This thesis template is intended to take much of the headache out of writing a properly-formatted thesis. It should do most of the heavy lifting for you, but there are a few things you need to know first:

- **How to Use**
  - In order to make sense of the black magic that styles and automatic formatting provide, I strongly suggest that you get comfortable writing with the formatting symbols turned on (“Home” tab → “Paragraph” window → “Show/Hide ¶” button).
  - Fill in the editable fields on the cover page FIRST. These will populate the document properties, as well as other areas in the text.
  - Other than the directions below, just replace everything that is highlighted.

- **Formatting**
  - To alter the spacing, placement, or other formatting as a matter of preference, be sure to save any changes to the relevant style
    - To do this: use the style, change it, then save over it (highlight text → “Home” tab → “Styles” window → right click desired style → “Update [style+ to Match Selection”)
  - **ONLY** change the fonts for the “Normal”, “Chapter”, and “Chapter Title” styles
    - The other styles are linked to these, and their fonts will change automatically.
  - **BE SURE** to put section breaks (“Page Layout” tab → “Page Setup” window → “Breaks” drop-down menu → “Next Page”) after each section (chapters, appendices, etc.) to jump to a new page, separate each section, and to make for cleaner formatting.
    - Make sure each new section is linked to the previous one (double click on header/footer → “Design” tab → “Navigation” window → “Link to Previous”) to ensure consistent numbering.
  - If the formatting for a title would be more balanced and appealing by sending it to a new line midway through, use SHIFT+ENTER to send to a new line where you’d like it to.
    - The formatting symbol for this looks like a downward-swooping, left-pointing arrow.
This will go to a new line while preserving the formatting rules of the previous line.

- References
  - Word’s internal citation organizer is pretty clunky and downright inefficient (particularly for scientific citations).
  - I use Zotero, but others may prefer EndNote or other options; use whichever is more comfortable for you.
    - Zotero serves as a library for your references, and also has a Word plugin that populates a reference list and keeps the citations accurately numbered in the text.

- Figures, Tables, and Equations
  - For them to show up in their respective lists, the description for each equation/figure/table has to be labeled using a caption.
    - To do this: select the ENTIRE equation/figure/table and add a caption (“References” tab → “Captions” window → “Insert Caption” → choose “Equation/Figure/Table” in the “Label” dropdown).
    - If the caption doesn’t automatically center, just reapply the style.
  - Unfortunately, one of Word’s weaknesses is in the logical placement of figures. As far as I can tell, there’s not much choice but to do this manually.
    - I would recommend not moving figures around until you are close to finishing.
    - If/When you move them around, make sure to pull the captions with them.
    - When you need to put letters in to indicate the individual frames for figures with multiple frames, use the “Figure Letter” style.

- Updating Fields
  - As you shift things around and add referenced items, you’ll want to update all of the fields (ESPECIALLY before you print).
    - To do this for the whole document, select all (Ctrl-A), then press F9.
    - To do this individually for lists, put your cursor in the list and press F9.