

Dissertation Template Checklist

1. Adding a new heading:

- a. In the appropriate area of your chapter, type the text of your headline.
- b. Highlight the heading text.
- c. Click the Home tab on the top left, then click Styles to open the Styles Menu if it is not already opened.
- d. In the Styles Menu, find the desired heading level (Heading 1, Heading 2, Heading 3, etc.), then click it to assign that heading to your text.
- e. Press Enter, then Tab to indent, then type your new paragraph (the Style will automatically revert to the default "Normal" option).

2. Updating the Table of Contents:

- a. Go to the References tab in the top menu.
- b. Click "Update Table."
 - i. Choose "Update entire table" if a heading was added or changed
 - ii. If only the body text was changed, choose "Update page numbers only."
 - iii. The Table of Contents will now update—double check to be sure!
- c. One manual edit is required: In the Table of Contents, add the word "Chapter:" just after "DEDICATION" and just before "I. INTRODUCTION."
 - i. Note: If you choose "Update entire table," this "Chapter:" will be erased, so you will have to manually add it again. Therefore, you should only choose "Update entire table" if headings were added or changed.

3. Pasting Text from Another Document

- a. Highlight the text you want to copy, then go to Edit > Copy (or press CTRL+C on Windows, Command + C on a Mac).
- b. In the Dissertation Template, put your cursor on the area where you want to paste the text.
- c. Rather than paste normally (by using CTRL+V or Command + V), go to Edit and choose "Paste and Match Formatting."
- d. If the text you copied included headings, you will have to go and assign the appropriate heading levels so that they are included in the Table of Contents (see section 1).