

User manual

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

- **Frontpage:**
 - Click and type in the fields
- **New chapter:**
 - Write the new chapter name
 - Go to the Styles group on the **Home** tab
 - Select **Heading 1** for the top level which is chapter heading
 - Then the template will start a new page with the chapter heading at the top
 - *You can also change the existing heading*
 - Otherwise, select subheadings Heading 2, 3...
 - You can also select *Heading level 1 without numbering*
- **Toc:**
 - It is updated manually by right clicking in it and selecting Update entire table
 - Each time you use one of the heading styles level 1-3, they will automatically enter the table of contents when you update it
- **Setup:**
 - Font size: 12 p.
 - Font: Times New Roman, justified
 - Numbered chapter sections: (1 – 1.1 – 1.1.1)
 - Front page: without page number, but included in the numbering
 - Footer: Page number from page ii with Roman numerical numbers
 - Page 1 begins with Introduction and alphanumeric numbers
 - Header: Manually edit with new or changed header
 - Header: Remember always to click on *Link to Previous* to deactivate connection to previous chapter/section

Good luck!