USER GUIDE FOR UNISZA THESIS TEMPLATE

* From Ms Word doc to MS Word Template dotx file:

1. Add developer tab.
   - File → Options → Customize Ribbon → Developer (tick the box) → OK

2. Attach template.
   - Developer → Document template →Attach (Choose template thesis UniSZA file in your PC/laptop) → Open → Automatically update document style (tick the box) → OK

   (Adjust the style to suit your work)

* For new users:

1. Open UniSZA template:
   - UniSZA template file → right click → open

2. Add developer tab.
   - File → Options → Customize Ribbon → Developer (tick the box) → OK

   (Start typing in the template and choose the style to suit your work)

* Please refer these videos for more information.

1. How to set your PC for formatting using template.dotx.
   (https://www.youtube.com/watch?v=rlmI1nn8iV0)
2. Use Word Option, Draft Mode, random word, windows version, office version and backup. (https://www.youtube.com/watch?v=kqO2MyAn1nU)
3. The fundamental ideas formatting using style and template.dotx.
   (https://www.youtube.com/watch?v=VbgTfwJtQAg)
4. The fundamental ideas formatting using style and template.dotx. (Hands on)
   (https://www.youtube.com/watch?v=nxlTwhnCdrY)
5. Attach the .docx and format all.
   (https://www.youtube.com/watch?v=S2ZImE_oEN4)