

JYU Dissertation template

Word 2007

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Information management services

<https://koppa.jyu.fi/avoimet/thk/vaitoskirja/dissertationtemp/>

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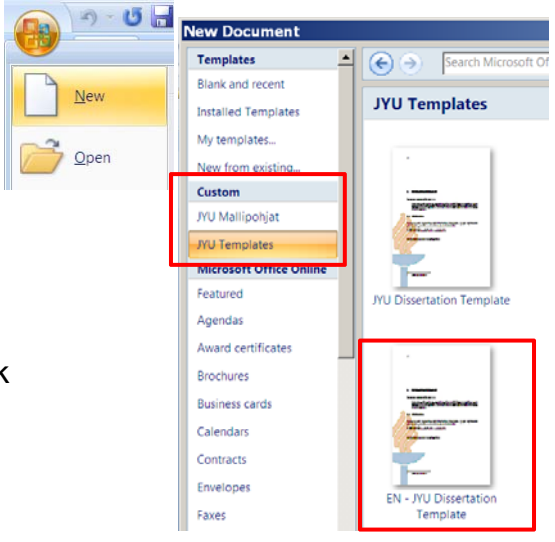
Content of the course

- The idea of the Dissertation **template**
- How should I add text:
 - a) when writing
 - b) when copy-pasting from another document
- Update the table of contents
- * Add tables or figures to the table of figures
- * Add and edit tables

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How to get the template

1. Click Office-button: **New -command (!)**
2. **Custom: JYU Templates**
3. Choose **EN-JYU dissertation template**
4. Double-click (or click Download -button)



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*** Alternatively: Save the template from the www-pages (to home computer)**

■ <https://koppa.jyu.fi/avoimet/thk/vaitoskirja/dissertationtemp>

1. Click EN_JYU_Dissertation.dotx -link.
2. Save in Word (.docx).

(alternatively: you can save as a template: .dotx)



Dissertation template

- Template is based on the directions of the Publishing Unit of the JYU Library:
 - [Guidelines for writing in a research series published by the University of Jyväskylä](#) (pdf).
- The template will offer you:
 - page layout, page numbers, opening pages
 - **text styles!**
 - headings with numbers, normal texts, citations
 - table of contents for updating
 - also table of contents for figures or tables

7

* Why styles?

- Style is a **group of design definitions** under one **style name**
 - **headings** (for instance: Heading 1, Heading 2, Heading 3 etc)
 - main heading and subtitles (1, 1.1, 1.1.1 etc.)
 - **body types are** modified variously
 - for instance: "basic body type", citations of the interviews, lists, tables etc.
- Additional value:
 - the layout of the document is continuous
 - it's easy to edit the styles afterwards:
 - for instance change the font size
 - heading styles are *obligatory* in the automatic table of contents

8

The basic idea of the template

- The layout / the styles are available in the "style palette"
- Delete unnecessary default texts
 - guideline -texts
 - or other elements, which you don't need
 - for instance: examples of text styles or captions for figures and tables
 - or: at the end of the document: the bibliography-style text (if you are using the bibliography from RefWorks)

Rules for using the template 1(3)

- * At the beginning: write your own text on the example text
 - Choose ("paint") the example text and write
- OR: First delete unnecessary example texts
 - Attention: leave the text of the table and figure -captions, so the tables of content will work
- Important: when dividing paragraphs, press **enter only once!!**
 - => automatically the space large enough between the paragraphs (it has been specified in the style)

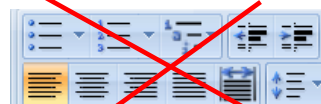
Rules for using the template 2(3)

- it's enough, if you choose only **the heading level** you need when writing
 - for instance 1, 1.1., 1.1.1 etc.
- when you press **enter** after the **heading** or **paragraph** text
 - => the correct normal text -style appears automatically
 - 1. paragraph: from the left side
 - next paragraphs: with indentation

11

Rules for using the template 3(3)

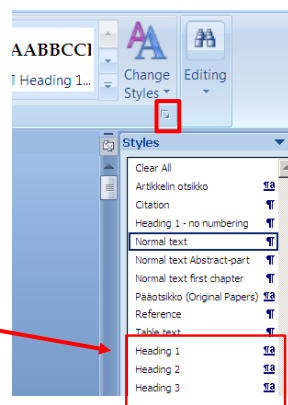
- when it's time to write the **new** heading level or text style (for instance citation), **first** choose the **style** from the **style palette** and then write
 - IMPORTANT: move the cursor first to the new line (by pressing enter)
- IMPORTANT: don't use the Paragraph - buttons from the Home tab, because it'll mess up the styles



