

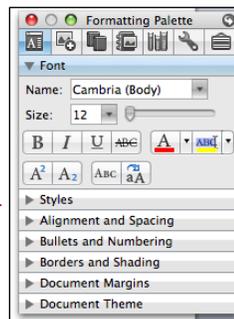
Tips for Using Templates (Mac)

Get them:

<http://luthersem.libguides.com/wsg>

Use them:

1. Can you see your styles tool bar?
View > Formatting Palette Toolbox
Make sure your Styles option is expanded
2. Have you applied the right style?



Style them:

Style Name

Used to format...

LS 1 st Heading	First sublevel headings
LS 2 nd Heading.....	Second sublevel headings
LS 3 rd Heading	Third sublevel headings
LS 4 th Heading	Fourth sublevel headings
LS Abbrev. List	Abbreviation list items
LS Abstract	Abstract page title (PhD/DMin only)
LS Appendix Title.....	Appendix Title
LS Back Matter.....	All back matter page titles (eg. Bibliography, Appendix A, B, etc.)
LS Block Quote	Directly quoted text, over three lines long, followed by a new heading
LS Block Quote 2.....	Directly quoted text, over three lines long, followed by standard text
LS Chapter #	Chapter numbers : Chapter 1, Chapter 2
LS Chapter Title	Chapter titles
LS Front Matter	All front matter page titles except Abstract (eg. Acknowledgments, List of Abbreviations, etc.)
LS Reference	All references in your bibliography, if not using EndNote
LS Standard text	Basic text, the bulk of your writing

A Few Things to Note:

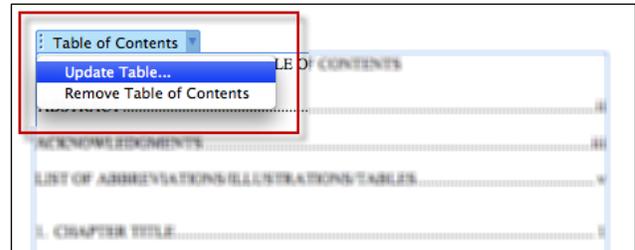
- All Luther Seminary styles begin with “LS.” Do not worry about styles that do not begin with “LS.”
- If you want to use the automatically generated Table of Contents (and really, why wouldn’t you?) you **must** use the LS Chapter Title, and LS 1st, 2nd, 3rd and 4th heading styles.
- If you do not want any style applied to your text, select “Normal.”
- There are two templates to choose from: General Research Paper or Thesis. The General Research Paper template will not have all the styles listed above, such as Chapter # or Chapter Title, since those are not required of Research Papers. The Thesis template is designed according to degree program. Make sure you have the right one for your degree!

Tips for Using Templates (Mac)

Working with the Table of Contents

Your table of contents will automatically be generated if you use the built-in LS styles.

You will need to update the place holder table of contents that is currently in the Thesis Template with your content. Do **not** try to manually change it. Instead, click **and hold** anywhere within the Table of Contents. The Table of Contents will become outlined and you will see a tab at the top that says Table of Contents, with a dropdown arrow. Click the arrow and choose Update Table.



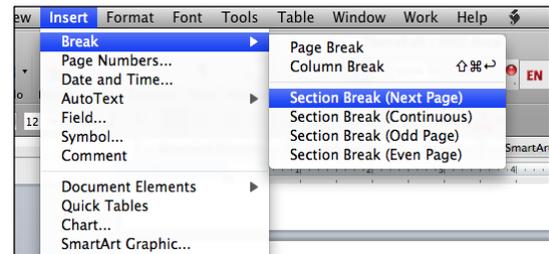
Your Table of Contents will be re-generated with your chapter titles and headings. You can do this as often as you need to. Or as often as you'd like to be amazed at how easy this will make your life.

Working with Multiple Chapters

The template is designed to be one document. When you come to the end of a chapter and are ready to begin a new one, you must insert a **section break** at the end of your chapter. Inserting any other kind of page break or simply pressing the Enter/Return key for a new chapter will cause **many** problems (side effects may include loss of sleep, loss of appetite, and loss of confidence that you will actually ever finish your thesis).

