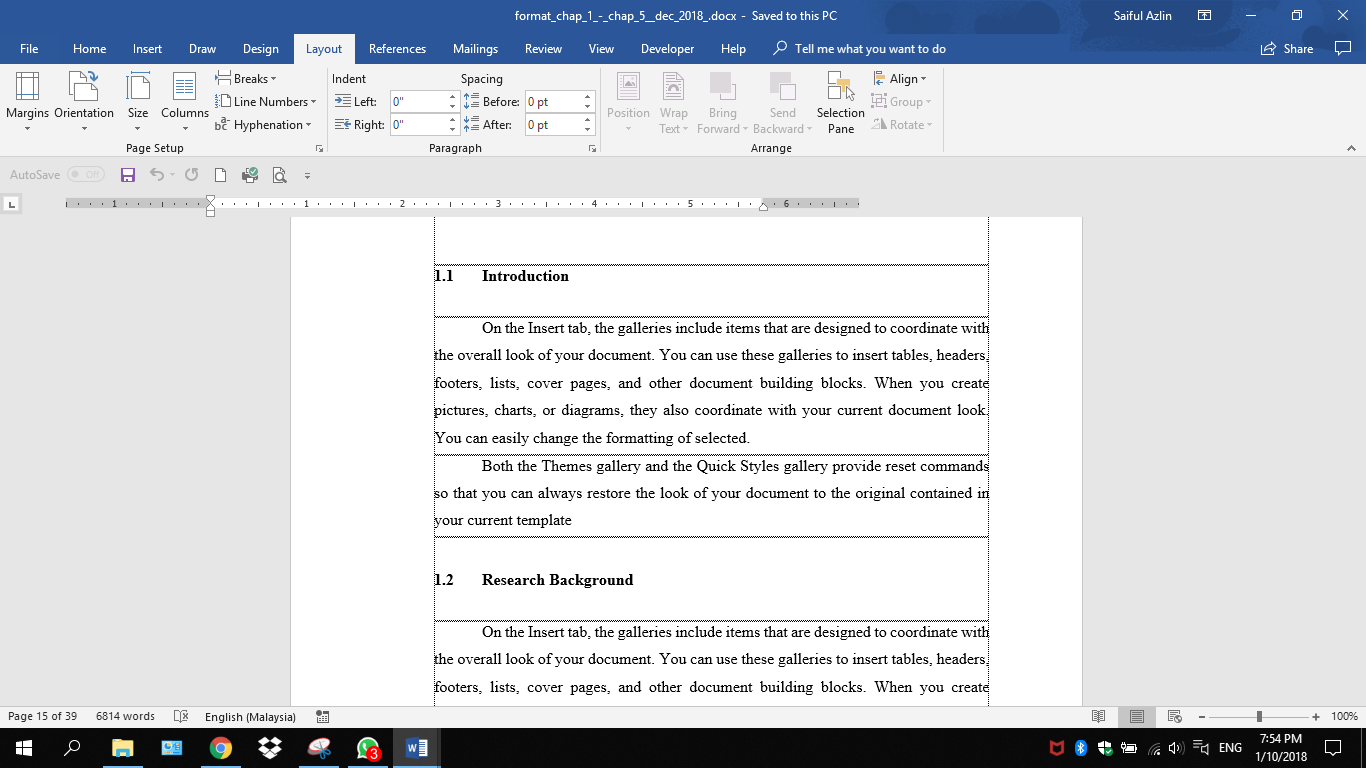
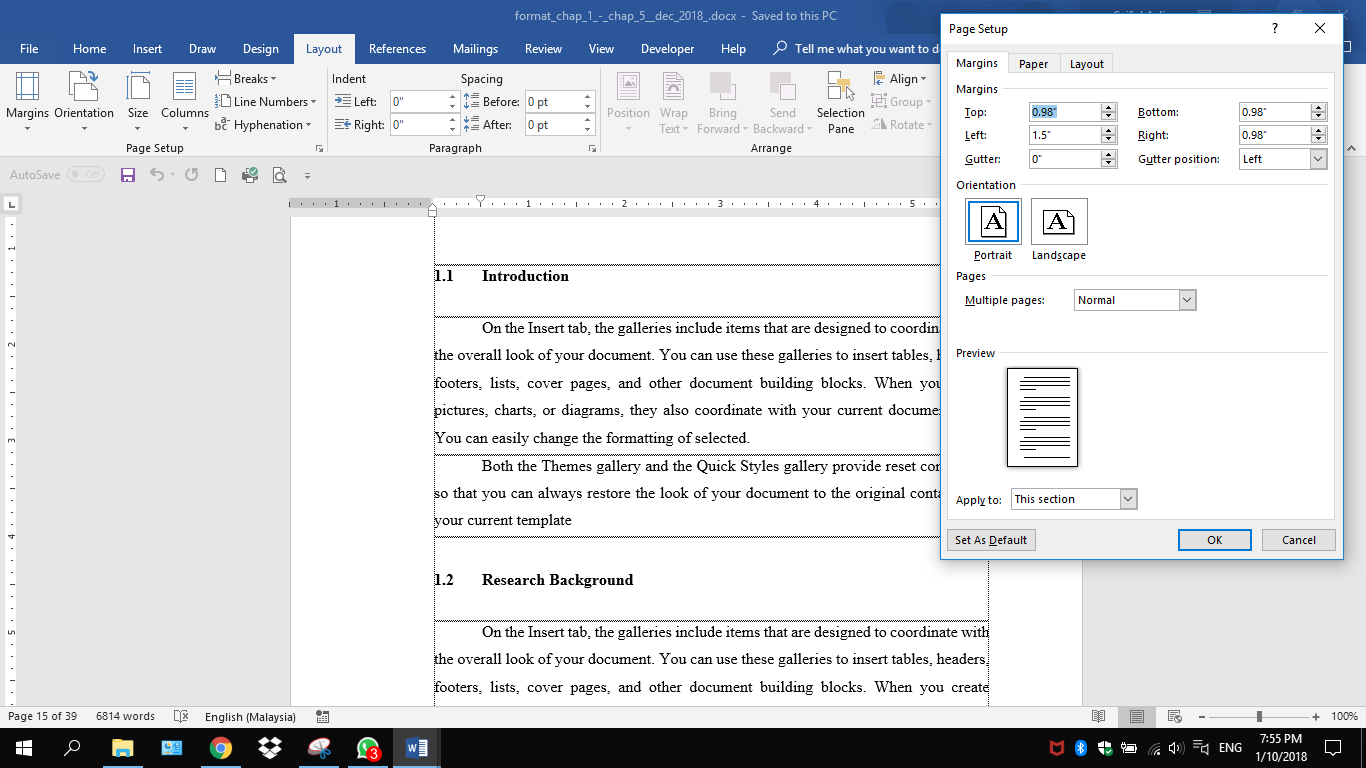
FORMATTING MARGIN

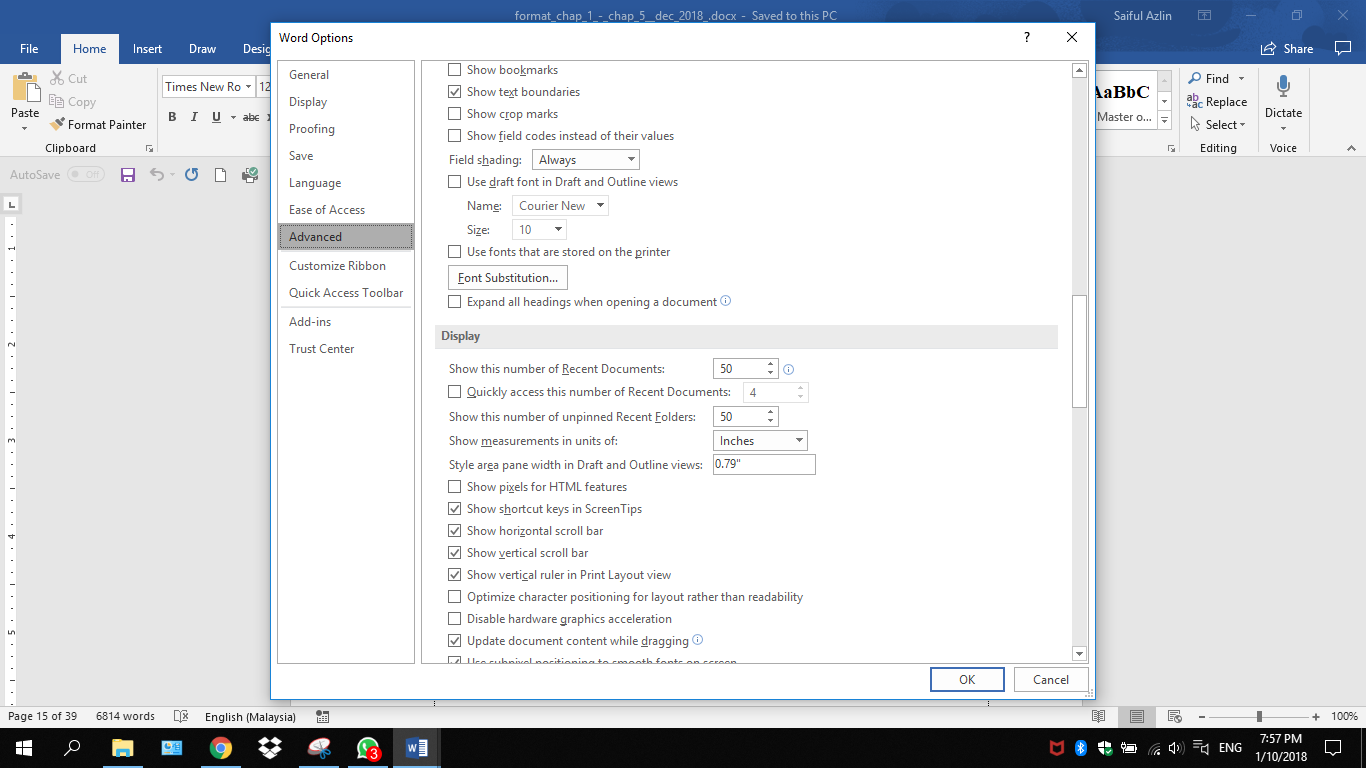
Find Layout & click arrow at bottom right corner of Page Setup



