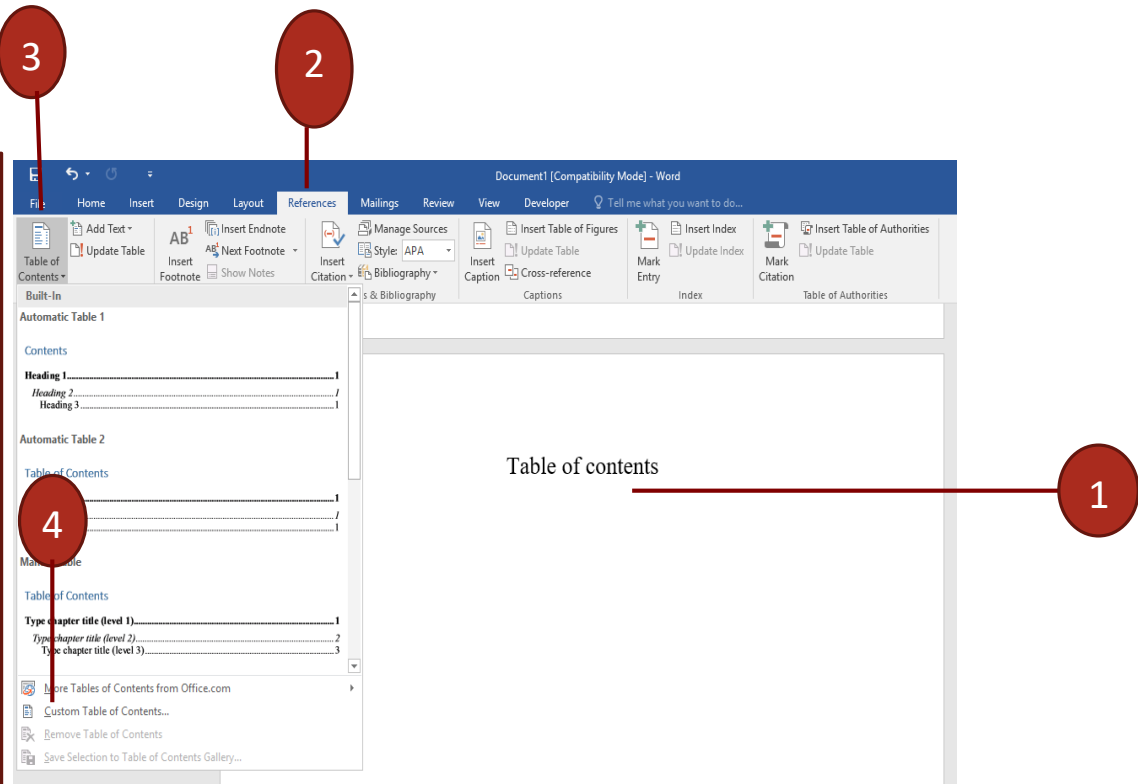
You can insert an automatic table of contents according to the previous procedure (customization - application styles). Perform the following operations:

1. Place the cursor under **Index/Table of contents**;
2. Click the **References tab**
3. Then on **Table of contents**
4. Choose Insert **Table of contents** then define **desired** format, **layers and** options.

For further details: Updating Table of Contents > In the **Table** of **Contents** group **of the References** tab click **Refresh Table of Contents then Refresh Page Numbers or Full Table of Contents**
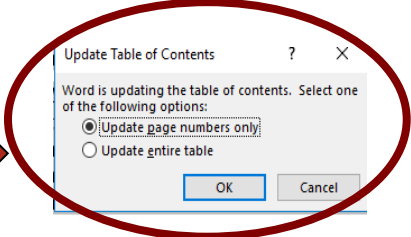
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The analytical index contains the list of relevant words that recur in the text, with the corresponding page number. This index is very useful in the context of degree courses in Interpreting and communication / Specialised translation and conference interpreting

ANALYTICAL INDEX

ENGLISH ANALYTICAL INDEX

Lemma	Pagina
4C's	117
Abraded culet	251
Abrasion	253
Absorption spectrum	59
Allotrope of carbon	60
Alluvial mine	19
Angelina cut	157
Annealing	319
Appraisal	119
Asscher cut	159
Baguette cut	161
Baguillon cut	163
Barocut cut	165
Bearding	254
Bevel cut	167
Bezel facet	81
Big Hole	21
Black diamond	337
Black inclusions	256
Blemish	258

