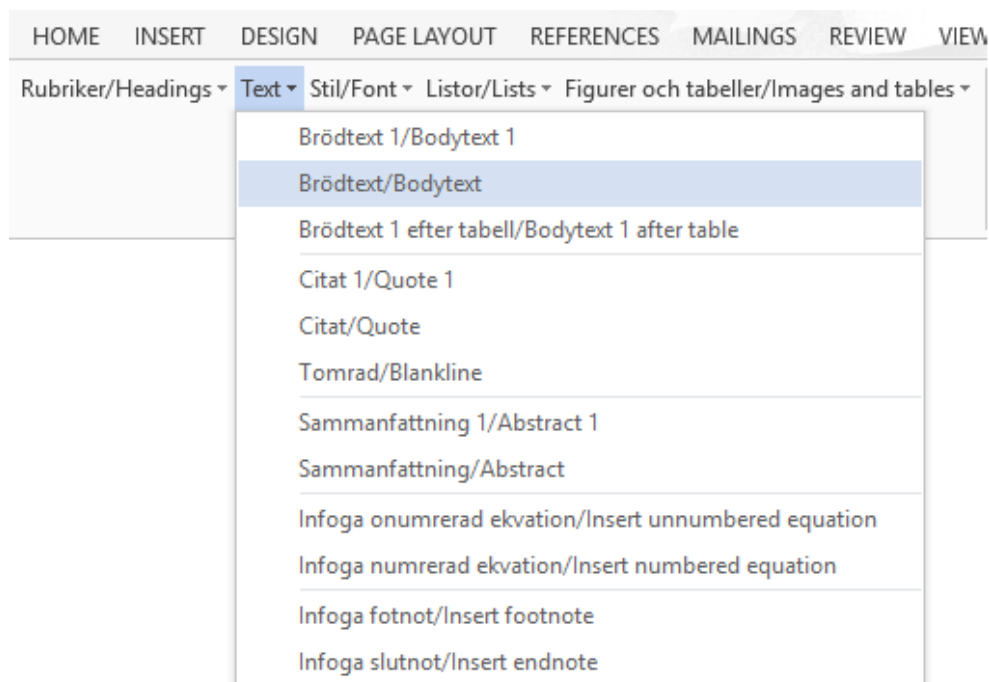


## Short course, problem solving and useful tips

– use the SLU University Library's templates  
with Word 2013 and 2016 for Windows

*Ulla Ekström*



**Short course, problem solving and useful tips – use the SLU  
University Library's templates with Word 2013 and 2016  
for Windows**

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**Keywords:** templates, help, instructions

# Preface

This document contains a short course in the templates available from the SLU University Library, see pages 9-15. Additionally you will also find

- more detailed sections on different text types
- a chapter on solving problems
- a chapter on using EndNote with the template
- tips for working more effectively.

Use this document as a reference book as well as a manual. The information is valid for the templates for

- the insert of doctoral theses
- the insert of licential theses
- the insert of student projects
- the insert of reports
- articles

The information was written for Microsoft Word 2013 and EndNote X7. All employees can get these programs in their computers. The templates have been tested and also work with Word 2016 for Windows and Mac.

If you write a doctoral thesis it is mandatory to use the library's template. The other templates you can use voluntarily. If you have not already downloaded the templates, [you can get them here](#).

If you need additional help, please check the [SLU University Library FAQ](#).. And of course you are always welcome to chat, phone or e-mail the library.

Alnarp, February 2018

Ulla Ekström



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# 1 Getting started! A short course

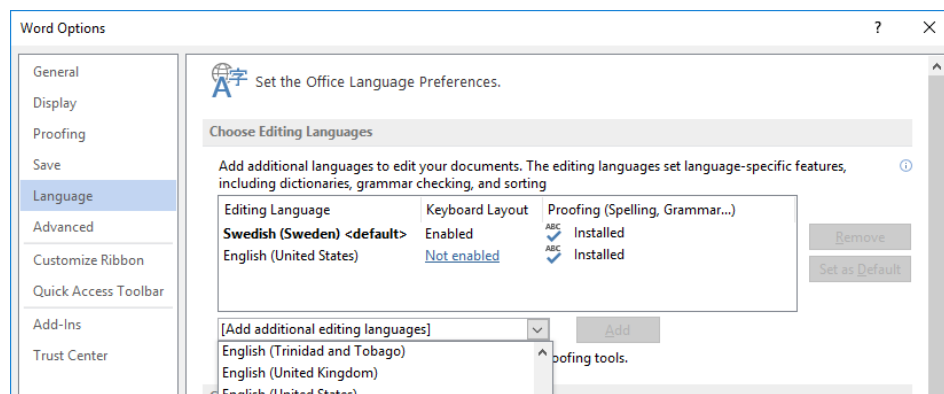
This chapter is about getting started. Later on you will find more info and tips in the subsequent chapters.

## 1.1 Before starting

At SLU British English is preferred to American English in publications but of course you may use American English if that is what you prefer. You will be asked about the language you will use, so the software can set the editing language for you (British English, American English or Swedish). Since the installed language packs may differ, first check the languages available for you.

To do this:

1. Click *File > Options > Language*.
2. Take a look in the *Choose Editing Language* section.
3. If “your” language is missing, add it from the *Add additional editing languages* list.



## 1.2 Installing the templates

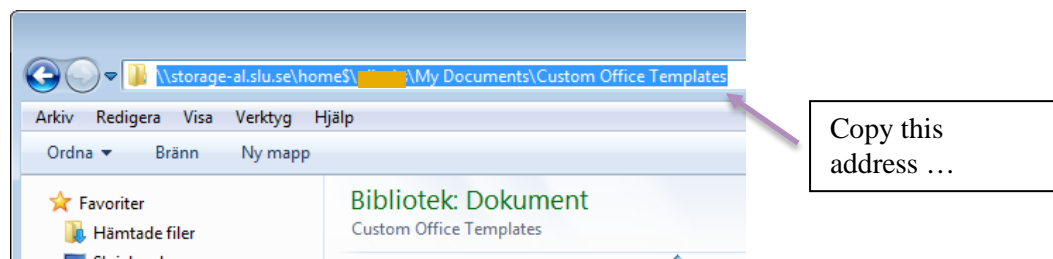
Once you have downloaded a bundle of files from the SLU University Library's web page and have expanded the zip archive, you should move the templates, the files with extension *dotm* or *dotx*, to the folder intended for templates.

Put the templates in the folder `~\My Documents\Custom Office Templates`. If the folder is not found, you should create it in the Windows Explorer.

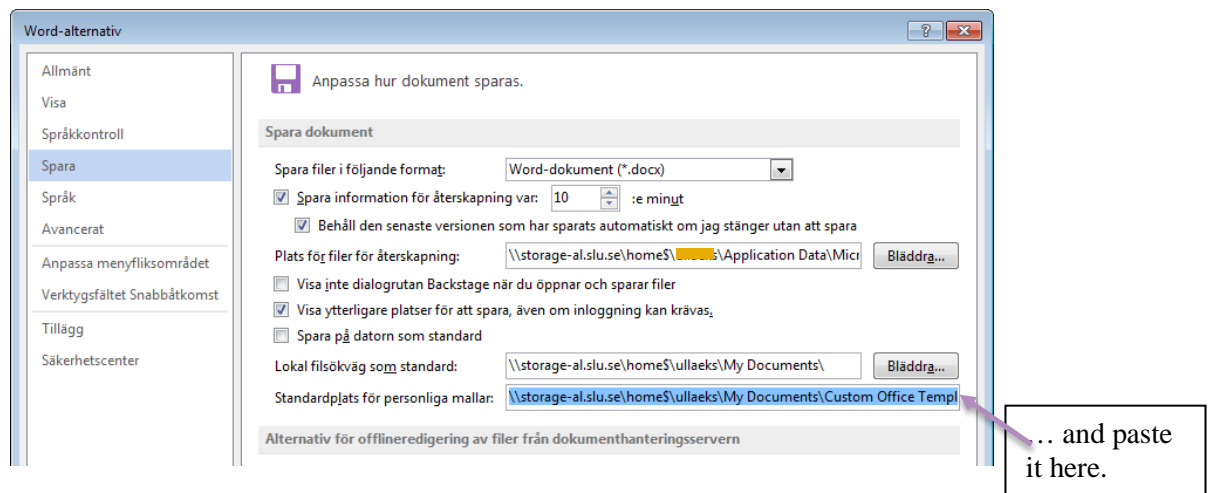
You also should set the default template location in the Office software. That way, the software will know where your templates are stored.

To do this:

1. Open the folder `~\My Documents\Custom Office Templates`.
2. Click the address field of Windows Explorer. The folder path is shown.
3. Copy the path.



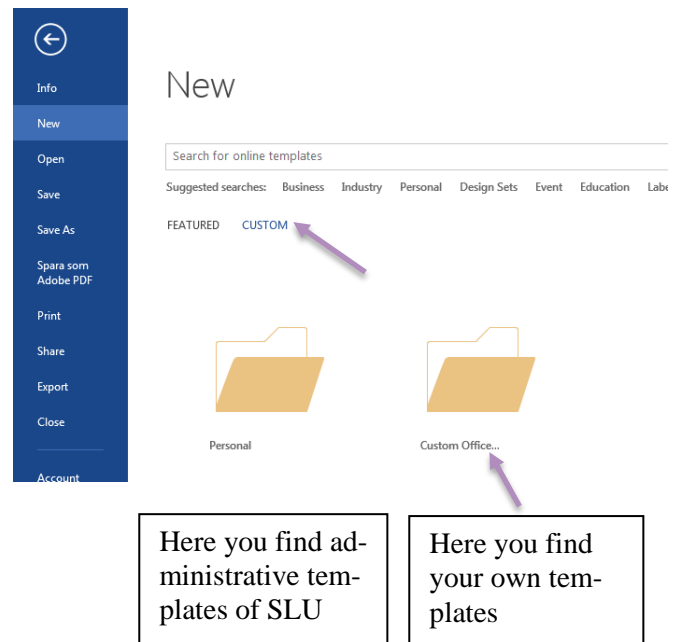
4. In Word: Click **File > Options > Save**. Paste the path into the *Default personal templates location* box (see figure on the next page).



## 1.3 Creating a new document based on the template

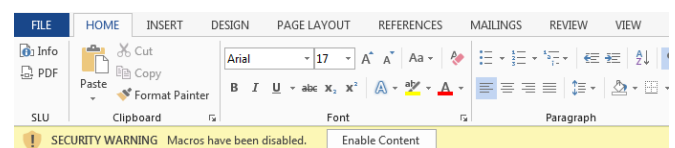
The template remains unchanged in its folder and you can create an unlimited number of copies.

1. Click File > New.
2. Click *Custom*.
3. Select the Custom Office... folder.
4. Select the template you want to open a new copy of.



### 1.3.1 Enabling the content in the new file

The templates for theses, student projects, reports and articles contain macros, small pieces of code intended to facilitate writing. Click the *Enable Content* button to enable the macros. You will be asked to choose the language for writing. When you click OK, the spell checking for that language is activated. This question is asked once when you create a new copy of a template from the SLU University Library.



**Important!** Evil persons can use Office macros to spread viruses, among them ransomware, that encrypts all files on the disc. Then they request a ransom to decrypt the files. **Only** enable content for files where you know the origin of.

## 1.4 And now – start writing!

Now the fun begins, the writing. We leave out the opening pages for the moment and start from the *Inledning/Introduction* heading. Ctrl-clicking *Inledning/Introduction* in the table of contents will take you there.

