

Front Matter Template Instructions

The Front Matter Template is a “click here and type” style template. The template can be used to create all of the preliminary pages needed for the manuscript, including the Title Page, Signature Page, Dedication (optional), Acknowledgement (optional), Table of Contents, List of Tables (required if more than one table appears in the manuscript), List of Figures (required if more than one table appears in the manuscript), and the Abstract.

After downloading and opening the Front Matter Template, there will be several pages of text including many “[Click here and type...]” sections, as seen in Figure 1.

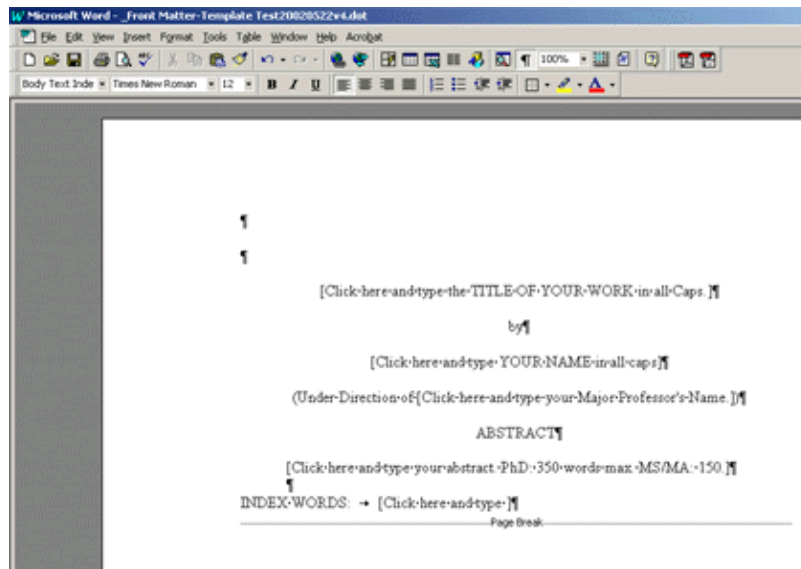


Figure 1

The “[Click here and type...]” sections are the sections that will be altered accordingly to fit the type of manuscript that is being written; the degree being received; the department and college/school from which the degree is to be received as well as other items personal to each individual manuscript.

The “[Click here and type...]” sections may be difficult to distinguish from the remainder of the text initially. Using the “field shading” function will make the “[Click here and type...]” sections easier to discern. To turn on “field shading,” click on the “Tools” menu, and then click “Options,” Figure 2.

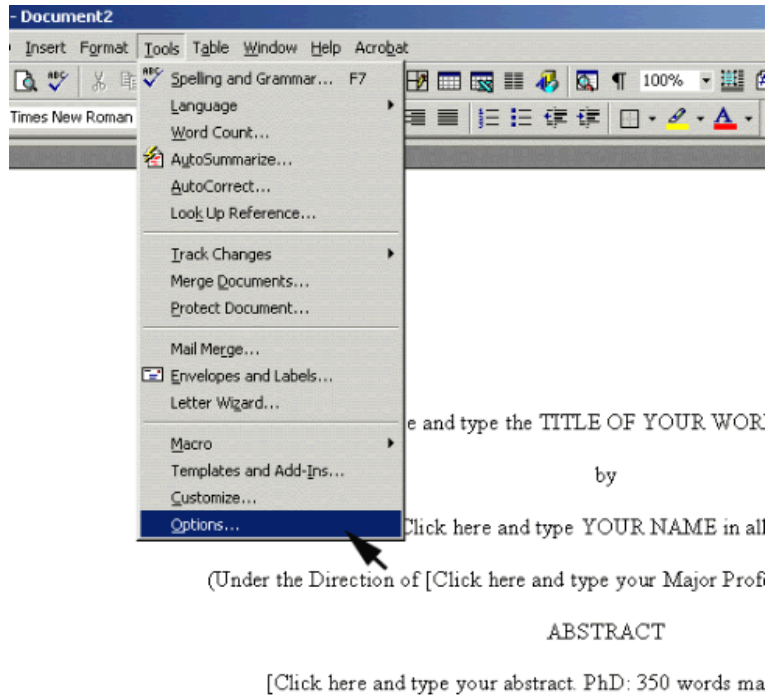


Figure 2

When the "Options" dialog box opens, click on the "View" tab. Under the "Show" section, find the "Field shading" drop down menu, and select "Always," as shown in Figure 3. Finally, click on OK at the bottom of the dialog box.

