Templates with Style: Upgrading a Basic Microsoft Word Template
Christine Dromgoole
Thesis Office, Texas A&M University, College Station, TX

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.

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.

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.