

**Mississippi State University  
Mitchell Memorial Library  
Office of These and Dissertation Format Review**

## Mac Users

- Extra styles- Mac's version of Word has an excess of styles to choose from. Only use the styles found at the top of the box.
- Broken QuickParts- If you are having issues using your Quickparts or the formatting is wrong, you may need to over lay the template. Follow these steps to over lay the template.
  1. Move the template you downloaded from the Library website or you got from a Committee Member to your desktop. That will make it easier to find.
  2. Go to "Tools"
  3. Click on "Templates and Add-Ins"
  4. [https://www.youtube.com/watch?v=ui\\_qUH1RmQI&feature=youtu.be](https://www.youtube.com/watch?v=ui_qUH1RmQI&feature=youtu.be)  
You can find the rest of the instructions using the video above.
- QuickParts- If F3 is not working, try using Fn+F3 to make your QuickParts work.
- If you want to lock the Fn key so all you have to do is press F3 to use the QuickParts, follow these instructions.
  1. Choose "System Preferences" from the Apple menu
  2. Click "Keyboard"
  3. Click the Keyboard Tab if it is not already highlighted
  4. Select "Use all F1, F3, etc. keys as standard function keys"
- To reveal "Hidden Text"-
  1. Go to "Word" in the top left corner.
  2. Click "Word"
  3. Click "Preferences"
  4. Click "View"
  5. Check the box next to "Hidden Text"
- Drop down boxes not working?
  1. Are you working with Word 2011 for Mac?
    - a.If you are, you have access to a free copy of the newest version via MSU's ITS website.
- Mac users must fix their own Quickparts. It does not work if they send the file to us and we fix it.
- If some Quickparts are not working and you've overlaid the template, these are the steps to follow to insert what you need into your paper.
  1. Go to "Tools"
  2. Select "AutoCorrect"
  3. Select "AutoText"
  4. Make sure in the "Look in" section you have the correct template selected.
  5. Scroll or search for the Quickpart you need.
  6. Highlight that Quickpart.
  7. Click "Insert".
- Appendix Table Title portions missing. Can Manually type in information and style as a Regular Table Title but delete the automatic table numbering.

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- When inserting the code for the words “Chapter” and “Appendix”, doesn’t always work. Why?
- How to delete a Section Break.
  1. Click the “Home” Tab
  2. Click “Show all nonprinting characters”
  3. Click the section break to select it and then press “Delete” or Fn + Backspace.
- Display Hidden Text
  1. Click “Word” in the top left corner
  2. Click “Preferences”
  3. Click “View”
  4. Click “Hidden Text” to make codes appear.

Video Tutorials are available on the Mississippi State University Libraries Youtube channel.

- Thesis and Dissertation Playlist: <https://youtu.be/2mr4fiGCVsM>

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