### 1.4.1 Writing text is as easy as pie

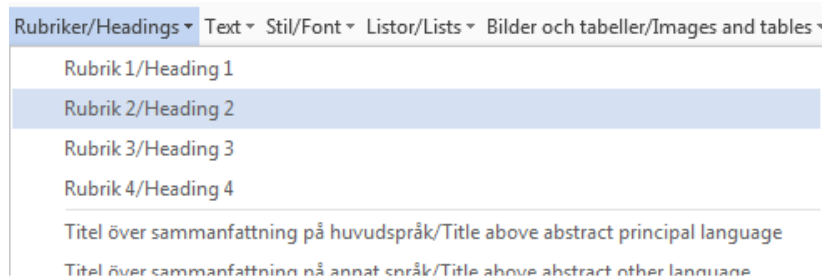
1. Replace the *Inledning/Introduction* heading with your own first heading.
2. Press *Enter*.
3. Type your first paragraph.
4. Press *Enter*.
5. Type your second paragraph and carry on until you need to insert and format a new heading.

### 1.4.2 Format a new heading

The templates for theses, student projects, reports and articles contain an extra tab, to make it easy to find the styles to be used. The tab is called SLU and you will find it furthest to the right on the ribbon.

To insert and format a heading:

1. Type the heading.
2. Click the *SLU* tab.
3. Click the *Rubriker/Headings* menu.
4. Click the applicable heading button.
5. The heading is formatted.

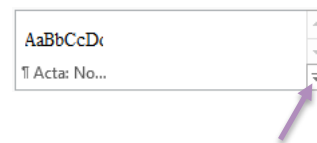


*How do I see which style is used for a certain paragraph?*

You can e.g. use the *Apply styles...* dialog

To do this:

1. Click the bottom arrow at the right edge of the styles gallery (on the *Home* tab).
2. Choose *Apply styles...*



The dialog also gives the chance to change styles.

### 1.4.3 Wait – I want to paste my text into the template!

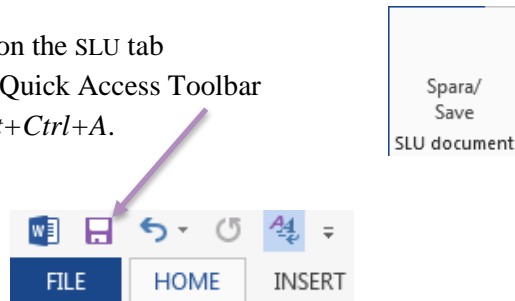
The recommendation is to type the text into the template from the very beginning but sometimes that is not possible. Pasting text *can* cause formatting problems. In chapter 8 you will find some information on different pasting options. Hopefully it reduces the risk of problems.

## 1.5 Save your file

The templates for theses, student projects, reports and articles all contain macros. To keep the macros enabled you must save your document to the *Word Macro-Enabled Document (\*.docm)* format (see figure 1 on page 15).

That is easy to forget. Therefore there is a macro helping you the first time you save a new document. Choose one of the methods below to run the macro:

- the *Spara/Save* button on the SLU tab
- the Save button on the Quick Access Toolbar
- keyboard command *Alt+Ctrl+A*.



## 1.6 Orient yourself with the opening and closing pages

In the templates you find opening and closing pages that can be used in a publication. All of them are present in the thesis template, some in the student project/report template. Some are mandatory, delete the other ones you won't use. The table below lists which pages should always be placed to the right of the opening. Insert page breaks and blank pages to achieve that.

Table 1. *Possible opening and closing pages of a publication*

Type of page	Comment	Placing
Title page	Mandatory	Is part of the thesis template. For other templates a separate file is needed.
Abstract in principal language	Mandatory	Right hand page
Abstract in another language	Mandatory in thesis Desirable in other publications	Left hand page
Preface	Optional	Right hand page
Dedication	Optional	
Contents	Mandatory	Right hand page
List of publications	Mandatory in compilation thesis	Right hand page
Contribution to the papers	Only compilations thesis, optional	Left hand page
List of tables	Optional	Right hand page
List of figures	Optional	Right hand page in thesis, optional in other publications
Abbreviations	Optional	Right hand page in thesis, optional in other publications
Main text		First chapter always on a right hand page. In a thesis all chapters must start on a right hand page.
Endnotes, if any	Optional, uncommon	After the main text, see section 3.2.3.
References	Mandatory	Right hand page in a thesis, optional in other publications.
Popular science summary in principal language	Mandatory in thesis optional in other publications	Right hand page in a thesis, optional in other publications.
Popular science summary in other language	Mandatory in thesis optional in other publications	Right hand page in a thesis, optional in other publications.
Acknowledgements	Optional	Right hand page in a thesis, optional in other publications.
Appendix	Optional	Right hand page



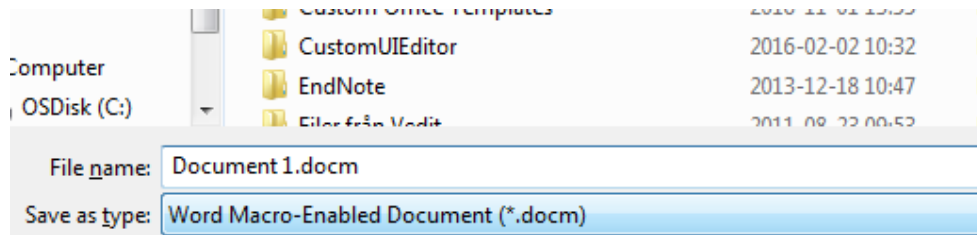


Figure 1. A macro helps you to choose file format when you save the document for the first time.

## 1.7 A suggestion for work flow

Some actions not only need to be done, they must be done in good time. Here is a rudimental “to do” list. It does not claim to be complete or to work for all authors but it can give some tips about some things that must be done in time.

- Write the text.
- Insert references.
- Proofread, maybe more than once.
- Send for review.
- Give tables and figures their final placing, check their numbering.
- Correct faulty hyphenation.

The following must be done last of all and in the given order:

- Put the reference list and endnotes, if any, in the right place, see sections 6.3 and 3.2.3.
- Edit the reference list and the citations, if needed, see sections 6.4 and 6.5.
- Finally update the table of contents and table- and figure lists, if any, see section 3.7.
- Edit the table of contents and table- and figure lists, if needed, see sections 5.5.1 and 5.5.2.

## 2 Preventing problems

### 2.1 Prevent SLU tab problems when working alternately with two computers

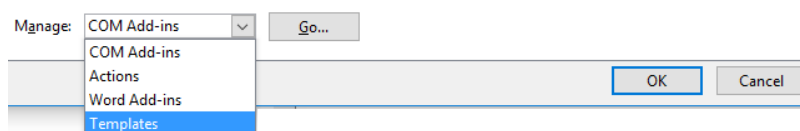
First of all, check that:

- The file is saved in *docm* format.
- The template is correctly installed in the new computer.

If that is the case, the problem could be that the software does not understand which template is the foundation of the present file. You need to link the file to the template.

To do this:

1. Open your file in Word.
2. Click *File > Options > Tillägg*.
3. In the *Manage* field, choose *Templates*. Click *Go...*
4. Click *Attach...* and select the template.
5. Click *Open*.



### 2.2 When the file is returned from the reviewers

When you get a file in return from your supervisor or a reviewer of language, settings may have been changed because the reviewer has not installed the SLU Library template or his/her Normal template<sup>1</sup> differs from yours. This may cause formatting

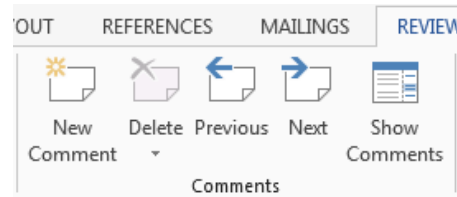
---

<sup>1</sup>. The template coming with the program. It is the foundation of "ordinary" new documents.

problems. Therefore you should not continue your work in files you have got in return but work in your own file and transfer changes to it.

Ask the reviewer to use Word's comments feature:

1. Select the text to be commented.
2. Click the *New Comment* button on the *Review* tab.
3. Type the comment or alteration suggestion.



When you get the comments in return, transfer the alterations to your own file.

## 3 Things that are good to know about the template text types

### 3.1 Headings

The use of headings is the most important way of guiding the reader through your text. The template contains four levels:

- Heading 1 is used for the main chapters. Each chapter should start on a new page (in theses always a right hand page for printing reasons) and when you use the style<sup>2</sup>, Heading 1 automatically lands on a new page. The heading has a space before for the visual indication of a new part.
- Headings 2, 3 and 4 are used for dividing the chapter into more comprehensible pieces of text. There is no page break before them. Use heading 4 with caution. Too many levels makes it hard for the reader to grasp the structure.

Headings 1-3 are automatically numbered. If you want to delete the numbering, read section 4.1.1.

### 3.2 Body text

After a heading the body text should always start at the left margin. When you press *Enter* after typing the heading, the style *Brödtext 1/Bodytext 1*, having that feature, is automatically applied to the new paragraph. In a few more cases the body text should start at the left margin, i.e. after a quote, a list, an equation, a figure and a table. In these cases there is a space before the body text.

---

<sup>2</sup>. A style contains information on the formatting of a special text type, e.g. heading 1 or body text. When using styles all text of the same type will be uniformly formatted. You don't need to remember any formatting parameters yourself.

Subsequent paragraphs shall have a small indent at the beginning of the first line. The style is called *Brödtext/Bodytext* and follows automatically after the Brödtext 1/Bodytext 1 style, when you press Enter.

### 3.2.1 Hyphenation

The body text is justified, i.e. the text is aligned to both the left and the right margins. Sometimes then the spaces between the words become so wide that the text is difficult to read (see the line above). Then hyphenation is needed. Word's automatic hyphenation is activated in the template, which you will notice when writing. Read more about hyphenation in section 4.2.1.

### 3.2.2 Quotes

Quotes shall always be literally reproduced. Short quotes are denoted by quotation marks. In English text “ is used before a quote and ” after. For a quote within a quote use ‘ and ’. Example: “But owner Hilary Mogford goes as far as to use the words ‘ugly and terrible’ to describe the manor before she and her husband Jeremy bought it.” (McTernan, 2012)

For long quotes the template contains two styles, *Citat 1/Quote 1* (no indent of the first line) and *Citat/Quote* (first line indented), for the first and for the consecutive paragraphs respectively. The example below is got from the SLU library's web site (2016). It gives information on searching books in the library's collections.

Through the library's [search tool Primo](#) you find the majority of the library's holdings: printed books, e-books, scientific articles, journals, theses, dissertations, papers, etc.

Older literature, like our different [special collections](#), is often only found in in local card catalogues or special search systems.

Use the *Brödtext 1/Bodytext 1* style for the paragraph after the quote. Between quotes and body text you may well insert a blank line to delimit the quote. Use the *Tomrad/Blankline* style, which has half the normal row height, for the blank line.

### 3.2.3 Footnotes and endnotes

A note is used when you want to give information or an explanation which would disrupt the reading if inserted in the text. Footnotes<sup>3</sup> are placed at the bottom of the page and share space with the body text. Endnotes<sup>1</sup> are placed after the main text.

---

<sup>3</sup>. This is an example of a footnote. The footnote text is formatted with an indent of the first line and the text is justified. The footnotes are numbered with normal numerals (not superscript).


You should use either one or the other, never both<sup>4</sup>. Footnotes are more reader friendly than endnotes and should be preferred. However, if the notes are so long that they disturb the text flow of the pages, you can consider using endnotes.

Some reference systems make use of footnotes or endnotes. If you use one of them, of course the features of the template can be used.

The template contains macros that insert footnotes and endnotes and format the text. Place the cursor where you want the note and choose *Infoga fotnot/Insert footnote* or *Infoga slutnot/Insert endnote* on the *Text* menu on the SLU tab.