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HOW TO INSERT OR TO MODIFY INDEX/TABLE OF CONTENTS
ANALYTICAL INDEX

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- ➢ in the Index **group of the References** tab **click** Mark **Entry or Mark All for all similar entries;**
- ➢ Type or edit the customizable item then enter a secondary or cross entry according to your needs;
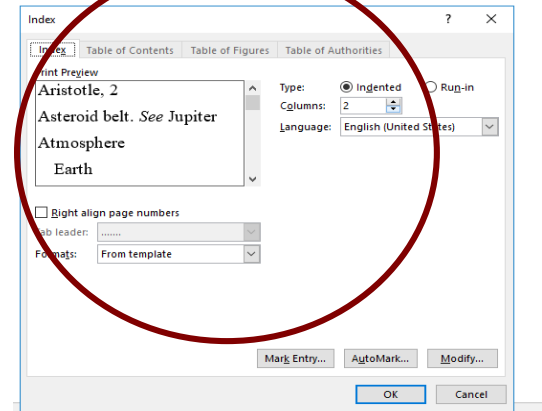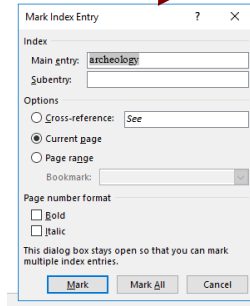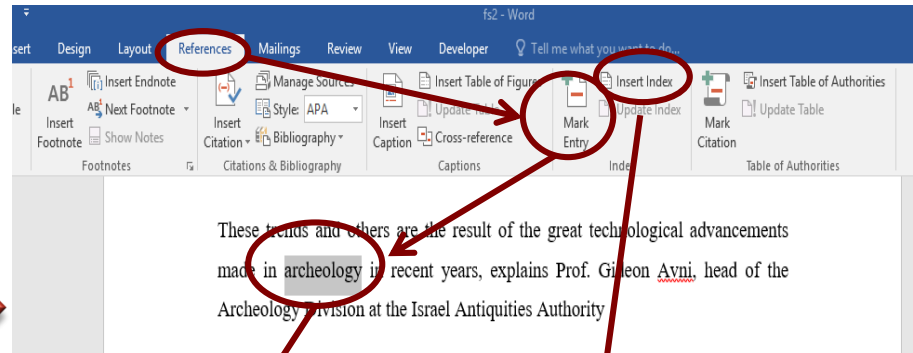
- ➢ Place on the page where you want to insert the index;
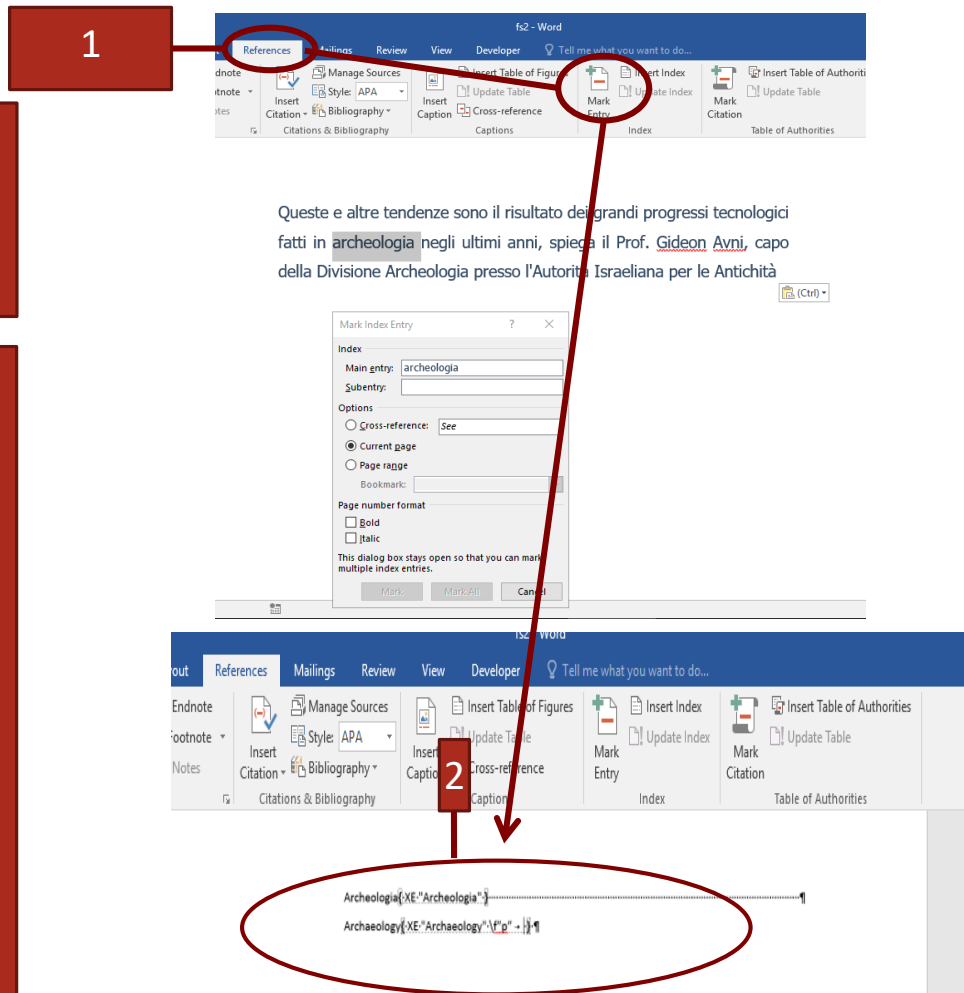- ➢ Click **Insert Index** and follow the guided procedure (next options)

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HOW TO INSERT OR TO MODIFY INDEX/TABLE OF CONTENTS
ANALYTICAL INDEX
(Second Index)

1

When inserting a second index, Word replaces the first index with the new one ... unless the following solution is resorted to   :

1. Select the **words** and click on **References group**, **Mark entry** tab then on ok. Word adds a field named XE (If the XE field is not displayed, click Show/Hide in the Paragraph group on the Home tab to activate it)

