# Template Karlstad University Studies

This template is used for reports in the research report series Karlstad University Studies. It can also be used for other report types with the same size(S5).

The template has all formats pre-installed; you do not need to manually set the margins, line spacing, fonts, etc.

Different types of text are selected in the Format tab Start. Choose Heading 1 for main headings, body text for the body text, etc. to get the right font and font size.

The printing processes decreases the text to 81 percent (from A4) to correspond to the S5 format. Hence the specified font size.

If you alter, add or remove headers you need to update the Table of contents also. You can do this by right clicking on the list and selecting "Update fields".

The template has automatic hyphenation. Do you want to disable this, go to the Page Layout tab, Page Setup group, and select No under Hyphenation.

# Table of contents

Template Karlstad University Studies 1

Table of contents 2

Foreword 3

Title 1 Arial 15 p bold 4

Title 2 Arial 13 p bold 4

Title 3 Arial 13 p bold och italic 4

Title 4 Arial 13 p italic 4

Quote 4

Fotnotes 4

Table/figure text 5

# Foreword

The author writes his preface and thanks everyone who helped. Description of the different templates

# Title 1 Arial 15 p bold

Body, Georgia 13p normal is the format for the body immediately after headings, tables, figures, quotes and charts.

## Title 2 Arial 13 p bold

Body, Georgia 13p normal is the format for the body immediately after headings, tables, figures, quotes and charts.

### Title 3 Arial 13 p bold och italic

Body, Georgia 13p normal is the format for the body immediately after headings, tables, figures, quotes and charts.

#### Title 4 Arial 13 p italic

Body, Georgia 13p normal is the format for the body immediately after headings, tables, figures, quotes and charts.

## Quote

Quotes are written with Georgia 11p with single spacing, which becomes thickly if you read it on your screen. Increase the magnification of the screen to 125% via the size-box on the far right on the top menu bar, so it will be easy to read everything on the screen but it does not affect print size.

Body, Georgia 13p normal is the format for the body immediately after headings, tables, figures, quotes and charts.

## Fotnotes

The footnote character is printed in Georgia 13p exalted. You achieve this automatically when you request Insert Footnote in the References tab. The raised footnote reference does not affect the line spacing. Footnote text is printed in Georgia 9p with line spacing of at least 12p, which is visible on the bottom of the page, where the footnote text extends over more than one line.

## Table/figure text

Table 1 Table text with the style Caption / Graphs and tables. The text is here so long that it requires indentation of the second row.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Frekvens | Kursperioderna  Procent | Hemperioderna  Procent |
| Ja, ofta  Ja, ibland  Nej knappast  Nej, inte alls  Bortfall | 2  32  52  13  1 | 4  23  50  20  3 |
|  | 100 | 100 |