**THESIS TEMPLATE SETUP**

**Do NOT use Word Online/Google Docs/other apps to work on your thesis.
Most of these are “lite” versions of the software and will corrupt your formatting.**

**Apply these settings the first time you work with the template on *any* computer. If you are working in a team, ensure all coauthors apply these settings as well.**Templates are available at [nps.edu/web/thesisprocessing/templates-forms](https://nps.edu/web/thesisprocessing/templates-forms)

**Word 365 and 2019 for Windows (PC):**

**Turn Off AutoFormat MANDATORY**

* From the **File** menu, select ***Options****.*
* From the left column, select ***Proofing****.*
* Click the ***AutoCorrect* *Options***button.
	+ Select the ***AutoFormat As You Type*** tab (left screen shot)
		- Under ***Replace as You Type***, check all options.
		- Under ***Apply as You Type***, uncheck all options.
		- Under ***Automatically as You Type***, uncheck all options.
	+ Select the ***AutoFormat*** tab (right screen shot).
		- Under ***Apply***, uncheck all options. Click *OK*.
		- Under ***Replace*,** check all options. Click *OK.*

 

**Turn Off Keep Track of Formatting MANDATORY**

* Back on the ***Options***menu, select ***Advanced***from the left menu*.*
* Ensure *Keep track of formatting* is unchecked.



**Display the Styles List**

* Select the **Home** tab in the Ribbon.
* In the **Styles** panel, select the small arrow in the bottom-right corner of the panel.
* The template “Styles” list will be displayed on the right side of the document.
* Choose a style from this list to apply that style to an element of the document.

**Word 2016 and earlier: Not supported**

**Word for Mac:**

**Turn Off Auto Formatting Options MANDATORY**

* From the Word menu, select ***Preferences****.*
* Select the ***AutoCorrect*** icon.
* Select the ***AutoFormat as You Type*** tab.
* **Uncheck** all options under ***Replace as you type****.*
* **Check** all options under***Automatically as you type*** (middle section of left screen shot)
* **Uncheck** all options under***Automatically as You Type*** (bottom section of left screen shot)

**Turn Off Keep Track of Formatting MANDATORY**

* From the **Word** menu, select ***Preferences****.*
* Select the ***Edit*** icon.
* Under ***Editing Options****,* uncheck ***Keep track of formatting*** (right screen shot)

 

**Display the Style List**

* The template styles are located at the top, in the Home tab, in the *Styles* pane.
	+ Click ***Styles*** ***Pane***to display the styles
	+ Under ***List*,** select ***Recommended****.*



**File-Naming Convention**

**Use the below file name exactly (heed capitalization) every time you submit a draft to the TPO.**

This ensures the newest file is always displayed on your file-sharing site. Older versions of documents with the same file name are maintained in version control history, accessible by clicking the three dots that appear to the right of the file name.

**YYMon\_LastName\_FirstName**

YY = graduation year
Mon = graduation month

**24Mar\_LastName\_FirstName**

More than one author? Use:

**YYMon\_LastName1\_LastName2\_LastName3**
match order in Python thesis dashboard

**24Mar\_Smith\_Jones\_Young**

**24Mar\_Anderson et al**

SE capstone? Use:
**YYMon\_FirstAuthorLastName et al**

last name of first author (by alphabet) et al

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