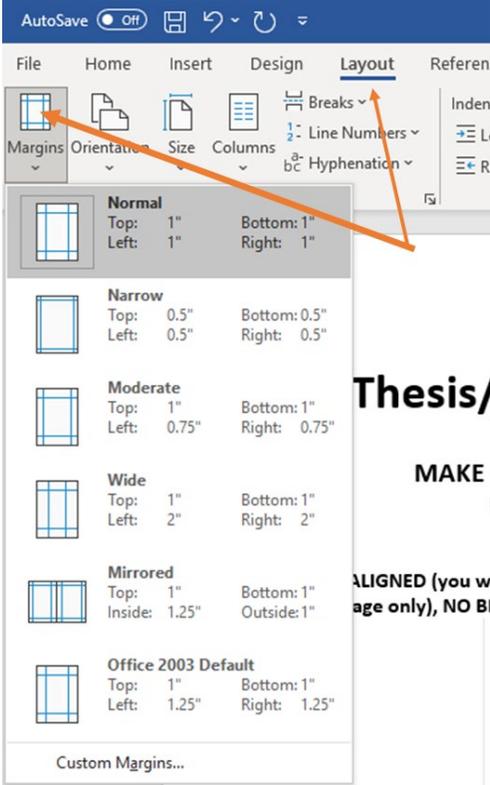# Thesis/Dissertation How-To Guide

MAKE SURE TO SET YOUR PAGE UP AS FOLLOWS:
MARGINS AS 1" TOP, BOTTOM, LEFT AND RIGHT
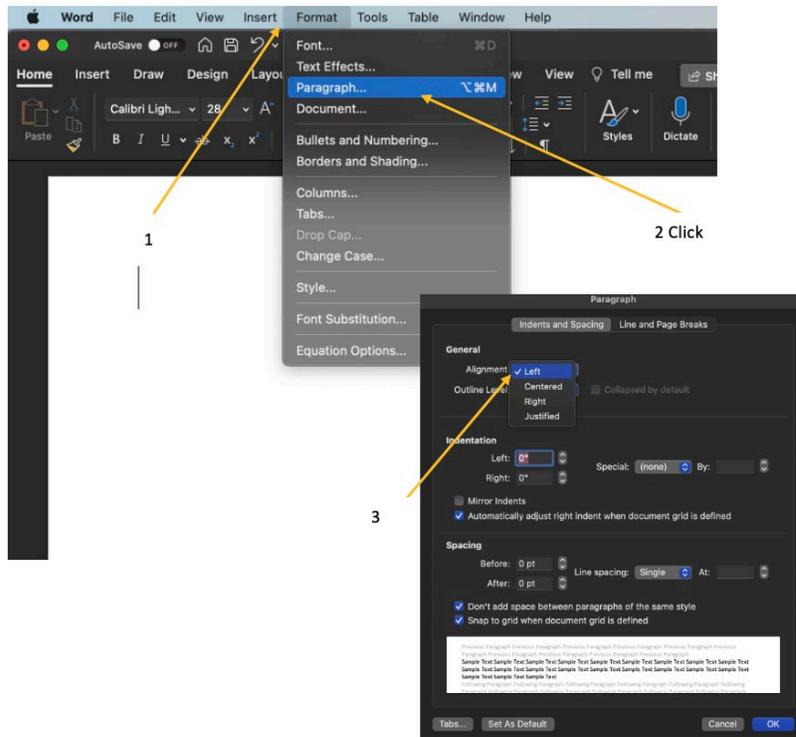
LEFT ALIGNED (you will center the appropriate information when needed), SINGLE SPACED (Title page only), NO BEFORE/AFTER SPACING, NO INDENTATIONS AND SPECIAL SET TO NONE

To insert line numbers on the title page (make sure to turn this setting back off once you finish your title page):

1. Click on Page Layout tab.
2. Select Line Numbers and then select Restart Each Page.
   - You may not be able to see line numbers when you are at 130% zoom or larger.

- o Line numbers are for formatting only and should be removed when you are done formatting the title page.

