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**NWU Template for Postgraduates  
(excluding Faculty of LAW)**

**Revised: 12 December 2014**

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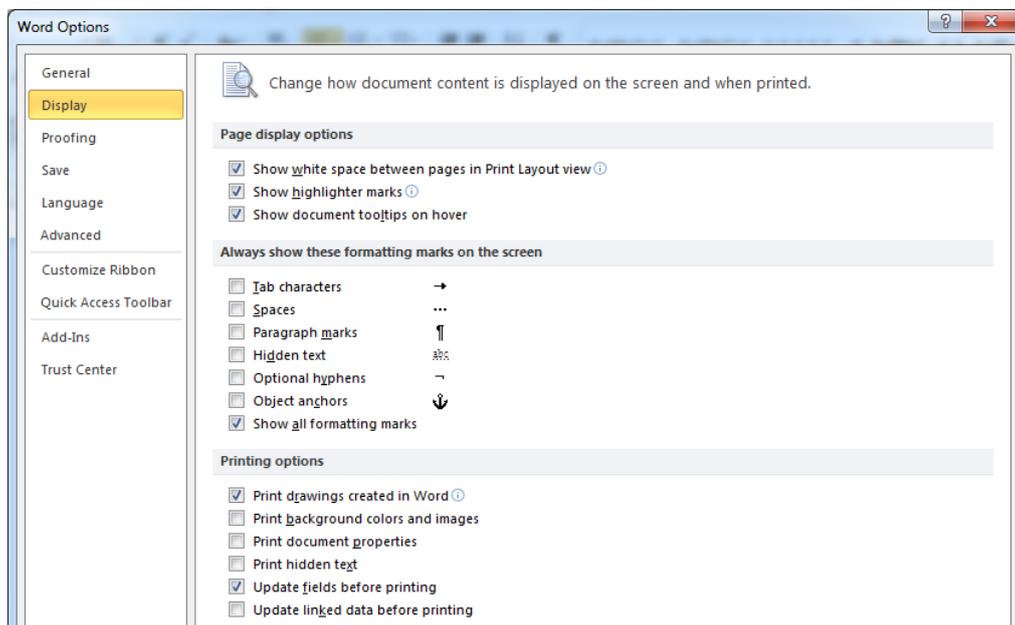
The purpose of this document is to explain the use of the Postgraduate MS Word Template and not the working of MS Word.

The template can be used by any person that has a basic knowledge of MS Word. However adding additional sections with different headers/footers may require expert MS Word knowledge.

## 1.1 Before you start

- Ensure that the non-printing symbols ¶ (on the Home tab) show on your screen so that can see what is really going on. Click on **File > Options**.

*Note: On the Display tab, select Show all formatting marks (unselect the other options). Also select Update fields before printing (so that the fields are updated every time before you print).*



- Don't leave any **empty paragraph marks**. The only exceptions are - the empty paragraph marks on the cover page; and one empty paragraph mark after each table.
- Only use page breaks for a new chapter.
- If there is a paragraph that should “hold hands” with the next paragraph, format it on the **Home tab > Paragraph Settings > Line and Page Breaks > Keep with Next**.
- To toggle between All Caps and Small Caps, select the text and press **Shift+F3**
- For a non-breaking space press **Ctrl+Shift+space**
- Save as you type (**Alt+f+s**). Make regular backups! Not just on paper, but on the c-drive, and usb-drives as well. Keep copies in different locations e.g. at work, home, on yourself etc.
- Use **Ctrl+-** for hyphenation as you type. MS Word will then use the appropriate -. This will prevent sentences with long words from stretching out.

## 1.2 Save the template

- Save the template (.dotx file) in a folder of your choice where you will find it again.

## 1.3 Create a new document based on the template

- (1) Go to the folder where the template was saved.
- (2) Double click on the template. A new document is created, based on the template.

*Note: You can now save the document as your master document. You can then either add new content to the master; or copy text from previously created documents to the master (see paragraph 1.4).*

*Note: Should you wish to create a separate chapter document, place the cursor before “Chapter 1” and press **Ctrl+Shift+Home > Delete** to delete everything before Chapter 1.*

## 1.4 What to do with my previously created documents

*Note: It is recommended to first attach the template to your existing documents before copying and pasting text to your master.*

- (1) Open the document that you want to format with the template.
- (2) Word 2013: **Click File > Options > Add-Ins > Manage:Templates > Go.**
- (3) Click on **Attach...** and select the template (from the folder where you saved it in).
- (4) Ensure **Automatically update document styles** is selected.
- (5) Click on **OK.**

*Note: The template is now attached to your previously created document. You may now copy and paste text from it to your master document.*

## 1.5 Page layout

The page layout has already been set in the template and is: **Margins** (left 2.5cm, top 2cm, right 2cm, bottom 2.5cm); **Paper** (A4); **Footer** (2cm).

