

# A small user guide for PhD template

This template can be used for "click and type/copy and paste.". *You delete what you don't need.*

## First page:

1. Click and write in the fields
2. Under the UiS logo: Select Faculty, Department and Year in the relegation menus (these three cannot be deleted)

## New chapter:

1. Type the new chapter name
2. On the Home tab, **go to the Styles group**
3. Select **Heading 1** for the top level which is the chapter heading
4. Then, the template starts a new page with the chapter header at the top
5. *You can also change the existing header*
6. Otherwise, select subheadings Heading 2, 3...
7. You can also choose *Heading Level 1 without numbering*

## Toc:

1. It is updated manually by right-clicking in it and selecting Refresh entire table
2. Every time you use one of the heading styles, they automatically appear in the table of contents when you update it

## Layout:

1. Normal Style/Body
  - Line Spacing: Multiple 1.15
  - Font size: 12 p.
  - Font: Times New Roman, block-aligned
2. Numbered chapter sections: (1 – 1.1 – 1.1.1)
3. First page: without page numbers, but included in the numbering
4. Footer: Page numbers from page 2 with Roman numerals
  - Page 1 begins on the Introduction page and with an alphanumeric number
5. Header: Edit manually with new or changed header
6. Header: Always remember to click Connect *to Previous* to *disable* connecting to the previous chapter/section

**Good luck!**