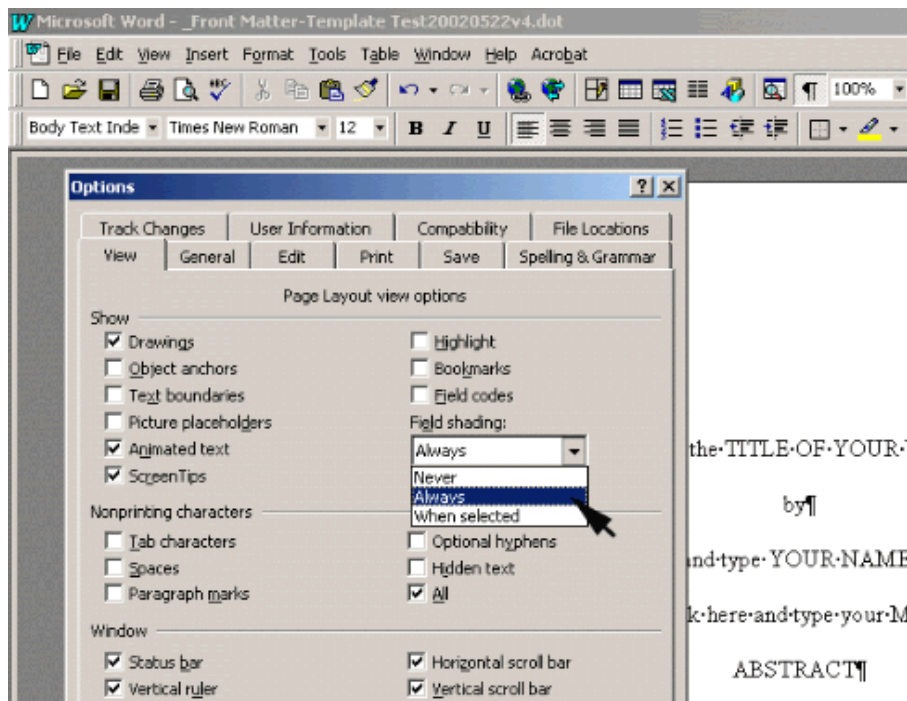


Figure 3

After activating the "field shading" function all of the "[Click here and type...]" sections will be shaded. The template document should look similar to Figure 4.

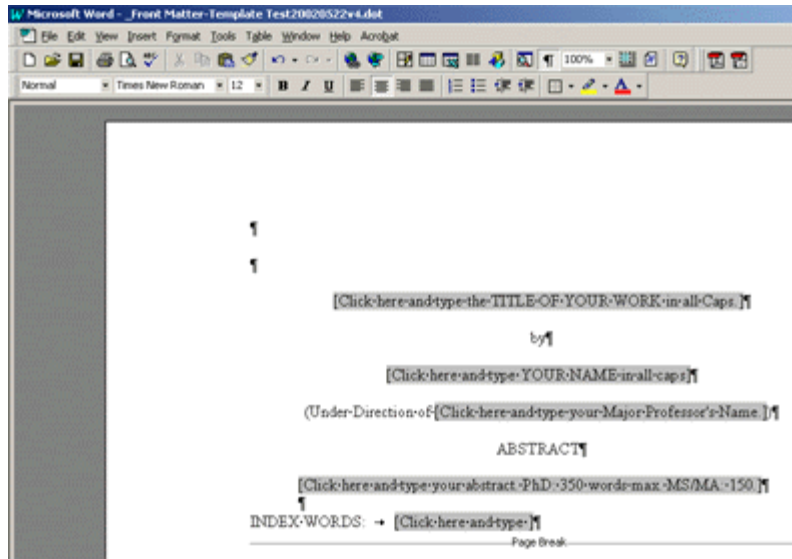


Figure 4

Upon clicking anywhere between the brackets, the entire "[Click here and type...]" field will be selected, as shown in Figure 5. Once the field is selected, enter the appropriate information. Typing will automatically replace the text and brackets of the selected field.

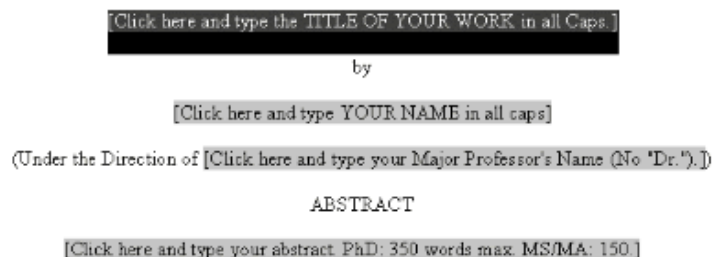


Figure 5

It is recommended that the student have a copy of the *Guidelines and Requirements for Theses, Treatises and Dissertations* prepared by the Office of Graduate Studies to ensure all sections of the template have been completed correctly.

NOTE: After downloading the template, be aware that any changes made and saved to the template will be permanent. If the student wishes to retain a copy of the original template, the "File...Save As" feature **MUST** be used prior to making any changes.