12

Insert a new heading

1. * **Home** - tab: click the "key"-button ja then the style palette is opened
2. Choose the new heading style for the paragraph **before writing: click the name of the style**
 - 1 Heading 1 or 1.1 Heading 2 or 1.1.1 Heading 3 etc.
 - After you press enter, the style for next the paragraph appears automatically



THK / HR

13

When pasting text from another document

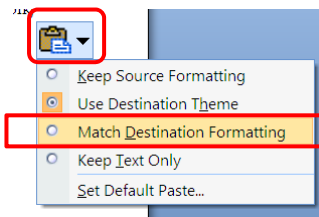
1. In dissertation –template: first move the cursor to the correct location
 - at the beginning of the new paragraph
 2. **Copy** text from the document
 3. In your template: **Paste**
 - default: Use destination styles
- The **bolds** or *italics* of the original text remain!

Vivamus a tellus. Pellentesque malesuada fames ac turpis egestas. orci. Aenean nec lorem.

14

If you have problems with pasting, options 1(2)

- A. If you paste **formulated** text from another document, use **Paste options -button** which appears immediately after pasting the text and choose **Match Destination Formatting**

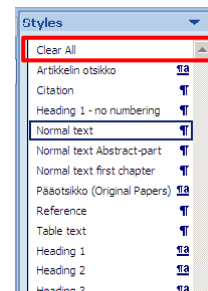


15

If you have problems with pasting, options 2(2)

OR: Afterwards:

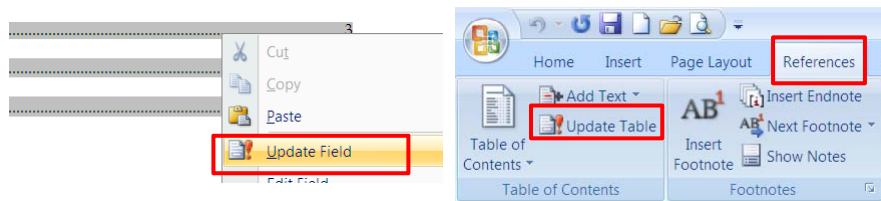
- B. Select the text and change **new style** from the style palette
 – for instance: Normal first paragraph
- C. OR: Styles -palette: **Clear Formatting**
 -> normal -text (Book Antiqua 12 pt)



16

The table of contents 1(2)

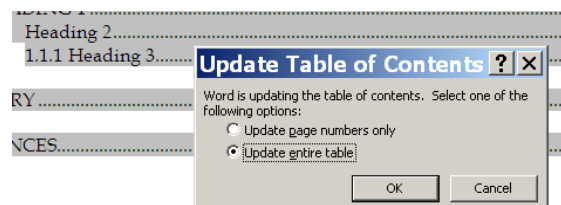
- Important: don't edit by hand the table of contents!
- right-click the table of contents and choose **Update field** –command on
 - or: choose **References** - tab: **Update Table** -button



17

The table of contents 2(2)

- **Update entire table** -command: the new texts of your headings will be updated



18

How to copy-paste a long text to the dissertation template

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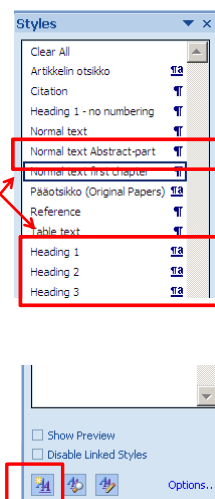
When pasting a long text to the template

■ Options:

- A. *Easy way*: **copy and paste** the text to the template,
 - before pasting: delete the default texts (headings ja paragraphs)
 - ATTENTION: leave the table- and figure -default -texts, if you need tables of figures!
 - IMPORTANT before pasting: is the default -style: *Normal* – style (!!)
- B. * You can copy the styles between two files - but it's more challenging!