1 Click   2
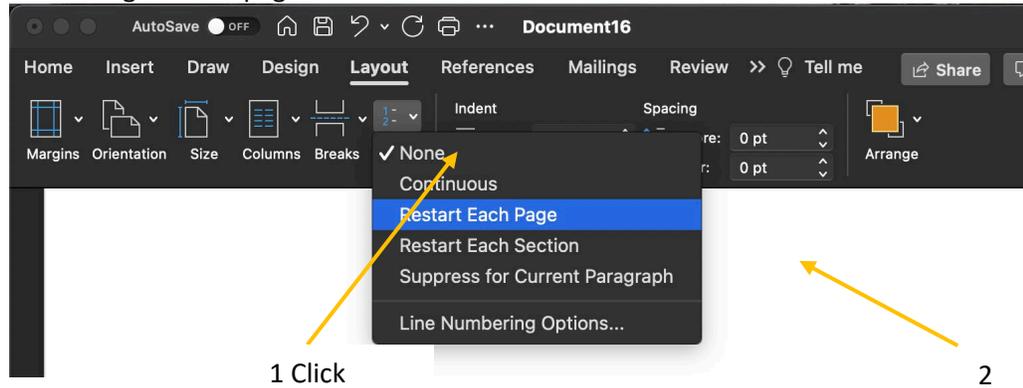
To set up committee lines:
1. Make sure you start on the left margin
2. Go to the paragraph section and click the arrow in the bottom right
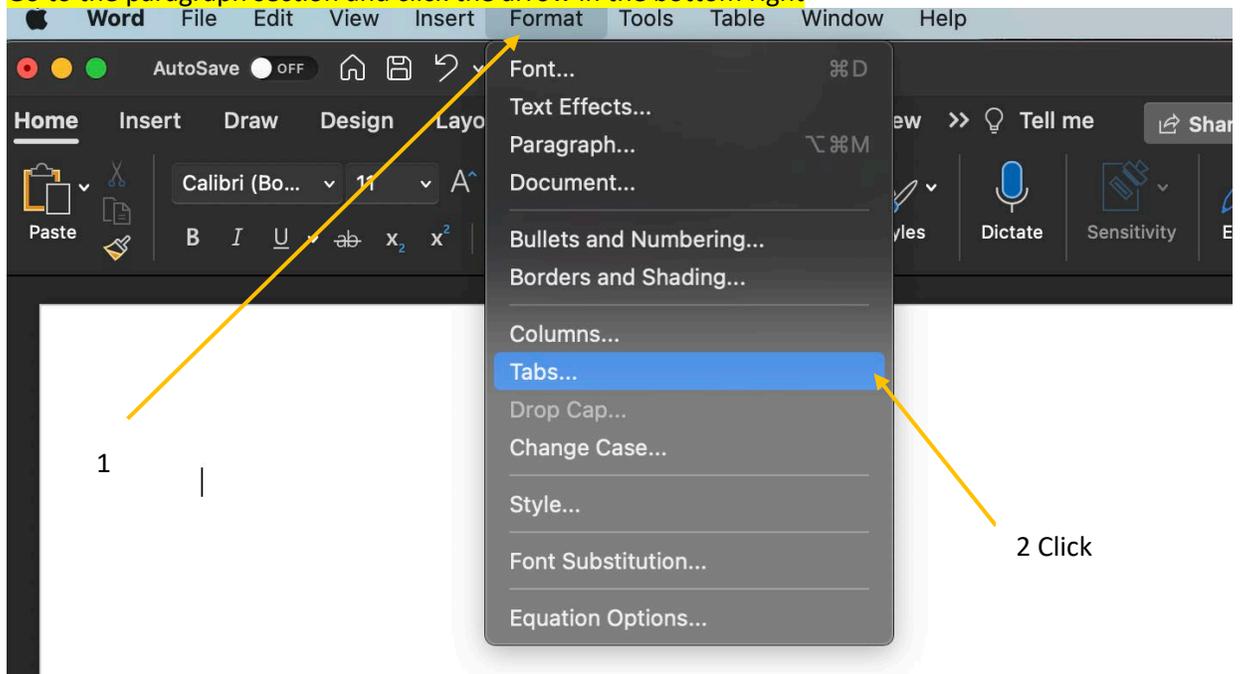
1   2 Click

3. Click tabs in the dropdown menu

4. Set your tab stops to: 0.38", 0.75", 2.88", 3.63", 4.13", and 6.13" (click set after entering each number)

Tabs

Tab stops: 0.38

Alignment:
- ● Left   ○ Decimal
- ○ Center   ○ Bar
- ○ Right

Leader:
- ● none   ○ -----
- ○ ....   ○ _____

Default stops: 0.5"