#### *Location of endnotes*

Word always locates endnotes at the end of the document. However, they should be located directly after the main text and before the reference list. When all end notes are in place, you can manually move them to the correct location:

1. Insert an empty paragraph after the main text and apply the *Brödtext 1 efter tabell/Bodytext 1 after table* style.
2. Display the hidden formatting marks (click the  button on the *Home* tab) and type some spaces.
3. Draw a 5 cm long, 1 pt heavy line covering the spaces.
4. Paste the endnotes in a paragraph after the line.
5. Insert a page break before the line that Word made at the end of the document.

After creating a PDF file, use Adobe Acrobat Pro to remove the last page from the PDF file. [Read here how to do that.](#)

### 3.3 Lists

You find styles for bulleted and numbered lists on the *Listor/Lists* menu on the SLU tab. Both types of lists are available in two variants: one beginning at the margin and one indented. Use the indented one if you need to make nested lists (a list inside another list). You may well delimit lists with a blank line, formatted with the *Tomrad/Blankline* style, which is half the normal row height. Use the *Brödtext 1/Bodytext 1* style for the first paragraph after the list.

---

<sup>4</sup>. In this document you will find both types for demonstration purposes.

### 3.3.1 Example of a nested bulleted list

To bring with me on the journey:

- Toiletries
  - Soap
  - Tooth paste
  - Tooth brush
- Socks
- Etc.

## 3.4 Tables and table descriptions

### 3.4.1 The table formats are common for SLU

Tables in the template are designed with three lines and a font size smaller than the body text, see the example in table 2. If a table is long, the header rows are repeated on every new page, this is set in the table style. Another table setting is that if a table cell contains too much text to fit at the end of a page, the table row will be moved to the next page. A cell content cannot be distributed over two pages.

### 3.4.2 Macros facilitate working with tables and table descriptions

Macros for managing tables are found on the *Bilder och tabeller/Images and tables* menu on the SLU tab. The macros work like this:

- The *Infoga trelinjerstabell/Insert three-line table* macro inserts and formats an entirely new table and a table description before the table.
- The *Konvertera tabell stående sida/Convert table portrait oriented* macro formats a table that is pasted from another program, e.g. Excel, and adjusts the width to the width of the text-face. It also inserts a table description before the table. Place the cursor in the table before running the macro.
- The *Konvertera tabell liggande sida/Convert table landscape oriented* macro formats a table and **adjusts its width to the width of a landscape oriented page but does not insert a table description**. It should be used for wide tables that need to be landscape oriented to fit. Place the cursor in the table before running the macro. Read more about landscape oriented pages in section 4.3.2.
- The *Infoga tabellbeskrivning/Insert table description* macro inserts a table description before a table. The cursor can be placed in the table or in an empty paragraph before the table when the macro is run.

Table 2. *Example of a table with footnotes. There is no full stop after the table description*

Column 1	Column 2	Column 3	Column 4
Value ABC	Value 123	Explanation of values <sup>1</sup>	Consequences
Value DEF	Value 456	That's why it went like this <sup>2</sup>	This is also a probable outcome

1. This is a table footnote. Use the *Tabellfotnot/Tablefootnote* style for table footnotes.

2. The footnote reference in the table should be superscript but in the footnote itself the reference should be written in normal text.

Unless the table is located at the bottom of a page the paragraph after the table shall use the *Brödtext 1 efter tabell/Bodytext 1 after table* style, giving some extra space between the table and the body text.

### 3.4.3 Table footnotes

Table footnotes must be created and formatted manually as opposed to footnotes in the body text.

To do this:

1. Type the footnote reference in the table, a figure or a letter. Select it and apply the *Tabellfotnotsreferens/Tablefootnote reference* style, which is found on the *Bilder och tabeller/Images and tables* menu on the SLU tab.
2. Type the footnote under the table, don't forget the footnote reference. Apply the *Tabellfotnot/Tablefootnote* style.

## 3.5 Figures and figure descriptions

### 3.5.1 Insert a figure

Use the *Infoga bild/Insert image* macro on the *Bilder och tabeller/Images and tables* menu on the SLU tab to insert an image to an empty paragraph. The paragraph is formatted and the *Insert Picture* dialog is opened. A blank space is automatically created before the image.

Select the picture or place the cursor in an empty paragraph under it and run the *Infoga figurbeskrivning/Insert figure description* macro on the *Bilder och tabeller/Images and tables* menu on the SLU tab to insert a figure description.

Use the *Brödtext 1/Bodytext 1* style after the figure description

If the image is small it might look nice to wrap the figure description to the same width as the image. To achieve this you need to make the text left aligned instead of justified.





Figure 2. Example of a small figure.  
Sunflower. Full stop after the figure  
description.

(Photo: Mats Gerentz, SLU.)

### 3.5.2 File format for photos and figures

Most digital cameras produce JPG files. These files can be used as they are. If you need to process the image, first of all convert it into TIF and then keep that file format. If you create or edit figures in PowerPoint or graphic design software saving the images as EMF or TIF files will yield the best result.

## 3.6 Equations

Equations are preferably written in a line of their own. To insert an equation, use one of the macros *Infoga onumrerad ekvation/Insert unnumbered equation* or *Infoga numrerad ekvation/Insert numbered equation* on the SLU tab. Example:

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \quad (1.)$$

The macros open the equation tool, format the paragraph and insert a paragraph with the *Brödtext 1/Bodytext 1* style after the equation.

## 3.7 Table of contents, lists of tables and figures

### 3.7.1 Not fully automatic, easy to update

The stylesheet contains three semi-automatic tables: table of contents, list of tables and list of figures. You can update the tables as often as you please. Place the cursor somewhere in the table (which goes gray) and press the *F9* key (or right click the table of contents and choose *Update field*).

Lists of tables and/or figures are used primarily if you have many tables and/or figures and want to guide the reader to them. Delete the pages if you don't want to use the tables.

**Tip:** If you will not keep the lists of tables and figures in your final work, you can nevertheless benefit from them, using them to check the numbering of tables and figures. Update the lists after finishing the layout and delete them thereafter.

Adjust the number of pages in the section containing lists, so the main text starts on a right hand page (with an odd page number).

When your work is finished, remember to update and check the tables of content, tables and figures. Corrections can be made manually, if needed.

## 4 Modify or add items

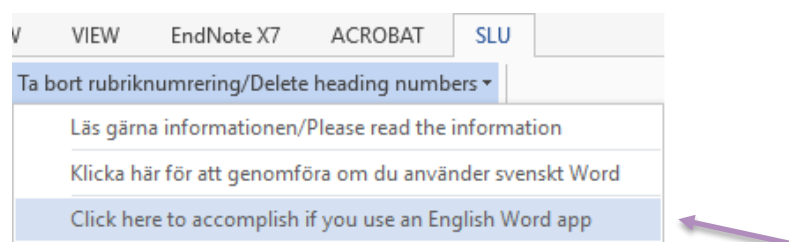
### 4.1 Headings

#### 4.1.1 Remove heading numbering

Headings 1-3 are automatically numbered but the numbering can be removed. Then the styles for headings 1-3 need to be changed as well as those for the table of contents. The template contains a macro for doing this.

- Run the macro by clicking the *Ta bort rubriknumrering/Delete heading numbers* button and then the *Klicka här för att genomföra/Click here to accomplish* button in the *Andra makron/Other macros* group on the SLU tab.

Since it is not possible to modify the style itself to be an unnumbered heading, any new headings will be numbered, although you deleted heading numbering. Then you need to run the macro once again. You can run it an unlimited number of times.



If you want the heading numbering back it is most easy to open a new copy of the template and copy your text to it.

## 4.2 Body text

### 4.2.1 Hyphenation

#### *Correct faulty hyphenation*

Sometimes Word hyphenates in a faulty way. It happens irrespective of whether you use the manual or the automatic hyphenating feature, since the fault lies within Word's hyphenation glossary. This means you need to pay attention to the hyphenation when you proofread your text for the final time. If you want to hyphenate a word further to the left than Word did, insert a hyphen in the correct place. Since an "ordinary" hyphen remains even if it is moved to the next line, you should leave the hyphenation check until the text is completed and proofread.

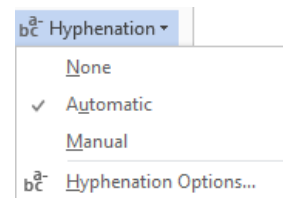
If you are unsure how a word should be hyphenated, you can check e.g. <https://www.merriam-webster.com/>.

#### *Hyphenate manually instead of automatically*

In the template Word's automatic hyphenation is activated though you can deactivate it and hyphenate manually if you like. In that case it is recommended to do this when the text is finished to not have to repeat it several times. Word inserts soft hyphens which means if you make changes to the text after hyphenation and the word with its soft hyphen lands in the middle of a line, the hyphen is not printed.

To do this:

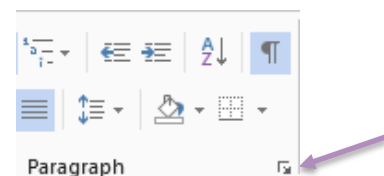
1. Click the *Hyphenation* menu in the *Page Setup* group on the *Page Layout* tab.
2. Click *None* to deactivate the automatic hyphenation.
3. Click *Manual* to start the manual hyphenation.



#### *Prevent undesired hyphenation of words in a single paragraph*

Some words you may not want to be hyphenated, e.g. a person's name. To prevent hyphenation when automatic hyphenation is activated, do as follows:

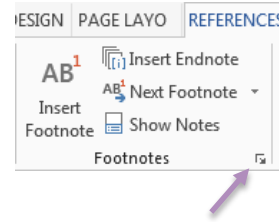
1. Place the cursor in the paragraph.
2. Click the little diagonally pointed arrow in the *Paragraph* group on the *Home* tab.
3. Click the *Line and Page Breaks* tab in the *Paragraph* dialog.
4. Check the *Don't hyphenate* option.
5. Insert soft hyphens where needed.



#### 4.2.2 Restart footnote numbering on each page

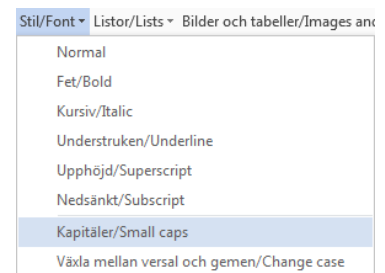
The usual way to number footnotes is continuous through the document. It is possible, though, to restart the numbering on each page. To do this:

1. Click the little diagonally pointed arrow in the *Footnotes* group on the *References* tab. The dialog *Footnote and endnote* is opened.
2. For *Numbering* choose the *Restart each page* option in the drop down menu.



#### 4.2.3 Use small caps for acronyms

Words created from initials are often written with capital letters. They may look better using small caps instead. Small caps are letters looking like capitals but with the same height as a lower case x. Compare SLU to SLU, written with small caps and with capitals. To write small caps you type the word in lower case letters, select it and choose *Kapitåler/Small caps* on the *Stil/Font* menu on the *SLU* tab.



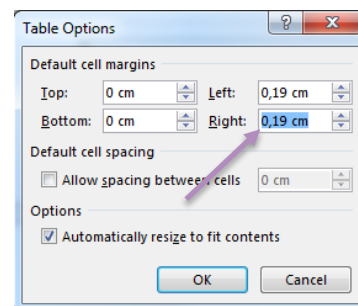
### 4.3 Tables

#### 4.3.1 Tables containing only text

If a table contains lots of text, the demarcation between the columns can become blurred. You can increase the width of the right cell margin as follows.

