

## **TRB PAPER STYLES AND TEMPLATES**

**For use with Word 97 (and above)**

### **DOWNLOADING STYLE FILES AND TEMPLATES**

**NOTE:** The following descriptions presume the mouse is set for right-handed use (i.e., the left mouse button is under the forefinger and the right mouse button is under the middle finger). Users who have converted the mouse for left-handed use should reverse the described click instructions.

1. Click the left mouse button on the appropriate link to initiate the download process. Depending on your browser setup, it may be necessary to click the link with the right mouse button to display a popup menu. If you use this procedure, select **Save Target As** (or **Save Link As**) and go to step 3 below.
2. Select download.
3. Save to a temporary directory on your computer's hard drive.

**NOTE:** It may be necessary to create a temporary directory for this purpose, or you can use the defaults provided by your browser. The objective of this step is to store the file(s) to a temporary location to avoid any problems downloading from the Internet.

4. Using File Manager or Explorer, go to the directory where your word processor stores style files and templates; create a subdirectory called **\TRB**. Copy the style file or template from the temporary directory to this new subdirectory.

**NOTE:** Some word processors change the default subdirectory structure from version to version. The following locations presume your word processor was installed as part of an office package. If not, search for the **\template** or **\templates** subdirectory on your local drive to find the appropriate spot to create **\TRB**.

- Word 97 - **\Program Files\Microsoft Office\Templates\**

- a. Download Word 97 US Template (trb02us.dot) and Sample doc (trb02us.doc) , or**
- b. Download Word 97 ISO Template (trb02a4.dot) and Sample doc (trb02a4.doc)**

### **USING STYLES AND TEMPLATES**

#### **Document Defaults**

***NOTE:** Margin settings have been changed. New margins are one-inch all around, with 6.5x9 internal. International authors using the A4 template use 2.5cm top, left and right, with 3.2cm at bottom.*

1. Open a new file in the default word processor template.
2. After opening a new file in the default word processor template, the page size should be automatically set appropriately to US Letter (8.5 x 11 inches) or A4 for ISO A4 paper.
3. Using the template should automatically set the margins to one-inch all around (for US) ,

with an internal dimension of 6.5 X 9 inches. Users outside the United States who use A4 template should have the margins set to 2.5 top, left, and right, with bottom margin of 3.2, leaving a text area of approximately 16.51 x 22.86 cm (so PDF conversions of A4 submittals print easily on US print).

***NOTE: Do not select multiple columns; all papers should be submitted with text and graphics in single-column format.***

## **Fonts**

Although many different fonts may be used for text, TRB prefers that authors use the following TrueType fonts as defaults:

- Times New Roman (10 pt size)
- Arial (10 pt size)
- Courier New (10 pt size)

Adobe PostScript font equivalents may be substituted.

## **Available Styles**

You may retain any existing document templates and styles that you have developed for tables, figures, equations, and so forth. However, you should ensure that you have properly identified the symbols for bulleted lists and numbered lists. The styles provided in the files available for downloading can be used for the following document elements:

1. Title
2. Byline (author info)
3. Abstract
4. Heading1
5. Heading2
6. Heading3
7. Body Text
8. Body Text Indent
9. Body Text Run-in (for use with Heading 4 and Heading 5)
10. List Bullet
11. List Number

Not all styles are provided where individual style characteristics might cause problems with your existing environment. These styles may be retrieved into a new blank document and used for creating your paper. They also may be retrieved into your existing document and then manually applied to your paper. If you have already defined styles within your paper, the styles in the downloadable files can easily replace your existing styles. Consult your Word documentation and Help files for additional details on applying styles and templates.

## APPLYING STYLES AND TEMPLATES

If you are applying styles to an existing paper, **save a copy of your paper using a different filename** before you apply these styles and templates. Then apply the styles to this second file rather than the original file. Theoretically, applying styles (and converting them from previous settings) should not cause problems with your paper. Odd things sometimes happen with technology, however, so be cautious.

### Word 97 (and above)

1. **Open** a new blank file or your existing paper.
2. Click the **Tools** menu to reveal a dropdown list. Select **Templates and Add-Ins**.
3. From the **Templates and Add-Ins** window, click the **Attach** button.
4. From the **Attach Template** window, go to the \TRB subdirectory where you previously stored the template file.
5. Select (highlight) the template file and click the **Open** button to return to the **Templates and Add-Ins** window.
6. Place a check in the box to **Automatically update document styles**.

NOTE: The selected template file should be displayed (with the full directory path) in the document template field directly above the checkbox. If not, repeat the two previous steps to attach the correct template file.

7. Click the **OK** button at the bottom of the **Templates and Add-Ins** window to retrieve the template and return to the document screen.
8. Click the style selection dropdown list to reveal the additional styles from the TRB template integrated with your default styles. Apply these styles to the appropriate structural elements of your paper using the following methods.
9. To apply new styles to your paper automatically:
  - From the **Format** dropdown menu, click the **AutoFormat...** option to open the **AutoFormat** window.
  - Click the **Options** button to reveal the **AutoCorrect** window
  - Select the **AutoFormat** tab and confirm that the **Headings**, **Lists**, **Bulleted lists**, and **Other paragraphs** boxes are checked. Make sure that the **Preserve Styles** checkbox is NOT checked.
  - Click **OK** twice (once in both windows) to convert your paper. Review your paper to ensure proper conversion, paying special attention to Captions and References, which may require manual style conversion (see manual tagging described below).
10. Apply styles manually by highlighting a structural element (heading, text, etc.) and then selecting the appropriate style from the dropdown list at the top of the menu directly under the **File** option.