

# Creating a Dissertation Style in WordPerfect™

By Wilson Paroschi

The following instructions are in accordance with *Andrews University Standards for Written Works* (9<sup>th</sup> ed.), and were written specifically for WordPerfect 8. Other versions will require some minor adjustments.

In order to avoid higher levels of complexity, some limitations were inevitable. For example, *chapter titles* and *subheadings* cannot be more than *one line long*. If you need to use a title or subhead that requires more than one line, you will have to set the configuration manually. In this case, you should use the style called **Paper**, but make the changes you need only in the document you are working on (i.e., do not edit the **Paper** style).

For some reason, a new WordPerfect style will not work properly if the settings of your initial document style (default) are different, at least in some respects. Because of this, the first thing to do is to set the default configuration of the initial document to make it compatible with the styles you want to create.

## Table of Contents

I. Creating a New Initial Document Style .....	2
II. Creating the Paper Style .....	3
III. Creating the Chapter Title Style .....	3
IV. Creating the Chapter Number Style .....	4
V. Creating the Block Quotation Style .....	5
VI. Creating the Subheading 1 Style .....	6
VII. Creating the Subheading 2 Style .....	7
VIII. Creating the Subheading 3 Style .....	8
IX. Creating the Subheading 4 Style .....	9
X. Creating the Subheading 5 Style .....	9
XI. Creating the Section Title Style .....	11
XII. Creating the Bibliography Style .....	12
XIII. Tips .....	13

## I. CREATING A NEW INITIAL DOCUMENT STYLE:

1. Click on **File**
2. Point to **Document**
3. Point to and click on **Current Document Style**
4. In the **Styles Editor** window:
  - a. Click on **Format**
    - (1) Point to and click on **Font**
    - (2) Choose **Times New Roman**, size **12**
    - (3) Click **OK** to save the changes and to close the Font window
  - b. Click on **Format**
    - (1) Point to **Line**
    - (2) Point to and click on **Spacing**
    - (3) Type 2.0
    - (4) Click **OK** to save the changes and to close the **Line Spacing** window
  - c. Click on **Format**
    - (1) Point to **Justification**
    - (2) Point to and click on **Left**
  - d. Click on **Format**
    - (1) Point to and click on **Margins**
    - (2) **Left**: type 1.50"
    - (3) **Right**: type 1"
    - (4) **Top**: type 1.13"
    - (5) **Bottom**: type 1"
    - (6) Verify that the paper size is **Letter 8.5" x 11"**, and the position is **Portrait**
    - (7) Click **OK** to save the changes and to close the **Page Setup** window
  - e. Click on **Insert**
    - (1) Point to **Footnote**
    - (2) Point to and click on **Options**
    - (3) Click on **Advanced**
    - (4) **Method**: choose **Numbers**
    - (5) Check **Restart numbering on each page**
    - (6) **Position**: choose **Place notes below text**
    - (7) Click on **Separator**
    - (8) **Above line**: type 0.160"
    - (9) **Below line**: type 0.200"
    - (10) Verify that the **Line position** is **Left**, and the **Length of line** is 2"
    - (11) Click **OK** to save the changes and to close the **Line Separator** window
    - (12) Click **OK** to save changes and to close the **Advanced Footnote Options** window

5. Back to the **Styles Editor** window:
  - a. Check the box to the left of **Use as default** at the bottom of the window
  - b. Click **OK** to save the changes and to close the window
  - c. If asked, **Apply this Document Style to new documents as they are created?**  
Click **Yes**

## II. CREATING THE PAPER STYLE:

1. Click on **Format**
2. Point to and click on **Styles**
3. In the **Style List** window, click on **Create**
4. In the **Styles Editor** window:
  - a. **Style name:** type Paper
  - b. **Description:** type Paper
  - c. Click on **Format**
    - (1) Point to **Page**
    - (2) Point to and click on **Numbering**
    - (3) **Position:** choose **Top Center**
    - (4) **Page numbering format:** choose **1**
    - (5) Click **OK** to save the changes and to close the **Select Page Numbering Format** window
  - d. Back to the **Styles Editor** window, verify that:
    - (1) The box to the right of **Type** reads **Paragraph (paired)**
    - (2) The box to the left of **Enter Key will chain to** is checked, and the box to the right reads **<Same Style>**
  - e. Click **OK** to close the **Styles Editor** window
5. Back to the **Style List** window:
  - a. Verify that the new **Paper** style is highlighted
  - b. Click on **Options**
  - c. Point to and click on **Copy**
  - d. Check **Default Template**
  - e. Click **OK** to save the changes and to close the **Styles Copy** window
  - f. If asked **Overwrite the current styles?** Click **Yes**
6. Click **Close** and leave the **Style List** window

