Templates with Style: Upgrading a Basic Microsoft Word Template

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Background

The Thesis Office previously only had a simple template with margins, page numbers, and tabs set. Feedback from students indicated there was a need for a more robust template with advanced features. Specifically, our students wanted a template that used Microsoft Word's styles and automatic lists functions. Based on this need, we began the process of updating our templates.

Creation

- Created and added styles.
- Added dropdown menus.

Spring 2011

 Altered the standard Microsoft automatic table of contents to meet Texas A&M University's requirements. PREFERENCE THE CONTROL AND NATIONAL ADVANCES.

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Summer 2011

Revisions

- Macintosh users were unable to use the first templates.
- Separate templates and instructions were created for Mac.

Fall 2011

 Styles were altered slightly to appear in the navigation pane. 4. It will prove the a list that requires some formatting.

Some of the figure table rules, and open the paragraph dading box.

First, solect all the figure table rules, and open the paragraph dading box.

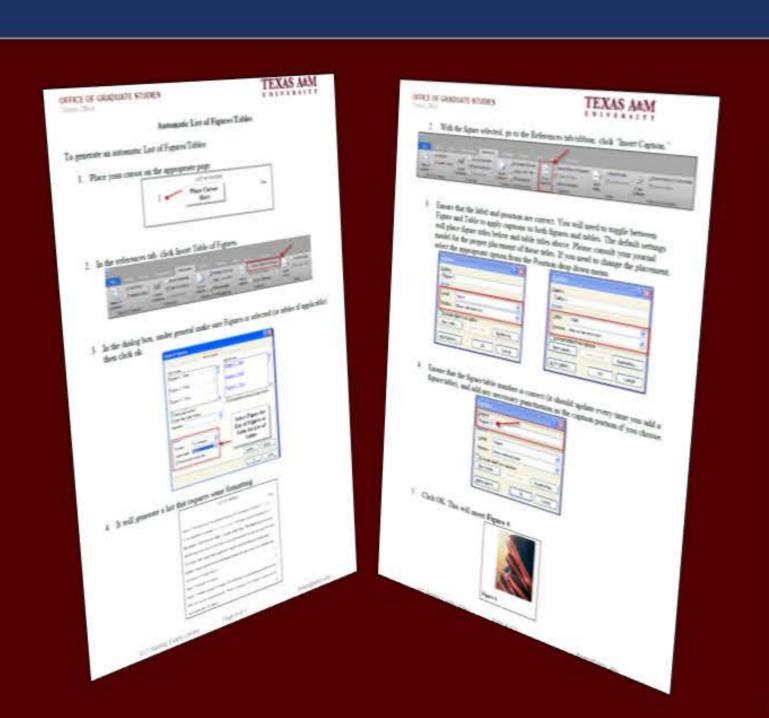
6. In the indentation section: Change the right indent to 0.2. Change the special to hanging indent by 0.65.

7. So the Spacing section: Line specing should be Single with 12 pt after.

Summer 2012



- Pilot group of 28 targeted students was successful.
- Following that the template was available upon request.
- Users reported fewer corrections, when templates were used correctly.
- Some concessions were made in the review process.



Outcomes

- Templates are now publically available.
- Workshops are offered biannually.
- Feedback from the templates is mostly positive.
- We still receive requests for more features, but the current template meets most needs.

