


“HNU-ThesisTemp.doc” is fully automated template. If you want to complete your thesis in an easy manner, strictly follow the following guide lines:

1. The template file is organized as a set of odd sections; this means that every section has different odd and even pages (different header/footer and margin orientation). To show sections structure, press  mark in MS-Word.
2. Use the file directly, by replacing the contents of the current chapters. To add new chapter, you must add new odd section (insert section break >odd section). Make sure to add new section after one of the existing chapters to inherit its formats. In other words, don't insert a new section before Chapter 1.
3. To force new page within the same chapter don't use many (Enter)'s, but use (insert page break). Similarly, don't use Enter's to adjust the space between paragraphs or headers, the template do it automatically.
4. To format chapter's title, headers and paragraphs, use the appropriate style from the style list (don't format manually). This point is vital because some styles have other hidden features (e.g. headers) which will help you to create the table of contents automatically
5. Use insert figure/table captions to add numbers to figures/tables (don't number it manually) this will help you to create list of figures/tables automatically.
6. Use “insert>reference>caption” to mention a figure/table within a paragraph, this will help update such reference in case of any figure/table insertion/deletion.
7. Use “[EndNote program](#)” with the attached (style file) to insert references. EndNote will automatically format/number/renumber your citations. In addition it will create and format bibliography section in the right position. (don't kill yourself by adding references manually). Endnote tutorial: [English](#), [Arabic](#).
8. Use “[MathType program](#)” with the attached (equation style file) to modify equations automatically, and remember to insert section/chapter break from the MathType menu at the beginning of each chapter that has equations. (Note: MathType section break is different from MS-Word section break mentioned in point 2)
9. After finishing all chapters, don't forget to move to table of contents, and list of figures/tables, then right click and make update.
10. At printing time, it's better to print to PDF first (to reserve the file format). You will notice that the output will automatically adjust different margins for odd/even pages, and will add extra space to the left for binding. In addition, you will notice some extra white pages, because this file prepared to force every chapter to start in an odd page (to the right). In sum, this file knows exactly your output, send the PDF to be printed in a double side, and ask the printing boy not to edit (or remove white pages) from the PDF at printing time.

Few hours are enough to put your thesis in the right format, and be able to modify it later in a few seconds. Don't waste your time, Good Luck.

Sincerely,

Ahmed Sallam, May 2013