## III. CREATING THE CHAPTER TITLE STYLE:

1. Click on **Format**
2. Point to and click on **Styles**
3. Click on **Create**
4. In the **Styles Editor** window:
  - a. **Style name:** type ChapterTitle
  - b. **Description:** type ChapterTitle

- c. Click on **Format**
  - (1) Point to **Font**
  - (2) **Font style**: click **OK**
  - (3) Click **OK** to save the changes and to close the **Font** window
- d. Click on **Format**
  - (1) Point to **Line**
  - (2) Point to and click on **Spacing**
  - (3) Type 3.0
  - (4) Click **OK** to save the changes and to close the **Line Spacing** window
- e. Click on **Format**
  - (1) Point to **Justification**
  - (2) Point to and click on **Center**
- f. Back to the **Styles Editor** window, verify that:
  - (1) The box to the right of **Type** reads **Paragraph (paired)**
  - (2) The box to the left of **Enter key will chain to** is checked, and the box to the right reads **Paper**
- g. Click **OK** to save the changes and to close the **Styles Editor** window
5. Back to the **Style List** window:
  - a. Verify that the new **ChapterTitle** style is highlighted
  - b. Click on **Options**
  - c. Point to and click on **Copy**
  - d. Check **Default Template**
  - e. Click **OK** to save the changes and to close the **Styles Copy** window
  - f. If asked **Overwrite the current styles?** click **Yes**
6. Click **Close** to leave the **Style List** window

#### IV. CREATING THE CHAPTER NUMBER STYLE:

1. Click on **Format**
2. Point to and click on **Styles**
3. Click on **Create**
4. In the **Styles Editor** window:
  - a. **Style name**: type ChapterNumber
  - b. **Description**: type ChapterNumber
  - c. Click on **Format**
    - (1) Point to **Line**
    - (2) Point to and click on **Spacing**
    - (3) **Spacing**: type 3.0
    - (4) Click **OK** to save the changes and to close the **Spacing** window
  - d. Click on **Format**
    - (1) Point to **Justification**
    - (2) Point to and click **Center**

- e. Click on **Format**
  - (1) Point to **Typesetting**
  - (2) Point to and click on **Advance**
  - (3) Verify that the **Horizontal position** is **None**
  - (4) **Vertical position**: choose **From top of page**
  - (5) Uncheck the box to the left of **Text above position**
  - (6) **Vertical distance**: type 2"
  - (7) Click **OK** to save the changes and to close the **Advance** window
- f. Back to the **Styles Editor** window, verify that:
  - (1) The box to the right of **Type** reads **Paragraph (paired)**
  - (2) The box to the left of **Enter key will chain to** is checked, and the box to the right reads **Chapter Title**
- g. Click **OK** to save the changes and to close the **Styles Editor** window
5. Back to the **Style List** window:
  - a. Verify that the new **ChapterNumber** style is highlighted
  - b. Click on **Options**
  - c. Point to and click on **Copy**
  - d. Check **Default Template**
  - e. Click **OK** to save the changes and to close the **Styles Copy** window
  - f. If asked **Overwrite the current styles?** click **Yes**
6. Click **Close** to leave the **Style List** window

#### V. CREATING THE **BLOCK QUOTATION** STYLE:

1. Click on **Format**
2. Point to and click on **Styles**
3. Click on **Create**
4. In the **Styles Editor** window:
  - a. **Style name**: type BlockQuotation
  - b. **Description**: type BlockQuotation
  - c. Click on **Format**
    - (1) Point to and click on **Font**
    - (2) **Font size**: leave at 12
    - (3) Click **OK** to save the changes and to close the **Font** window
  - d. Click on **Format**
    - (1) Point to **Line**
    - (2) Point to and click on **Tab Set**
    - (3) Check the box to the left of **Repeat every**, and in the box to the right type 0.250"
    - (4) Click **OK** to save the changes and to close the **Tab Set** window
- e. Click on **Format**
  - (1) Point to **Line**
  - (2) Point to and click on **Spacing**