## 1.6 Section breaks and page numbering

- The template contains **two section breaks** that divide the document into **three sections** - Title page (no page numbers); Table of contents: (i,ii,iii... page numbers); Chapters and rest of document: (1,2,3... page numbers).
- Should you delete any of the section breaks the page numbering in the document will go haywire. Therefore it is important to let the non-printing symbols display in order to see the sections breaks.

## 1.7 Heading numbering

- Headings are automatically numbered when using the Heading 1 to Heading 5 styles. The concept of heading numbers are: Heading 2 has two numbers e.g. 1.4; Heading 3 has 3 numbers e.g. 4.2.1; etc.
- **Heading 1 won't print** and is used to indicate the beginning of a new chapter.
- Heading 2 to Heading 5 will print and appear in the Table of Contents.
- If you have a heading that doesn't contain a number, but should appear in the Table of Contents, apply the TOC\_Heading style to that heading.

## 1.8 The different styles in the template

- Show/hide the styles with Ctrl+Shift+Alt+s

Style	Description	Shortcut
Abbreviation	<i>Normal + Indentation hanging 5cm + Line spacing single + Tabs 5cm left</i>	Alt+v
Bibliography	<i>Normal + Alignment left</i>	Alt+r
<b>CaptionBot_TblFig</b>	<i>Normal + Font bold + Indentation hanging 3cm + Alignment left + Spacing (before 3pt, after 30pt)</i>	Alt+c+b
<b>CaptionTop_Tbl_Fig</b>	<i>Normal + Font bold + Indentation hanging 3cm + Alignment left + Spacing before 12pt + Keep with next</i>	Alt+c+t
<b>CHAPTER</b>	<i>Normal + Font (14pt, bold, all caps) + Alignment left + Spacing after 18pt + Keep with next</i>  <i>(Does appear in the TOC)</i>	
Footer (page number)	<i>Normal + Alignment centred + Spacing after 0pt + Line spacing single</i>	
Footnote Reference	<i>Normal + Font 8pt, Superscript</i>	
Footnote Text	<i>Normal + Font 10pt, Indentation hanging 0.75cm + Line spacing single + Tabs 0.75cm left</i>	

<b>Style</b>	<b>Description</b>	<b>Shortcut</b>
<b>HEADING 0</b>	<i>Normal + Font (14pt, bold, all caps) + Alignment left + Spacing after 18pt + Keep with next</i>  <i>(Doesn't appear in the TOC)</i>	Ctrl+Alt+0
<b>1. Heading 1</b>	<i>Normal + Font (bold, hidden) + Alignment left + Indentation hanging 0.76cm + Spacing before 12pt + Keep with next + Tabs 0.76cm left</i>  <i>(won't print)</i>	Ctrl+Alt+1
<b>1.1 Heading 2</b>	<i>Normal + Font bold + Alignment left + Indentation hanging 1.02cm + Spacing before 12pt + Keep with next + Tabs 1.02m left</i>	Ctrl+Alt+2
<b>1.1.1 Heading 3</b>	<i>Normal + Font bold + Alignment left + Indentation hanging 1.27cm + Spacing before 6pt + Keep with next + Tabs 1.27cm left</i>	Ctrl+Alt+3
<b>1.1.1.1 Heading 4</b>	<i>Normal + Font bold + Alignment left + Indentation hanging 1.52cm + Spacing before 6pt + Keep with next + Tabs 1.52cm left</i>	Ctrl+Alt+4
<b>1.1.1.1.1 Heading 5</b>	<i>Normal + Font bold + Alignment left + Indentation hanging 1.78cm + Spacing before 6pt + Keep with next + Tabs 1.78cm left</i>	Ctrl+Alt+5
• List Bullet	<i>Normal + Indentation hanging 0.63cm + Tabs 0.63 cm left</i>	Alt+b+1
• List Bullet Single Spacing	<i>List Bullet + Line spacing single</i>	Alt+b+s
1. List_Number	<i>Normal + Indentation hanging 1cm + Tabs 1cm left</i>	
(a) List_Number_Alfabet_Brackets	<i>Normal + Indentation hanging 1cm + Tabs 1cm left</i>	Alt+a+[
(1) List_Number_Brackets	<i>Normal + Indentation hanging 1cm + Tabs 1cm left</i>	Alt+1+[
(i) List_Number_Roman_Brackets	<i>Normal + Indentation hanging 1cm + Tabs 1cm left</i>	Alt+i+[
Normal	<i>Font Arial 11pt + Alignment justified + Line spacing 1.5 + Spacing after 12pt + Widow/Orphan control + Language English (South Africa).</i>	Ctrl+Shift+n