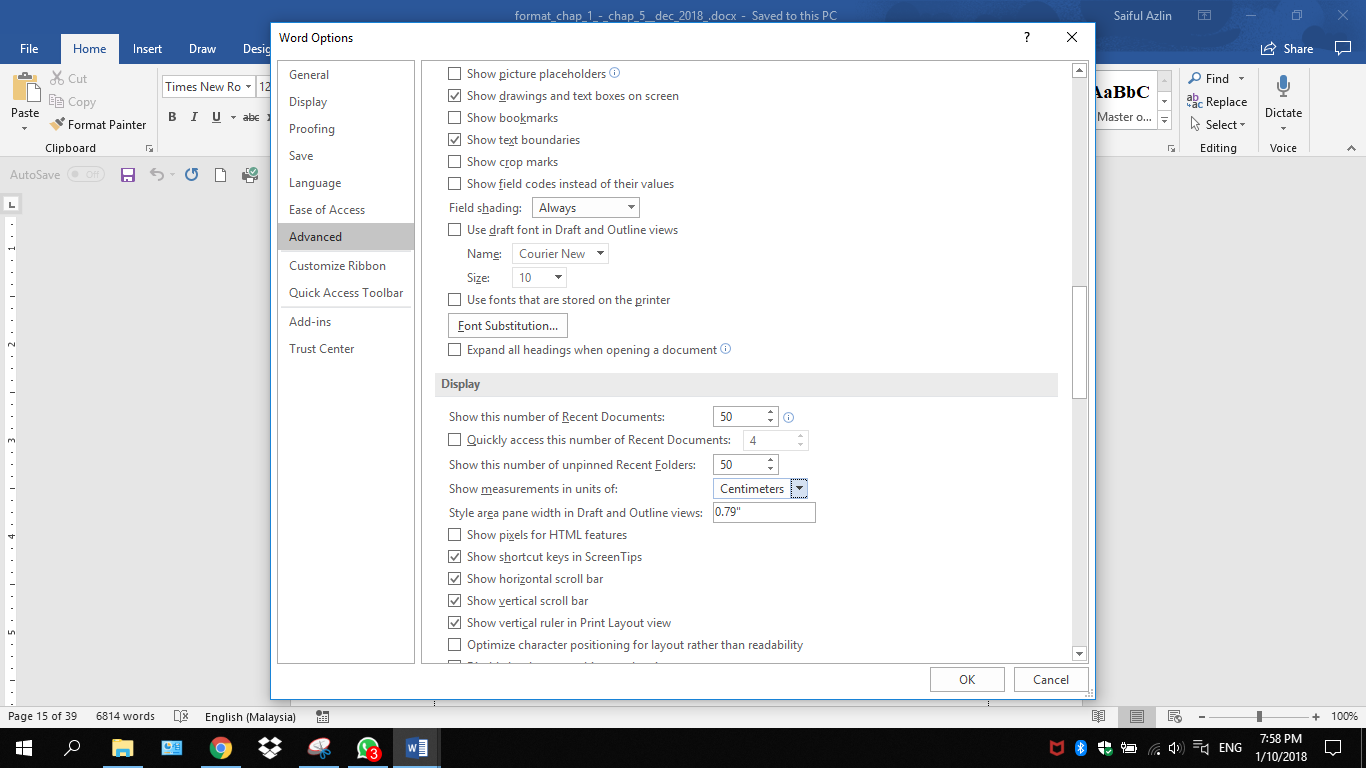
If in inches

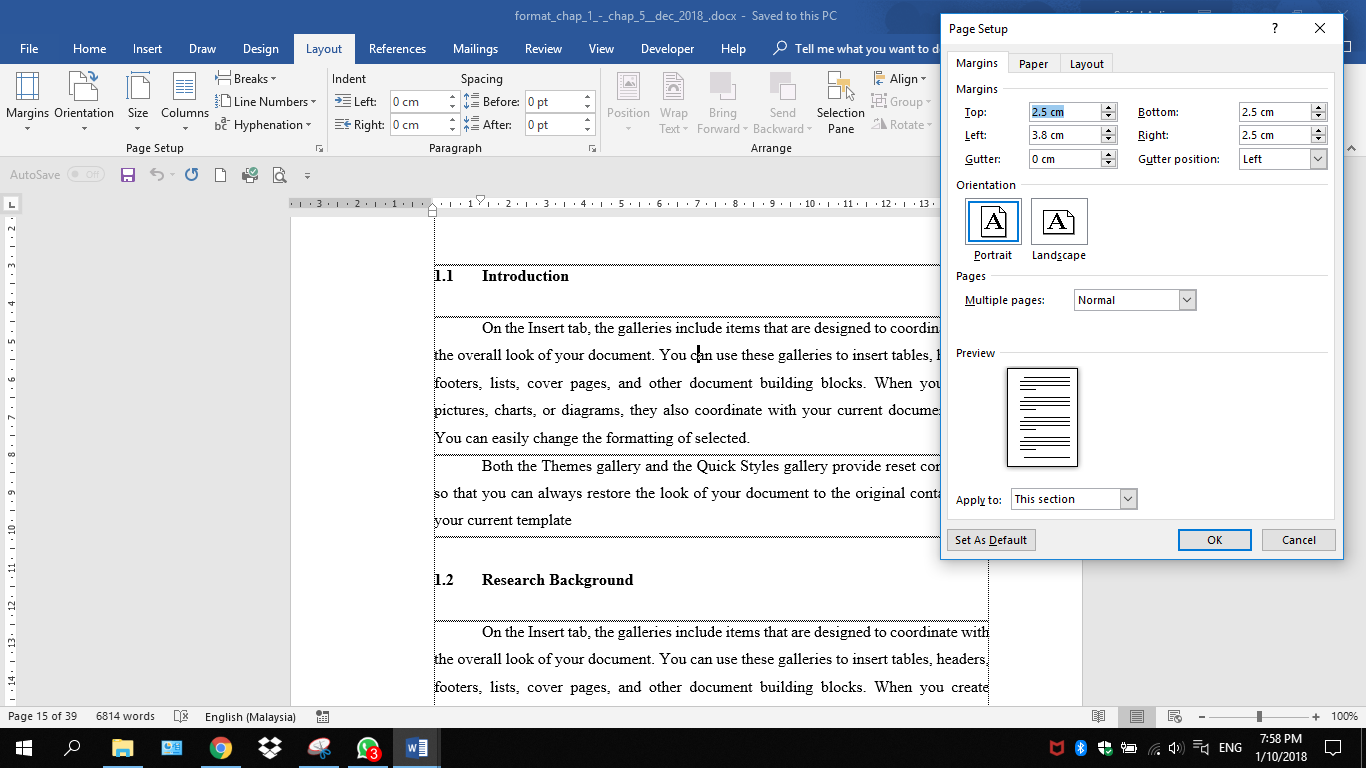


May check whether your margin was set up by inches or centimeters



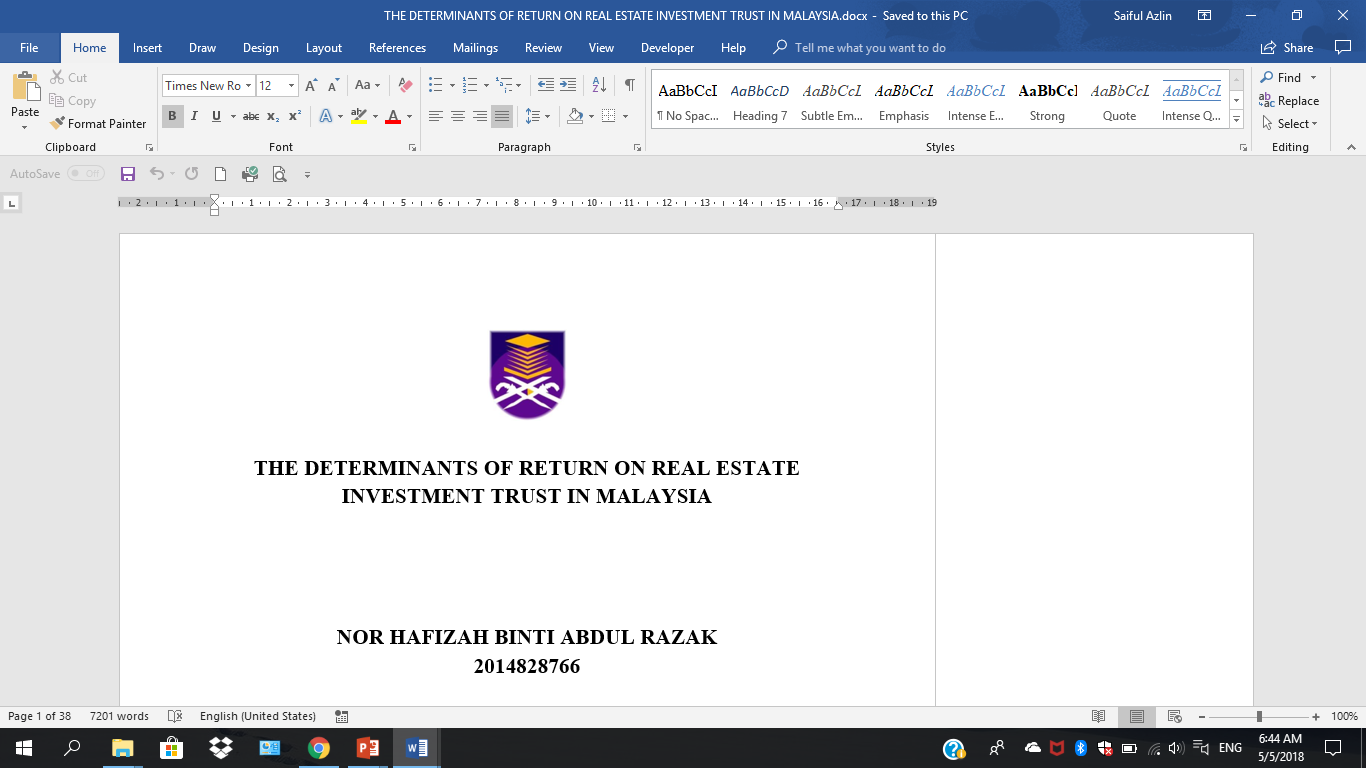
If in centimeters



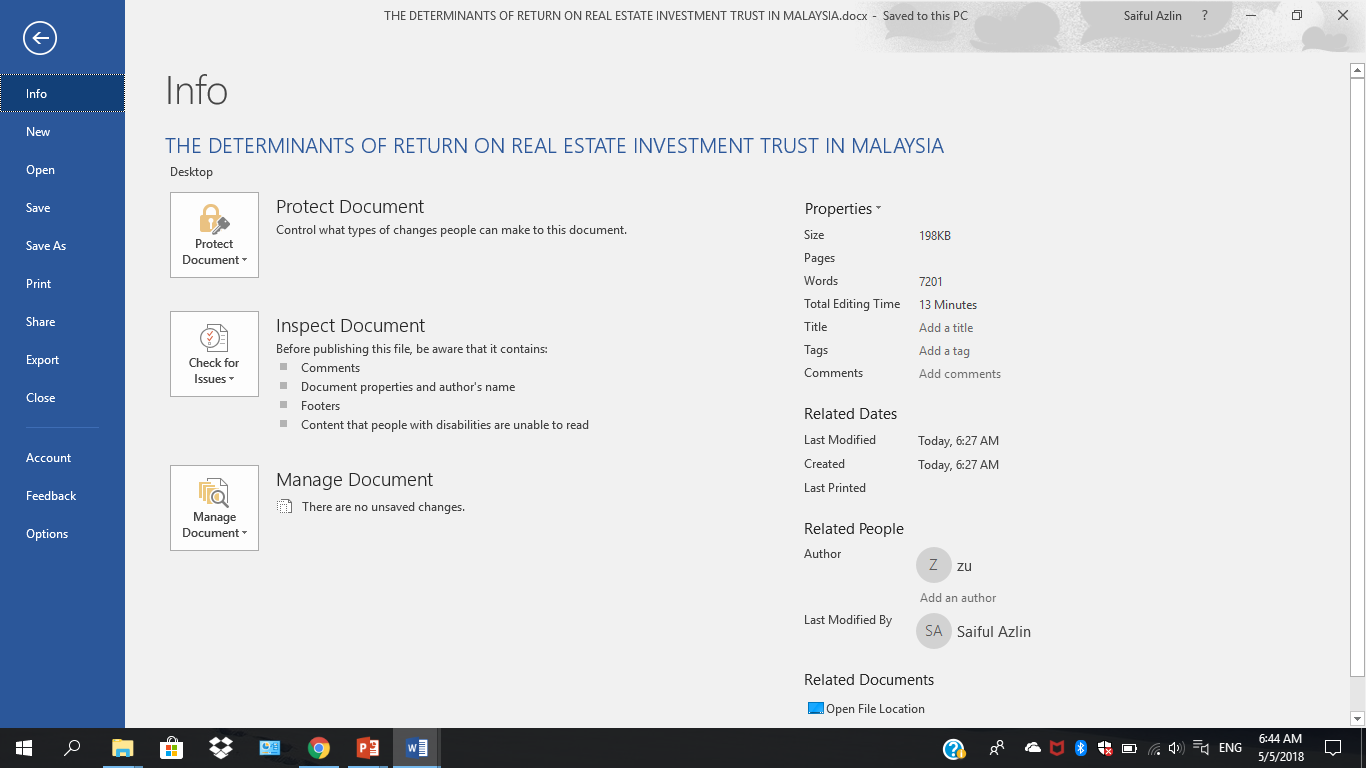


FORMATTING STYLE WITHIN PARAGRAPH

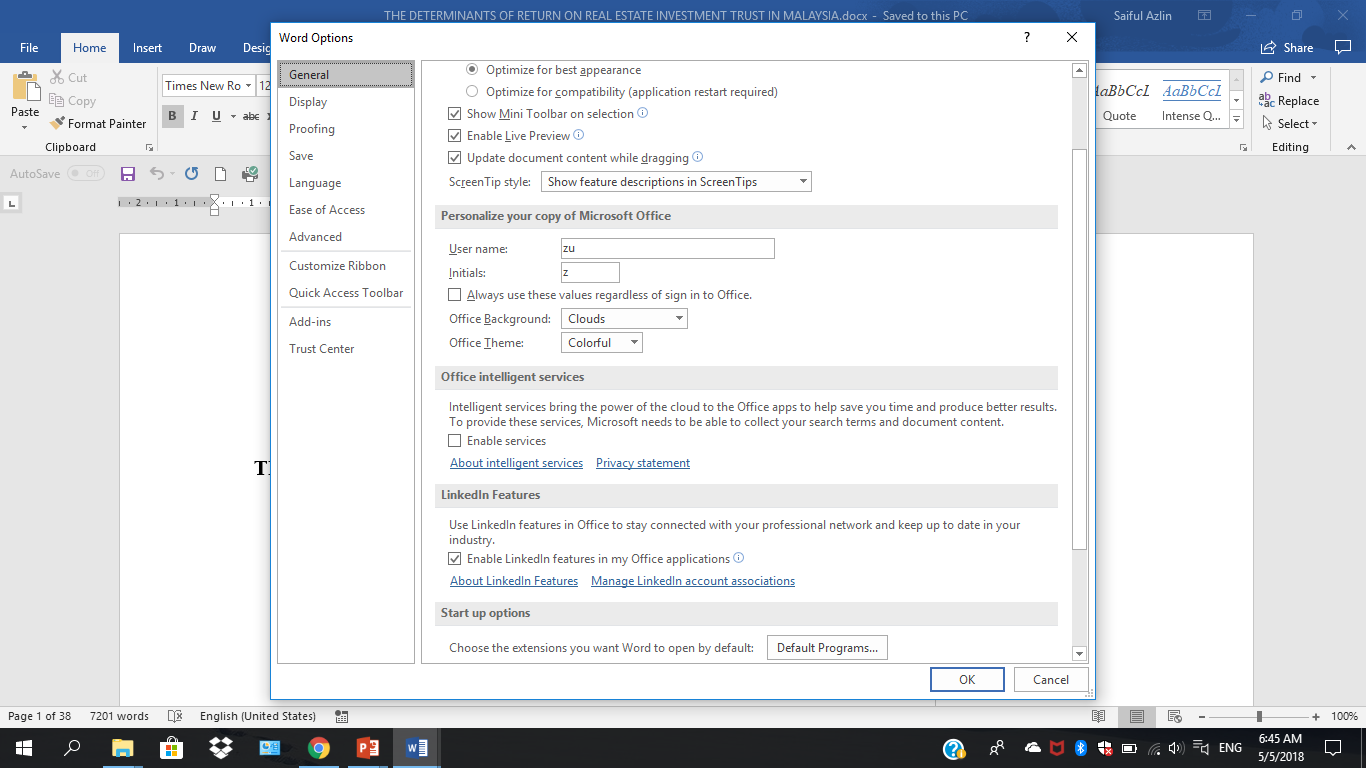
Open Word document & click File



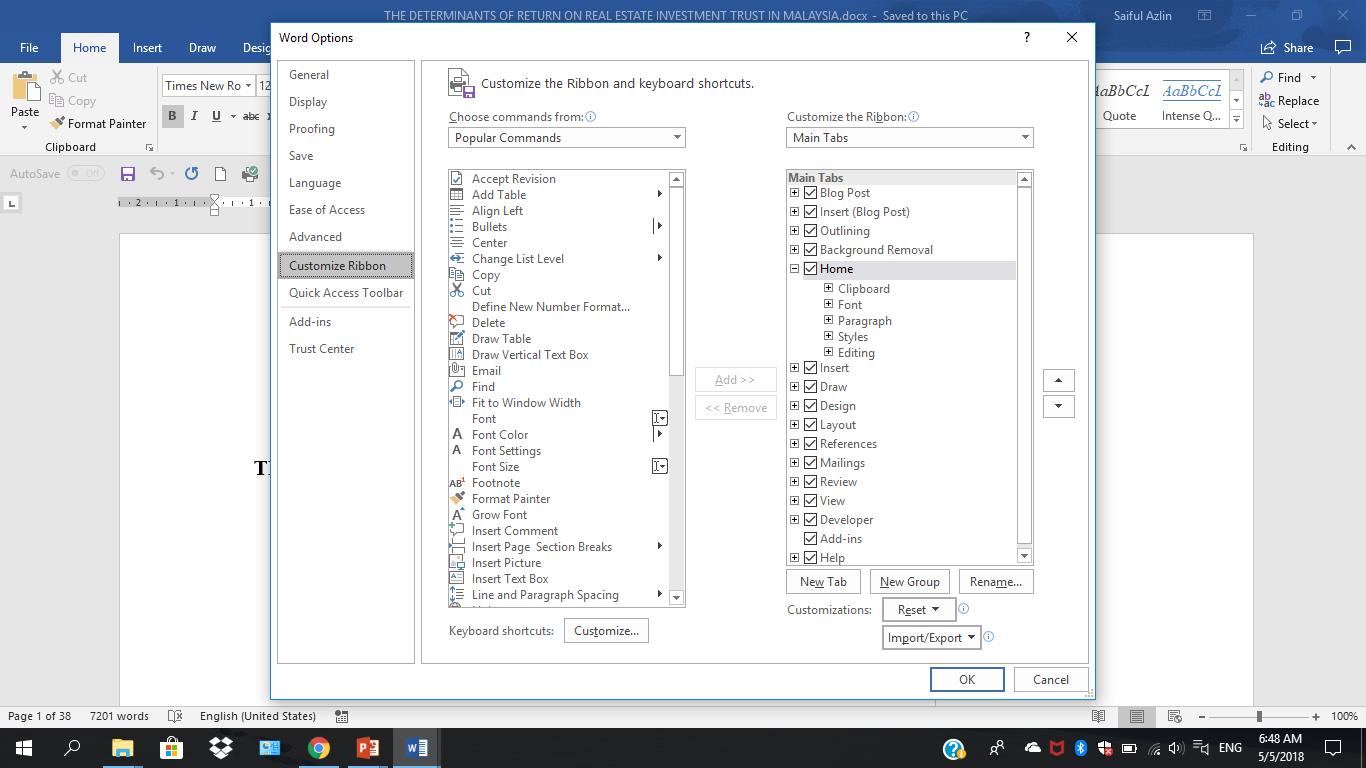