- (3) **Spacing**: type 1.0
  - (4) Click **OK** to save the changes and to close the **Spacing** window
- f. Click on **Format**
  - (1) Point to **Paragraph**
  - (2) Point to and click on **Format**
  - (3) In the field **Spacing between the paragraphs**, check the circle to the left of **Number of lines**, and in the box to the right type 2
  - (4) Click **OK** to save the changes and to close the **Paragraph Format** window
- g. Click on **Format**
  - (1) Point to **Paragraph**
  - (2) Point to and click on **Indent**
- h. Back to the **Styles Editor** window, verify that:
  - (1) The box to the right of **Type** reads **Paragraph (paired)**
  - (2) The box to the left of **Enter key will chain to** is checked, and the box to the right reads **Paper**
- i. Click **OK** to close the **Styles Editor** window
- 5. Back to the **Style List** window
  - a. Verify that the new **BlockQuotation** style is highlighted
  - b. Click on **Options**
  - c. Point to and click on **Copy**
  - d. Check **Default Template**
  - e. Click **OK** to save the changes and to close the **Styles Copy** window
  - f. If asked **Overwrite the current styles?** click **Yes**
- 6. Click **Close** to leave the **Style List** window

## VI. CREATING THE SUBHEADING 1 STYLE:

- 1. Click on **Format**
- 2. Point to and click on **Styles**
- 3. Click on **Create**
- 4. In the **Styles Editor** window:
  - a. **Style name**: type Subheading1
  - b. **Description**: type Subheading1
  - c. Click on **Format**
    - (1) Point to and click on **Font**
    - (2) **Font style**: choose **Bold**
    - (3) Click **OK** to save the changes and to close the **Font** window
  - d. Click on **Format**
    - (1) Point to **Justification**
    - (2) Point to and click on **Center**
  - e. Click on **Format**
    - (1) Point to **Typesetting**

- (2) Point to and click on **Advance**
  - (3) In the field **Vertical position**, check the circle to the left of **Down from insertion point**
  - (4) In the box to the right of **Vertical distance**, type 0.197"
  - (5) Click **OK** to save the changes and to close the **Advance** window
- f. Back to the **Styles Editor** window, verify that:
  - (1) The box to the right of **Type** reads **Paragraph (paired)**
  - (2) The box to the left of **Enter key will chain to** is checked, and the box to the right reads **Paper**
- g. Click **OK** to save the changes and to close the **Styles Editor** window
5. Back to the **Style List** window:
  - a. Verify that the new **Subheading1** style is highlighted
  - b. Click on **Options**
  - c. Point to and click on **Copy**
  - d. Check **Default Template**
  - e. Click **OK** to save the changes and to close the **Style Copy** window
  - f. If asked **Overwrite the current styles?** click **Yes**
6. Click **Close** to leave the **Style List** window

## VII. CREATING THE SUBHEADING 2 STYLE:

1. Click on **Format**
2. Point to and click on **Styles**
3. Click on **Create**
4. In the **Styles Editor** window:
  - a. **Style name:** type Subheading2
  - b. **Description:** type Subheading2
  - c. Click on **Format**
    - (1) Point to **Justification**
    - (2) Point to and click on **Center**
  - d. Click on **Format**
    - (1) Point to **Typesetting**
    - (2) Point to and click on **Advance**
    - (3) In the field **Vertical position**, check the circle to the left of **Down from insertion point**
    - (4) In the box to the right of **Vertical distance**, type 0.197"
    - (5) Click **OK** to save the changes and to close the **Advance** window
  - e. Back to the **Styles Editor** window, verify that:
    - (1) The box to the right of **Type** reads **Paragraph (paired)**
    - (2) The box to the left of **Enter key will chain to** is checked, and the box to the right reads **Paper**
  - f. Click **OK** to save the changes and to close the **Styles Editor** window
5. Back to the **Style List** window:

- a. Verify that the new **Subheading2** style is highlighted
  - b. Click on **Options**
  - c. Point to and click on **Copy**
  - d. Check **Default Template**
  - e. Click **OK** to save the changes and to close the **Style Copy** window
  - f. If asked **Overwrite the current styles?** click **Yes**
6. Click **Close** to leave the **Style List** window