To do this:

1. Place the cursor in the table.
2. Click the *Properties* button in the *Table* group on the *Table Tools/Layout* tab.
3. In the *Table Properties* dialog, click the *Options* button.
4. Change the width of the right default cell margin to 0,3 cm.

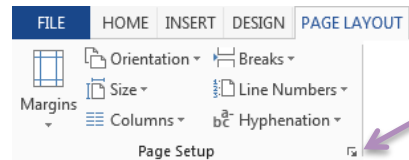


#### 4.3.2 Wide tables on landscape oriented pages

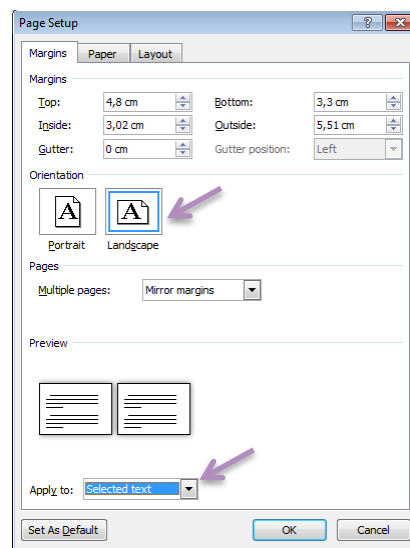
If tables are too wide to fit on a portrait oriented page you need to change the orientation to landscape. Landscape oriented pages are inserted into their own sections.

To do this:


1. Select the table that should be placed on a landscape oriented page. You can also select an empty paragraph and insert your table later.
2. Click the little diagonally pointed arrow in the *Page Setup* group on the *Page Layout* tab.



3. Apply landscape orientation to the selected **text** (see picture).
4. Click OK. Word changes the orientation and automatically inserts section breaks of the *Next Page* type before and after the landscape oriented page(s).



5. Insert the table between the section breaks if not already done. Use the *Konvert-era tabell liggande sida/Convert table landscape oriented* macro on the *Bilder och tabeller/Images and tables* menu on the SLU tab to adjust the width of the table to the one of the page.


To see the section breaks, click the *Show all* button  in the *Paragraph* group on the *Home* tab.

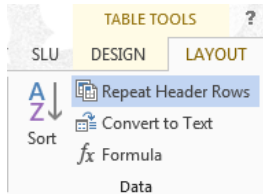
On landscape oriented pages the page numbers will be misplaced in relation to the portrait oriented pages. If your work will be published in a printed book or booklet, it will look better if the pages are either non-paginated or the page numbers are located at the bottom of the book/booklet and portrait orientated. Read in section 4.6.1 on hiding page numbers or in [Create and edit PDF files](#) on how to move and rotate page numbers using Adobe Acrobat Pro. You can also ask the printer for help.

On the next two pages you will find some tips on tables—large ones and others.

### 4.3.3 Tips for small and large tables – in a table

Table 3. *Some tips on both large and small ta*

Read tips about	Header of column 2	The tip itself	Column 4 contains a decimal tab	Header of column 5
Fitting a wide table to a landscape oriented page		Create a new table on the page or paste a table from another application. Use the <i>Konvertera tabell liggande sida/Convert table landscape oriented</i> macro on the <i>Bilder och tabeller/Images and tables</i> menu on the <i>SLU</i> tab to fit the table to the page width. Insert a table description, if needed.		
Reduce font size?		If the table is very crowded, you may try to reduce the font size to 8 or 7 points. Sometimes the readability is better if there is a bit more space between cell contents even if the font size is smaller.		
Location and orientation of large tables		A table extending over two pages should preferably start on a left hand page, so the entire table can be seen at once if printed on both sides of the paper. By default landscape oriented pages are rotated 90° anticlockwise so left and right hand pages can be read without rotating the papers.		
Decimal tabs		<p>Do you have numerical results with different numbers of decimal numerals in the same column? Using a decimal tab stop to align them may be a good idea.</p> <p>To do this:</p> <ol style="list-style-type: none"> <li>1. Click the tab symbol to the left of the ruler until the decimal tab is shown.</li> <li>2. Select the table column in which you want the tab.</li> <li>3. Click the ruler at the place where you want the tab. You may need to delete it from the header cell. (Place the cursor in the cell and drag the tab from the ruler.)</li> </ol> <p>The tab is shown on the ruler only when the cursor is placed in a cell containing a tab.</p> <p>Don't you see the ruler? Check the <i>Ruler</i> option in the <i>Show</i> group on the <i>View</i> tab.</p>	 <p>123,456</p> <p>1342,3564</p> <p>15,987</p> <p>362,57832</p> <p>4251,36</p>	

Read tips about	Header of column 2	The tip itself	Column 4 contains a decimal tab	Header of column 5
Hyphenate text in tables		Avoid hyphenating in tables, in particular in the table head and in the column farthest to the left. When Word is set to hyphenate automatically you can in tables insert line breaks where needed. Press <i>Shift+Enter</i> to insert a line break.		
Table head		If your table extends over two or more pages it is a good idea to use the <i>Repeat Header Rows</i> feature. Therefore that feature is set in the template's table style. If you need to deactivate the feature, place the cursor in <b>the first</b> table head and click the <i>Repeat Header Rows</i> button in the <i>Data</i> group on the <i>Table Tools/Layout</i> tab.		
Merging table cells		Sometimes you need to merge two or more cells, most often probably in the table head. If column widths are adjusted after cells are merged, the width of the merged cell will not necessarily correspond to the sum of widths of the original columns. For that reason merging cells should always be done only when the layout of the table is definite.		
Table footnotes		Will you use table footnotes? They must be inserted and numbered manually <sup>1</sup> contrary to page footnotes. Select the table footnote reference in the cell and apply the <i>Tabellfotnotsreferens/Table footnote reference</i> style. It is found on the <i>Bilder och tabeller/Images and tables</i> menu on the <i>SLU</i> tab.  In this table cell too, there is a reference to a footnote. <sup>2</sup>		
Pagination of landscape oriented pages in printed publications		Landscape oriented pages should either not be paginated at all or the page numbers should be portrait oriented and placed at the bottom of the printed publication. Read in the section 4.6.1 how to hide page numbers or ask the printer for help.		

1. Type the table footnote after the table and use the *Tabellfotnot/Tablefootnote* style. It is found on the *Bilder och tabeller/Images and tables* menu on the *SLU* tab.
2. The subsequent table footnotes you get by pressing *Enter* at the end of the preceding paragraph.



## 4.4 Figures

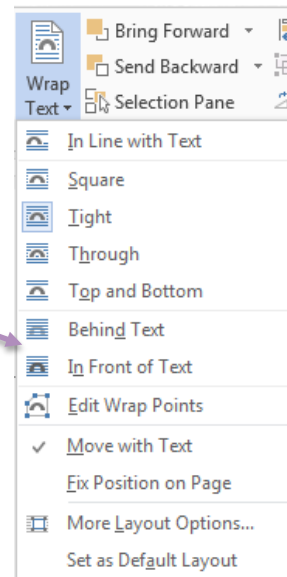
### 4.4.1 Can I let an image cover a whole page?

SLU's printing shops work in different ways with images covering a whole page. Contact the printing shop you will engage to agree on how to act.

The image needs to extend outside the edges of the page to prevent white gaps arising. Also mind that ca 3 mm of the image will be lost at the spine of the book due to the binding.

You can do like this to extend an image over a page:

1. Insert a page break to create an empty page.
2. Insert the image and select it. Then you can continue in a couple of ways.
  - i. Click the *Wrap Text* button on the *Picture/Format* tab.
  - ii. Choose one of the options *Behind Text* or *In Front of Text*.
  - iii. Now you can drag the image to the position and size you want.
3. If you want to place the image more exactly:
  - i. Click *Picture tools/Format* tab > *Position* button > *More Layout Options...*
  - ii. On the *Position* tab give the values for the horizontal and vertical position in relation to the left and upper edge of the page (the *Page* option on the drop down menu to the right)
  - iii. Click OK. Redo if you do not succeed the first time.

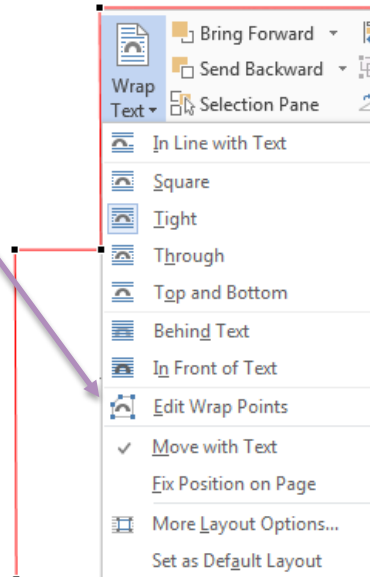


### 4.4.2 Place images beside the text

Wrapping means letting the text flow around a picture. This function is built-in in Word and is used for the small screenshots in this instruction, e.g. the one on this page.

To do this:

1. Insert your image into the text paragraph you want to wrap around it. Use the *Picture* button on the *Insert* tab, not the template's macro, as you want the paragraph to retain its style. Just a small part of the picture is seen but don't fear!
2. The image is automatically selected and a new tab, *Picture Tools*, is shown. Click the *Wrap text* button in the *Arrange* group and make your choice for the text wrapping, e.g. Tight.
3. Now the whole image is shown. Drag it to the place where you want it.
4. If you want lines of different length around an irregular picture, in the next step choose *Edit Wrap Points* from the *Wrap Text* menu.
5. Click the red line coming up around the image to add and move the points forming the frame.



## 4.5 Table- and figure descriptions

### 4.5.1 Updating table- and figure description numbers

The table- and figure descriptions are automatically numbered as they are inserted. **However**, when a table- or figure description **is deleted or moved in relation to other equivalent descriptions**, the numbering of the descriptions after the deleted one will **not** be changed automatically. Do this to update the numbering:

- Select all tables including the intermediate text or press *Ctrl+A* to select the complete document.
- Press the *F9* key (or right click the selection and choose *Update field*).

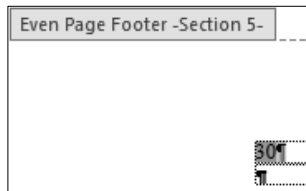
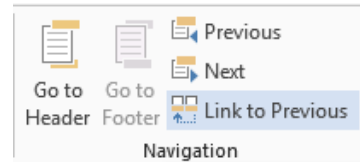
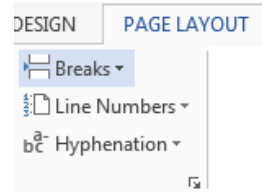
## 4.6 Page numbers

### 4.6.1 Hiding page numbers occasionally

Empty pages shall not be paginated and sometimes you may want to remove the page number for aesthetic reasons.

#### *Hiding page numbers in Word*

1. Insert a section break at the beginning of the first page not to be paginated and one at the beginning of the first page again being paginated<sup>5</sup>: Click the *Breaks* button in the *Page setup* group on the *Page layout* tab and choose the *Next page* option.
2. Double click the first footer not to be paginated. The *Header & Footer Tools* tab is shown.
3. Deselect the *Link to Previous* button in the *Navigation* group to break the link between the sections.
4. If the section without page number stretches over more than one page, the *Link to Previous* button must be deselected for an odd page as well as an even. The reason is that page numbers are mirrored on odd and even pages.
5. Repeat 3 and 4 in the first footer(s) in the section **immediately after** the non-paginated one.
6. Delete the page numbers not to be present. Do this on an odd page as well as an even, if applicable.



#### *Do you prefer to work with Adobe Acrobat Pro?*

If you would rather use Adobe Acrobat Pro to delete page numbers, read in the document [Create and edit PDF files](#) how to do this.

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<sup>5</sup> Note! It is impossible to insert breaks into headings of level 1, since they are put into a frame. Insert the section break at the end of the preceding page instead.

