

Formatting exercise

Uppsala University thesis template for Word 2011

Installation

– To install the template

1. Go to <https://mp.uu.se/sv/web/info/forska/avhandling/mallar>
2. Download the template for Word 2011 by right-clicking the link **Word 2011** and saving the file to your desktop. The template is called *UUPhesis-Word2011.dotm* and there should be an exclamation mark on the icon.
3. Open Word 2011 and click **File** > **Open...** (Arkiv > Öppna...). Select the template on your desktop and click **Open** (Öppna). The template will open.
4. Click **File** > **Save as...** (Arkiv > Spara som...) and save a copy of the template in the preset destination (*My templates* or *Mina mallar*) by clicking **Save** (Spara).
5. Close the template and delete the original *UUPhesis-Word2011.dotm* that you downloaded.

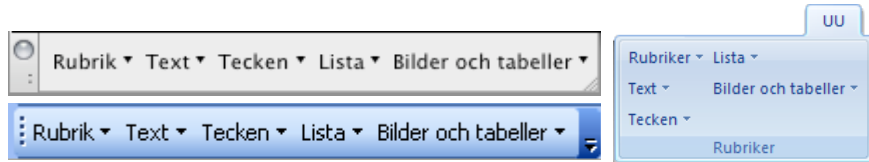
Exercise

– Open the exercise document

1. Go to <https://mp.uu.se/web/info/forska/avhandling/dokument>
2. See heading **Exercise document**, download the exercise document for your version of Word (Word 2007, Word 2010/2013 or Word 2011 by right-clicking the link **Word 2007, Word 2010/2013 or Word 2011**).
3. Open the file in Word.
4. Continue from to next page.

I. Apply styles from the UU Menu

The UU Menu can be found in the upper left corner of your screen, or as a tab called UU. You should use the UU Menu to apply styles in your document. Most items correspond to styles and from this point we will refer to items on the UU Menu using **bold** lettering. For example **Text** > **Standard** refers to selecting the item *Text* and then *Standard*; by doing this you will apply the style *Standard* to your text.



Apply style to a paragraph

1. Place the text marker in a paragraph.
2. Choose a style from the UU Menu.

Apply style to several paragraphs

1. Select more than one paragraph using the text marker.
2. Choose a style from the UU Menu.

Try it! Apply the style **Text** > **Standard** to a paragraph of text.

II. Verify applied styles using views

You should make sure that styles have been applied correctly to your text. You can do this by changing how you view the document on screen.

Draft and Page layout views

Page layout view resembles printed pages with margins and page borders. Use this view to review how images, footnotes, and references relate across pages.

Click **Växla** > **Utskriftslayout**

Draft view is a continuous flow of text, images, and tables. Use Draft when applying styles, and use the styles pane – to the left of the text – to verify that they have been applied correctly (see below).

Click **Växla** > **Formatmallsfält**

Word 2008 only: Styles pane in Draft view

1. In the main menu, click **Word** > **Options...** > **View (Word > Alternativ... > Visa)**.
2. Set *Style Area Width* to 4 cm and click **OK**. (*Bredd på formatmallsfält*).
3. In the UU Menu, Click **Växla** > **Utkast**.

Try it! Change view to Normal and make sure that the Styles pane is visible. Apply a style to a paragraph and see what happens.

III. Guidelines for basic styles

Apply styles following the criteria listed below, unless there are special reasons not to. Always strive to be consistent.

Text – the basics

Use the following criteria to choose the correct style from the UU Menu:

- First paragraph after a heading use: **Text › Standard**.
- Otherwise use: **Text › Standard med indrag**.
- To add a blank line: **Text › Standard med luft**¹.

Try it! Find three paragraphs of text following a heading and apply styles according to the criteria above.

Headings – keep it structured

Keep the following in mind when applying heading styles from the UU Menu:

- Apply heading styles as a hierarchy. Rubrik 1 should be subdivided using Rubrik 2; Rubrik 2 should be subdivided using Rubrik 3; and so on...
Rubrik › Rubrik #.
- If possible, avoid starting a new heading directly after another heading.
- Headings that should not appear in table of contents:
Rubrik › Onumrerad rubrik.