#### VIII. CREATING THE SUBHEADING 3 STYLE:

1. Click on **Format**
2. Point to and click on **Styles**
3. Click on **Create**
4. In the **Styles Editor** window:
  - a. **Style name:** type Subheading3
  - b. **Description:** type Subheading3
  - c. Click on **Format**
    - (1) Point to and click on **Font**
    - (2) **Font style:** choose **Bold**
    - (3) Click **OK** to save the changes and to close the **Font** window
  - d. Click on **Format**
    - (1) Point to **Typesetting**
    - (2) Point to and click on **Advance**
    - (3) In the field **Vertical position**, check the circle to the left of **Down from insertion point**
    - (4) In the box to the right of **Vertical distance**, type 0.197"
    - (5) Click **OK** to save the changes and to close the **Advance** window
  - e. Back to the **Styles Editor** window, verify that:
    - (1) The box to the right of **Type** reads **Paragraph (paired)**
    - (2) The box to the left of **Enter key will chain to** is checked, and the box to the right reads **Paper**
  - f. Click **OK** to save the changes and to close the **Styles Editor** window
5. Back to the **Style List** window:
  - a. Verify that the new **Subheading3** style is highlighted
  - b. Click on **Options**
  - c. Point to and click on **Copy**
  - d. Check **Default Template**
  - e. Click **OK** to save the changes and to close the **Style Copy** window
  - f. If asked **Overwrite the current styles?** click **Yes**
6. Click **Close** to leave the **Style List** window

## IX. CREATING THE SUBHEADING 4 STYLE:

1. Click on **Format**
2. Point to and click on **Styles**
3. Click on **Create**
4. In the **Styles Editor** window:
  - a. **Style name:** type Subheading4
  - b. **Description:** type Subheading4
  - c. Click on **Format**
    - (1) Point to **Typesetting**
    - (2) Point to and click on **Advance**
    - (3) In the field **Vertical position**, check the circle to the left of **Down from insertion point**
    - (4) In the box to the right of **Vertical distance**, type 0.197"
    - (5) Click **OK** to save the changes and to close the **Advance** window
  - d. Back to the **Styles Editor** window, verify that:
    - (1) The box to the right of **Type** reads **Paragraph (paired)**
    - (2) The box to the left of **Enter key will chain to** is checked, and the box to the right reads **Paper**
  - e. Click **OK** to save the changes and to close the **Styles Editor** window
5. Back to the **Style List** window:
  - a. Verify that the new **Subheading4** style is highlighted
  - b. Click on **Options**
  - c. Point to and click on **Copy**
  - d. Check **Default Template**
  - e. Click **OK** to save the changes and to close the **Style Copy** window
  - f. If asked **Overwrite the current styles?** click **Yes**
6. Click **Close** to leave the **Style List** window

## X. CREATING THE SUBHEADING 5 STYLE

1. Click on **Format**
2. Point to and click on **Styles**
3. Click on **Create**
4. In the **Styles Editor** window:
  - a. Style name: type **Subheading5**
  - b. Description: type **Subheading5**
  - c. Click on **Format**
    - (1) Point to and click on **Font**
    - (2) **Appearance:** check **Bold**
    - (3) Click **OK** to save the changes and to close the **Font** window
  - d. Click on **Format**
    - (1) Point to **Line**

- (2) Point to and click on **Other Codes**
- (3) In the field **Hard tabs**, check the circle to the left of **Left (Hd Left Tab)**
- (4) Click **Insert**
- e. Click on **Format**
  - (1) Point to **Typesetting**
  - (2) Point to and click on **Advance**
  - (3) In the field **Vertical position**, check the circle to the left of **Down from insertion point**
  - (4) In the box to the right of **Vertical distance**, type 0.197"
  - (5) Click **OK** to save the changes and to close the **Advance** window
- f. Back to the **Styles Editor** window:
  - (1) Verify that the box to the right of **Type** reads **Character (paired)**
  - (2) Verify that the box to the left of **Enter Key will chain to** is unchecked
  - (3) At the bottom of the window check the box to the left of **Show 'off codes'**
  - (4) In the code box called **Contents** use the mouse to position the cursor immediately after the last code, the one which reads **Codes on the left are ON–Codes on the right are OFF**, and then click the mouse (the red cursor will start blinking at the beginning of the next line)
  - (5) On your keyboard type a period mark (you will see a period mark in the code box)
- g. With the cursor still after the period mark, click one more time on **Format**
  - (1) Point to and click on **Font**
  - (2) Appearance: uncheck **Bold**
  - (3) Click **OK** to save the changes and to close the **Font** window
- h. Click **OK** to save the changes and to close the **Styles Editor** window
- 5. Back to the **Style List** window:
  - a. Verify that the new **Subheading5** style is highlighted
  - b. Click on **Options**
  - c. Point to and click on **Copy**
  - d. Check **Default Template**
  - e. Click **OK** to save the changes and to close the **Style Copy** window
  - f. If asked **Overwrite the current styles?** click **Yes**
- 6. Click **Close** to leave the **Style List** window

