1. **File > New Document**

2. Home tab > select **Styles Pane**

3. The Styles pane lists the complete suite of styles available in Word.

4. **List > Select Styles to show:** > All Styles

5. Click on <New Style> button located at the top of the Styles pane

6. Name: type **Body Text Thesis**

7. Style for Following Paragraph: **Leave blank** it will automatically add Body Text Thesis

8. Select font: **Arial 11 point**

9. Set Line spacing: **1.5 spacing**
10. At bottom of New Style box select **Format > Paragraph**

11. **General > Alignment** change to: Justified  
   **Format > Paragraph > Spacing:** 
   Before: 0 point After: 15 point

   Modify drop down location:

   - **Heading 1**
   - Select All
   - **Modify Style...**

12. **Modify style already created** – **Title**

   **Title** is used for the declaration, acknowledgements, abstract, abbreviations chapter titles, bibliography, and appendices

   Style for Following Paragraph: **Body Text Thesis**

   Select font: **Arial 16 point Bold**

   Select **Format > Paragraph:**  
   **Outline Level**: Change to Level 1  
   **Spacing After**: set to Before: 12 point After: 15 point

13. **Modify style already created** – **Caption**

   Style for Following Paragraph: **Body Text Thesis**

   Select font: **Arial 10 point bold** – Font Colour change to **Automatic**

   Select **Format > Paragraph:**  
   **Spacing After**: set to Before: 6 point After: 6 point
14. **Modify style already created – Quote**

   Style for Following Paragraph: **Body Text Thesis**
   Select font: *Arial* point – Font Colour change to Automatic
   Select **Format > Paragraph**: **General > Alignment** change to: Justified
   **Indentation** Justified 1.52cm Right 1.52cm
   **Spacing After**: set to Before: 0 point
   After: 15 point

15. **Modify style already created – Heading 1**

   Style for Following Paragraph: **Body Text Thesis**
   Select font: 14 point *Arial – Bold* – Font Colour change to Automatic
   Set Line spacing: 1.0 spacing
   Select **Format > Paragraph**: Spacing After: set to Before: 12 point
   After: 15 point

16. **Modify style already created – Heading 2**

   Style for Following Paragraph: **Body Text Thesis**
   Select font: 14 point *Arial – Bold* – Font Colour change to Automatic
   Set Line spacing: 1.0 spacing
   Select **Format > Paragraph**: Spacing After: set to Before: 12 point
   After: 15 point

17. **Modify style already created – Heading 3**

   Style for Following Paragraph: **Body Text Thesis**
   Select font: 12 point *Arial – Bold* – Font Colour change to Automatic
   Set Line spacing: 1.0 spacing
   Select **Format > Paragraph**: Spacing After: set to Before: 12 point
   After: 15 point
18. **Modify style already created – Heading 4**

Style for Following Paragraph: **Body Text Thesis**  
Select font: 12 point **Arial – Italic** – Font Colour **change to Automatic**

Set Line spacing: 1.0 spacing

Select **Format > Paragraph**: Spacing After: set to Before: 12 point  
After: 15 point

19. **Create new style – based on Title – for Chapter Text Headings**

New Style – change drop down Style based on: **Title**

Style for Following Paragraph: **Body Text Thesis**
Select font: 14 point **Arial – Bold**

20. **FOR DOUBLE SIDED Document (to create odd and even headers)**

   ![Image](image.png)

   **Set Margins**:  
   **Layout tab > Margins > Custom Margins**:  
   **Pages > Mirror Margins**

   Set Top: 2cm Bottom: 2cm Inside: 4cm Outside: 2cm

21. **Place cursor at top of page 1:**

   - Press enter/return twice
   - Select Insert> Page Break

22. **This will create three pages in the template.**
23. Select **Insert > Header > Edit Header** - 
Select **Different odd and even pages**. 
Select **Different first page** (this will avoid the top header from displaying on the first page of your chapters and the page number will remain at the bottom).

