



Office of Thesis and Dissertation Format Review

Mac Users

- Mac Common Issues – Use the following link to view the Mac Common Issues tutorial video:
<https://www.youtube.com/watch?v=sTV98ZjPHGE&list=PLA99Qpi7m4G5uzzfdFCCPfgAdGOAL92qw&index=8>
- Extra Styles – Mac's version of Word has an excess of styles to choose from. After opening the Styles Pane, in the List drop down box, select "In current document" to use the styles for your template.
- Broken AutoText – If you are having issues with using your AutoText commands or the formatting is wrong, you may need to overlay the template. Follow these steps to overlay the template.
 - Move the template you downloaded to your desktop. This will make it easier to find.
 - You have 2 options in Word for Mac to overlay the template:
 - Go to "Tools" in your Apple Menu at the top.
 - Click on "Templates and Add-Ins"
 - Or Select "Developer" in the Word Menu bar. (To add the "Developer" tab to the Word Menu Bar, Go to "Word" in your Apple Menu > Preferences > Ribbon & Tool Bar > in the Main Tabs column on the right Select the "Developer" box. Click Save.)
 - Select "Word Add-ins"
 - Attach your template from where you saved it.
 - Click Automatically update document styles.
 - Use the following link to access the Mac Restoring QuickParts tutorial video:
https://www.youtube.com/watch?v=ABu0_lujVJE&list=PLA99Qpi7m4G5uzzfdFCCPfgAdGOAL92qw&index=7
- Use AutoText commands (New chapter, New table, Equation number, etc.)
 - Go to "Insert" in your Apple Menu at the top.
 - Select "AutoText"
 - Select the next "AutoText"
 - A new "AutoCorrect" window will appear.
 - Make sure in the "Look In" section you have the correct template selected.
 - Scroll or search for the AutoText you need.
 - Highlight that AutoText
 - Click "Insert"



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- Update Fields for:
 - Table of Contents, List of Tables, List of Figures, List of Schemes or Pages in Study on the abstract page:
 - Right click till field highlights. Place cursor to the left of all text. Press Fn+F9 or F9 (depending on what your Function settings are).
- Drop Down Boxes Not Working on Title page or Abstract?
 - Make sure you are using the most up to date version of Word for Mac.
 - MSU's ITS website makes Microsoft Office available for free to students, faculty and staff:
<https://servicedesk.msstate.edu/TDClient/45/Portal/Requests/ServiceCatalog?CategoryID=1091>
- Click the Paragraph Marker (¶) to:
 - See paragraph markers, hidden text, spaces, returns, soft returns, & page breaks.
 - If there is a feature not working when you click the Paragraph Marker (¶)...
 - Click "Word" in the Apple menu
 - Click "Preferences"
 - Click "View"
 - Click "All" to make all features appear or select the ones you want.
- Delete a Page Break:
 - Turn on Paragraph Marker (¶) so you can see the Page Break.
 - Place your cursor to the left of the Page Break.
 - If your "Delete" button on your keyboard removes the character to the left, then press Control + D or Fn + Delete to delete the Page Break. If your "Delete" button removes the character to the right, just press the delete button to delete the Page Break.
 - Use Control +D or Fn + Delete to delete anything to the right of your cursor.

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