2. Add the parameter "**f**" to the XE field, then choose a unique letter, for ex. " **p** " (The second index will be created on the basis of letter " p " ex. { XE " archaeology " \f "p"}
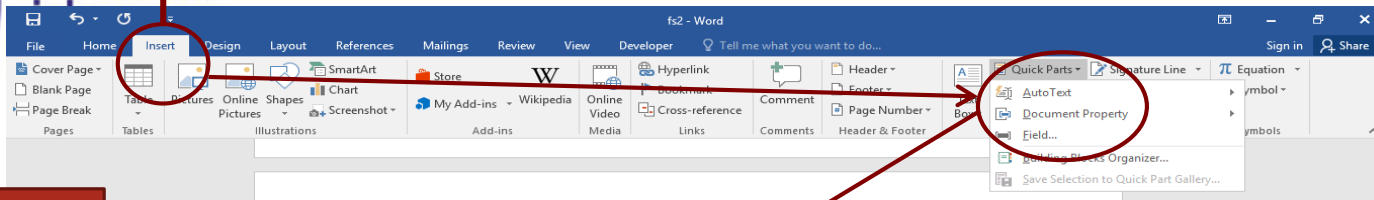
Queste e altre tendenze sono il risultato dei grandi progressi tecnologici fatti in archeologia negli ultimi anni, spiega il Prof. Gideon Avni, capo della Divisione Archeologia presso l'Autorità Israeliana per le Antichità
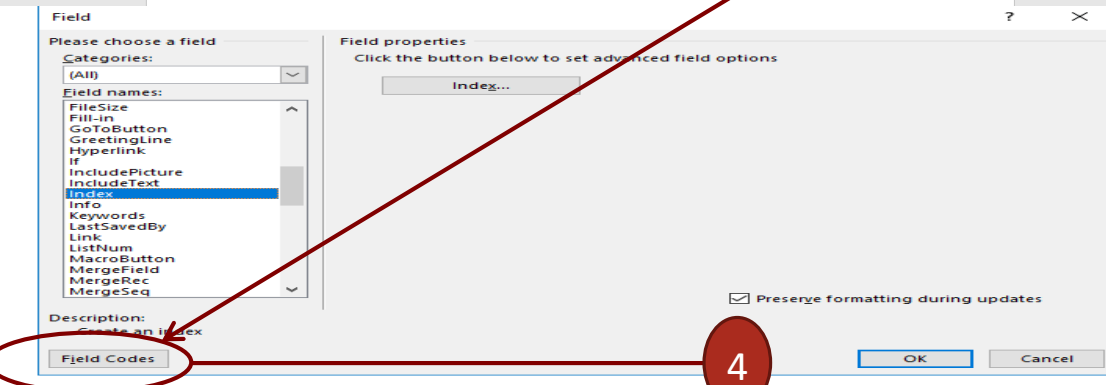
2

Archeologia{ XE "Archeologia" }··································¶
Archaeology{ XE "Archaeology" \f "p" → }¶

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3. Proceed as follows: **Enter > Quick Parts > Field > Index; field code;**
4. Click **on Field codes;**
5. Enter the following parameters: INDEX f «p», and then on ok

HOW TO INSERT OR TO MODIFY INDEX/TABLE OF CONTENTS
TABLE OF FIGURES

Before creating an Index of figures, it is essential to add **captions** to all the figures and tables that you want included in your **Table of Figures**
For more information, see Insert/fix images in Word
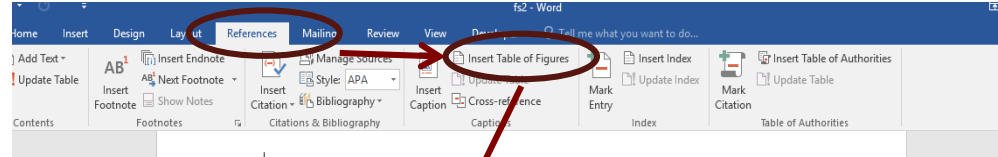
➢ Click on the page where you want to insert the index;
➢ In the **Index group of the References tab** click Insert **Table of Figures;.**

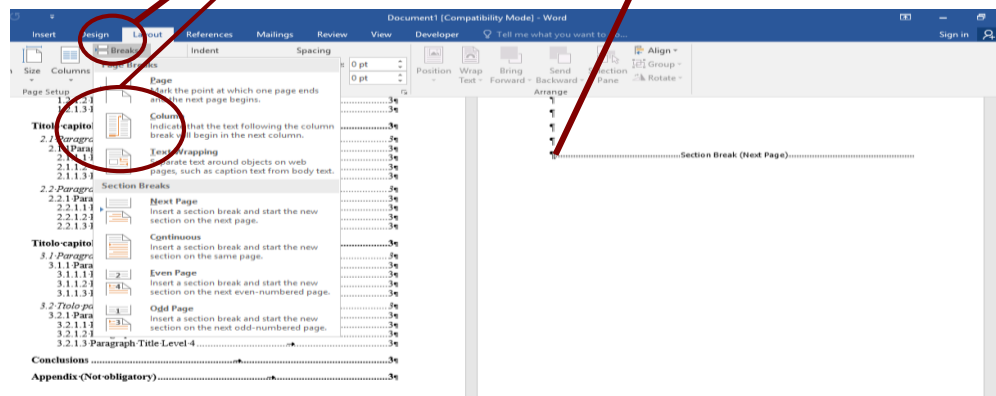**IULM Library / Multimedia Services**
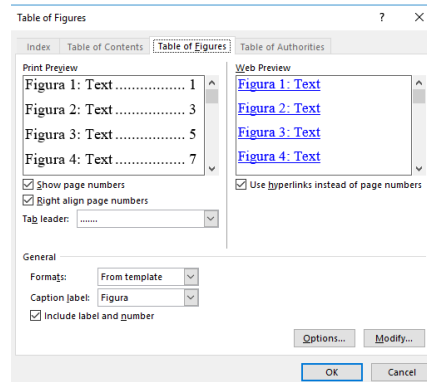
SPECIAL PAGES NUMBERING
STARTING PAGE NUMBERS FROM THE INTRODUCTION