Click Options



Word Options

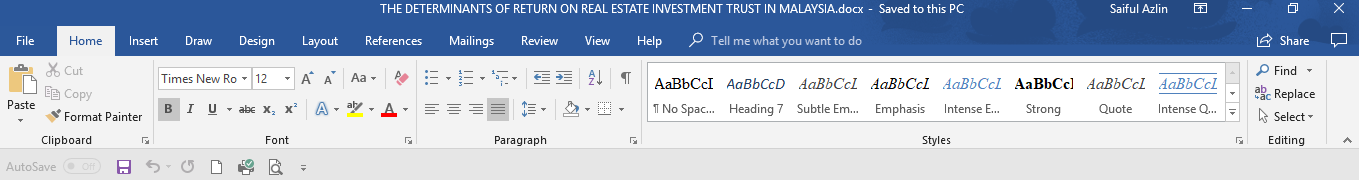


Choose Customize Ribbon

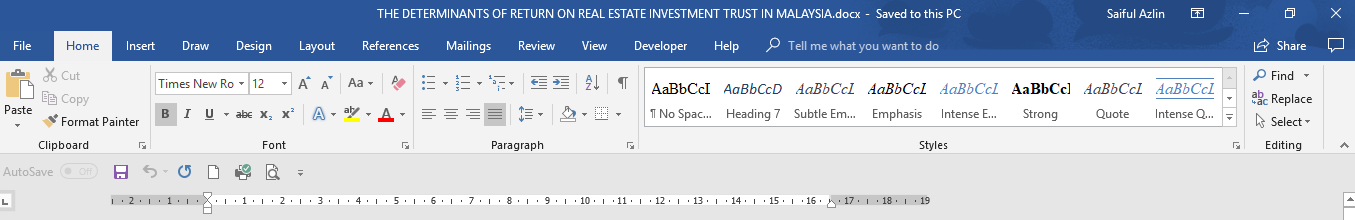


Tick Developer

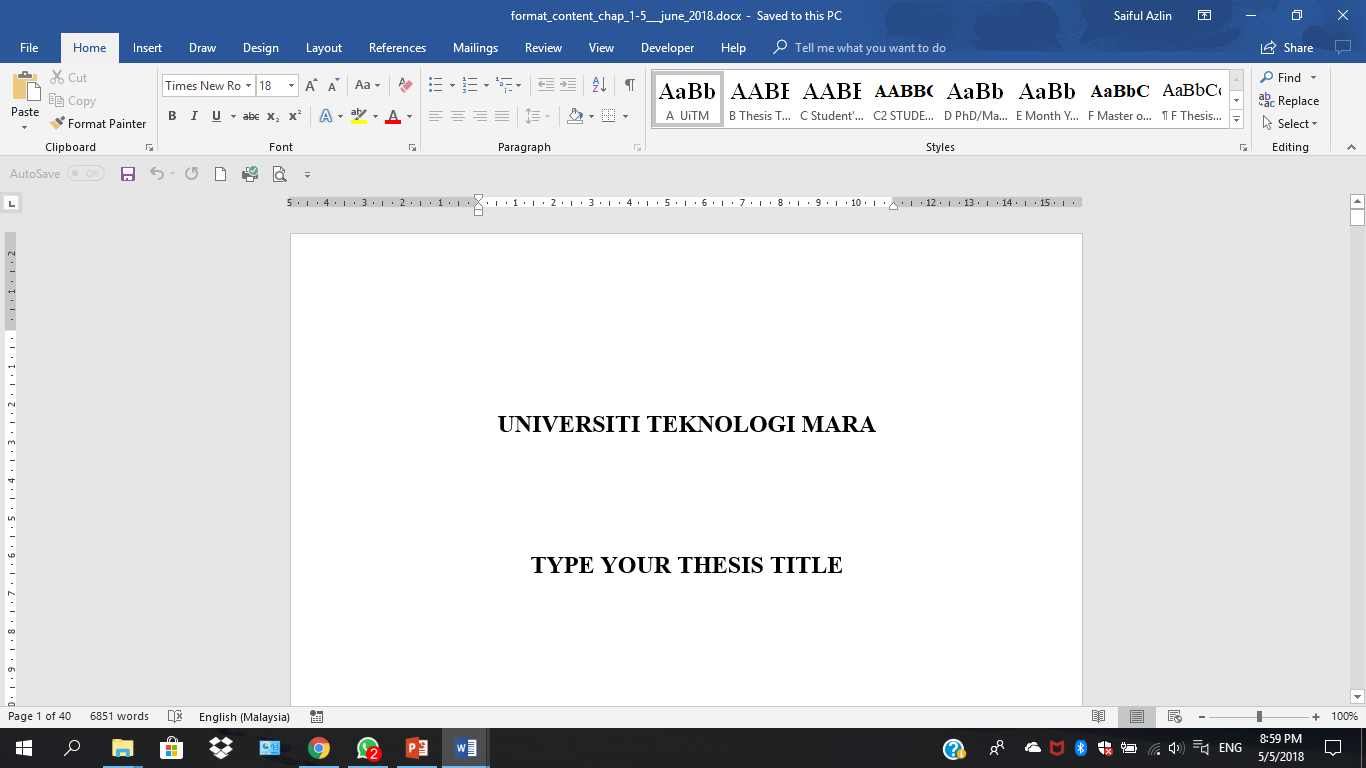
Without Developer



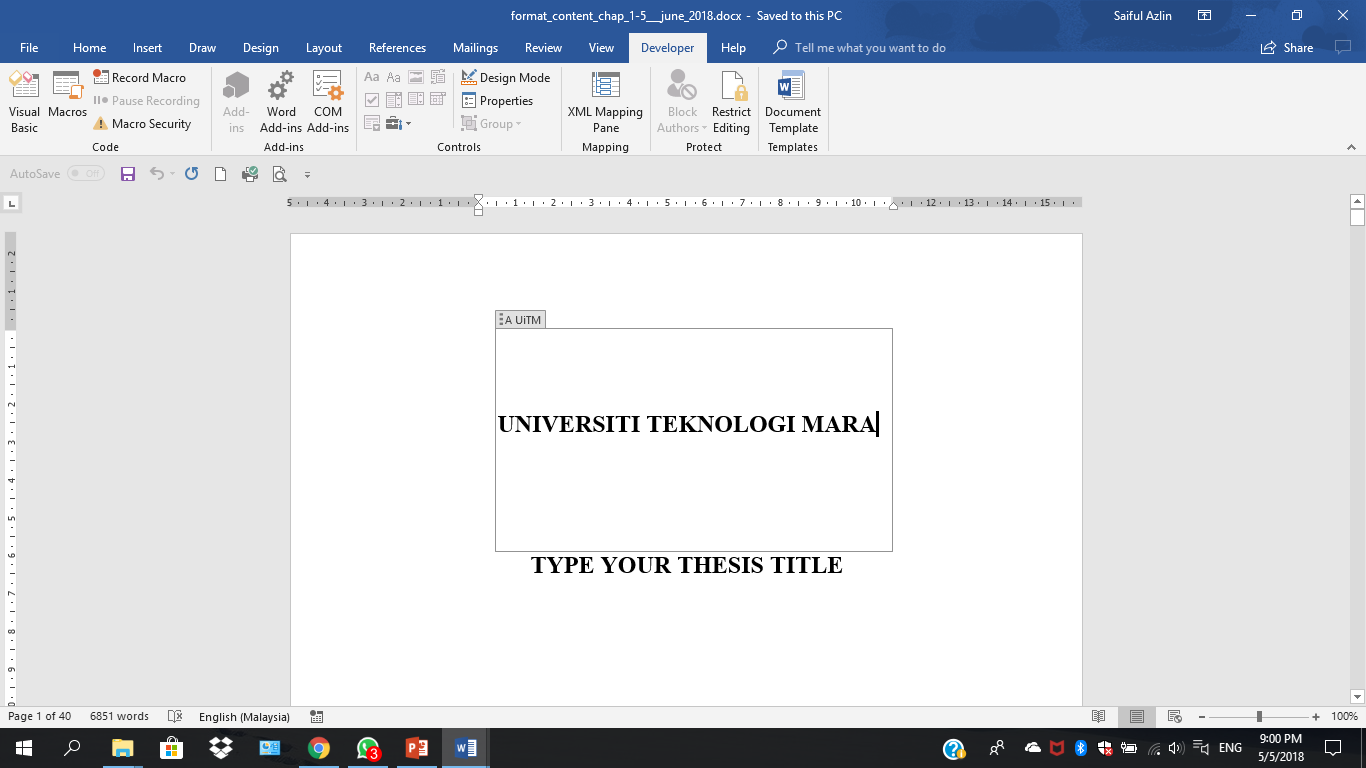
With Developer



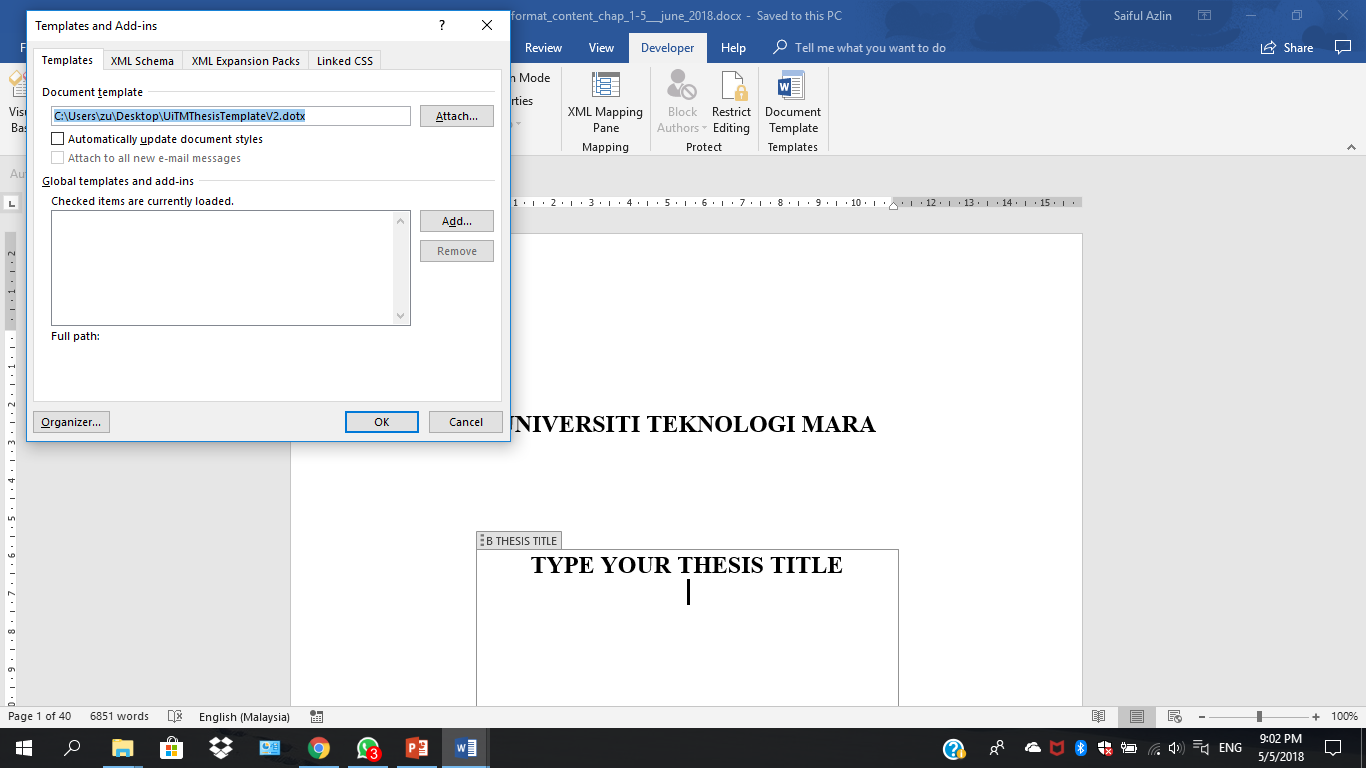
Open your document



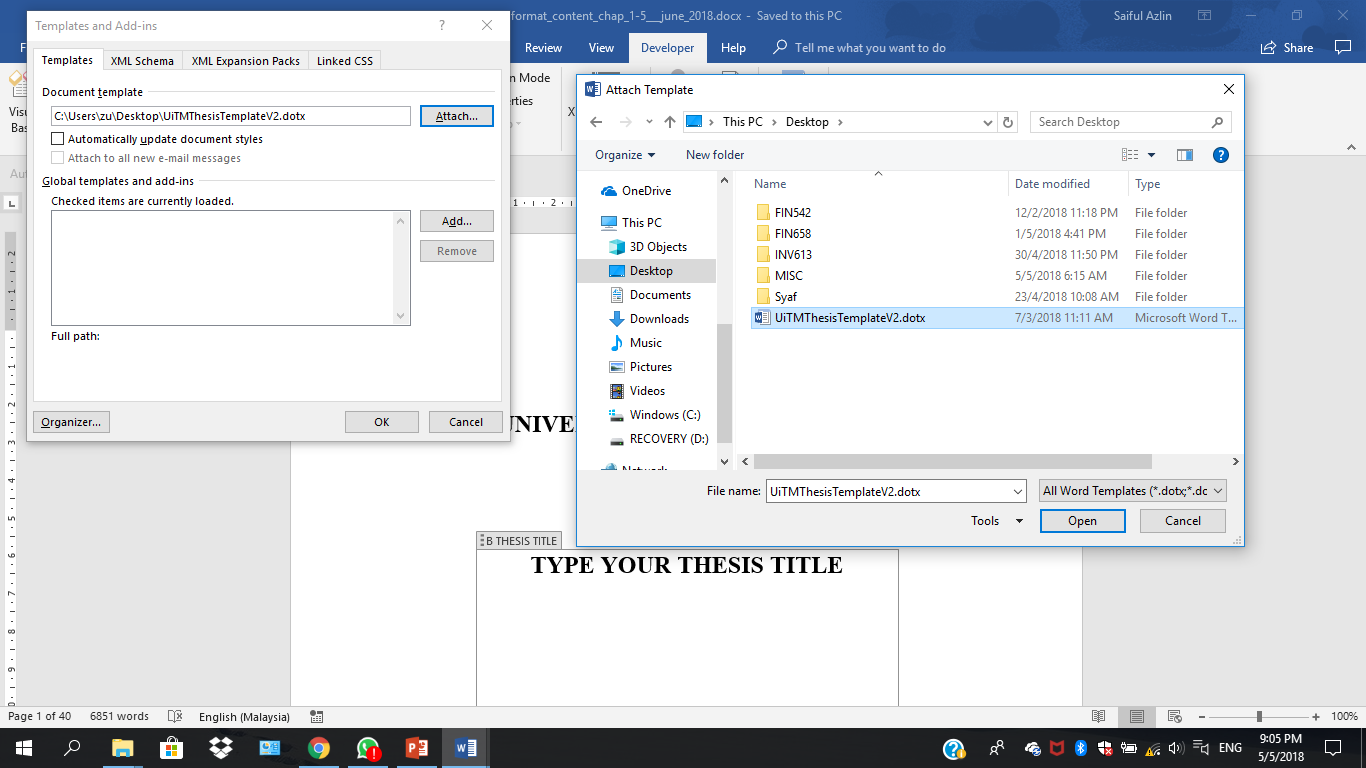
Choose Developer & click Document Template