Apply the style **Standard** to the first paragraph after the heading.

Try it! Find a short line of text and apply an appropriate heading style.

Quotes

(Only use quotation marks for quotes shorter than a full paragraph.)

Use the following criteria to choose the correct style from the UU Menu:

- For the first full paragraph of a quote: **Text › Citat**.
- For the second to last paragraph of a quote: **Text › Citat med indrag**.

Apply the style **Standard med luft** to add space above the paragraph after the quote.

Try it! Find two suitable paragraphs and apply styles as outlined above.

Lists

Keep the following in mind when applying list styles from the UU Menu:

- Basic lists: **Lista › Punktlista** or **Lista › Enkel lista**.
- Ordered lists: **Lista › Numrerad lista** or **Lista › Romersk lista**.
- Reference lists: **Lista › Litteraturlista utan siffror**
or **Lista › Litteraturlista med siffror**.

Apply the style **Standard med luft** to the first paragraph after the list.

Try it! Find a few suitable paragraphs and apply styles as outlined above.

¹ Avoid using empty paragraphs by using *Standard med luft* instead.

IV. Guidelines for images and image captions

Images should be placed in line with text in order to make them easy to work with. Captions are placed below the image and with an appropriate spacing to the text that follows.

Insert an image

1. Place the text marker on an empty line.
2. Apply the style **Bilder och tabeller** > **Bildformat**.
3. Click **Bilder och tabeller** > **Infoga bild** and select an image.
 - The image will appear on the previously empty line.
4. Insert an image caption (see below).

Insert an image caption with numbering

1. Place the text marker on an empty line after an image.
2. Click **Bilder och tabeller** > **Infoga bildbeskrivning**
 - An automatically numbered label “Figure #.” will be created.

Apply the style **Standard med luft** to the first paragraph after the image.

Try it! Find a suitable location and insert an image with caption as outlined above.

V. Guidelines for tables and table captions

We recommend that you avoid using tables wider than 12cm. Captions are placed above the table and with an appropriate spacing to the text above.

Insert a table

1. Place the text marker on an empty line.
2. Apply the style **Bilder och tabeller** > **Cellformat**.
3. Click **Bilder och tabeller** > **Skapa trelinjerstabelle**.
 - If prompted select the desired number of rows and columns.
4. If not already present, insert a table caption (see below).

Apply the style **Standard med luft** to the first paragraph after the table.

Insert a table caption

1. Place the text marker inside the table.
2. Click **Bilder och tabeller** > **Infoga tabellrubrik**.
 - An automatically numbered label “Table #.” will be created above the table.

Try it! Find a suitable location and insert a table with caption as outlined above.

VI. The table of contents

Update the table of contents in the beginning of the document by right-clicking it and selecting **Update field**.

VII. Extras

When you feel comfortable with using the UU Menu you can try the following.

Cross referencing

You can cross-reference any automatically numbered label in Word.

1. (Word 2007/2010) Click **Insert** › the field **Links** › the button **Cross reference**.
(Swedish: Infoga, Länkar, Korsreferens)
2. Set **Reference type** to your preferred type
(Swedish: Referenstyp).
3. Set **Refer to** to your preferred reference style
(Swedish: Referera till).
4. Place the text cursor where you want the cross-reference to be inserted.
5. Select the object/text you wish to refer to from the list and click **OK**.

Landscape pages

1. Select the text, table or image that should be placed on a landscape page.
2. (Word 2011) Click **Format** › **Document layout...**
(Format › Dokumentlayout...).
- (Word 2007/2010) Click **Page layout** › *square arrow in the bottom right corner of field* **Page setup**. (Sidlayout, Utskriftsformat)
3. (Word 2007/2010) Set **Orientation: Landscape** and set **Apply to: Selected text**.
(Orientering: Liggande, Använd i: Markerad text)
- (Word 2011) Set **Apply to: Selected text**, click **Page setup...** to set **Orientation: ↑**, click **OK, OK**. (Använd i: Markerad text, Utskriftsformat..., Orientering: ↑)