1. In the Paragraph group **of the** Home **tab choose Show/Hide ( )** to enable the display of formatting marks.
2. Place with the cursor at the end of the page preceding the introduction;
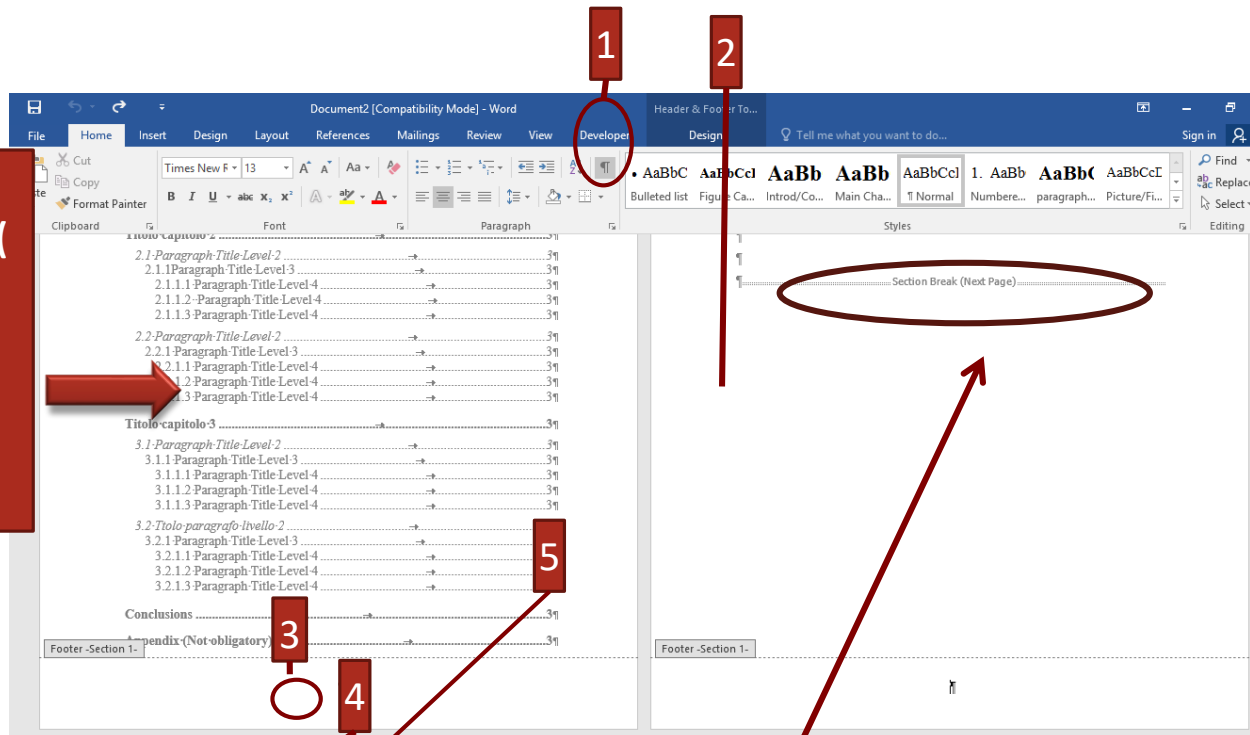
3. **Layout** Group
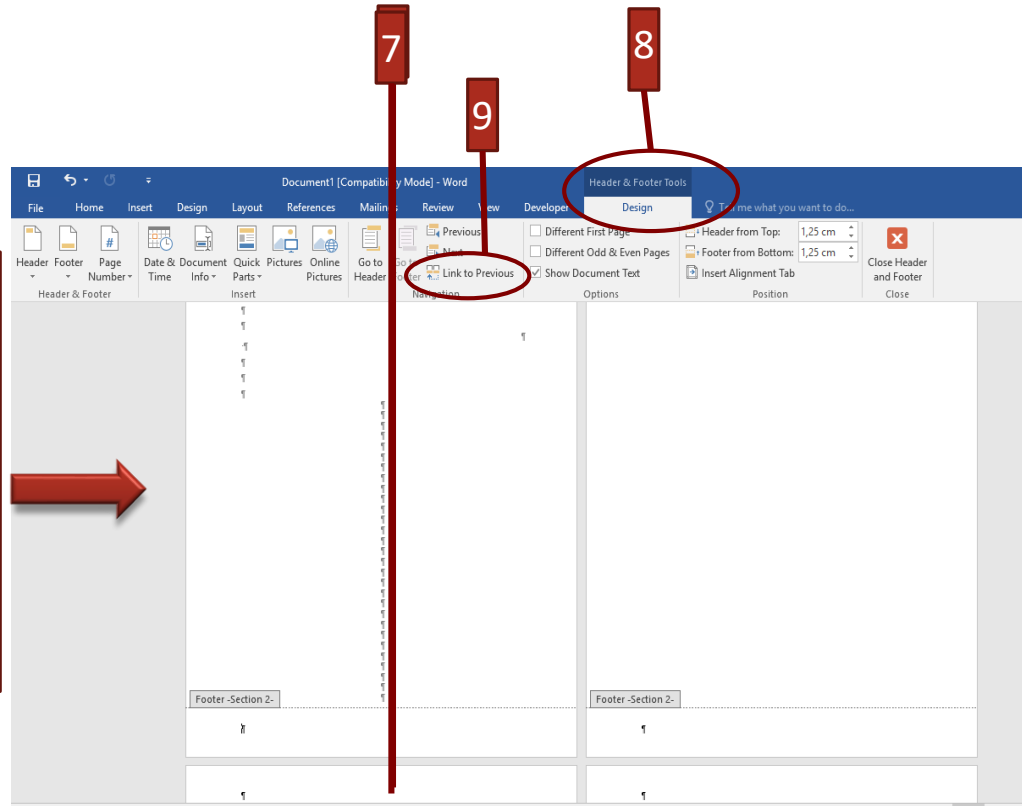4. **Breaks**
5. **Section breaks, then** next **page**

