LOUISIANA TECH UNIVERSITY

Using the Thesis/Dissertation Template – First Steps

1. Right-click on the link and use "Save As" to save the file to your computer.
2. Launch Word, and use the File|Open menu to open the template document (rather than double-click on the file).
3. Go into Word's File|Option menu and select Display.
4. Make sure that the "Hidden text" option is checked, and "Print hidden text" is unchecked.
5. The first page of the template should look as shown on the right below. The red text you see is the "hidden text."

Word Options

| General |
| Display |
| Proofing |
| Save |
| Language |
| Ease of Access |
| Advanced |
| Customize Ribbon |
| Quick Access Toolbar |
| Add-ins |
| Trust Center |

Change how document content is displayed on the screen and when printed.

Page display options

☑ Show white space between pages in Print Layout view ⓘ
☑ Show highlighter marks ⓘ
☑ Show document tooltips on hover

Always show these formatting marks on the screen

☐ Tab characters   →
☐ Spaces   •••
☐ Paragraph marks   ¶
☑ Hidden text   abc
☐ Optional hyphens   ¬
☑ Object anchors   ⚓
☐ Show all formatting marks

Printing options

☑ Print drawings created in Word ⓘ
☐ Print background colors and images
☐ Print document properties
☐ Print hidden text
☐ Update fields before printing
☐ Update linked data before printing

DISSERTATION OR THESIS TITLE LINE ONE

DOCUMENT TITLE LINE TWO

TITLE LINE THREE

by

Author Name and Current Degrees

Fill in information marked by red arrows. The Title, Author, Dissertation and Date fields on this page are used to update fields on the next page.

The title on the second page is still buggy. You may need to reformat it or retype the title to make it appear right. If you delete lines from the title on this page, you will also need to remove corresponding fields on the signature page.

Enter your degree field on page 2 (e.g. Biomedical Engineering, Engineering, CAM).

(See the end of the Abstract for information about preventing this note from printing).