Tab stops to be cleared:

Clear All   Cancel   OK

1 type in first number

2 click to add

5. Leave it set to left and none, click set, click ok
6. Press tab once, then click ctrl U
7. Press tab twice, then click ctrl U

8. Press tab once, then click ctrl U
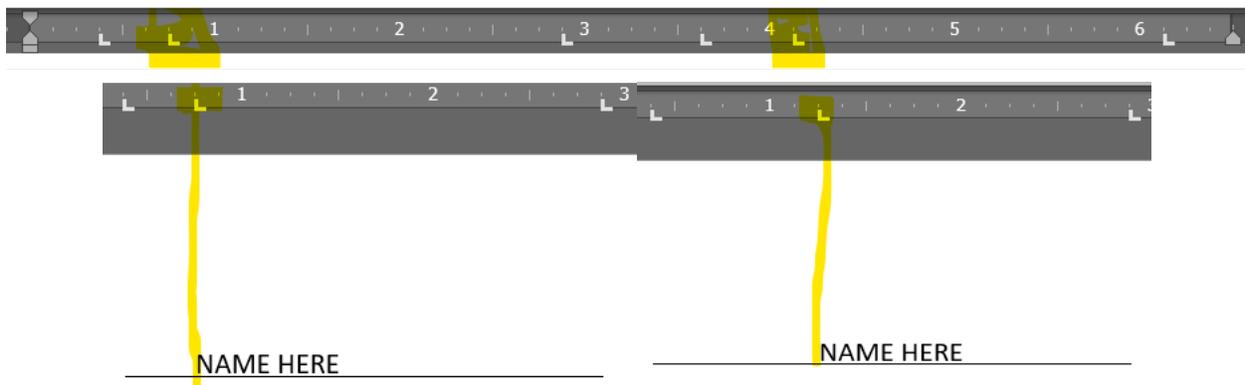9. Press tab twice, then click ctrl U

10. Hit enter twice to move down two lines and repeat numbers 6-9 for each new set of committee lines
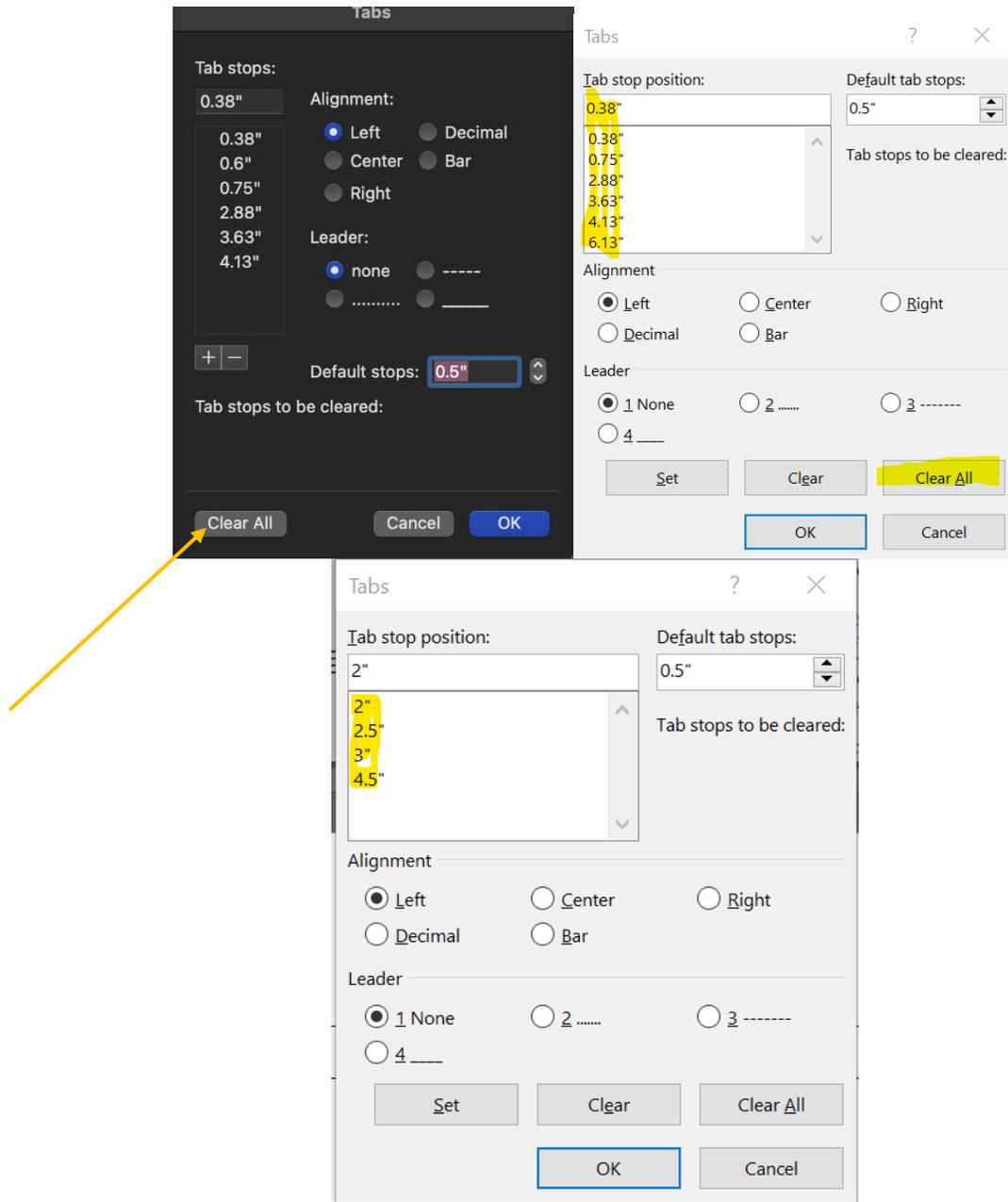
NAME HERE