SPECIAL PAGES NUMBERING
STARTING PAGE NUMBERS FROM THE INTRODUCTION

7. Open the **footer by** double clicking on the bottom **of the page hosting** the introduction.
8. The Design option in Header and Footer **Tools** will be opened ;
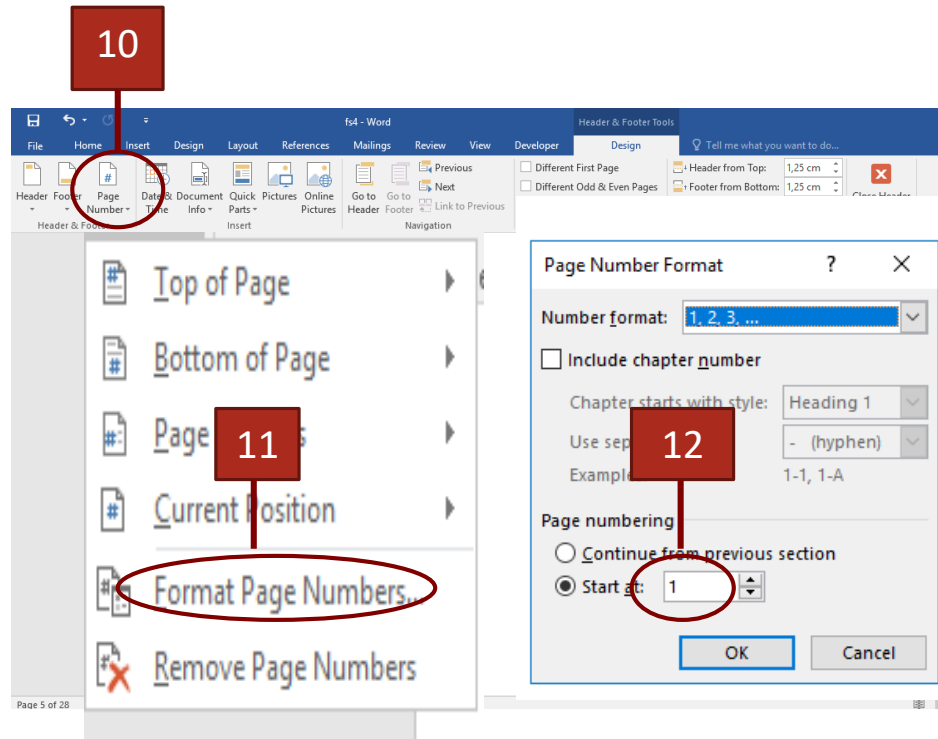9. Disable **Link to Previous**

10. Click on **the 'Page number' button**
11. Then on **Format page numbers;**
12. Enter the number **1 in Start at** and confirm the operation by clicking on **OK**

Repeat the procedure, **slide 21** to **23, by inserting both a section break at** the **end of the chapter and in the blank page,** then proceed as **follows:**
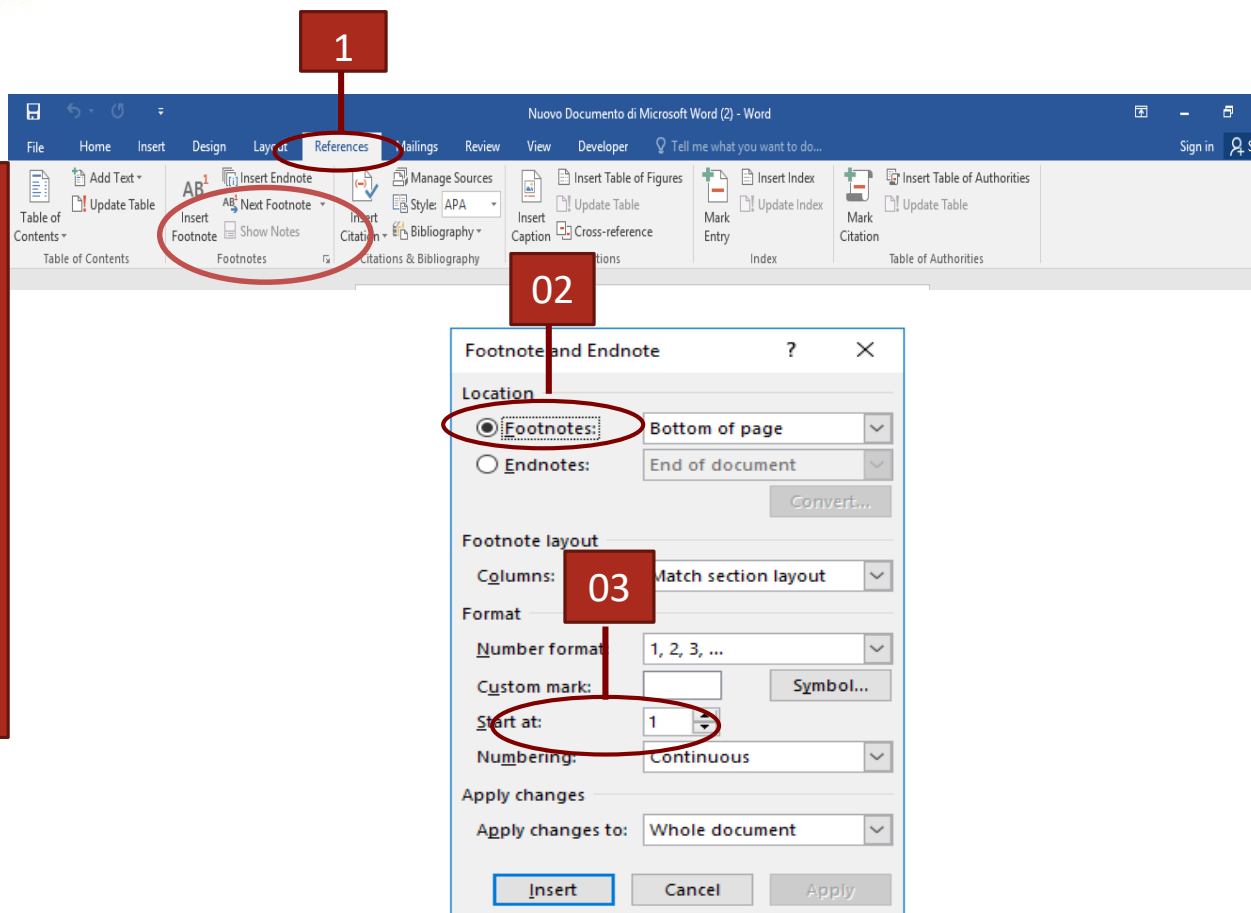
1. **Select «continue from the previous section» and confirm** the operation by clicking on **OK**
2. **Then remove the number from the blank page**

1. Click «**References tab**»
2. Then on **Footnotes and** select button **Insert footnote** ;
3. At the bottom of the page indicate the **sequence number** of the note

1

02

03

Footnote and Endnote

Location
- ● Footnotes: Bottom of page
- ○ Endnotes: End of document

Convert...

