Word Training - Maintaining Consistency Supporting Handout
Designing Styles within a Word Template
Version: Windows

1. **File > New > Blank Document**
2. View styles pane in the Styles group **Click** the styles launcher to display the Styles pane.

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

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

5. Click on **<New Style> button** located in the bottom of the Styles pane
6. Name: type **Body Text Thesis**
7. Style for Following Paragraph: **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:

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 **11 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**

![Image of Properties and Formatting settings](image)

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

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

   ![Chapter 2](image)

   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**
   - **Insert two page breaks** with 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).

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

25. First Page Header remain blank. Place cursor at First page Footer. Select Footer – **Header & Footer Tools > Design > Page Number**
Select **Bottom of Page > Plain Number 3**

26. Place cursor on page 2 in the Even Page Header. Select – **Layout Tab > Spacing After** 12 point <press Enter> 
Home Tab – Select **bottom border**

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 Tools** > **Page Number** drop down> **Bottom of page** > **Plain Number 1**
28. Place cursor on page 3 in the Odd Page Footer
   Select > **Header & Footer Tools** > **Page Number** drop down> **Bottom of page** > **Plain Number 3**
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 **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:** Browse>
   *Documents/Thesis Template/Thesis Chapter Template*
   **Save as type:** **Word Template**

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>Type</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis Chapter Template.dotx</td>
<td>22/08/2018 9:39 AM</td>
<td>Microsoft Word Template</td>
<td>23 KB</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](https://myfiles.anu.edu.au)
**Using the Template**

Open **File Explorer**

![Open File Explorer](image)

Double click the template file located at:

`Documents/Thesis Template/Thesis Chapter Template.dotx`

View styles pane in the Styles group **Click** the styles launcher to display the Styles pane.

![Styles Pane](image)

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

Styles will look like this:

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**Start a new document for Chapter 2**

Double click the template file located at:

- *Documents/Thesis Template/Thesis Chapter Template.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.