

The K-State templates and full information and details can be found here:

<https://www.k-state.edu/grad/academics/etdr>

The ETDR template is highly recommended to make your document formatting and submission process easier. The template provides the properly formatted title, abstract, and other lead-in pages that are necessary for submission. It also includes a simple way to handle generating your Table of Contents and List of Figures and List of Tables. It also handles page numbering. It uses Microsoft Word Style Headings 1-5 to handle chapter and sub-headings and uses a formatted Caption style built into the template to set your section/paragraph headings and captions, so they automatically show up in the Table of Contents and Lists and are clickable links.

You can either start with the template and work in there from the beginning or you can work on your document as needed and then at some point, open the Word template, copy and paste your written content into the blocks in this template. If you copy and paste content in, be sure to paste in with no formatting or match the existing formatting. Here are the basic steps for the headings and the captions. These instructions are also included in the template itself. All of this and some other details are covered in the first several pages of the template so you will always have instructions with you as you are working there. In the end or as you work, you will remove the instructions and finalize your document.

Applying Word styles to headings

For your chapter titles and section headings to show up in the Table of Contents, they must have the styles Heading 1-5 from the K-State ETDR template applied to them. To see these styles, open the Style Pane in Word and check the Show Preview box to see what they look like.

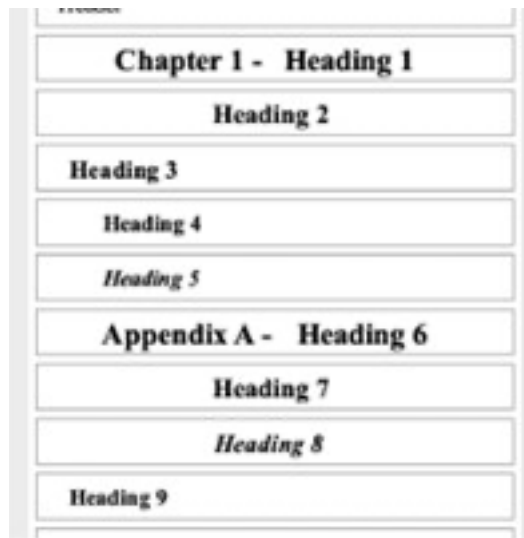


Figure 1.1. Styles Pane Heading styles

1. To apply the styles, open the Styles Pane and scroll to the Headings 1-5 area (they are alphabetical).
2. Put your cursor on the line of your text title or heading you want to show up in the TOC. You do not have to type Chapter, when you apply the Heading 1 style, the word Chapter and the correct number will be added. You do not have to select all the text; your cursor just needs to be on the line.
3. Choose the heading style you want 1-5. Heading 1 is reserved for chapter titles. Use 2-5 for your sub-headings. Click on the appropriate style in the Styles Pane to apply it. Text will update with that style.
4. Update your Table of Contents with the right click Update Field and see your new addition(s) show up. Instructions for how to update your Table of Contents is in the template in yellow above the table.

You also need to caption your images to include in the List of Figures and/or Tables. A short video on how to do that is here <https://youtu.be/Daa1ouMVEjc>. Here are the written steps:

Adding Captions

There is some initial setup required the first time you use the Captions tool. You need to do this only one time in your template document. Before you insert your first figure and table caption you must:

1. Go to References > Insert Caption.
2. Select the Numbering button.
3. Check Include Chapter Number and for Use Separator: (.) Period. Click OK
4. Also ensure you set the Positioning to Above or Below item as appropriate.
5. You only need to do this once and all captions going forward will use that format.



Figure 1.2. Initial Caption formatting setup

Once you have this set up, you can use this caption tool quickly to add captions to figures and tables in your document.

1. Select the item so it is highlighted with a box around it.
2. Click References > Insert Captions.
3. The Captions box will open and you need to select Figure or Table as the label.
4. The caption box should say Figure/Table 1.1, 1.2, 2.1, 2.2 and so on.
5. Confirm the position for your caption as Above or Below and click OK. Do not type your caption in this box. You will type it after the caption label is inserted.
6. This will insert the caption label. You will then type/add a (.) period and 2 spaces and then you caption text. So your caption should look like "Figure 1.4. Your caption here"
7. Once completed, go to your List of Figures or List of Tables and update it to see your new addition(s). Instructions for how to update your List of Figures and Tables is in the template in yellow above the tables.

There are a few other items of note. You should enable the Word "Show Formatting" feature as it makes it easier to see how your document is laid out and make changes to formatting and spacing. The page numbers go from no page numbers to Roman numerals for your information pages and then to traditional numbers for the chapters. Those are handled by Section Breaks you see in the document. Do not remove or change the Section Breaks. You can use Page Breaks for layout as needed.

This video shows how to handle change pages to landscape as is sometimes needed. <https://youtu.be/hwhfaACfjI8>

Here are the things to focus on for the Grad School PDF submission:

- The specific title page (from the template)
- The specific set of pages such as an abstract and copyright page (from the template)
- The Table of Contents, List of Figures, and List of Tables that hyperlink to their location in the document. (the template handles that if you use the above instructions)
- Page numbers that go from no page number (first few pages), to roman numerals (for Table of Contents to Chapter 1), then to regular numbers (at chapter 1).
- Your bibliography or references page consistently formatted.
- Consistency in the overall formatting of your content. They do not read or check your content but are looking for the applied styles and consistency overall.