Footnote layout
Columns: Match section layout

Format
Number format: 1, 2, 3, ...
Custom mark: | Symbol...
Start at: 1
Numbering: Continuous

Apply changes
Apply changes to: Whole document
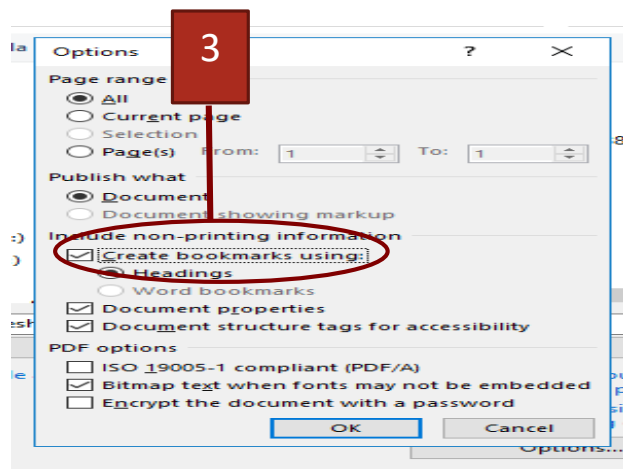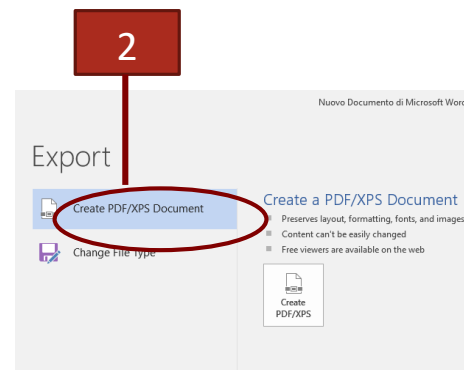
Insert | Cancel | Apply

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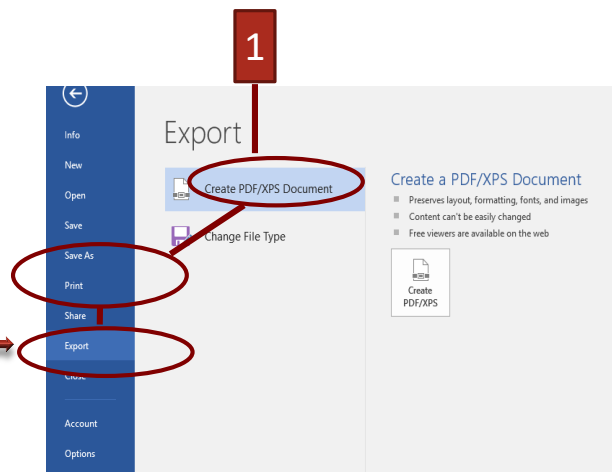
HOW TO CONVERT YOUR THESIS TO PDF
WORD 2007 AND LATER VERSIONS

From Word 2007 and above:
1. Click on the File Menu **and** select
2. **Export or Save** As **(Student ID Number_Name_Surname)**;
3. Click the Options button and enable **Create Bookmarks**

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# HOW TO CONVERT YOUR THESIS TO PDF
WORD VERSIONS PREVIOUS TO WORD 2007

If you don't have the PDF option enabled in Microsoft Word 2007 or later versions:

1. download and install **PDF Creator** from this link: *https://sourceforge.net/projects/pdfcreator/*
2. **File/Print**
3. Select **PDF Creator**
4. Select **High quality.**

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HOW TO CONVERT YOUR THESIS TO PDF
FINAL PDF METADATA

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1. Click on **File**
2. Then on **Property**
3. Click on a tab in the Description document dialog box and **enter title**, **author**, **subject** and **keywords**

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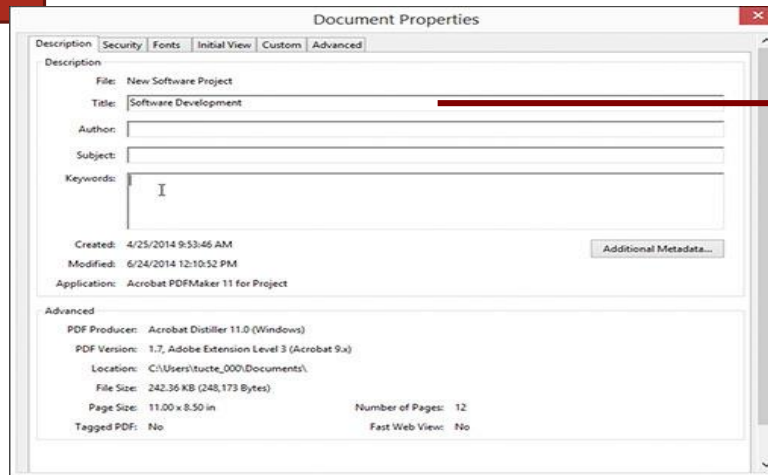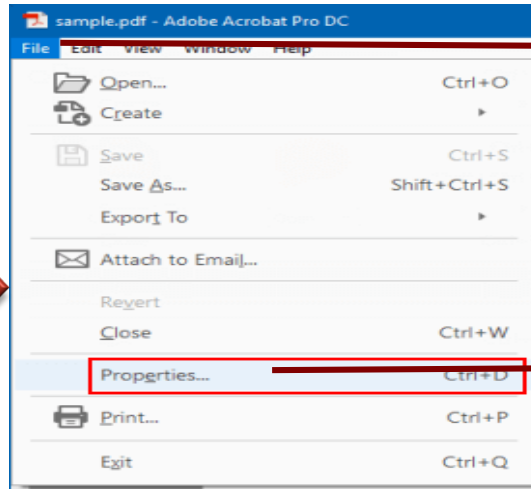
HOW TO BURN YOUR FINAL PDF TO CD (WINDOWS 10)