#### *Methods for the easy-going one*

More options: Cover the page number with a small square, filled with white colour, or, if the work is to be printed, ask the printer for help.

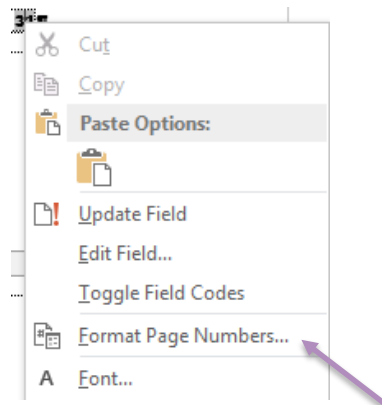
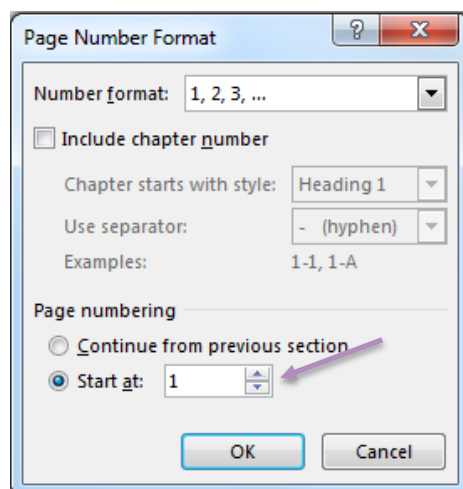
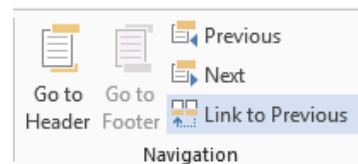
#### 4.6.2 How about page numbers in appendices?

You can let the page numbering extend from the reference list, through the popular science summary and acknowledgements, if any, and further through the appendices. The advantage is that it is easy to find the appendices from the table of contents.

You can also let the page numbering restart for each appendix.

To do this:

1. Insert a section break (Next Page) at the end of the page before the first appendix and at the end of each appendix (since it is impossible to insert section breaks in level 1 headings that are put into frames).
2. Double click the first footer in the first appendix. The *Header & Footer Tools* tab is shown.
3. Deselect the *Link to Previous* button in the *Navigation* group to break the link between the appendices.
4. If the section without page number stretches over more than one page, the *Link to Previous* button must be deselected for an odd page as well as an even. The reason is that page numbers are mirrored on odd and even pages.
5. Right click the first page number in the first appendix (footer still open) and choose *Format Page Numbers...*
6. In the *Page Number Format* dialog, choose the *Start at:* option and type 1.



*Would you like to show the number of the appendix in the footer?*

This should be done only if you restart the pagination in each appendix.

To do that:

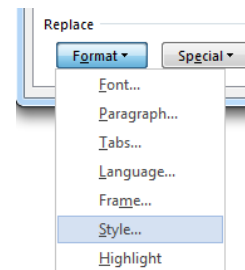
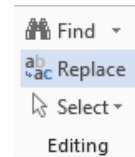
1. Open the first footer of the appendix and type “1:” before the page number.
2. Repeat in the second footer, if any.
3. Repeat in every appendix. You do not need to close the footers for moving from one to another.

## 4.7 Tabell or table? Replace wrong words in table and figure descriptions

If you write in English you surely want the words Table and Figure in the descriptions. In the student project/report template the Swedish words are inserted. Use the *Find and replace* feature to exchange Swedish for English.

To do this:

1. Place the cursor at the beginning of the document.
2. Click the *Replace* button in the *Editing* group on the *Home* tab. (Keyboard command *Ctrl+H*.)
3. Click the *More>>* button in the *Find and Replace* dialog to have more options for the search, see figures 3 and 4.
4. Type the word *Tabell* in the *Find what:* box.
5. Click the *Format* button and choose *Style...*
6. Choose the *Tabellbeskrivning/Table description*<sup>6</sup> style.
7. Type the word *Table* in the *Replace with:* box.
8. Click the *Find next* button.
9. Click the *Replace* button.
10. When you have ascertained that it works as intended, you can click the *Replace All* button.



Repeat the procedure for the word *Figur*. Place the cursor in the *Find what:* box and click the *No Formatting* button. For the item 6 in the list above choose the *RaSa: Figurbeskrivning/Figure description* style.

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<sup>6</sup> The names of the styles have the prefix *Acta:* in the thesis templates and *RaSa:* in the student project/report template.

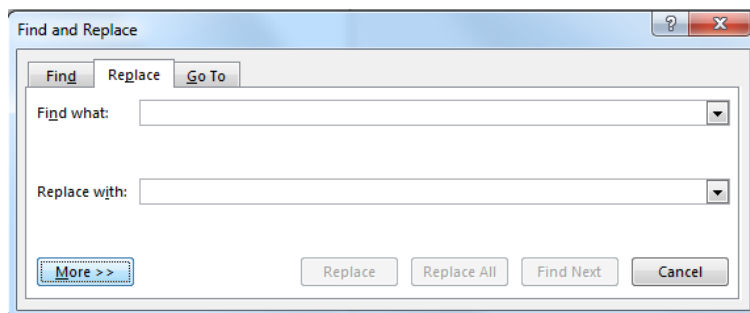


Figure 3. Click the *More>>* button to have more options for the search.

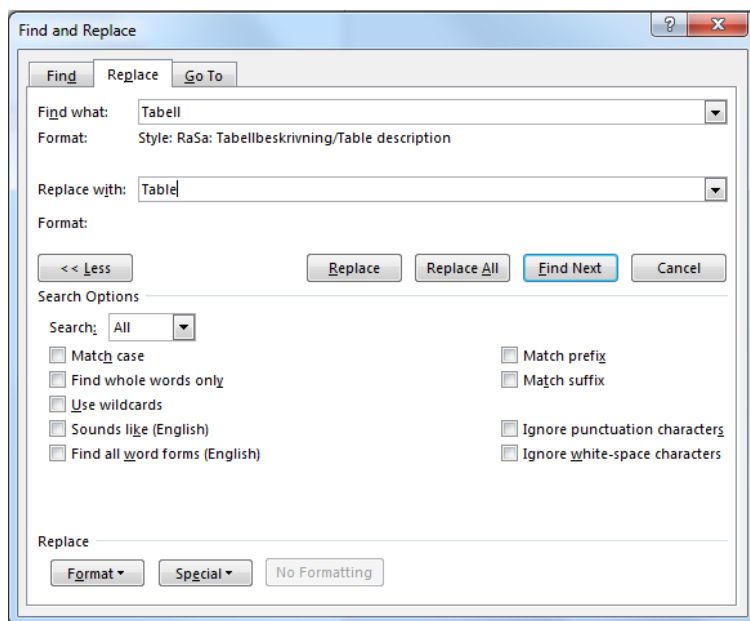


Figure 4. How to fill in the *Find and Replace* dialog to replace *Tabell* with *Table*.

## 5 Troubleshooting

### 5.1 It is impossible to get back the SLU tab in any way

If the file was saved as a docm file and you are not helped by linking the file to the template (section 2.1) or if the file by mistake was saved as docx you need to open a new copy of the template and paste your text into it. Normally, this doesn't cause any problems.

#### 5.1.1 Pasting your text into a new copy of the thesis- and student project-/report templates

1. In the new file: first delete all text from the Inledning/Introduction heading and forwards, **also if** your own first heading is Introduction<sup>7</sup>.
2. Then paste all the chapters from your original file.
3. At last, type or paste, one at a time
  - the text from the title page/abstract until the table of contents
  - "list of publications" and "contribution", if any
  - "abbreviations"

Update the table of contents and the table- and figure lists as usual.

#### 5.1.2 Pasting your text into a new copy of the article template

See section 7.2.

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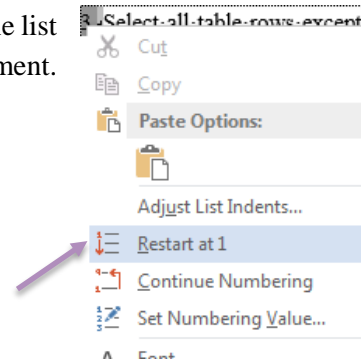
<sup>7</sup>. It causes formatting problems if you paste text directly under a heading 1. The reason is that the heading is numbered. It makes Word treat the pasted text as a list.

## 5.2 Lists

### 5.2.1 My numbered lists do not start with 1

If your text contains more than one numbered list, the list items will be currently numbered through the document. To make each list to start with 1:

1. Right click the first item of the list.
2. Choose the *Restart at 1* option.

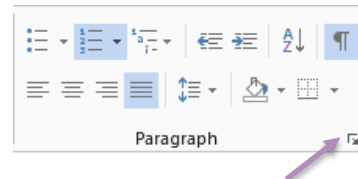


## 5.3 Tables

### 5.3.1 A table is split on two pages

If there is room for a table on one page, it should of course not be divided in two. This can be solved with page breaks. Here another useful method to keep the table together will be described.

1. Select all table rows except the last one. If there are table footnotes extend the selection including the **last but one**.
2. Click the little diagonally pointed arrow in the *Paragraph* group on the *Home* tab.
3. In the Paragraph dialog click the *Line and Page Breaks* tab. Check the *Keep with next* option.



Now the table is treated as a unit. If there is not room for it on the page where it started, it will be moved to the next page. If it extends over more than one page, it will always start at the top of a page. Read more about long tables in section 3.4.

## 5.4 Figures

### 5.4.1 I cannot see the image I just inserted

If you pasted the image or just practised your habit to use Word's command for inserting figures, you may see just a small part of the image. The reason is that some styles have a fixed row height. Shift to the *Figur/Image* style, which is found on the *Bilder och tabeller/Images and tables* menu. The *Infoga bild/Insert image* macro automatically shifts to the *Figur/Image* style.



## 5.5 Table of contents, lists of tables and figures

### 5.5.1 There is too little space between the text and the page number in the table of contents

A long heading can displace the page number. In that case you need to manually line break the heading. Place the cursor in a suitable place and press *Shift+Enter*. Do this when the table of contents is updated for the last time. Otherwise Word will change back to the original mode.

### 5.5.2 A heading is missing in the table of contents

You can edit the table of contents, if needed. If a heading is missing, copy another heading of the same level, paste it where the missing heading should be and edit the text and the page number. If you later on update the table of contents, your correction will disappear and you will need to redo it.

### 5.5.3 My table of contents disappeared when updating!

You may get a message like the one in figure 5 when updating the table of contents. When you have clicked OK in the message box, you will find the text “No table of contents entries found” where the table of contents used to be. Then you need to insert a new table of contents.

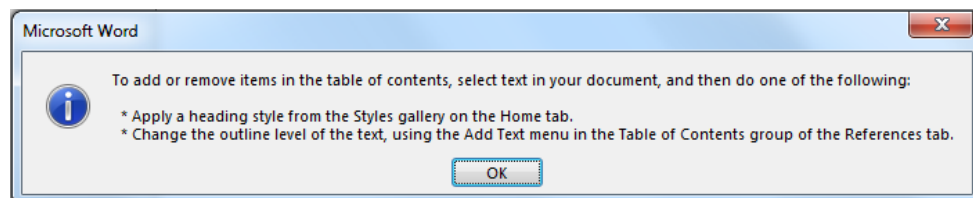
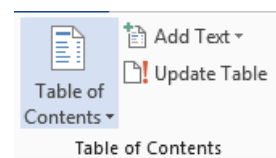


Figure 5. Error message from Word when the program cannot find items for the table of contents.