Once you have set up your lines, you'll be able to click on the line to enter the names and then use the tab leaders at the top to center the names on the line.

NAME HERE   NAME HERE

To set up the dean line:

1. Make sure you start on the left margin
2. Go to the paragraph section and click the arrow in the bottom right
3. Click tabs in the bottom left
4. Set your tab stops to: 2.0", 2.5", 3.0" and 4.5" (remember to click set after each number is entered into the tab stop position bar)

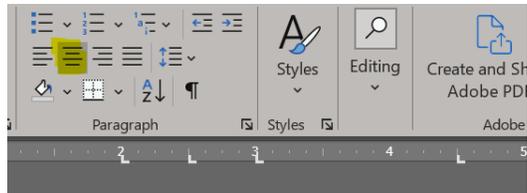**(NOTE: If tab stops are already listed, use the clear all to reset)**

5. Leave it set to left and none, click set, click ok
6. Press tab once, then ctrl U
7. Press tab three times

ERE

*Please remember to add chair and dean under the respective lines:

Dean: centered

NAME HERE

Dean, Graduate School

Chair: click under the second row of lines, tab over until you're under the second line, use the tab marker at the top to center "Chair" under the line
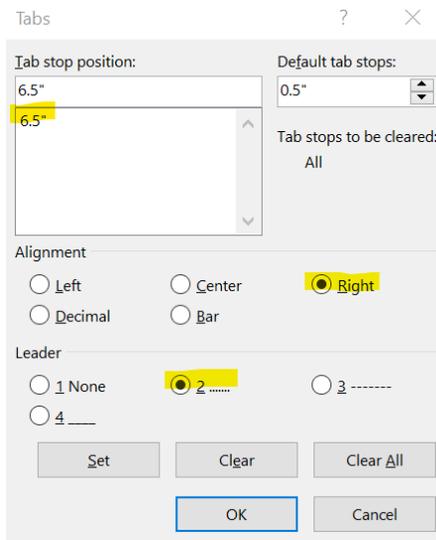
Chair

Tab leaders for TOC/List of Tables/Figures:

1. Highlight your tab leaders (or if you have not put your leaders in yet, just click after the last word in the line) and click on the little arrow in the bottom right of the paragraph section
2. Click tabs in the bottom left
3. Set tab stop to 6.5
4. , click set, choose right for alignment and then option 2 for leader