1. Insert **the blank CD into the CD player/burner**
2. Insert **the flash drive into the appropriate usb output**

1

2

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HOW TO BURN YOUR FINAL PDF TO CD
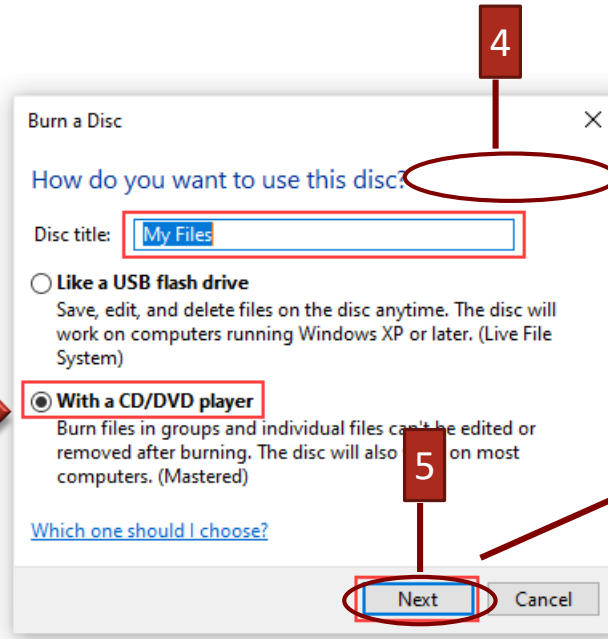# (WINDOWS 10)

4. A burn disc wizard will appear on the screen; insert the disc title, then choose the option **With a CD/DVD player**;
5. Click **Next** then wait while the disc is prepared for use.
6. Then wait while the disc is prepared for use.
7. Open **File Explorer** and drag the pdf you want to burn;
8. Click the Manage tab and then **Eject**

**IULM Library / Multimedia Services**
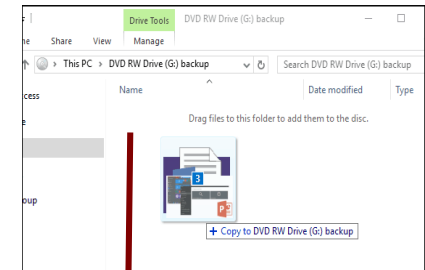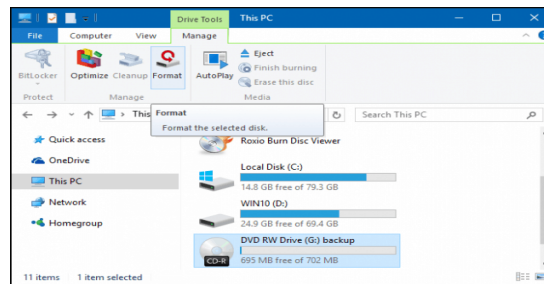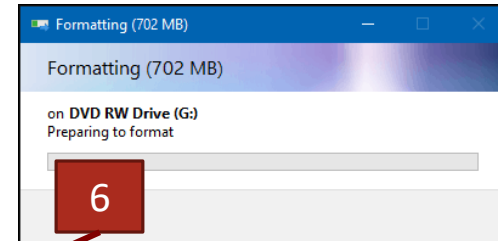
OTHER USEFUL FUNCTIONS OF WORD

➢ How to combine and merge multiple files into one (thesis chapters);

➢ How to insert and fix images in Word

OTHER USEFUL FUNCTIONS OF WORD

HOW TO COMBINE AND MERGE MULTIPLE FILES (THESIS CHAPTERS) INTO ONE

1. Create a new blank document and then configure the page layout settings (based on the Style Sheet) for the documents that are going to be merged.
2. Click **on the drop-down** to the right **of the button 'Object' then** on '**Text from file** '
3. Select the files you want to merge and combine to one by holding the _ CTRL _ (Windows_) or _ CMD_ (Mac) key then Insert
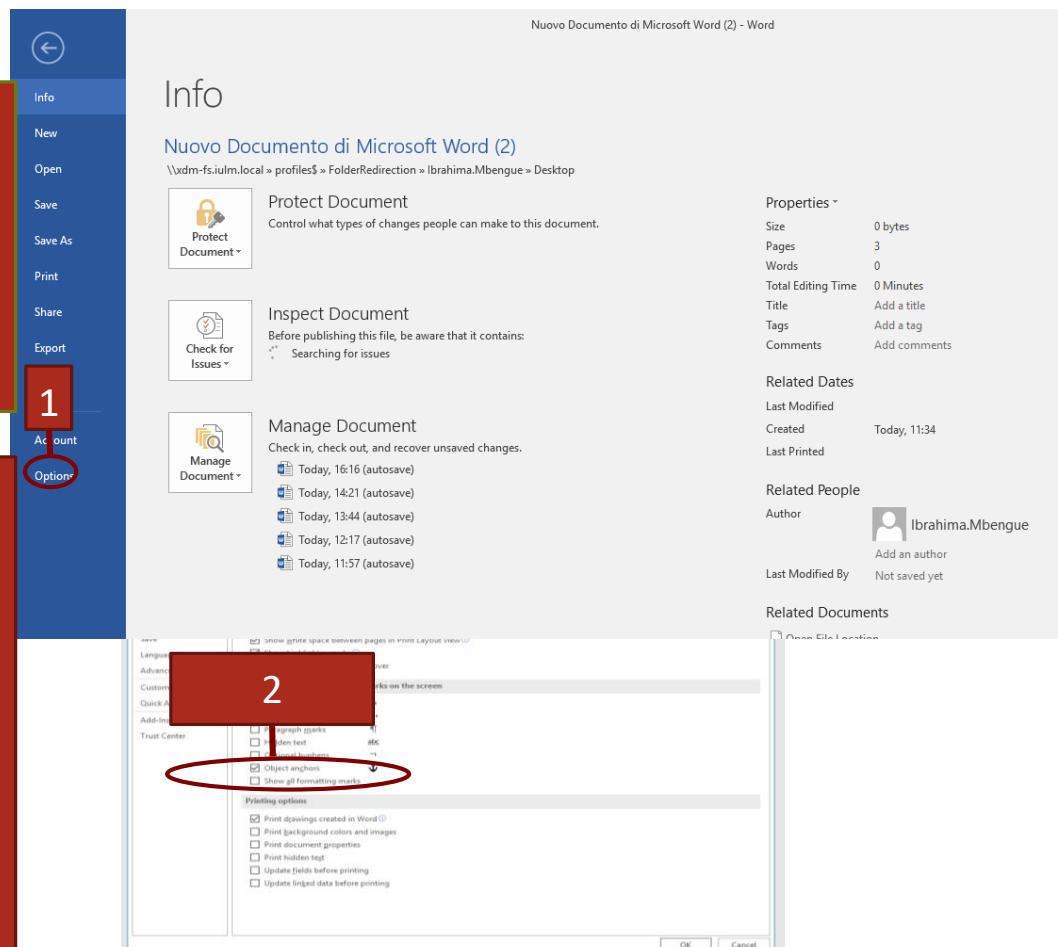