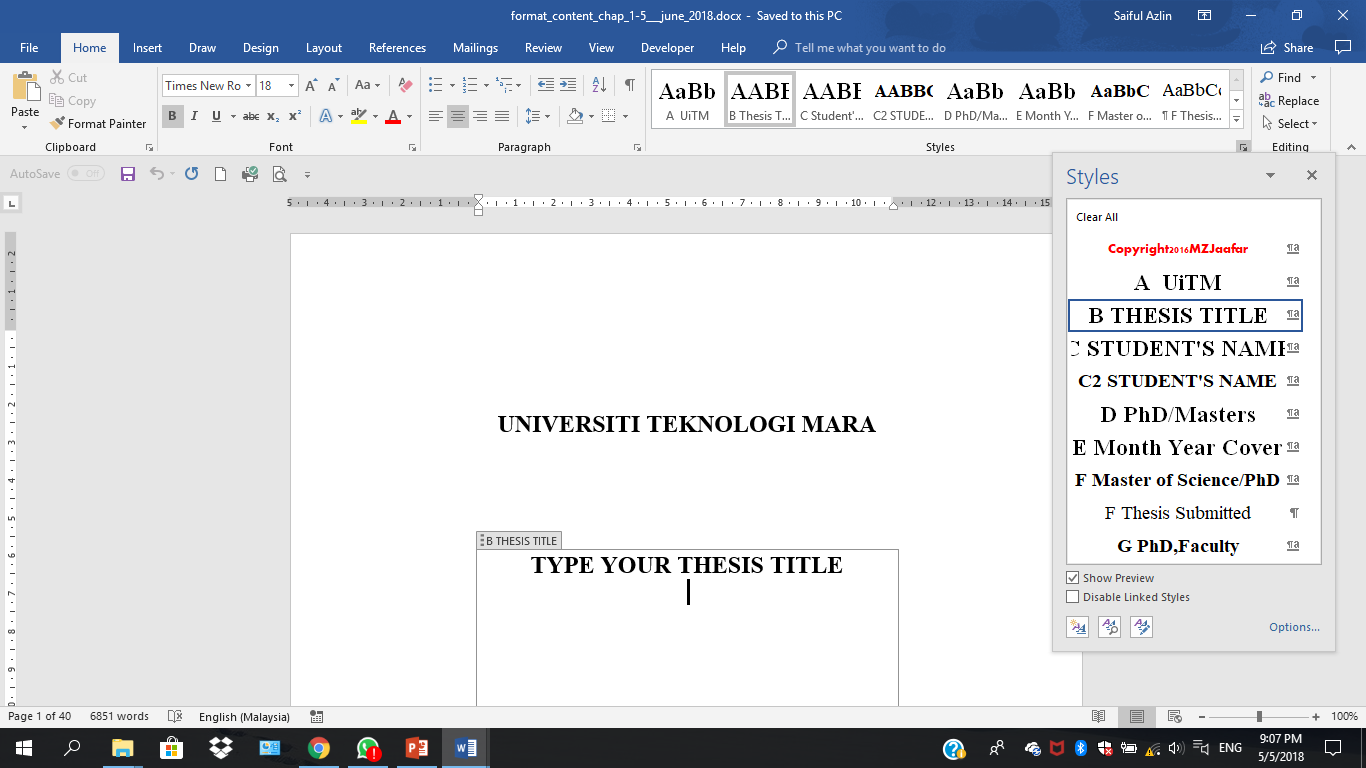
Document Template



Click Attach—UiTMThesisTemplateV2 and tick Automatically update document style

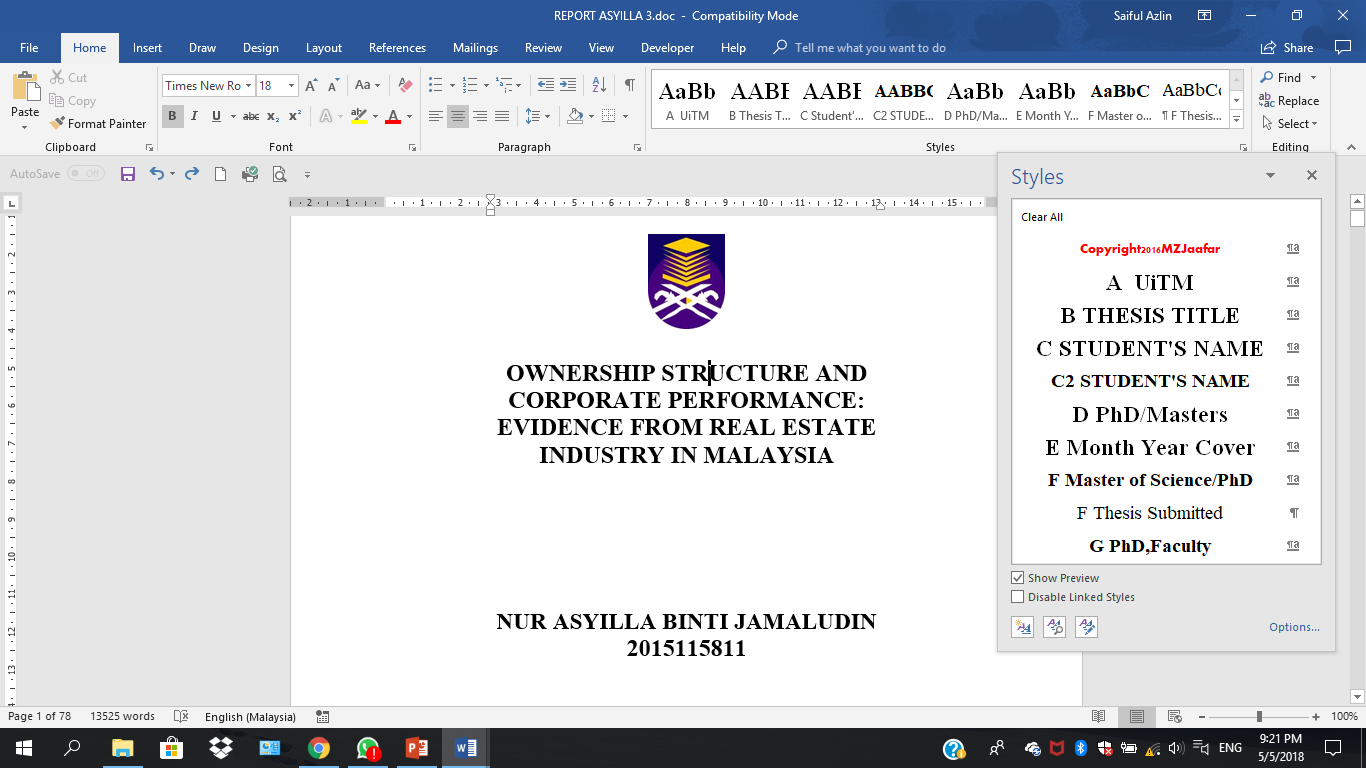


Go Home and click on the arrow at the bottom corner right of Styles

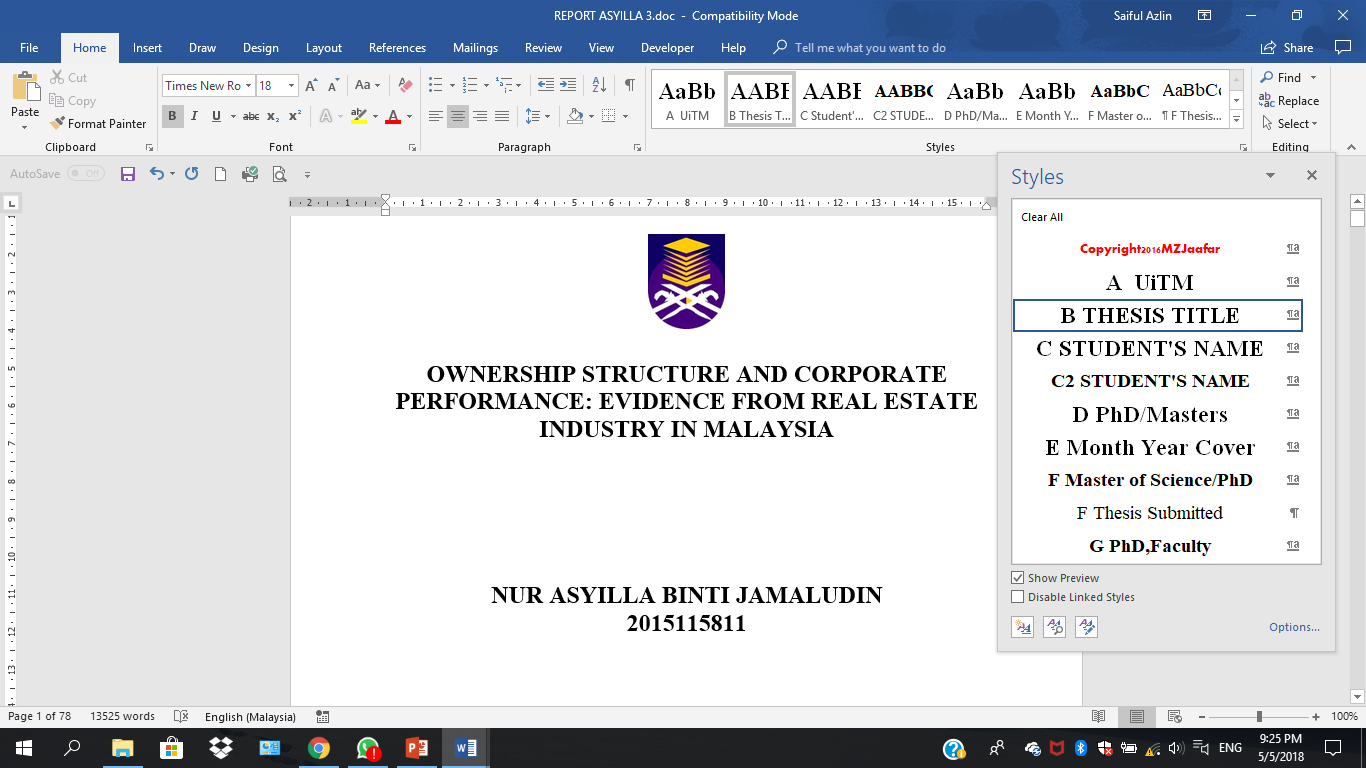


Put the cursor in the middle of the paragraph and choose the appropriate style according to the format given in the blog