5. Click ok
6. Once you are out of the settings menu, click tab (this will reset your tab leaders to be spaced correctly as well as making your numbers flush with the right margin)
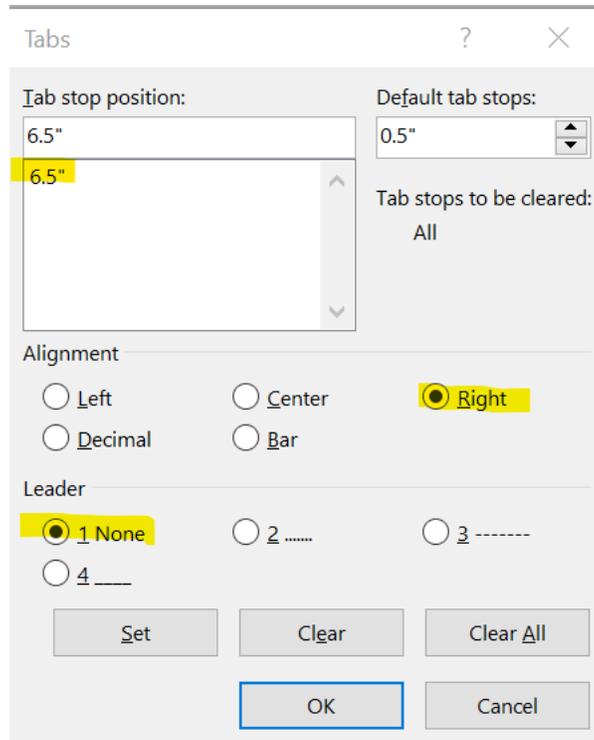
TABLE OF CONTENTS

ABSTRACT iv

ACKNOWLEDGMENTS v

Align "Table" and "Page" flush with the left and right margin:

1. Write Table on the left margin (keep your cursor right after the word Table)
2. Click on the little arrow in the bottom right of the paragraph section
3. Click tabs in the bottom left
4. Set tab stop to 6.5, click set, choose right for alignment and then none for leader

5. Click ok (your cursor should still be right after the word Table)
6. Click tab once
7. Type "Page" – this should put the word Page on the left margin
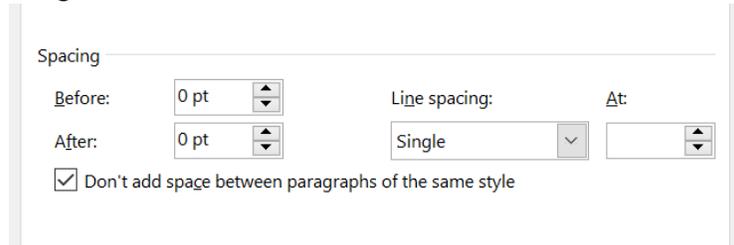

LIST OF TABLES

Table   Page

To adjust your list indentation to make your numbers flush with the left margin:

1. Right click on the number (preferably do this when you start at number 1 as it should do this for all numbers you enter after)
2. Click adjust list indents
3. Set to: number position: 0", text indent: 0.5"
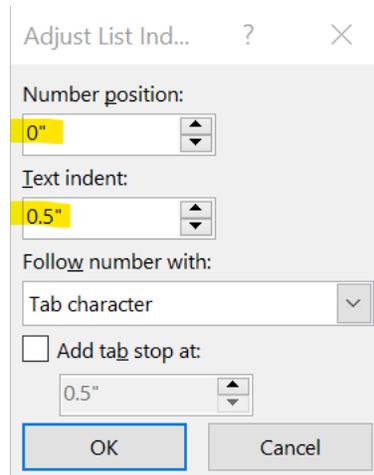
Single spacing between the first and second line of an entry (for wrapped text – always wrap text about 1" to 1½" before the right margin):

1. Right click on line one and click paragraph
2. Set spacing to single and click the box below

Spacing

Before:	0 pt	Line spacing:		At:
After:	0 pt	Single		

☑ Don't add space between paragraphs of the same style

3. Click ok

Table   Page

1.   Summary of 1993 Monthly Mean High and Low Temperatures and
        Precipitation from the Sugarloaf Mountains 24

2.   Weight, Water and CO2 Flux Rates of Anolis carolinesis from All Study Areas
       26

** NOTE: If it doesn't stay spaced between number 1 and 2 after you make this change, you'll follow the same process by right clicking on the second line of the entry, clicking paragraph, and making sure your spacing is set to whatever spacing you are using, ex. If you have 1.5 lines spaced your paper, you'll use 1.5 lines spacing here. So you want single spacing for wrapped text and 1.5 (or whatever spacing you decide on) for your spacing between each numbered entry (so from the second row of wrapped text to number 2)