

# 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.
- Altered the standard Microsoft automatic table of contents to meet Texas A&M University's requirements.

Spring 2011

## Revisions

- Macintosh users were unable to use the first templates.
- Separate templates and instructions were created for Mac.
- Styles were altered slightly to appear in the navigation pane.

Fall 2011

Summer 2011

Summer 2012

## Pilot

- 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.