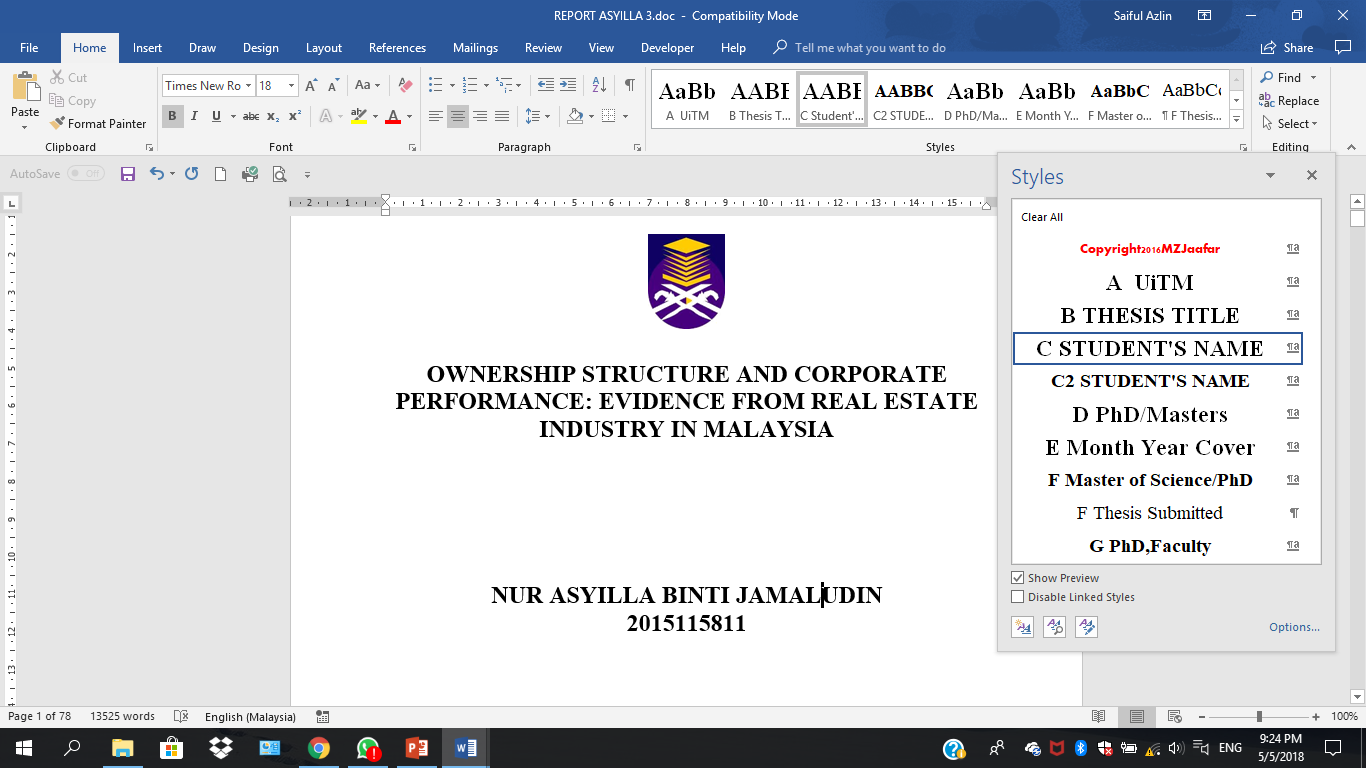
Before reformatting



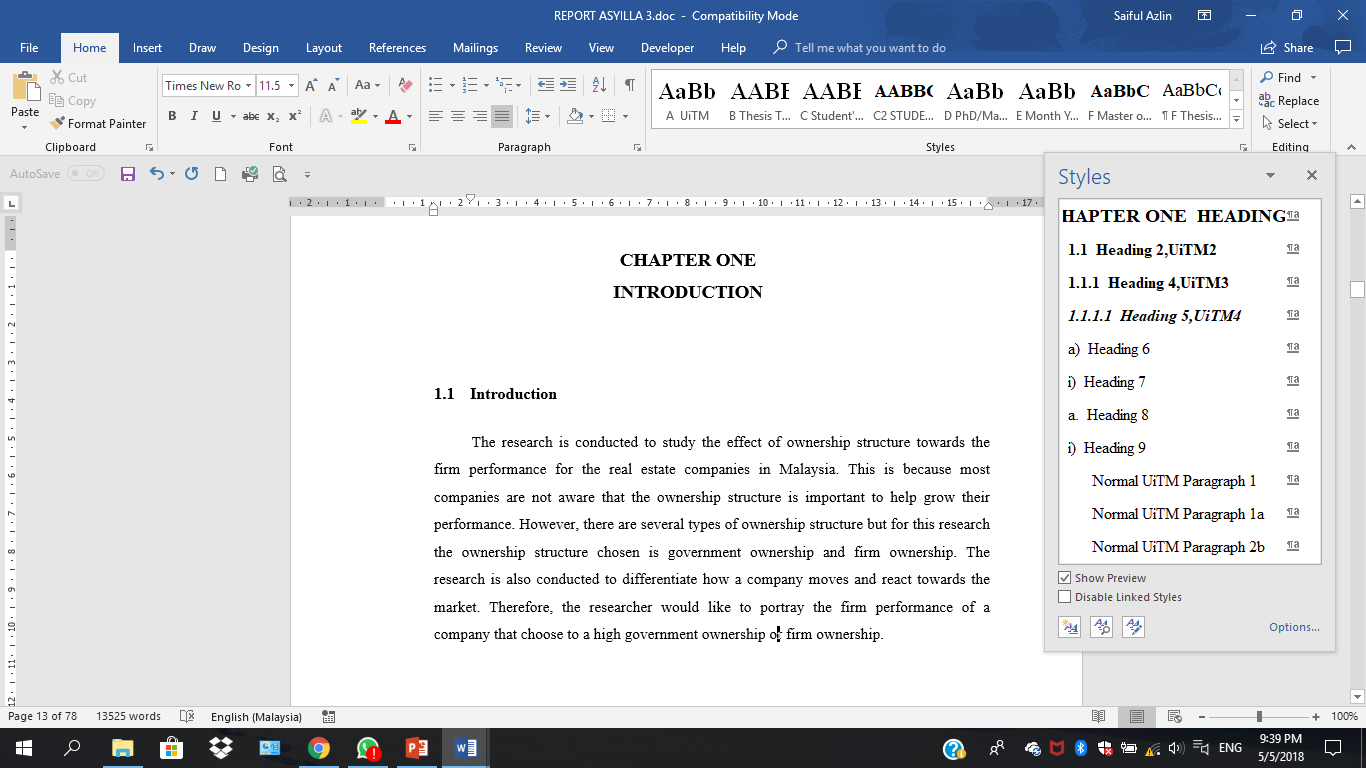
After reformatting thesis title



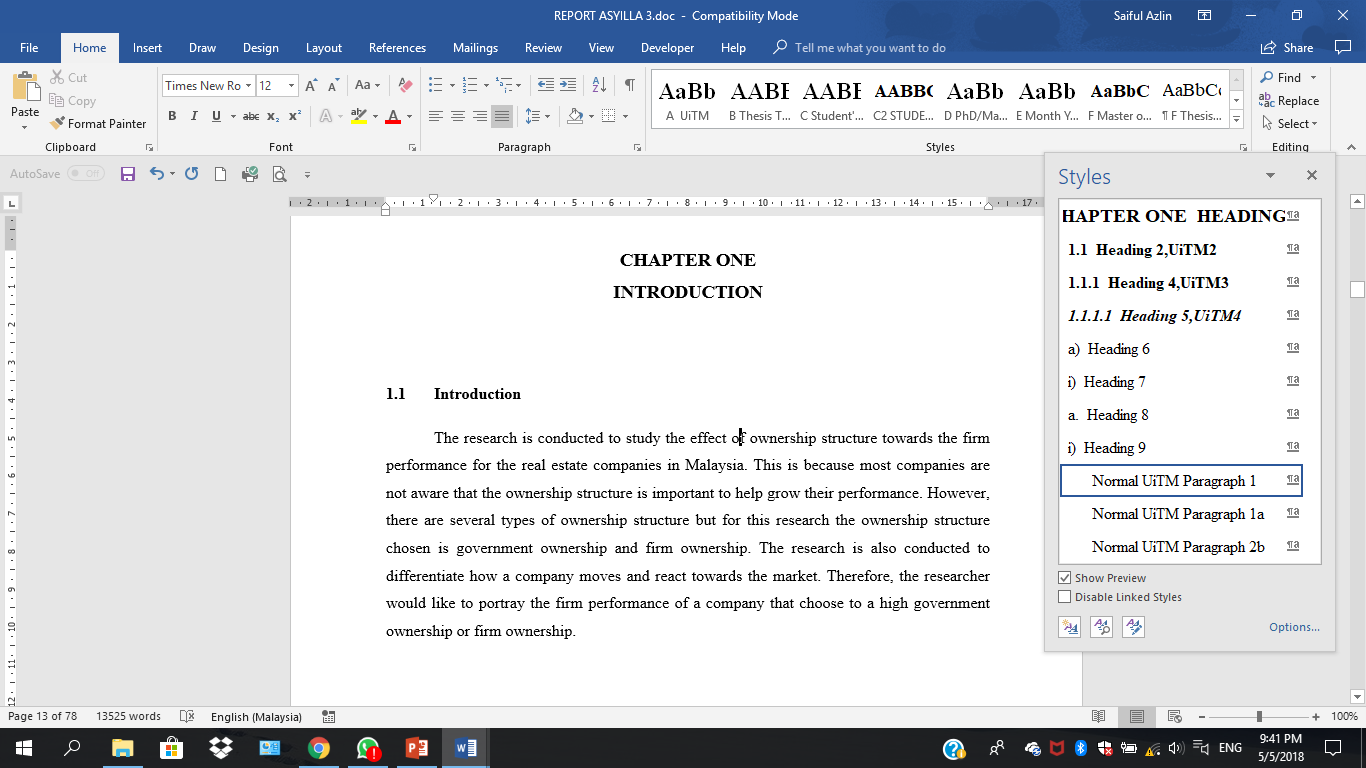
After reformatting Student’s Name



Before reformatting sub-title and paragraph



After reformatting sub-title and paragraph



May also ‘clear all formatting’ and click on respective style

After clear all formatting

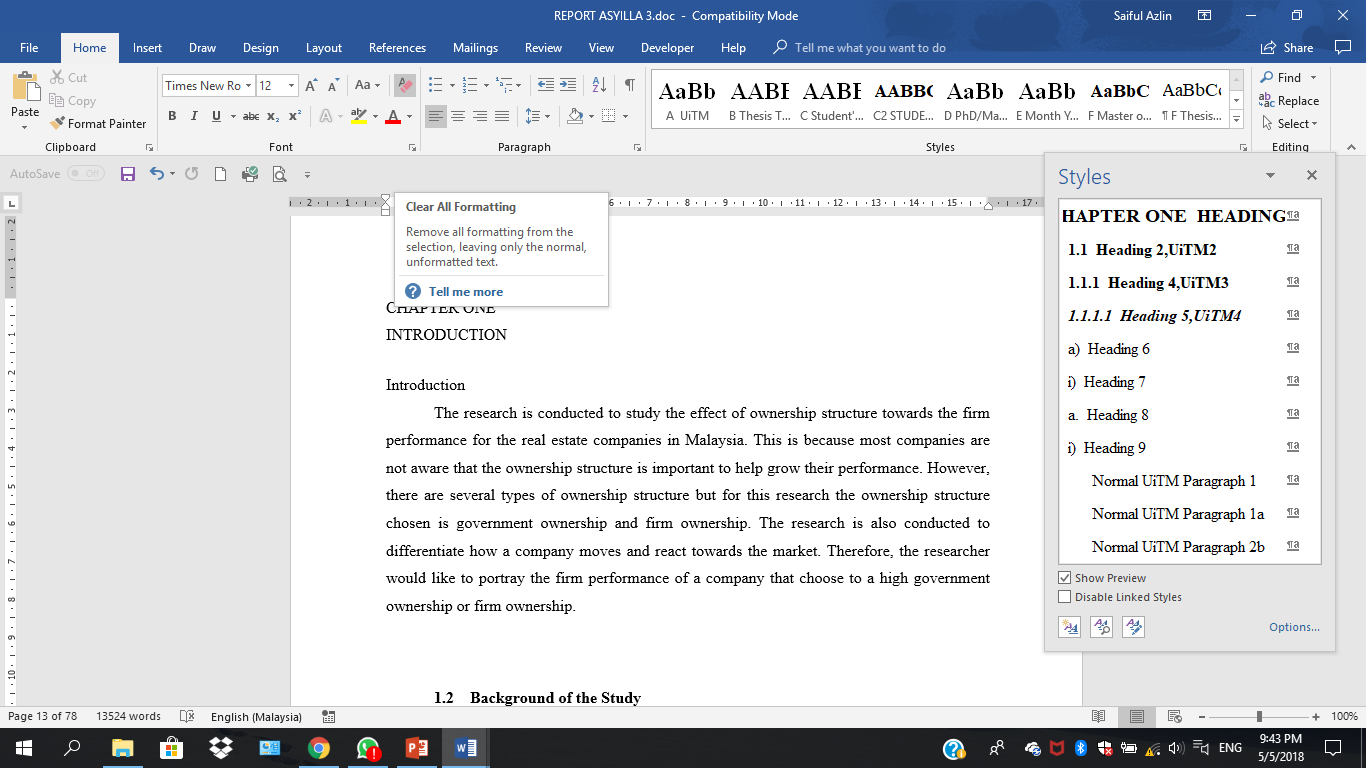


Table before formatting