Inserting section breaks is easy! Follow these steps:

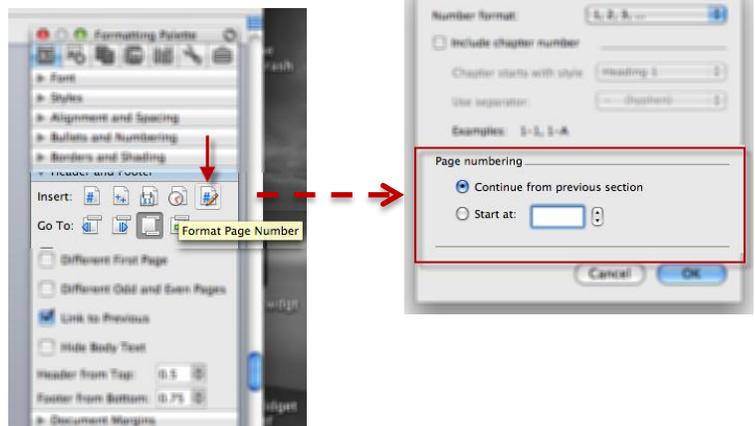
- Make sure you are at the end of your chapter.
- Click Insert from your menu options.
- Click Break and then choose "Section Break (Next Page)"
- That's it! Your cursor should now be on the next page and your page number should line up accordingly.



Working with Page Numbers

If you are using section breaks correctly to start new chapters, your pages numbers should also line up accordingly. However, after inserting your **first** section break (presumably after your Chapter One), you **will need** to make one adjustment to your page numbers, as you will notice that your second chapter will start with page 1. Don't despair; this is easy to fix (really, it is).

- Double click on the offending page number to get into the footer.
- This will open the Header and Footer option in your Formatting Palette.
- Choose Format Page Number.
- Make sure the option to "Continue from previous section" is selected.
- Click Ok and you're done! All other chapters will follow suit.



Working with Tables and Figures (Mac)

If your thesis has a number of tables and/or figures, you will want to consider using the Tables/Figures feature that is built into Word. This feature also works with the Thesis Templates. Just like the Table of Contents, your list of Tables/Figures will be automatically generated for you.

What is a Table and What is a Figure?

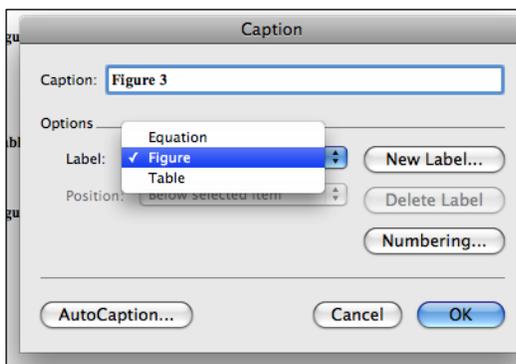
Turabian defines tables and figures as follows: “Tables are grids consisting of columns and rows that present numerical and verbal facts by categories. Figures include charts, graphs, diagrams, photographs, maps, musical examples, drawings, and other images. All these types of nontextual material are collectively referred to as *illustrations*” (Section 26).

Where to Put Your Label

Table titles are included above the table (*Turabian* section 26) and Figure titles are included below the figure (*Turabian* section 26).

How to Create Your Labels

Place your figure or table into your thesis. (There are many ways you can do so and explaining **that** is beyond the scope of this help document.) Then, put your cursor in the correct location in relation to your Table or Figure (above or below). Choose from the dropdown menu option “Insert > Caption”.



From the dialog box that appears (shown at left), make sure you choose the right option – either Figure or Table from the **Label** field – and then name your object in the **Caption** field. For example, “Table 1. Average monthly church attendance at XYZ Lutheran Church”. Note the appearance of the label and caption; this is defined according to *Turabian* 26.2.2 and 26.3.2.

Follow this procedure for **every** table or figure in your document. (Note: If you do **not** use the Insert Caption function, your list will **not** be automatically generated.) Then, when you are finished inserting and labeling your figures and tables, you are ready to generate your list of tables for your frontmatter.

How to Generate Your List

Go to the List of Illustrations page in the frontmatter of your thesis. Put your cursor under the Tables heading and delete the help text that is currently there. Then go to Insert > Indexes and Tables. From the dialog box that appears (shown at right), make sure “Table of Figures” is selected at the top, and that the Caption label matches the type of list you are inserting (Table or Figure) and then click “Ok”.

The list of Table names will be inserted along with the page numbers they are found on. If you have both Tables and Figures, simply do the same thing for Figures. The Figures and Tables can be listed together on the same page. You can update these lists as often as you need to – for instance, if you’ve had to move a Table to a different page – by repeating the same steps above and clicking yes when asked if you want to replace the existing table.