To do this:

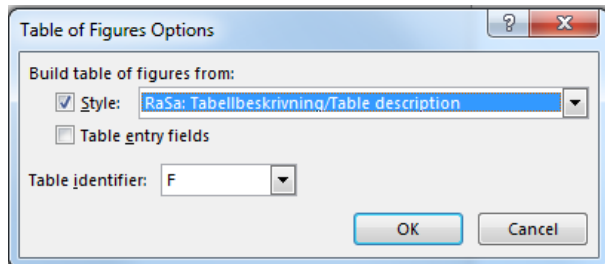
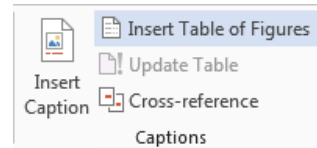
1. Delete the text “No table of contents entries found”.
2. Click the *Table of Contents* button in the *Table of Contents* group on the *References* tab. Choose the *Custom Table of Contents...* option
3. In the *Table of Contents* dialog click OK.



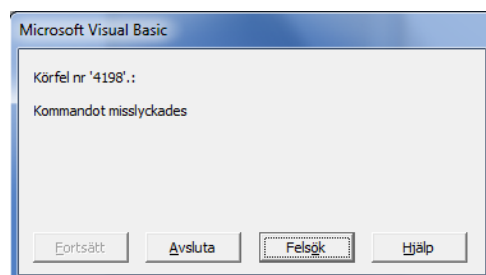
#### 5.5.4 Insert new lists of tables and/or figures

If you need to insert a new list of table or figures, you can:

1. Place the cursor where the list should be.
2. Click the *Insert Table of Figures* button in the *Captions* group on the *References* tab.
3. Click the *Options* button in the *Table of Figures* dialog.
4. Check the *Style* option for *Build table of figures from* and ...
5. ...choose the style *Tabellbeskrivning/Table description*<sup>8</sup> if you want to create a **list of tables**.
6. ...choose the style *Figurbeskrivning/Figure description*<sup>8</sup> if you want to create a **list of figures**.



#### 5.6 An error message is shown when I try to run a macro



The error message looks like the one on the image beside. When it is in respect to the macros that insert table, table description or figure description the problem can be solved. Click the *Avsluta* button and then:

1. Click the *Insert description* button in the *Captions* group on the *References* tab.
2. Click the *New Label* button and type Table (or Tabell, the word missing in the Label list).
3. Click the *New Label* button and type Figure (eller Figur, the word missing in the Label list).

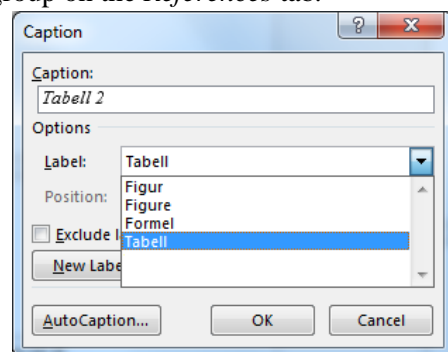


Figure 6. The word Table is still missing in the list. Click *New Label* and add.

<sup>8</sup> Names of the styles have the prefixes *Acta:* in the thesis templates and *RaSa:* in the student project/report template.

## 6 Using EndNote with the template

### 6.1 Use the correct output style!

SLU University Library has produced an English output style for SLU authors: *SLU\_Publications\_Endnote\_en\_v8.1.ens*. You will find it in the bundle of templates from the library. When you use the output style, the references will be shaped as the [examples of reference list according to the Harvard system](#) on the library's web.

### 6.2 Formatting the references

When inserting references with EndNote, it gives them a style called EndNote Bibliography. In the templates from SLU University Library there is a special style for the reference list and that style is the one to be used at the end. When the reference list is completed, select all the references and apply the style *Referenslista/References*. See figure 7 on page 44.

It has been noticed that if a large number of characters in a paragraph are bold, italicized or underlined, Word will alter them to normal text when applying a style. When you apply the style to many paragraphs at once, it is the number of bold etc. in the first paragraph that determines if they are altered to normal.

Solution:

- You can temporarily insert a paragraph using only normal characters before the reference list and include that paragraph in the selection, to protect the italics in your references.

All editing and formatting of the reference list should be done when the reference list is wholly completed. Otherwise EndNote will undo the editing when a new reference is inserted.

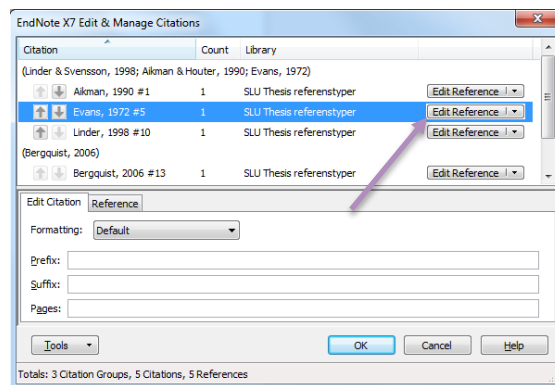
## 6.3 Correct errors in the references

Some errors in the references it is most easy to correct in the EndNote entries. For example:

- Misspellings.
- Important metadata are missing.
  - Solution:
  - Check the reference type. When EndNote imports entries from a reference data base all publications will be asset the Journal Article type.
  - If the publication type is correct, type the missing metadata manually.
  - Check that the metadata are entered in the correct fields. In EndNote, click *Edit > Output Styles > Edit "SLU\_...\_V8.1"*. In the opening dialog, click the *Bibliography* heading to the left and then click *Templates*. Here you can see which fields that are used to shape the references.

If you cannot easily find the entry in EndNote, do like this:

1. In Word, click the *Edit & Manage Citation(s)* button in the *Citations* group on the *EndNote X7* tab.
2. Select the wanted reference in the *EndNote X7 Edit & Manage Citations* dialog. The references are listed in the order you have used them.
3. Click *Edit References*, to open the entry for editing in EndNote.



## 6.4 Move and edit the reference list

Do this only when all references are inserted!

If the reference list is to be the last section in your file you can edit it directly.

**Do not convert** citations and references to text. Doing so may cause changes in the layout and styles of the document.

Maybe you are going to have sections after the reference list so you may need to move it. Then you will have a golden opportunity to edit after moving it.

To move the reference list:

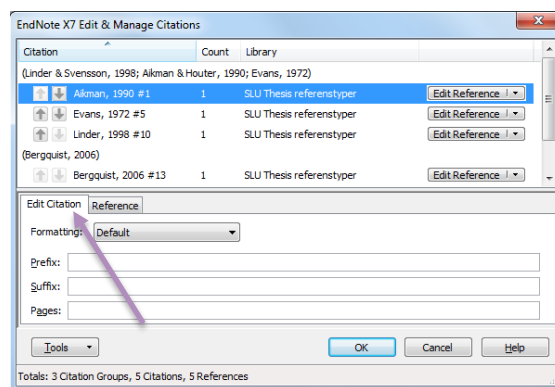
1. Copy the list. Paste it where you want it. Now you can edit the pasted text.
2. Insert a page break before the reference list EndNote has created.
3. After creating a PDF file from your file, delete the pages with the original reference list from it using Adobe Acrobat Pro. [Read here about editing PDF files.](#)

## 6.5 Edit a citation

As always when it is about EndNote, it is no use to edit before all citations and references are in place. EndNote will undo your correction if you insert one more citation.

To edit:

1. Click the citation you want to edit.
2. In Word, click the *Edit & Manage Citation(s)* button in the *Citations* group on the *EndNote X7* tab.
3. Make sure that the citation is selected in the list in the upper part of the dialog.
4. Click the *Edit Citation* tab in the lower part of the dialog.
5. Use the boxes in the lower part of the dialog to e.g. remove the author's name from the citation, add a word before or after or add the pages you have read in a book (e.g. "p. 23" or "pp. 14-22").



Aikman, D.P. & Houter, G. (1990). Influence of radiation and humidity on transpiration: implications for calcium levels in tomato leaves. *Journal of Horticultural Science*, 65(4), pp. 345-352.

Evans, G.C. (1972). *The quantitative analysis of plant growth*. London: Blackwell Scientific Publications.

Linder, S. & Svensson, P. (1998). Do elevated CO<sub>2</sub> concentrations and nutrients interact? *Environmental health*, 10(7), pp. 23-27.

Figure 7. Notice the difference between how the template and EndNote format references. The two uppermost references are formatted using the *Referenslista/References* style. The one thereafter with "EndNote Bibliography".

## 7 For those using the article template

The article template can be used for postprints that you want to tidy up a bit before you send it to Epsilon as well as for manuscripts that are appended your thesis. Use of this template is optional.

### 7.1 Three sections in the template, important to know about section breaks

It is important to keep the section breaks of the template in order. They are of the type *Continuous* and delimit the three sections of the template.

- The first section break differentiates the article head, a one column section, from the text which is written in two columns.
- The second section break discriminates the two column text from a closing one column section, where you can put tables and images that there isn't room for in a narrow column.

**It is important** that no section break is deleted by mistake. The information on the layout of the section is stored in the section break. If a break is deleted the two sections brought together will get the layout of the latter section because its section break remains. There is no visible section break after the last section. Its layout is nevertheless stored in the document.

If you for some reason need to paste your formatted text to a new copy of the template, you must move each section separately excluding the sections breaks in the original file. Continuous sections breaks are changed to “next page” when pasted and it seems impossible to change it back to “continuous”.

## 7.2 Pasting text

In the article template you will always paste text, since a manuscript already exists. Paste your text into a *brödtext/bodytext* paragraph (first line is indented). This will save you some labour, since most of your text probably is body text. The *Merge Formatting* option seems to be the most usable one. See also chapter 8.

## 7.3 Formatting the pasted text

When formatting you will find styles and macros on the SLU tab as usual. Maybe it is simple and efficient to format just a few details at a time. Then you for example can learn the keyboard command for the actual action or use the smart command *Ctrl+Y*, meaning “redo the latest action”.

Example:

- Apply the *Brödtext 1/Bodytext 1* style to a paragraph.
- Place the cursor in the next paragraph to be Brödtext 1/Bodytext 1.
- Press *Ctrl+Y*.
- Repeat until you are ready but don’t take any other action in between. Then that action will be repeated instead.

As a suggestion you can start with the headings to give the article its structure.

### 7.3.1 Where to apply the *Brödtext 1/Bodytext 1* style

- Directly after a heading.
- After a list.
- After a quote.
- After an image.
- After an equation.
- After a table, use the style *Brödtext 1 efter tabell/Bodytext 1 after table*.

### 7.3.2 Footnotes and endnotes

The footnote- and endnote reference in the notes themselves should not be raised.

### 7.3.3 Formatting and delimiting lists

The lists certainly look like lists, if you merged formats when pasting, but they are not formatted correctly.

- You can select the complete list and apply the correct style to all list items at once.
- Insert a blank line before and after each list, apply the *Tomrad/Blankline* style.

### 7.3.4 Tables

Do your tables fit in a column in the two column section? Otherwise place them in the document's closing section, using the total width of the text-face. So you don't need to totally reformat the tables. Maybe you have already put labour into making them very readable but you may well convert them to three line tables according to the SLU:s profile. There are three macros, changing the tables to a different extent:

- *Konvertera tabell till spaltbredd/Convert table to column width* reduces the table width to 7,45 cm, inserts three lines and applies the *Tabelllinnehåll/Table content* style to the table content. Use in sections with two columns.
- *Konvertera tabell till sidbredd/Convert table to page width* reduces the table width to 15,92 cm, inserts three lines and applies the *Tabelllinnehåll/Table content* style to the table content. Use in sections with one column.
- *Konvertera tabell behåll tabellbredd/Convert table keep table width* does not change the table width. It just inserts three lines and applies the *Tabelllinnehåll/Table content* style to the table content.
- *Infoga tre linjer i tabell/Insert three lines in table* inserts three lines but does nothing more.
- *Konvertera tabell liggande sida/Convert table landscape oriented* adjusts the table width to 24,62 cm, inserts three lines and applies the *Tabelllinnehåll/Table content* style to the table content. Use in section with landscape oriented pages.