Stylize the text in the template 1(2)

- If you haven't use heading styles in your text:
 - choose **heading styles**
 - Choose from the style palette the correct levels:
 - Heading 1 (1. Chapter), Heading 2 (1.1.), Heading 3 (1.1.1.) jne.
 - A tip: it's enough when the cursor is in the heading text (so you don't have to paint the whole text)
- Change the style "Normal text first chapter" for the paragraphs
 - * If you have for instance citations: change the citation - style from the style palette
 - ** You can create new styles: click *New style* -button



Stylize the text in the template 2(2)

- If you have 2 enter-press between paragraphs: **delete** the unnecessary ones with **Find- Replace** -function
 - Home- tab: Replace-command
- Find: **^p^p**
- Replace: **^p**
- click **Replace all** -button

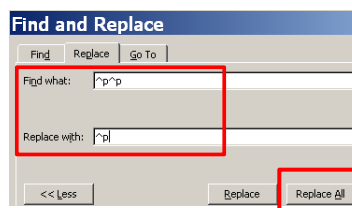


Table of figures

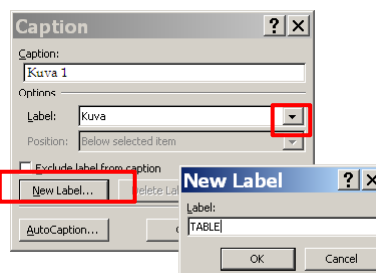
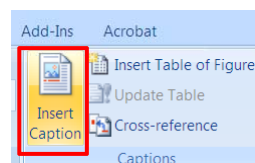
* How to edit tables

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Tables or figures to the table of figures 1(2)

■ First add table or figure -captions

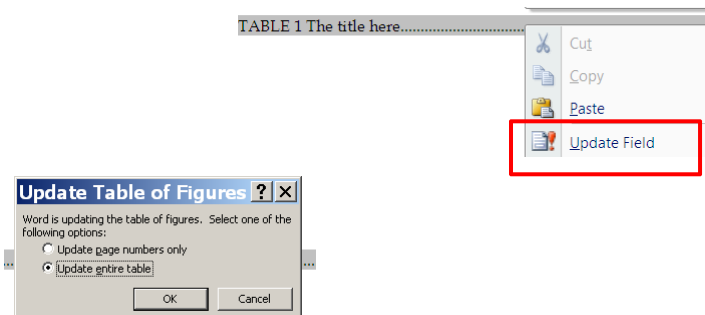
1. Click from **References** -tab **Insert Caption** -button
2. **Specify only once**: click NEW LABEL -button and write: TABLE (or FIGURE) and OK.
 - write block capitals!
3. Write the caption to the text.
4. When you need a new caption: just choose from the drop-list: table or figure. OK. (Steps 1 and 3)



24

Tables or figures to the table of figures 2(2)

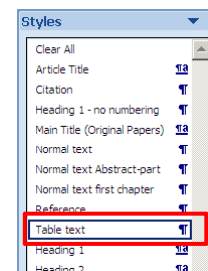
5. IN THE END: **Refresh** the default-table of figures
 - same as the table of content: right-click and choose **Update Field** and **Update entire table**



25

Add a table 1(2)

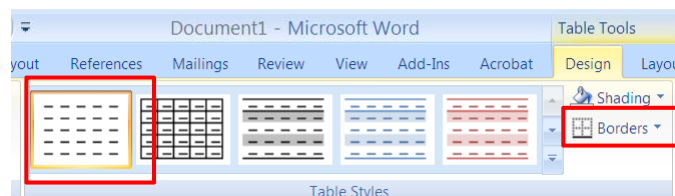
- Guideline: avoid using borders or vertical lines between columns.
1. Choose text style: "**Table text**"
 2. **Insert** - tab : click Table -button ja choose how many lines and columns



26

Add a table 2(2)

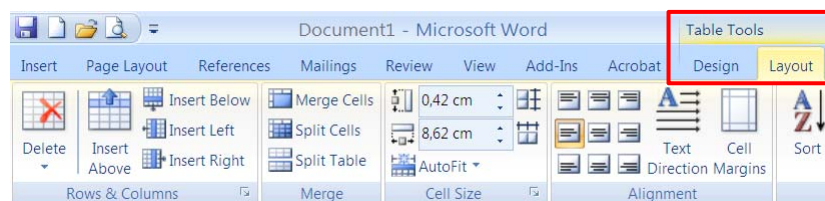
4. Write the content.
5. Choose the style
 - "Table": simplified without borders
6. * Add lines for instance to the first and last row from the Borders -button



