



## TEMPLATE USAGE AND INSTRUCTIONS

The thesis template(s) are designed to assist students who want to format their theses using Microsoft Word according to the publication standards and guidelines of California State University, Sacramento, as set forth in the Office of Graduate Studies.

The templates are basic building block documents providing built-in margins, pagination, standard text and text breaks, and styles for the most commonly used features of university theses. Choose the appropriate thesis/project template to best suite your needs; among the choices are:

- Thesis (with copyright page included)
- Project (with copyright page included)
- Special Major Thesis/Project (with copyright page included)
- Collaborative (same department, with copyright page included)
- Collaborative (different department, with copyright page included)
- Dissertation (with copyright page included)

It is assumed that students have basic word processing program and computer usage skills, and have access to a PC computer with a recent version of Microsoft Word installed.

Templates are available for the PC only, (no Macintosh versions available *yet*). The current templates use Microsoft Word 2003, but should be backwards compatible, thereby accessible to earlier versions.

### **Using Your Template:**

After you acquire the appropriate template by downloading from the “Thesis/Project/Dissertation” section of the Office of Graduate Studies web site (<http://www.csus.edu/gradstudies/forms.htm>), open the appropriate thesis template, select the font you want to use, and open this document in Microsoft Word. Use the “Save As” command (from the File menu), and name your thesis/project document on your local hard drive. It is always good practice to number and date each revision as you work on your text, in order to retrieve earlier versions at a later time, if needed.

Click on the ¶ symbol in the Standard Toolbar at the top of the document. This is necessary for viewing the spaces, tabs, and paragraph formatting programmed into the template.

Highlight and delete the *[bracketed and italicized light blue colored text]* throughout the template, as this is simply to provide explanations and/or instructions, and are not intended to be part of the final product. Black text inserted into text form fields like this for example indicates standard wording, and may be replaced with your specific information pertaining to your specific thesis/project/dissertation, by simply replacing the existing text with your own in the gray background fields.