If you don't want to reformat the lines in a table but want to use the *Tabelllinnehåll/Table content* style for the table content, select the table and find the style on the SLU tab.

#### *Table footnotes*

Apply the *Tabellfotnotsreferens/Tablefootnote reference* style to the footnote reference in the table.

Apply the *Tabellfotnot/Tablefootnote* style to the footnote itself. The footnote reference in the footnote shall be written in normal text, not superscript.



#### *Table description*

Place the cursor in the table description and run the *Formatera tabellbeskrivning/Format table description* macro. The table numbering is left unmodified.

#### 7.3.5 Images

You can also place images in the 7,45 cm wide column or in the closing section depending on what suits the image best.

You can paste images or insert them with the *Infoga bild/Insert image* macro. In the first case you will see just a strip of the image, like this:



Click the strip and apply the *Figur/Image* style to view the whole image.

#### *The figure description*

Place the cursor in the table description and run the *Formatera figurbeskrivning/Format figure description* macro. The figure numbering is left unmodified.

#### 7.3.6 Wide tables and images in the two column section

Of course you can place wide tables and/or images also in the two column section. You need to:

1. Insert two section breaks: *Page layout* tab > *Page setup* group > *Breaks* button > *Continuous* option.
2. Between the section breaks, change the number of columns to one: *Page layout* tab > *Page setup* group > *Columns* button.

#### 7.3.7 Equations

Place the cursor in the equation and apply the *Ekvation/Equation* style. If you wish to align the equation to the left, click the arrow in the blue strip.

If you wrote your manuscript with another Word version, maybe the equation looks blurred when pasted into the template. Then you can use some of the macros for inserting equations and thereafter type the equation.

## 8 Cut and paste from a manuscript to the template

When transferring text from one document to another formatting information may be transferred as well and can problems in the new document. Here are some tips on how resolve this in different cases.

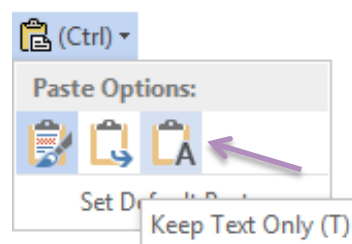
The first tip always works – and is recommended in the first place – but if the text is long and you want to keep e.g. italicizing, you can take a look at the other tips.

### 8.1 Pasting unformatted text and reformatting if needed

Pasting unformatted text is the most reliable method to transfer text between documents. You then avoid that formats from the source document causes trouble in the destination document.

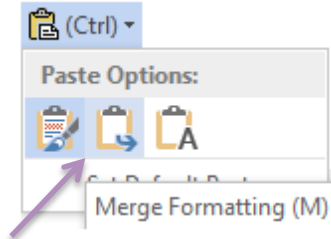
To do this:

1. Paste the text into the destination document.
2. Click the Paste Options button, with the text (*Ctrl*), coming up below the pasted text.
3. Choose the *Keep Text Only (T)* option, the button with an upper case A.
4. Format the pasted text, if needed.



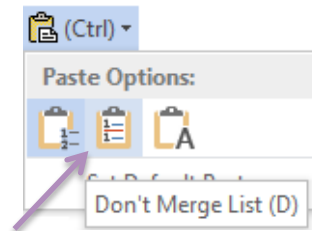
## 8.2 Pasting headings and body text

1. Create an empty paragraph in the destination document and apply the *Brödtext/Bodytext* style.
2. Place the cursor in the new paragraph and paste the text.
3. Click the Paste Options button, with the text (*Ctrl*), coming up below the pasted text.
4. Click *Merge Formatting (M)*. All pasted paragraphs will get the *Brödtext/Bodytext* style, which is the most common paragraph style.
5. Reformat the headings and the paragraphs directly after the headings (to *Brödtext 1/Bodytext 1*).



**Special case:** If you paste text in the paragraph immediately after a numbered heading or a numbered list, the pasted paragraphs will be formatted as headings or as list items. Keep calm and instead:

6. Click the Paste Options button, with the text (*Ctrl*), coming up below the pasted text.
7. Choose the *Don't Merge List (D)* option, and the problem is solved. It is the button with a delimiting line between two text paragraphs.



## 8.3 Pasting bulleted and numbered lists

Paste lists separately:

1. Create an empty paragraph in the destination document and apply a *bulleted or numbered list style*.
2. Place the cursor in the new paragraph and paste your list into it.
3. The pasted text is given the same style as the paragraph you just created.
4. Delete the unnecessary paragraph.

## 8.4 Pasting a table

You can paste a table from another Word document as well as from an Excel document. Run one of the macros on the *Bilder och tabeller/Images and tables* menu on the SLU tab to convert the table.

## 8.5 Pasting an image

Preferably use the *Infoga bild/Insert image* macro under *Bilder och tabeller/Images and tables* on the SLU tab. If that is impossible, apply the *Figur/Image* style on the *Bilder och tabeller/Images and tables* menu on the SLU tab to the paragraph where you will paste the image. See section 5.4.1.

## 9 Tips and tricks for more effective typing

### 9.1 Use the keyboard to move the cursor, select text and delete single words

When you type and edit text, it takes some time to move the hand between the keyboard and the mouse. Frequent working with the mouse also can cause overloading harm to your arm. Two good reasons to learn to use the keyboard as often as you can.

Use the keyboard like this:

- *Right arrow* and *left arrow* to move the cursor one character to the right and to the left respectively.
- *Ctrl+right arrow* and *Ctrl+left arrow* to move the cursor one word to the right and to the left respectively.
- *Up arrow* and *down arrow* to move the cursor one line up and down respectively.
- *Ctrl+up arrow* and *Ctrl+down arrow* to move the cursor one paragraph up and down respectively.
- *Home* and *End* to move the cursor to the beginning and the end of a line respectively.
- *Ctrl+Home* and *Ctrl+End* to move the cursor to the beginning and to the end of the document respectively.
- *PgUp* and *PgDn* to move the cursor one screen up and down respectively.
- *Ctrl+PgUp* and *Ctrl+PgDn* to move the cursor to the beginning of the previous and the beginning of the next page respectively.
- *Shift+F5* to move the cursor to a previous revision.

Add *Shift* to the key combinations – except the two last ones – to **select** the text.

- Delete a word to the right of the cursor using *Ctrl+Delete*.
- Delete a word to the left of the cursor using *Ctrl+Back Space*.

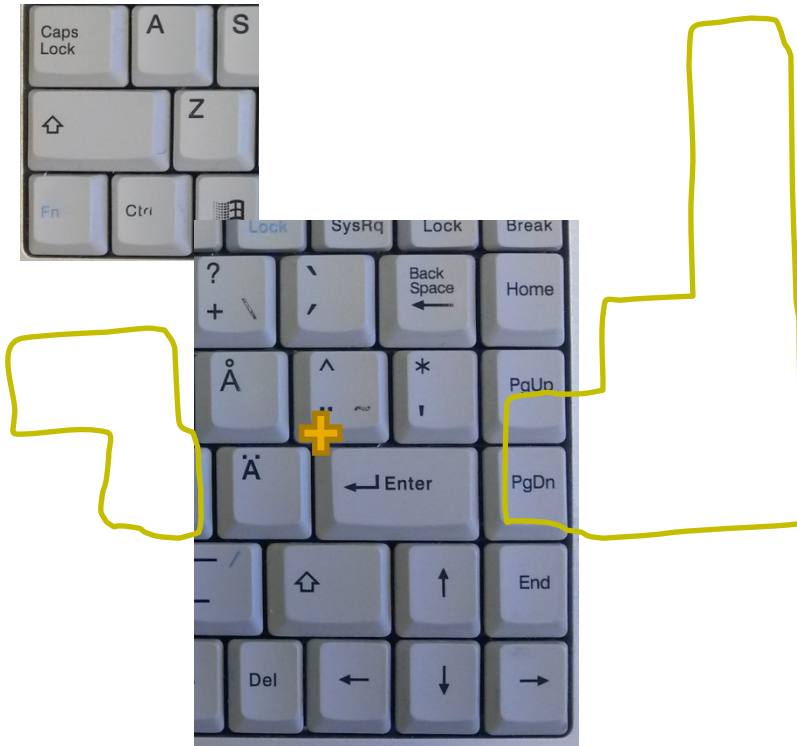


Figure 8. These are the keys to hit when using the keyboard to move the cursor and select text.

## 9.2 Memorize useful shortcuts

Many of Word's commands, that you normally use by clicking a button on the ribbon, you also can use with a shortcut (keyboard command). Some common examples are:

- *Ctrl+N* – open a new document with the Normal template
- *Ctrl+S* – save a document.
- *Ctrl+C* – copy text or an image.
- *Ctrl+X* – cut text or an image.
- *Ctrl+V* – paste text or an image.
- *Ctrl+H* – open the Find and replace dialog.
- *Ctrl+Z* – undo the latest action.

There are many more shortcuts. Point with the mouse on some buttons on the ribbon and you will find more useful shortcuts. Examples on the Home tab are:

- *Ctrl+B* – apply bold formatting or change bold back to normal.
- *Ctrl+I* – apply italic formatting or change italic back to normal.

- *Ctrl+U* – apply an underline or change underlined back to normal.
- *Ctrl+R* – align a paragraph to the right.

In fact you can navigate the ribbon completely with the keyboard. Pressing the *Alt* key displays letters for all the tabs. Hit the key applicable and find new letters for each button, menu and so on. Unfortunately the objects are asset different letters in Word 2013 and 2010 but principally it is the same.

An example from **Word 2013**:

1. Press the *Alt* key – a letter is a displayed for each tab.
2. Press the *H* key – The Home tab opens and letters are displayed for each object on the tab.
3. Press the *F* and *D* keys – the *Find* menu opens.
4. Press applicable key for the find method you want to use.

### 9.3 Shortcuts for styles and macros in the template

In the templates from SLU University Library there are shortcuts for the macros and for the mostly used styles. Using them can streamline your typing further.

Table 4. *Shortcuts for styles and macros in the templates from SLU University Library*

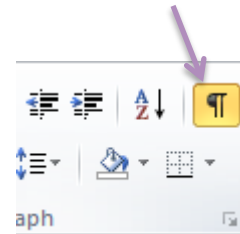
Style	Shortcut	Macro	Shortcut
Heading 1	Alt+Ctrl+1	Insert unnumbered equation	Alt+Ctrl+U
Heading 2	Alt+Ctrl+2	Insert numbered equation	Alt+Ctrl+Q
Heading 3	Alt+Ctrl+3	Insert footnote	Alt+Ctrl+F
Heading 4	Alt+Ctrl+4	Insert endnote	Alt+Ctrl+D
Bodytext 1	Alt+Ctrl+5	Insert image	Alt+Ctrl+I
Bodytext	Alt+Ctrl+6	Insert/format figure description	Alt+Ctrl+J
Bodytext 1 after table	Alt+Ctrl+7	Insert three-line table	Alt+Ctrl+T
Tablefootnote reference	Alt+Ctrl+8	Convert table to column width (in the article template)	Alt+Ctrl+B
Tablefootnote	Alt+Ctrl+9	Convert table portrait oriented (to page width in the article template)	Alt+Ctrl+K
Blankline	Alt+Ctrl+0	Convert table landscape oriented	Alt+Ctrl+L
Image	Alt+Ctrl+G	Insert/format table description	Alt+Ctrl+S
References	Alt+Ctrl+R	Save a file, not yet saved	Alt+Ctrl+A
Bulleted list	Alt+Ctrl+W		
Numbered list	Alt+Ctrl+X		

## 9.4 The hidden formatting symbols reveal why it looks the way it does

You can show the hidden formatting symbols on the screen, if you like. They are never printed, either to paper or to a PDF file. When you show the formatting symbols you can see what functions you have used for layout of the document. Sometimes it is important to see the symbols, not to unintentionally delete a page- or a section break, which can cause problems. Some examples of the most common and important hidden formatting symbols:

- Paragraph break ¶ (key: Enter)
- Line break ↵ (key: Shift+Enter)
- Space · (key: Spacebar)
- Tab → (keys: Tab)
- Page break ..... Page Break ..... (key: Enter)
- Section break ..... Section Break (Next Page) ..... (key: Enter)

To show or hide the hidden formatting symbols, click the *Show/Hide* button on the Home tab.



