

## Here's Some Instructions For You, The Graduating Third-Year Student

This is a stubbed-out thesis into which you can cut and paste your own poems for submission to the graduate school. It was made for you by some people from OSU's 2010 MFA class (with a little tweaking by a candidate from the 2011 class). The formatting demanded by the grad school was such a hassle that we decided to save subsequent classes the trouble of doing it themselves.

Here's what you need to do:

1) First, go through the front matter and alter what needs to be altered. Put your name and your readers' names in; change the title, abstract and acknowledgements; change the Vita to match your own life by adding your school record. Do **NOT** mess with the Table of Contents. That gets done later. The page style for your front matter is "Preface." Whatever alterations you make, do not change the page style.

2) Examine your own thesis. Does it have sections? If so, you'll want to alter this document to have the same number of sections. If your thesis has four, you're already done. If it's three or fewer, cut the extra sections out of this document. If it's more, you'll need to highlight the entire last section of this document, hit Ctrl-C to put it in the clipboard, scroll to the very end of the document, hit Alt-I, then B, then choose "Page Break" from the menu, and then hit Ctrl-V to paste in a new section. Repeat as necessary. If you don't have any sections in your thesis, you can just cut all the section break pages out and leave the fake poems. (*Note: This method will work, but you do not have to go through all these steps. You may, if you wish, use a page break and do this manually, but make sure whenever you make a manual page break that you select the page style "ThesisPage."*)

3) To insert a poem, replace the title of the fake poem with your own, then paste your poem's text in over the poem's text. Use the "Keep Text Only" paste option to make sure the formatting doesn't change. Your poem text should always be of the "Default" style or a variant thereof (like "Default + Italic"), and the style of the title should always be "Heading 2" to create an entry in your Table of Contents. If you don't like the font, this can be dealt with later, but leave it alone for now. Also make sure that the page style for everything following your Table of Contents is "ThesisPage." If for some reason it changes during the copy/paste process, you can change this by right-clicking the second (from the left) box in the Status bar (down at the bottom—it will probably say something like "Default," "Preface," or "First Page") and selecting "ThesisPage" from that menu.

If you have italics in your poems, using the "Keep Text Only" feature will eliminate

them. Your easiest course of action is probably to just redo the italics. Another option is using your page format box in the status bar to change the page style to ThesisPage after you've pasted the poem. Either way, this is not a one step process. You'll have to figure out which one works and/or which you'd rather do.

4) Now rename the sections (if that's what you want). You can replace the roman numerals on the section break pages with real section titles, so long as you don't change the text to be of a different style (it should be "Heading 1" for it to appear in the right place in your Table of Contents).

6) Should you need an epigraph for any of your poems, you can copy and paste the one on the first poem of the first section of this document, then just alter the text. Or, highlight your epigraph and change the style to "Epigraph." (If you didn't know, the text style is set by that little drop-down menu next to the font face menu.)

7) Now that all the text is in place, if you really can't stand the font used in this template, you can right-click on the "Normal," "Heading 1," and "Heading 2" styles in the menu at the top of the screen and choose the "Modify" option to change it. Word should update the entire document when you do so. Make sure you use a single font throughout the document, though. Otherwise the grad school will reject your thesis.

8) At this point, you're pretty much finished. Go back to the Table of Contents and right-click on it. Choose the "Update Field" or "Update Index/Table" item, and (if given the option) choose to "Update entire table." Your ToC should magically remake itself, and (if you haven't messed with the styles) everything should be there.

9) Save your document as a Word (.doc or .docx) file and a PDF. Put the PDF on a CD and take it to the grad school. Don't forget to request an online publishing embargo.

10) Go to the Surly Girl and toast the Class of 2010.