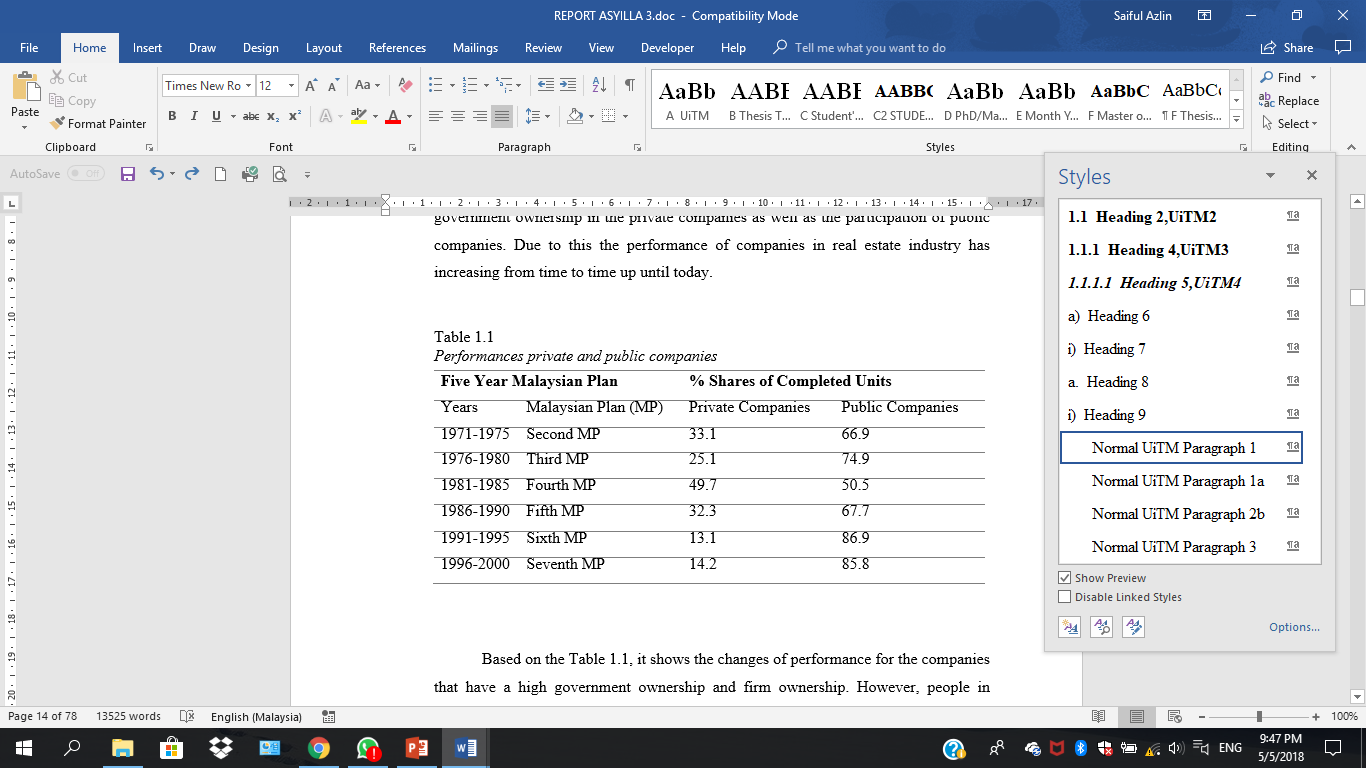
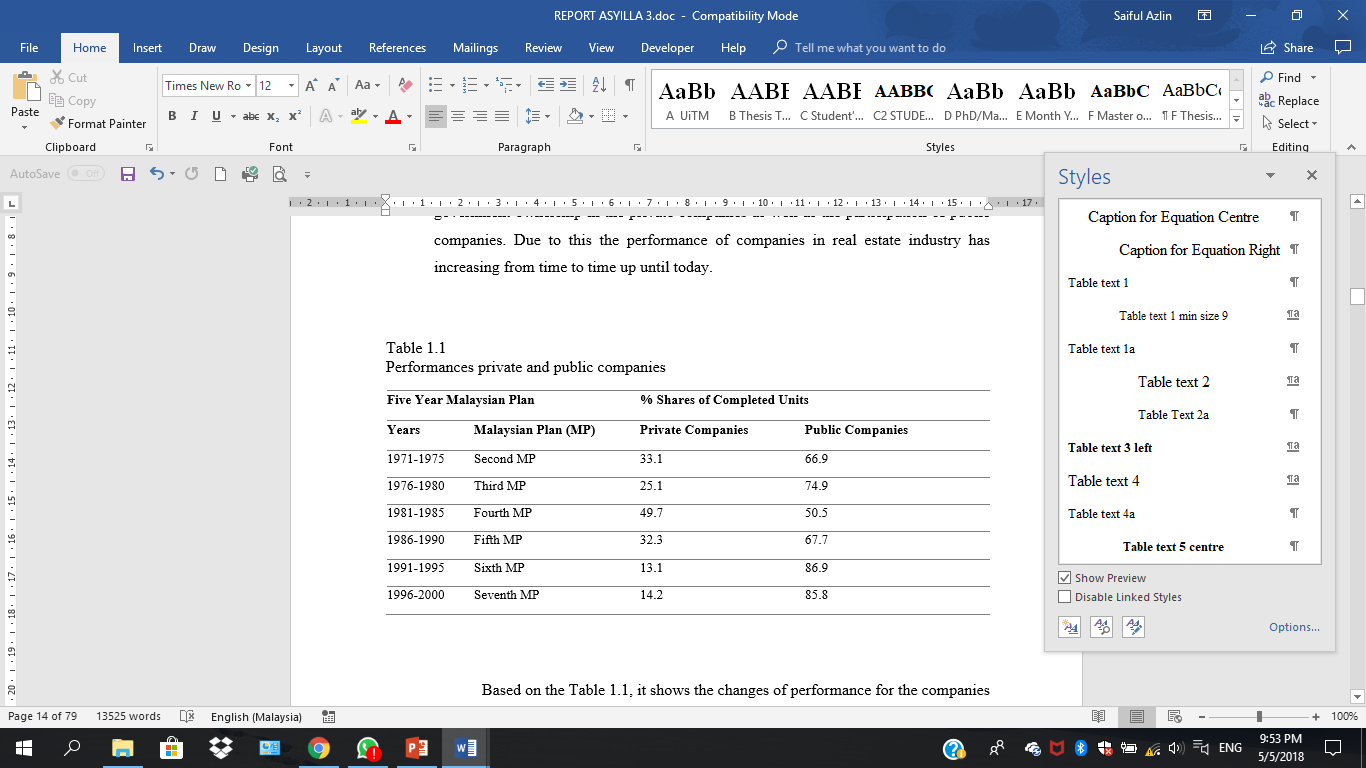


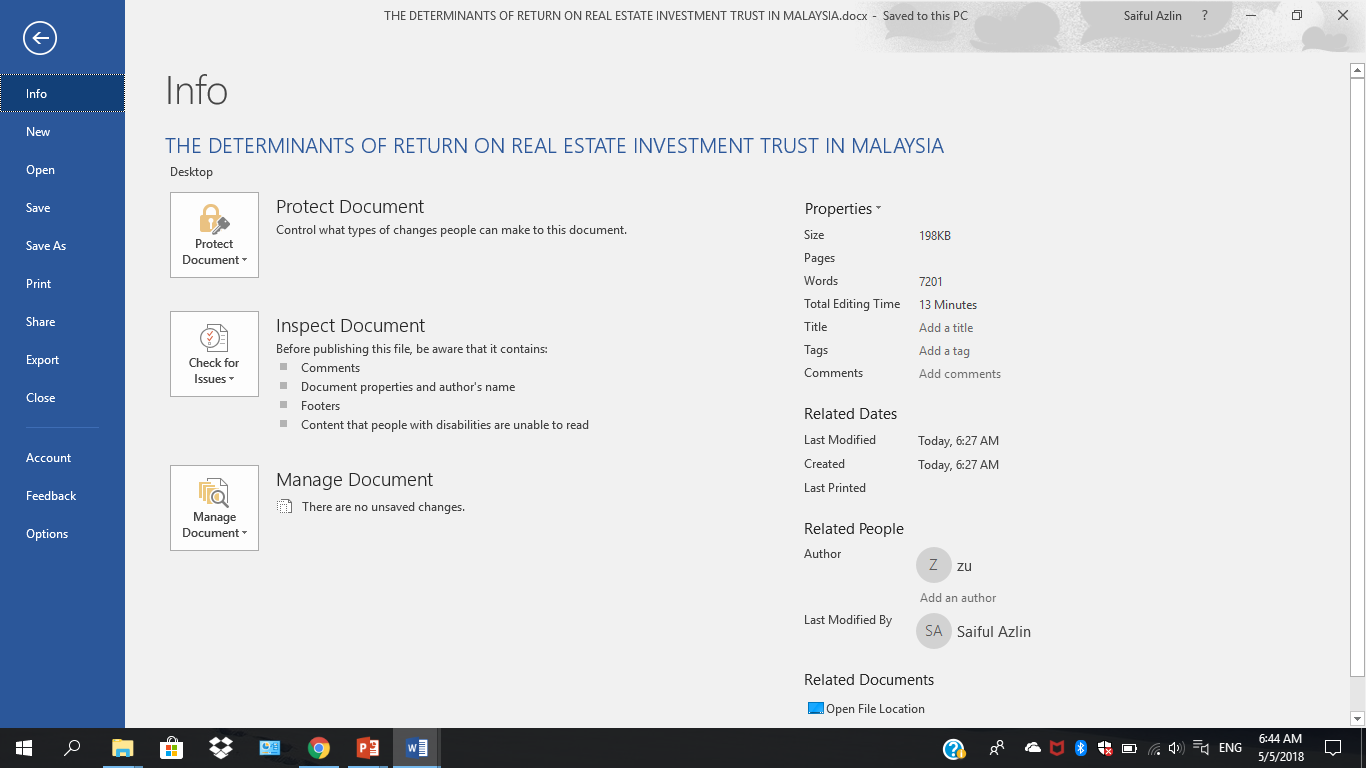
Table after formatting



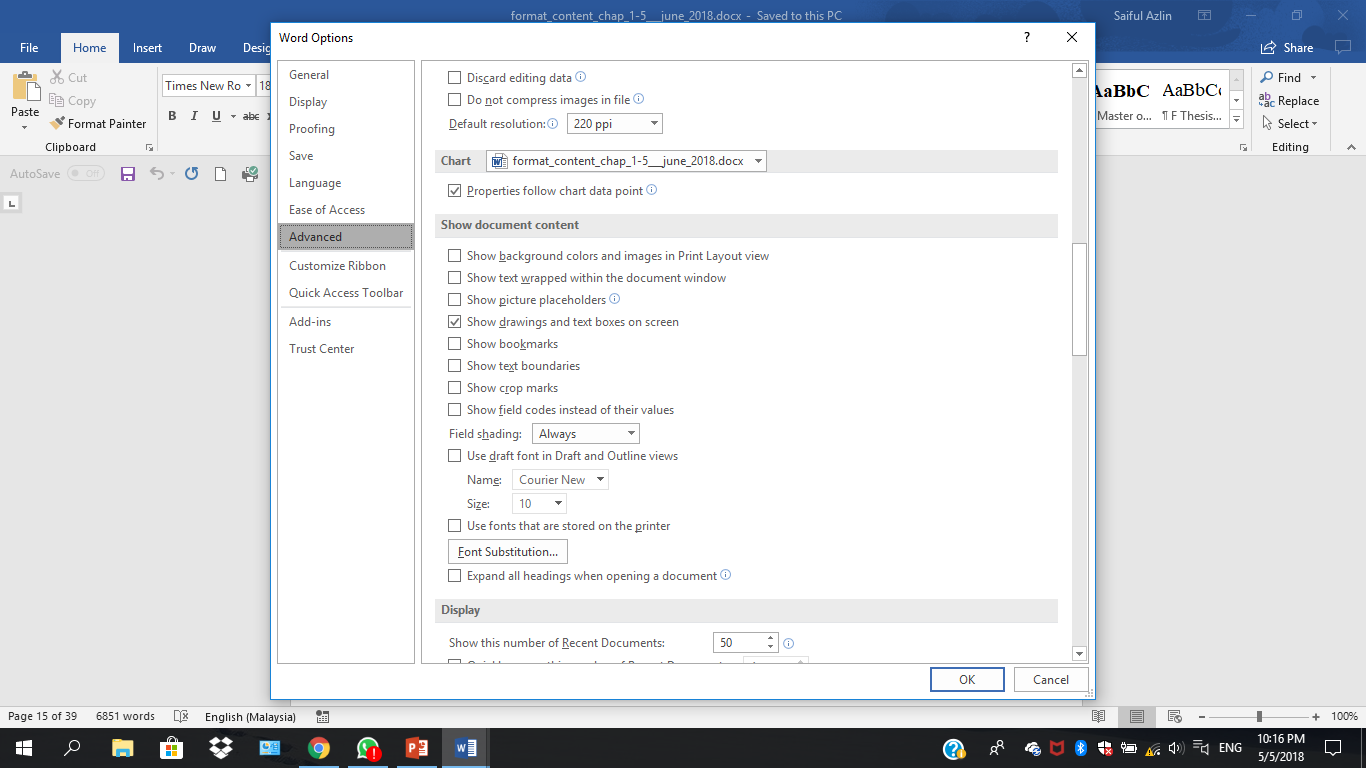
1. For each title, sub-title, paragraph, table etc, use and repeat the same format as per format given.
2. DO NOT type the numbering manually. Use ‘clear format’ and choose the format given. For each level of numbering, the numbering will automatically continue from previous.