## 9.5 Work with documents in different views

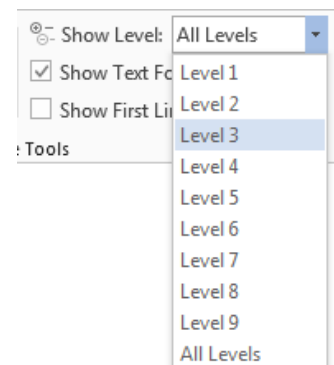
Word offers different views of a document. Use the best one for the task you are assigned of doing.

### 9.5.1 Print Layout view – “what you see is what you get”

New documents normally are opened in *Print Layout view*. In that view you see how the pages really look and you can type text as well. To place images and wrap text around them you must use print layout view. Always do the final layout in print layout view.

### 9.5.2 Outline view – move text quick and easy

Do you think a couple of paragraphs need to change places or do you want to move a text section with its heading? Then try the *Outline view*! The *Outlining* tab is displayed where you e.g. can specify the number of heading levels you want to show. The “all Levels” option also includes the body text.





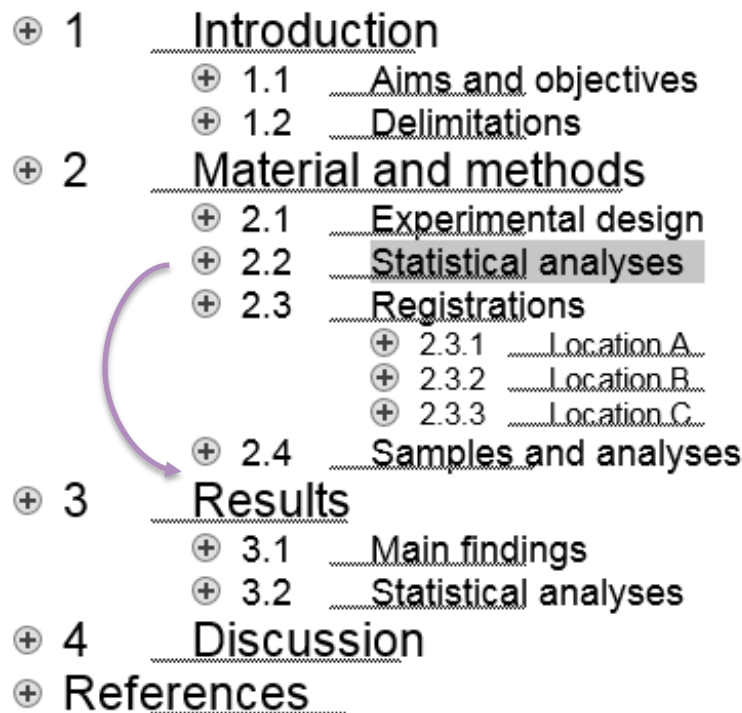


Figure 9. Three heading levels are displayed in the Outline view. Section 2.2 is dragged to the position before section 3. The plus indicates there is text adherent to the heading. Body text paragraphs are lacking the plus.

Example: view headings 1.3 only. Use the mouse to drag the circle with the plus to move a heading with adherent text and subordinate headings.

### 9.5.3 Draft view – as long as you work with the text only

If you feel that the margins use too much space on the screen when using print layout view, you can use the *Draft* view instead. The margins are not shown and page breaks are displayed with dotted lines. .... Images are not shown and cannot be inserted in draft view.

Using draft view you can display a style area pane to the left of the text. The pane gives you a continuous view of the styles used for all paragraphs<sup>9</sup>. To display the style area pane you should specify its width, e.g. 4,5 cm.

- Click *File > Options > Advanced* and scroll down to *Display*.

Style area pane width in Draft and Outline views:

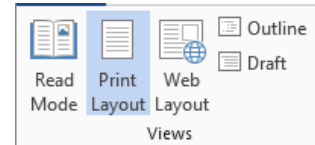
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<sup>9</sup> You will also see the prefixes of the style's names, *Acta*: in the thesis templates, *RaSa*: in the student project/report template.

### 9.5.4 Shift views

To shift views click the *View* tab and choose view in the *Views* group. You also can use shortcuts.

- To view print layout view press *Alt+Ctrl+P*.
- To view outline view press *Alt+Ctrl+O*.
- To view draft view press *Alt+Ctrl+N*.



## 9.6 Take more control over the text layout!

Paragraph breaks, tabs, page breaks etc., mentioned in the hidden formatting symbols section, of course are ways to control the layout or the text. There are a few more. Try these tricks when Word's automatic line breaking leads to untidy text layout:

- Nonbreaking space      °      (keys: *Ctrl+Shift+spacebar*)  
Use the nonbreaking space for phrases that must not be split to two lines, e.g. 3 %, SEK 2 750 or March 3. If you show the formatting symbols the text on the screen will look like this – 3°%, SEK°2°750, March°3.
- Optional hyphen      −      (Keys: *Ctrl+- (hyphen)*)  
A word that does not fit at the end of a line and is moved to the next line will cause ugly gaps in the line above. If the automatic hyphenation is deactivated you can use optional hyphens to instruct Word to hyphenate if needed. If you edit the text and the hyphenation is no longer necessary, the optional hyphen is never printed.
- Nonbreaking hyphen      -      (keys: *Ctrl+Shift+- (hyphen)*)  
Use the nonbreaking hyphen to prevent that phrases containing hyphens are not split to two lines. Examples are the expression “6-8 pieces” and dates written like 2016-01-01. The nonbreaking hyphen looks like a slightly longer and thinner hyphen.
- Sometimes no tricks in the world will help. Then you have no choice but to re-word your text a bit, keeping the significance.

## 10 Some template acquaintance

### 10.1 What is a template?

A template contains the settings needed for the document layout. Examples of settings are:

- size of the page
- width of the margins
- presence and location of page numbers
- styles for different types of text
- style for tables
- macros.

When working in Word, you always use a template. The new documents you usually open are copies of the *Normal* template which originally was designed by Microsoft and came with the program. SLU:s IT department has modified the Normal template to better correspond with the SLU profile.

Everything you can do in a “usual” document you can do in documents based on other templates as well. The opposite is also true, you cannot do anything in a custom template that cannot be done in a “usual” document.

That a file is a template you can tell by the file extension. *Dotx* and *dotm* mean template. If the last letter is “m”, the file contains macros.

Templates must be put in a special folder. This is important to make the template work as intended. You create new documents based on the templates from inside Word.

### 10.1.1 Recognize a template by the icon

Word's document icons look a bit different depending on what type of file it represents. There are four kinds of files, all of course bearing the W for "Word document":

- A template containing macros. The icon looks like a little pad and bears an exclamation mark.
- A document containing macros. The icon looks like a paper and bears the same exclamation mark as the template.
- A template without macros. Again the little pad but without the exclamation mark.
- A document without macros, the most common. The icon looks like a plain paper.



## 10.2 What is a macro and what problems can it cause?

A macro is a small piece of programming code. The creator of the macro decided that for example when clicking a button a sequence of Word's commands should be executed. Word can record the commands you carry out and in this way all users can create their own macros.

For macros in Word a special programming language is used. Evil programmers can put in data virus in the code. This first occurred during the 1990s and now it has become common again. To prevent problems Microsoft has built in protection against macros in the Office suite. To use a file containing macros you need to enable them when you open the file.

A file containing macros must be saved as *Word Macro-Enabled Document*, with file extension *docm*. Otherwise the macros will be disabled and removed from the file.

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<sup>1</sup>. This is an example of an endnote. The endnote text is formatted with an indent of the first line and the text is justified. The footnotes are numbered with normal numerals (not superscript).

Endnotes should be located directly after the main text and before the reference list. Word always places them at the very end of the document and therefore they must be moved to the proper place when all the endnotes are written. Read in section 3.2.3 how to do.

## References

On the [SLU library's web site](#) you will find a section on referencing via *SLU Library / Write and cite / Writing references*. There is information on different referencing systems and reference management programs. The Harvard system for referencing is the most used at SLU, and it is described a little more in detail.

Type your references into the stylesheet, apply the *Referenslista/References* style to the paragraphs and italicize the main sources (names of books and journals).

If you use a reference management program to insert the references, you can from the very beginning apply the style *Referenslista/References* to a few empty paragraphs at the end of the file before inserting the references. Maybe you will nevertheless need to once again apply the *Referenslista/References* style to the references when the list is completed. Read more about using EndNote for references in chapter 6.

In the student project/report template there is a *Rubrik referenslista 2/ References heading 2* style for subheadings, if you would like to divide your references according to type.

Below is an example of how it can look.

### Some fictitious references

- Fitzgerald, B. (1999). *My book on the necessity of cultivating*. Atlanta: Events Publishing House.
- Smith, C. (2005). *Cultivating asparagus in delimited beds on a clay soil*. Alnarp: Swedish University of Agricultural Sciences. (Examensarbeten inom hortonomprogrammet, 23)
- Spencer, S. (2007). Significance of soil quality on fertilizing. *Journal of soil science* 23, pp. 14-15

### Some real references

- McTernan, C. (2012). Learn by heart. *The English Garden* (12), pp. 28-32
- SLU University Library (2016-10-27). *Finding books*. <https://www.slu.se/en/site/library/use-the-library/search/search-tips/finding-books/> [2016-11-08]

## Acknowledgements

It is optional to include the acknowledgements chapter.

This instruction for templates from SLU University Library was written in the student project/report template version 5.0.

## Appendix 1. For you having appendices

There are specific styles for the three first heading in an appendix. Use the ordinary heading 4, if needed. The text in the appendix should be formatted as the text in the main document.

An appendix should always start on a right hand page, i.e. with an odd page number. Insert a blank page (*Ctrl+Enter*) if needed and remove the page number from the blank page.

Normally, only Appendix heading 1 is shown in the table of contents. In this document an exception to the rule is made to make the heading below easy to find.x2

### Page numbering in appendices

You can let the current pagination continue in the appendices. That will make it easy to find the right appendix from the table of contents. There also is a tradition to restart the pagination from 1 for every new appendix, see section 4.6.2. However, it is a bit tricky to do in Word, so you can do it in Adobe Acrobat Pro instead. [Read here how to do that.](#)

Remember to change the page numbers also in the table of contents if you did it in the appendix. If you have more than one appendix and if you want to, you can insert the number of the appendix in the footer as is done on this page (see section 4.6.2).

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<sup>1</sup>. This is an example of an endnote. The endnote text is formatted with an indent of the first line and the text is justified. The footnotes are numbered with normal numerals (not superscript).

Endnotes should be located directly after the main text and before the reference list. Word always places them at the very end of the document and therefore they must be moved to the proper place when all the endnotes are written. Read in section XXX how to do.