![Header and Footer Settings](image1)

24. Set space from top and bottom of page as 2cm

![Header and Footer Settings](image2)

25. First Page Header remain blank. Place cursor at First page Footer 
Select > **Header & Footer Tab** > **Page Number** drop down  
Select **Page Number**: **Alignment**: **Outside**

![Page Number Settings](image3)

Select **Format** > **Start at 1**

![Page Number Format Settings](image4)

Select > **Ok** > **Ok**

Select – **Layout Tab** – **Spacing After 12 point**  
Home Tab – Select **bottom border**

![Bottom Border Setting](image5)

Left align the text in **font Arial 9 point**: **Chapter #** *(this is a placeholder and will be adjusted each time a new chapter is created ie. Chapter 1, Chapter 2)*
27. Place cursor on page 2 in the Even Page Footer
   Select > Header & Footer Tab > Page Number drop down>
   Select Page Number: Alignment: Outside

28. Place cursor on page 3 it should display page number 3 on the outside location IF not then in the Odd Page Footer:
   Select > Header & Footer Tab > Page Number drop down>
   Select Page Number: Alignment: Outside

29. Select each of the page numbers: Change font to Arial 9 point with Paragraph – Spacing 12 point before

30. Place cursor on page 3 in Odd Page Header and right align the text: Chapter Title.
   (this is a placeholder and will be adjusted each time a new chapter is created)
   Change font to Arial 9 point with Paragraph – Spacing 12 point After
   Add a bottom border

31. Close Header and Footer

32. Place cursor at top of document > Select style Chapter Text Style from the Style pane – this will active the style to be set when template in use.

**Saving the template**

STEP 1: Change Save as type: from Word Document to Word Template

STEP 2: File > Save as Template > Browse>
   Documents/Thesis Template/ThesisChapterTemplate.dotx

Select Save

Close File and Exit Word
Changes to the Template

Open Word > File > Open > locate Microsoft Word Template file in Type column

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Modified</th>
<th>Size</th>
<th>Kind</th>
</tr>
</thead>
<tbody>
<tr>
<td>ThesisChapterTemplate</td>
<td>Today, 8:31 PM</td>
<td>21 KB</td>
<td>Microsoft Word template (.dotx)</td>
</tr>
</tbody>
</table>

Make changes such as:
- Margins
- Header or Footer
- Modify Styles:
  - font type
  - font size
  - indentation
  - line spacing before or after

Place cursor at top of document > Select style Chapter Text Style from the Style pane – this will active the style to be set when template in use.

Select Save

Close File and Exit Word

Tip: You can access files saved in Documents folder after the workshop at https://myfiles.anu.edu.au
Using the Template

Open Finder

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Modified</th>
<th>Size</th>
<th>Kind</th>
</tr>
</thead>
<tbody>
<tr>
<td>ThesisChapterTemplate</td>
<td>Today, 8:31 PM</td>
<td>21 KB</td>
<td>Microsoft Word template (.dotx)</td>
</tr>
</tbody>
</table>

Double click the template file from Finder

*Documents/Thesis Template/Thesis Chapter Template.dotx*

Home tab > select **Styles Pane**

The document now needs to be saved as a Chapter Word document

Select **File > Save** - *Documents/Thesis/Chapter 1.docx*

Begin typing your chapter using the styles as required:

- Chapter Text for Chapter label (Chapter 1 followed by title)
- Headings 1, 2, 3 & 4
- Body Text Thesis (for paragraphs)
- Quote
- Caption style is used by selecting Reference Tab > Insert Caption and turn on Numbering > Format > tick include chapter number (Figure 2-1)
Numbering

Place cursor on first instance of Heading 1 > Home tab in the Paragraph Group select drop down of the Multilevel list icon

Select 1 Heading 1 option

Start a new document for Chapter 2

Double click the template file located at:

Documents/Thesis Template/ThesisChapterTemplate.dotx

Select File >Save - Documents/Thesis/Chapter 2.docx

To change the numbering to 2 Click the Multilevel list icon – select Define New Multilevel List – select More
Select **Start at**: change to 2

Same for remaining chapters when saved as separate files.