FORMATTING SPACE BETWEEN PARAGRAPH

Using text boundaries: Click File and choose Option

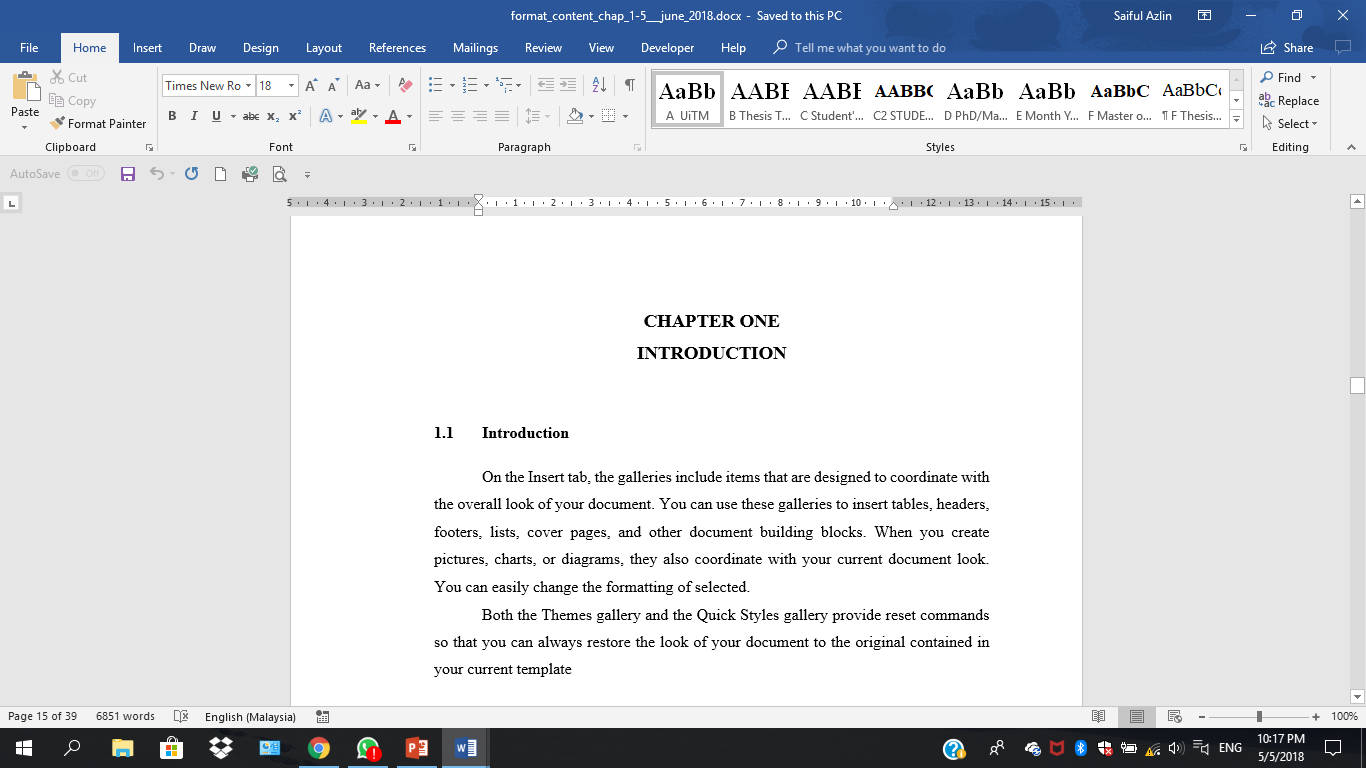


Click Advanced

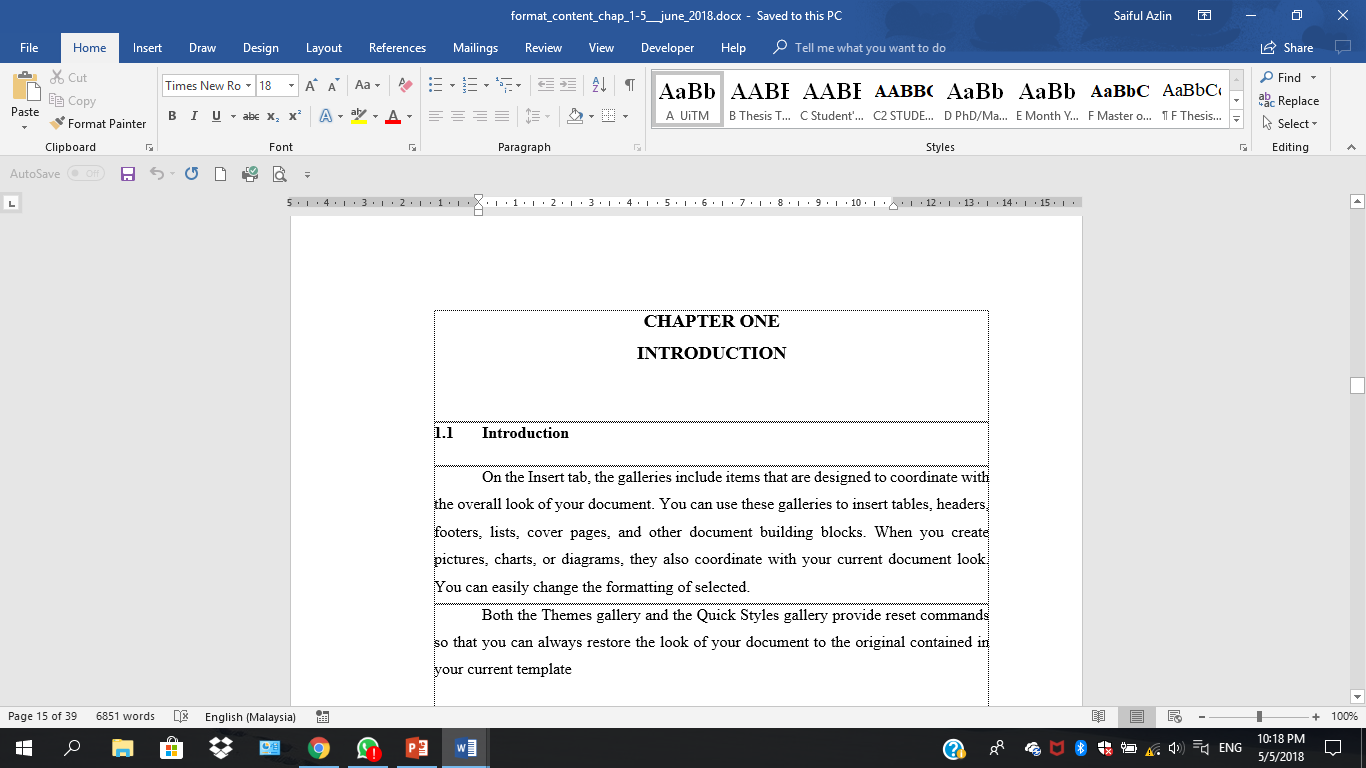


Find show document content and tick show text boundaries

Text boundaries was unticked

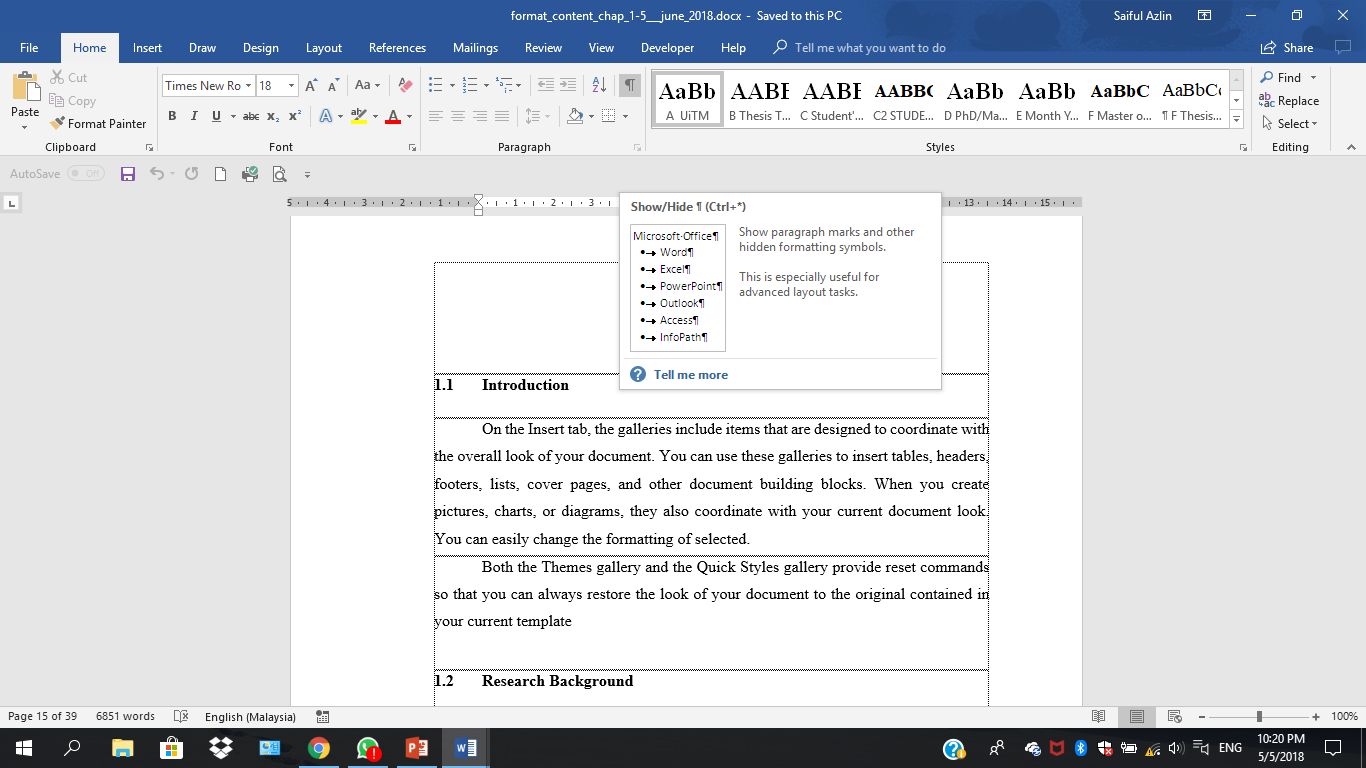


Text boundaries was ticked

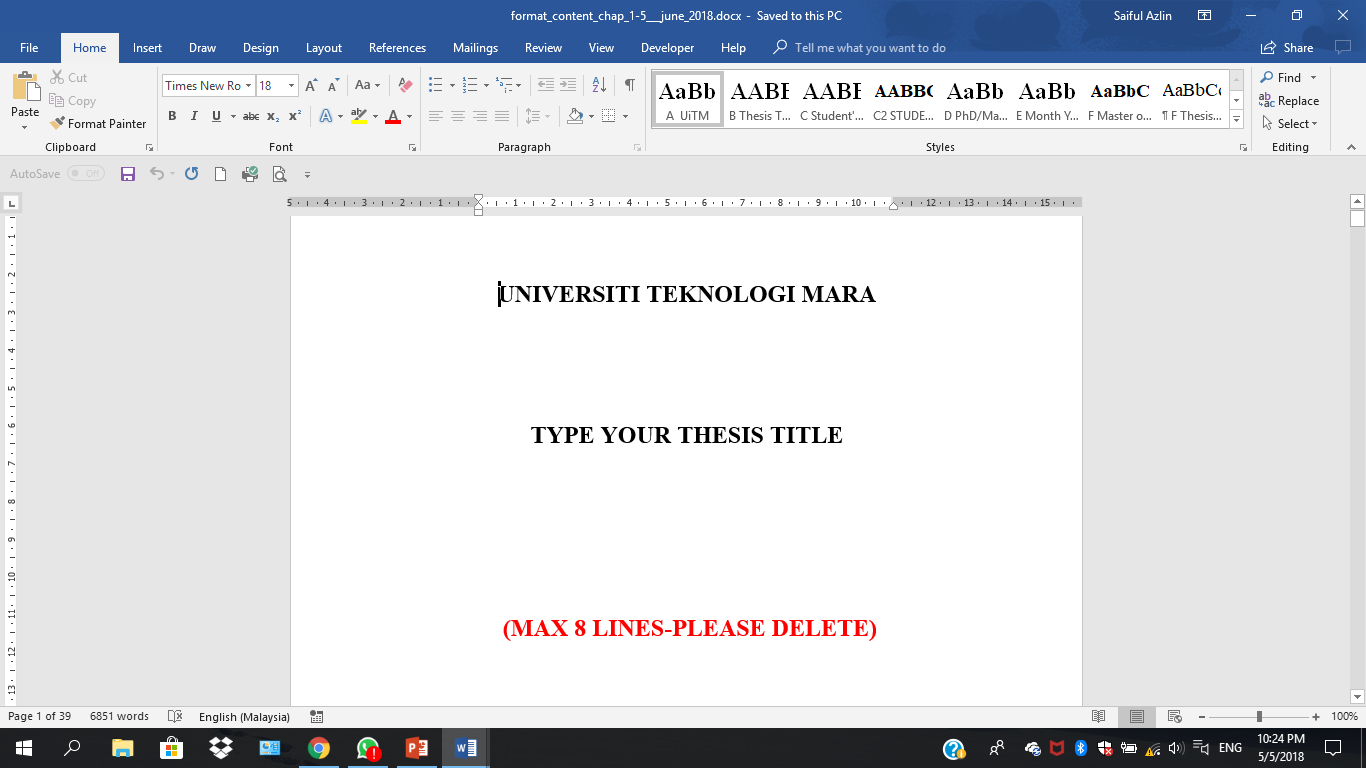


By using text boundaries, you’ll see clearly margin and spacing of your paragraphs