<b>Style</b>	<b>Description</b>	<b>Shortcut</b>
<b>Normal_Header</b>	<i>Normal + Font bold + Alignment left + Spacing after 3pt + Keep with next</i>	Alt+n+h
<i>Quote</i>	<i>Normal + Font Italic + Line spacing single</i>	Alt+q
Table of Figures	<i>Normal + Indentation (hanging 3, right 1), Alignment left + Spacing before 9pt + Tabs (3cm left, 16.4 right leader ...)</i>	
Table_Body	<i>Normal + Alignment left + Line spacing single + Spacing (before 3pt, after 3pt)</i>	Alt+t+b
<b>Table_Heading</b>	<i>Normal + Font bold + Alignment centre + Line spacing single + Spacing (before 3pt, after 3pt) + Keep with next</i>	Alt+t+h
<b>TOC 1</b>	<i>Normal + Font (bold, all caps) + Indentation (hanging 2.5, right 1), Alignment left + Spacing before 24pt + Tabs (2.5cm left, 16.4cm right, leader ...) (For <b>Heading 1</b>)</i>	
<b>Toc 2</b>	<i>Normal + Bold + Indentation (hanging 2.5, right 1), Alignment left + Spacing before 6pt + Tabs (2.5cm left, 16.4cm right, leader ...) (For <b>Heading 2</b>)</i>	
TOC 3	<i>Normal + Indentation (hanging 2.5, right 1), Alignment left + Tabs (2.5cm left, 16.4cm right, leader ...) (For <b>Heading 3</b>)</i>	
TOC 4	<i>Normal + Indentation (hanging 2.5, right 1), Alignment left + Tabs (2.5cm left, 16.4cm right, leader ...) (For <b>Heading 4</b>)</i>	
TOC 5	<i>Normal + Indentation (hanging 2.5, right 1), Alignment left + Tabs (2.5cm left, 16.4cm right, leader ...) (For <b>Heading 5</b>)</i>	
<b>TOC 8</b>	<i>Normal + Font (bold, all caps) + Indentation (right 1), Alignment left + Spacing after 6pt + Tabs (16.4cm right, leader ...) (For <b>TOC_HEADINGr</b> style)</i>	
<b>TOC 9</b>	<i>Normal + Font (bold, all caps) + Indentation (right 1), Alignment left + Spacing (before 24pt, after 6pt) + Tabs (16.4cm right, leader ...) (For <b>Chapter</b> style)</i>	

Style	Description	Shortcut
<b>TOC_HEADING</b>	<i>Normal + Font (14pt, bold, all caps) + Alignment left + Spacing after 18pt + Keep with next</i>  <i>(Does appear in the TOC)</i>	Ctrl+Alt+t

## 1.9 Inserting tables or figures

2. Insert a new paragraph (formatted with the Normal style).
- (2) Insert the table or figure to the left of the new paragraph mark ¶.
- (3) Use the Table\_Heading and Table\_Body styles to format your tables with.

*Note: If a table should continue on a next page the heading of the table can be set to continue automatically at the top of each page. To do this: Highlight the table row(s) containing the heading > Right click > Click on Table Properties > click on the Row tab > under Options tick the “Repeat as header row at top of each page”.*

*Note: Should you use other styles in the table e.g. List Bullet, format the paragraph with Alignment left + Line spacing single + Spacing (before 3pt, after 3pt).*

### 1.9.1 Inserting Captions for tables or figures

On the **References tab > Insert Caption**.

- After the label (e.g. table/figure) is inserted, type a “:” and press the tab key (on the keyboard) followed by the heading for the table or figure.
- Format the paragraph with the CaptionTop\_Tbl\_Fig or CaptionBot\_Tbl\_Fig styles, depending on the placement of the heading (top or bottom of the table or figure).

*Note: To prevent the figure from appearing at the bottom of a page with the caption at the top of the following page, click on the paragraph mark next to the figure then click on the Home tab > Paragraph > Line and under the Page Breaks tab > tick the “Keep with next” option.*

### 1.9.2 Cross-reference to tables or figures

On the **References tab > Cross-reference**.

*Note: Word inserts the reference as a field that will automatically be updated as indicated in paragraph 1.9.4.*

### 1.9.3 Inserting a Table of Contents, List of Figures or List of Tables

*Note: The Table of Contents, List of Figures or List of Tables have already been added. Should you have deleted them and need to insert them again:*

## Table of Contents

On the **References tab > Table of Contents:**

- Indicate the **Show Levels** of headings to include (e.g. 5 for Heading 5)
- Click on **Options** and add **8** next to the **TOC\_Heading** style and **9** next to the **Chapter** style.
- Click on **OK > OK**.

## List of Figures or List of Tables

On the **References tab > Insert Table of Figures.**

### 1.9.4 Updating the Table of Contents, List of Figures or List of Tables as well as Cross-references

- Select the document by pressing **Ctrl+a**
- Press **F9** on the keyboard.
- Choose **Update Entire Table**. This question will be repeated for the Table of Figures as well.

### 1.10 Using the template for your proposal

*Note: Proposals don't have chapters and therefor need the Heading 1 style to display and print. The template is setup with Heading 1 style being hidden. To unhide the Heading 1 style:*

- (a) In the styles window, right click on **Heading 1 > Modify... > Format > Font...**
- (b) Ensure **Hidden** is **not checked** and click on OK.
- (c) Check the **New documents based on this template option** (if you want all your documents based on this template to be changed).
- (d) Click on **OK**.

**LAST UPDATED: 12 DECEMBER 2014**