IULM Library / Multimedia Services
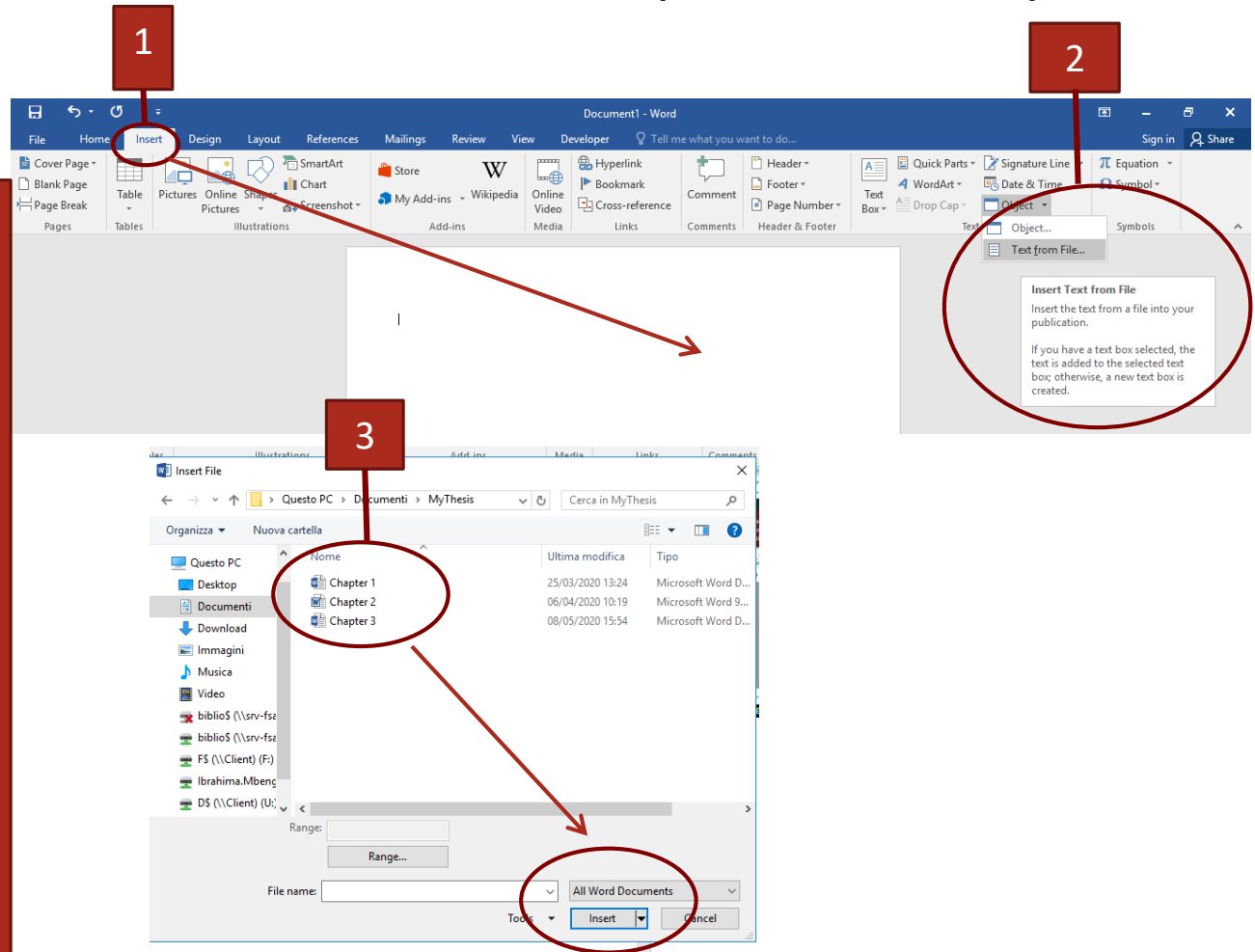
OTHER USEFUL FUNCTIONS OF WORD
INSERT/FIX IMAGES (WORD 2007 AND LATER VERSIONS)

The **anchor** function in Word allows you to fix the exact images in the stylesheet, so that they remain in place even in case of change in your document.

1. Display the File tab of the ribbon and then click **Options**
2. Click **Display** at the left side of the dialog box, Select the **Object Anchors** check box and press **OK** (on Mac: **Preferences** /Display/Object Anchors

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3. Clicking twice on the image Word displays **Format Picture dialog box** to change the image layout (**Top right position**)

4. <u>Choose</u> Size and Position option <u>in the style sheet to</u> <u>e</u>nable Fixed position on page with several options (*moving the **image** in front of text and behind text,* or *flowing text around the **image** with a square wrap, tight wrap or top and bottom wrap*)

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