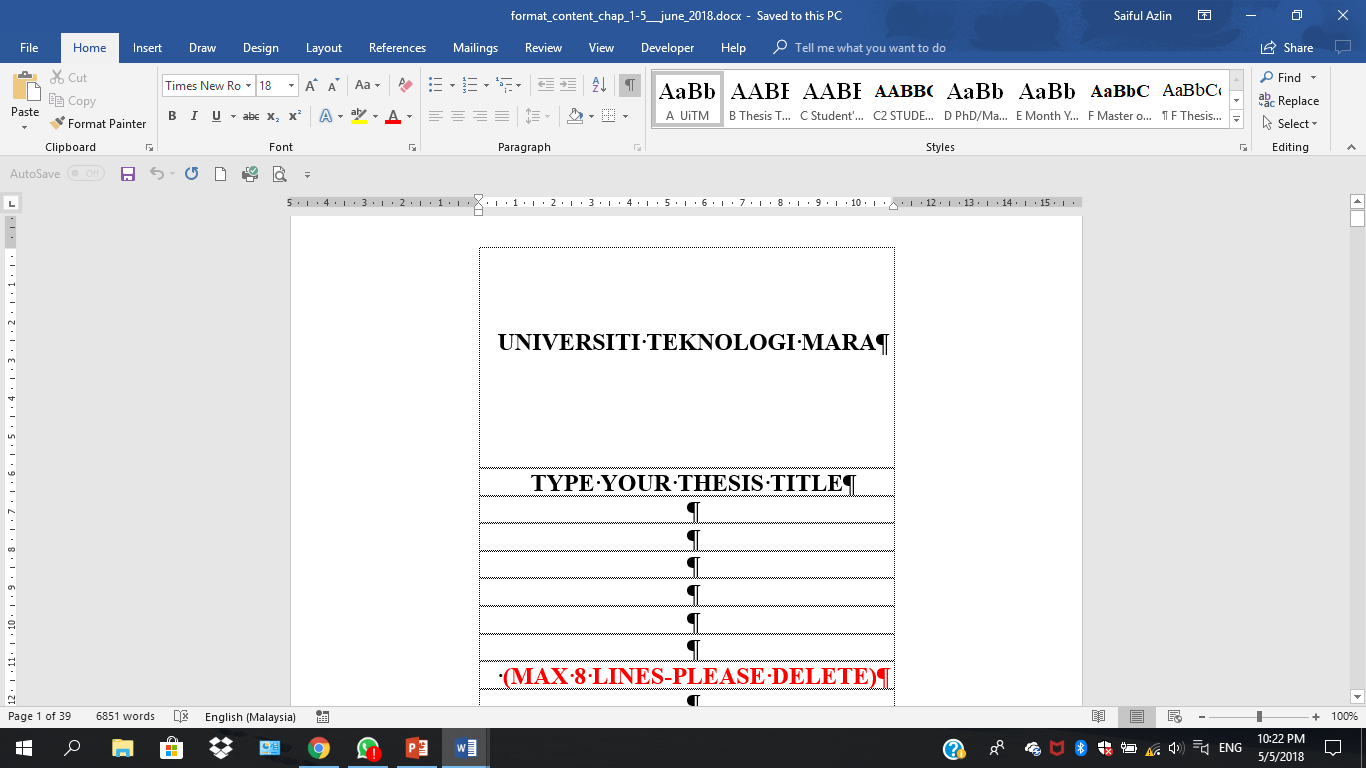
May also use paragraph marks



Paragraph marks unticked



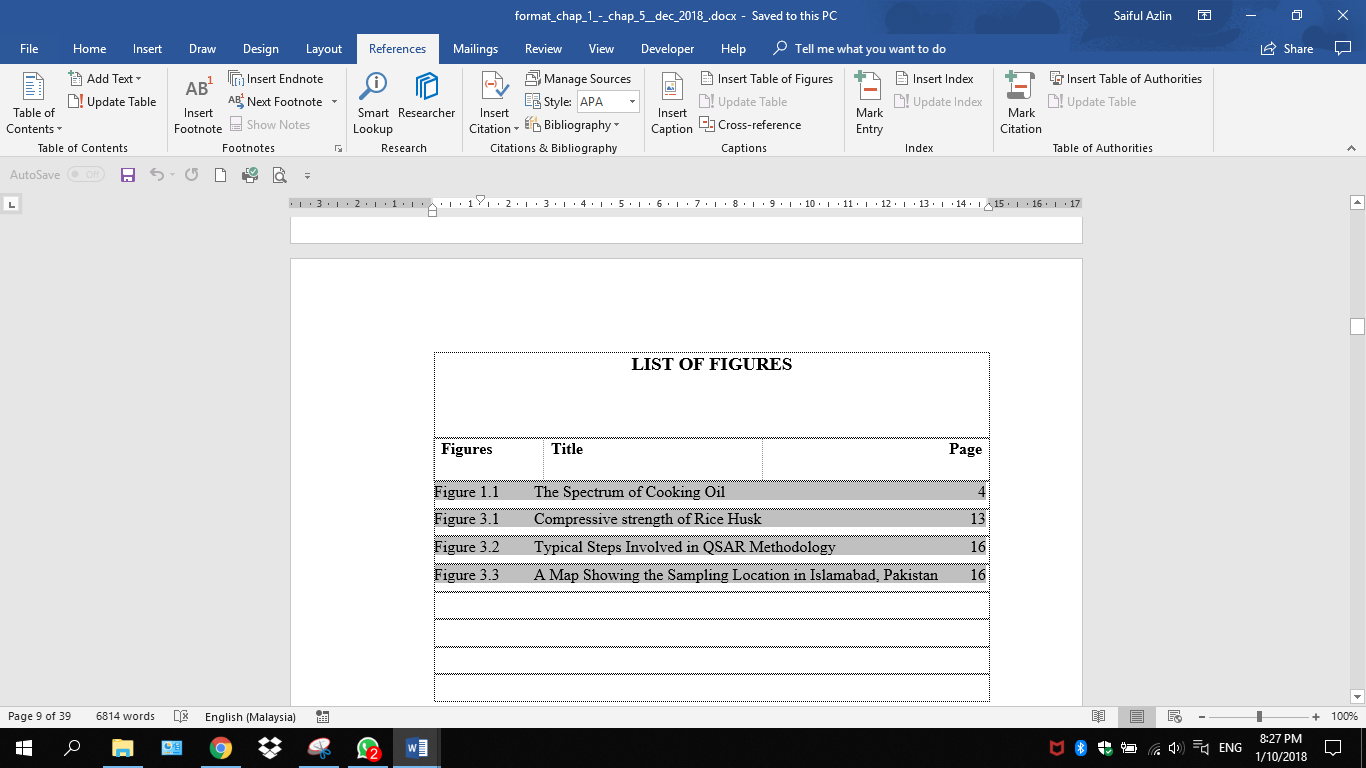
Paragraph marks was ticked



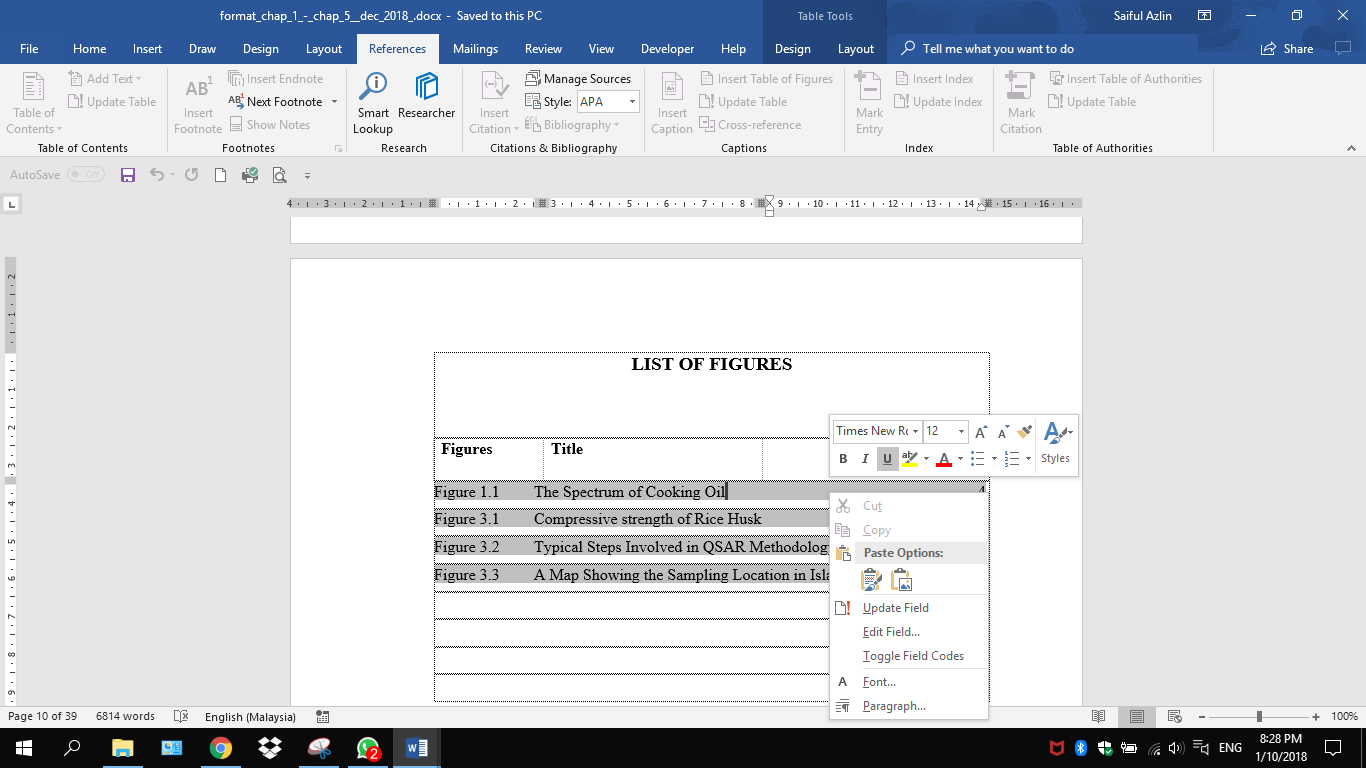
By using paragraph marks, you’ll be able to identify how many times have you pressed ‘enter’

UPDATE LIST

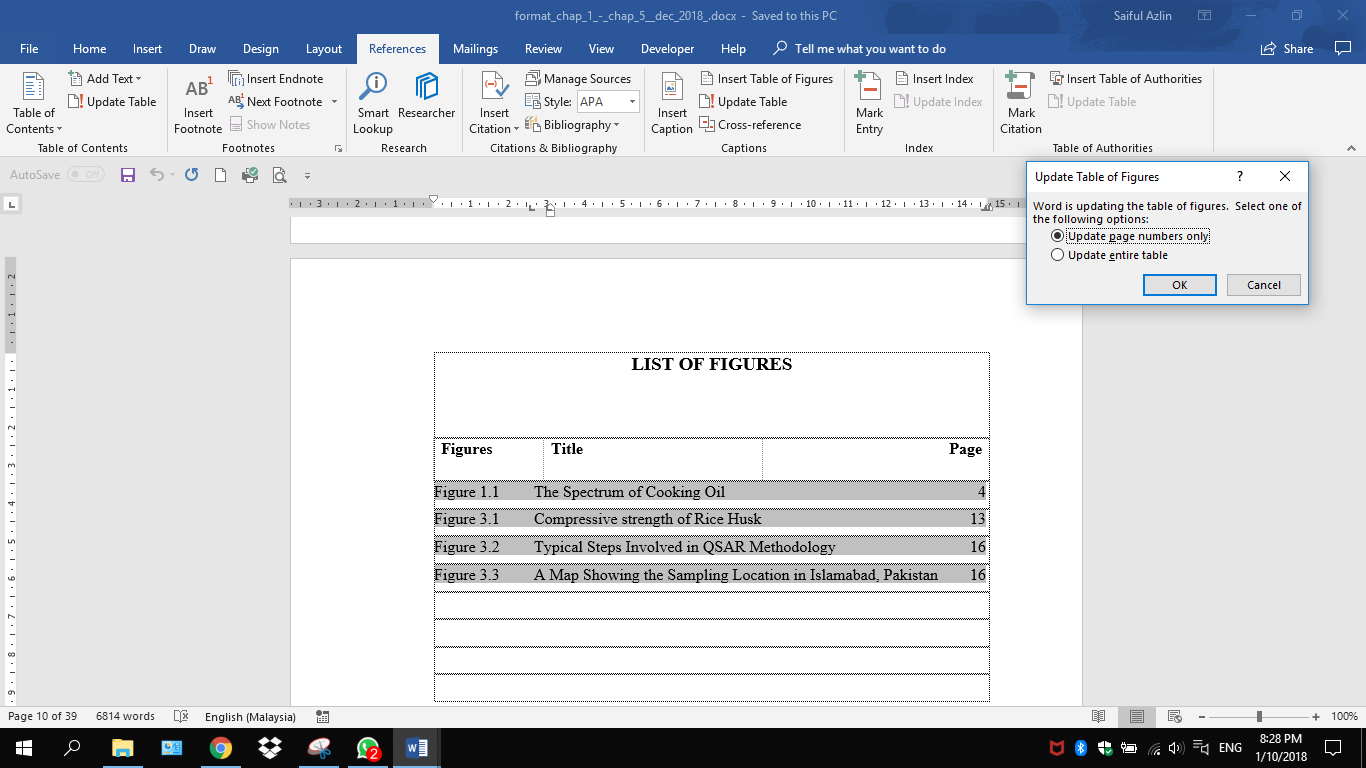
Put cursor within the highlighted area and right click



Click Update Field



May choose either update page numbers only (will update page number only) OR update entire table (will update numbering, title and page number)



“Put your heart, mind and soul into even your smallest acts. This is the secret of success.”

**-Swami Sivananda-**