27

Edit table

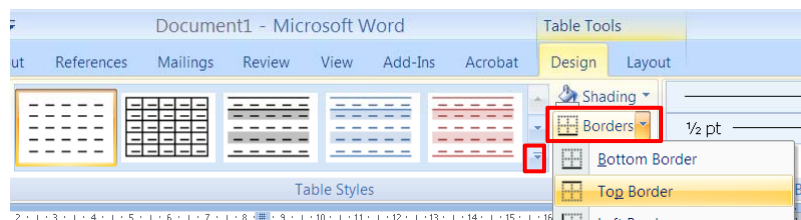
- Add the number of the **lines or columns**:
1. Click the table active and you'll see **Table Tools**
 2. Choose on the **Layout** -tab: Insert Below or Left/Right



28

Modify the table

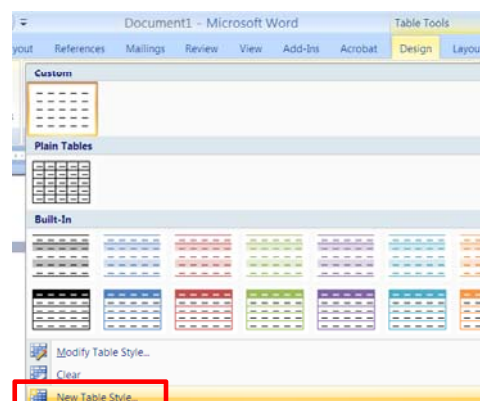
- A. On the **Design** -tab: click the arrow of the Borders-button and choose for instance borders to top/bottom
- B. OR: If you have several tables: Create a **new table style**



29

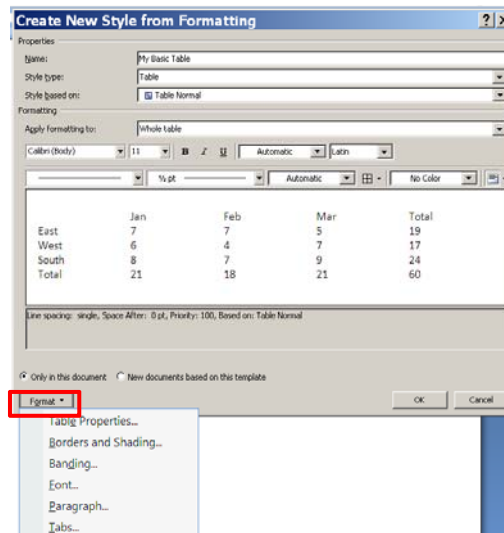
* How to create a table style 1(3)

1. Click at the bottom:
New Table style...
 2. Specify features.
- Afterwards: choose the style of the table from the **Custom** -option



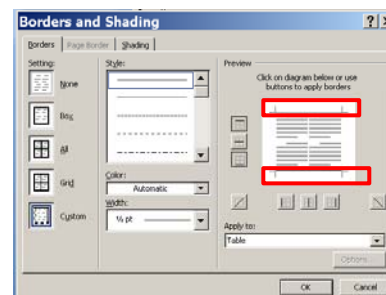
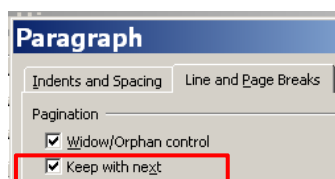
* How to create a table style 2(3)

- Name
- Font
- **Format** -button: you can specify more features



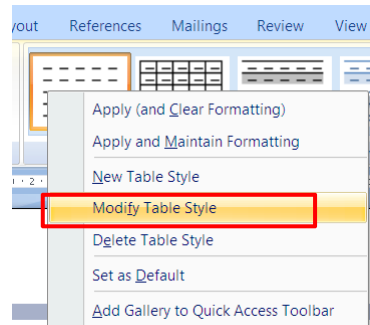
How to create a table style 3(3)

- **Borders and shading:** for instance lines to the top and bottom of the table
- **Paragraph:** Prevent the division of the table to several pages
 - Choose from **Line and page break**-tab: **Keep with next**



* How to modify your table style

1. Right-click the table style and choose **Modify Table Style**
2. **Modify**
3. **OK**



* Or save as Quick Tables (Word 2007)

1. First modify the table.
2. Then choose the table.
3. Insert -tab: click Table - button and ja **Quick tables**
4. Choose from the bottom of the window: **Save Selection to Quick Tables Gallery....**
 - How to use: choose the correct table style from the Quick Tables

