

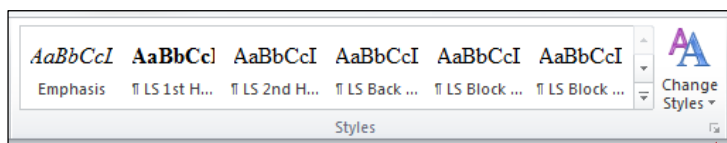
# Tips for Using Templates (PC)

## Get them:

[www.luthersem.edu/library/templates.aspx](http://www.luthersem.edu/library/templates.aspx)

## Use them:

1. Can you see your styles tool bar?  
**Word 2003 and earlier:** View > Toolbars > Formatting  
**Word 2007 and later:** Home Ribbon > Styles  
> Show the Styles Window (small square button in the bottom right corner of the styles box)



2. Have you applied the right style?

## Style them:

Style Name	Used to format...
LS 1 <sup>st</sup> Heading .....	First sublevel headings
LS 2 <sup>nd</sup> Heading .....	Second sublevel headings
LS 3 <sup>rd</sup> Heading .....	Third sublevel headings
LS 4 <sup>th</sup> Heading .....	Fourth sublevel headings
LS Abbrev. List .....	Abbreviation list items
LS Abstract .....	Abstract page title (PhD/DMin only)
LS Back Matter.....	All back matter page titles (eg. Bibliography, Appendix)
LS Block Quote .....	Directly quoted text, over three lines long, followed by a new heading
LS Block Quote 2.....	Directly quoted text, over three lines long, followed by standard text
LS Chapter # .....	Chapter <b>numbers:</b> Chapter 1, Chapter 2
LS Chapter Title .....	Chapter <b>titles</b>
LS Front Matter .....	All front matter page titles except Abstract (eg. Acknowledgments, List of Abbreviations, etc.)
LS Reference .....	All references in your bibliography, if not using EndNote
LS Standard text .....	Basic text, the bulk of your writing

## A Few Things to Note:

- All Luther Seminary styles begin with “LS.” Do not worry about styles that do not begin with “LS.”
- If you want to use the automatically generated Table of Contents (and really, why wouldn't you?) you **must** use the LS Chapter Title, and LS 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> heading styles.
- If you do not want any style applied to your text, select “Normal.”
- There are two templates to choose from: General Research Paper or Thesis. The General Research Paper template will not have all the styles listed above, such as Chapter # or Chapter Title, since those are not required of Research Papers. The Thesis template is designed according to degree program. Make sure you have the right one for your degree!

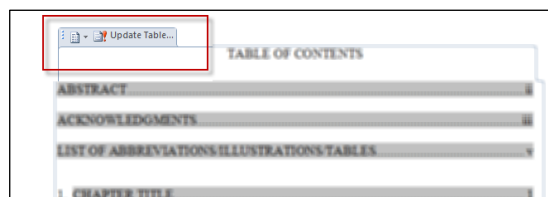
# Tips for Using Templates (PC)

## Working with the Table of Contents

Your table of contents will automatically be generated if you use the built-in LS styles.

You will need to update the place holder table of contents that is currently in the Thesis Template with your content. Do **not** try to manually change it. Instead, simply click anywhere within the Table of Contents (it will become shaded gray and may take a minute to respond). The Table of Contents will then become outlined and you should see a tab at the top of the outline that says Update Table...

Click the Update Table tab and the Table of Contents will be re-generated with your chapter titles and headings. You can do this as often as you need to. Or as often as you'd like to be amazed at how easy this will make your life.

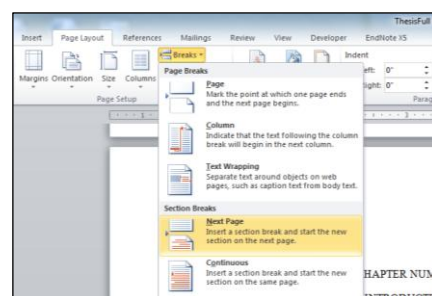


## Working with Multiple Chapters

The template is designed to be one document. When you come to the end of a chapter and are ready to begin a new one, you must insert a **section break** at the end of your chapter. Inserting any other kind of page break or simply pressing the Enter/Return key for a new chapter will cause **many** problems (side effects may include loss of sleep, loss of appetite, and loss of confidence that you will actually ever finish your thesis).

Inserting section breaks is easy! Follow these steps:

- Make sure you are at the end of your chapter.
- Click Page Layout from the Ribbon.
- Click the dropdown arrow next to the Breaks option on the Page Setup section.
- Choose Next Page under the **Section Breaks** section.
- That's it! Your cursor should now be on the next page and your page number should line up accordingly.



## Working with Page Numbers

If you are using section breaks correctly to start new chapters, your pages numbers should also line up accordingly. However, after inserting your **first** section break (presumably after your Chapter One), you **will need** to make one adjustment to your page numbers, as you will notice that your second chapter will start with page 1. Don't despair; this is easy to adjust (really, it is).

- Double click on the offending page number to get into the footer.
- From the Header & Footer Tools ribbon, click the dropdown arrow next to Page Number.
- Choose Format Page Numbers.
- Make sure the option to "Continue from previous section" is selected.
- Click Ok and you're done! All other chapters will follow suit.

