

## Steps to Create Your Manuscript (Microsoft Word)

1. Create a completely new Microsoft Word page.
2. Create a number of pages (Page breaks)—Go to Insert—Click on “Page Break” any number of times (10-20). You need to estimate how many pages you may need for the Front Matter. Please consult the [Examples of Front Matter](#). Review the example to decide on the number of pages in the Front Matter.
3. In order to be able to create page numbers for the Front Matter (lower case Roman numerals) and Body of Research (Arabic numerals), pick the halfway placement of the pages to set the section break. Place the cursor on the page in which the section break will be set at the beginning of that page.
4. Set the section break: Go to Page Layout—Click on Breaks—Click on Section Break (Next page). Do NOT use the continuous section break.
5. At this point, you want to set the lower case Roman numeral page numbers for the Front Matter. Go to the first page of the file and place the cursor at the first page. Go to Insert move to the right and click on Page Number. You will need to pick the location placement of your page numbers. You need to pick either upper right hand corner or bottom center. Once the location is set and make sure your cursor is still at the first page of the file. You should be able to go back to Insert—Page Number. Scroll down to Format Page Numbers and click to show the window box. At this time, click on the arrow and select the “i,ii,iii,iv”-lower case Roman numerals which will be highlighted in gray. Move down to the page numbering section and select the start at: type in “i”. Click on the “OK” button.
6. The previous step should have incorporated the lower case roman numbers for the Front Matter. You will see that at the transition page where the section break was set for the Body of Research that an Arabic number is in place instead of the lower case number. Example: I,ii,ii,vi,v,vi,vii,viii,ix,x,11,12,13.
7. The first page of the Body of Research should start as page 1. You will need to reset the page numbers for the Body of Research. Place the cursor on this page of the Body of Research and right- click the mouse. Select Format Page Numbers...and click on Start. Reset the number to 1 and click on “OK” button.
8. At this point, this is the file that can now be formatted to become the full thesis or dissertation file. You will now continue with the format criteria for margins, line spacing, fonts, and all other style (APA, MLA, or Chicago) criteria that you can confirm with your committee chair if necessary.
9. You can create the two template pages (Approval page and the Title page) which can be copy/pasted to the p.i and p.ii of the Front Matter. Please consult the [Examples of Front Matter for Thesis or Dissertation](#) to decide how the Front Matter pages will be generated –Approval page, Title page, Dedication page(optional), Acknowledgement page(optional), Abstract page, Table of Contents, List of Tables(optional), List of Figures(optional).
10. For Microsoft Word to copy/paste the Template pages, follow the next instructions. To Save the template page to your laptop/computer, go to “Review” (Ribbon) and click on “Review” icon. Move to the far right side and click Restrict Editing. Look down the right side to the bottom area and click Stop Protection. This will allow you to complete the template page and save it to your computer.
11. With the document file, you will want to copy/paste your Template pages (Approval page and Title page), Abstract page, Table of Contents to the Front Matter section. You can copy/paste individual files (Introduction or Chapter 1, Chapter 2,...) to the

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Body of Research section. You want to complete all your edit/revisions within this file. When you paste the documents to the full thesis or dissertation file, use the Paste Special option and then the Picture option to move the selected text to your thesis or dissertation file.

12. Most important, please backup your thesis or dissertation file to a USB stick or external hard drive. Be sure to save this file to multiple places so when you have a final thesis or dissertation file, you will be ready to convert this file to a PDF for final submission to the electronic digital repositories to meet the final degree requirement for your degree program.