–To apply the **Subheading5** to your paper/dissertation, follow these steps:

- 1. At the end of the paragraph that precedes the subheading, press normally the **Enter** key on your keyboard
- 2. Using the mouse, select the style **Subheading5** from the **Style List** in the tool bar (the cursor will start blinking immediately before a bold period mark at the exact position where the subheading is to be typed)
- 3. Type the subheading (it will appear already in bold to the left of the period mark, that will keep moving to the right as your type)

4. Once you have typed the subheading, use the right pointer key (→) or the mouse to move the cursor to the right of the period mark (automatically the style will change to **Paper**)
5. Give the regular double space and continue typing your text

#### XI. CREATING THE SECTION TITLE STYLE:

1. Click on **Format**
2. Point to and click on **Styles**
3. Click on **Create**
4. In the **Styles Editor** window:
  - a. **Style name:** type SectionTitle
  - b. **Description:** type SectionTitle
  - c. Click on **Format**
    - (1) Point to and click on **Font**
    - (2) **Font style:** choose **Bold**
    - (3) Click **OK** to save the changes and to close the **Font** window
  - d. Click on **Format**
    - (1) Point to **Line**
    - (2) Point to and click on **Spacing**
    - (3) Type 3.0
    - (4) Click **OK** to save changes and to close the **Line Spacing** window
  - e. Click on **Format**
    - (1) Point to **Justification**
    - (2) Point to and click on **Center**
  - f. Click on **Format**
    - (1) Point to **Typesetting**
    - (2) Point to and click on **Advance**
    - (3) Verify that the **Horizontal position** is **None**
    - (4) **Vertical position:** choose **From top of page**
    - (5) Uncheck the box to the left of **Text above position**
    - (6) **Vertical distance:** type 2"
    - (7) Click **OK** to save the changes and to close the **Advance** window
  - g. Back to the **Styles Editor** window, verify that:
    - (1) The box to the right of **Type** reads **Paragraph (paired)**
    - (2) The box to the left of **Enter key will chain to** is checked, and the box to the right reads **Paper**
  - h. Click **OK** to save the changes and to close the **Styles Editor** window
5. Back to the **Style List** window:
  - a. Verify that the new **Section Title** style is highlighted
  - b. Click on **Options**
  - c. Point to and click on **Copy**
  - d. Check **Default Template**

- e. Click **OK** to save the changes and to close the **Styles Copy** window
- f. If asked **Overwrite the current styles?** click **Yes**
- 6. Click **Close** to leave the **Style List** window

## XII. CREATING THE **BIBLIOGRAPHY** STYLE:

1. Click on **Format**
2. Point to and click on **Styles**
3. Click on **Create**
4. In the **Styles Editor** window:
  - a. **Style name:** type Bibliography
  - b. **Description:** type Bibliography
  - c. Click on **Format**
    - (1) Point to **Line**
    - (2) Point to and click on **Spacing**
    - (3) **Spacing:** type 1.0
    - (4) Click **OK** to save the changes and to close the **Line Spacing** window
  - d. Click on **Format**
    - (1) Point to **Paragraph**
    - (2) Point to and click on **Format**
    - (3) In the field **Spacing between the paragraphs**, verify that the circle to the left of **Number of lines** is checked, and the box to the right reads 2
    - (4) Click **OK** to save the changes and to close the **Paragraph Format** window
  - e. Click on **Format**
    - (1) Point to **Paragraph**
    - (2) Point to and click on **Hanging Indent**
  - f. Click on **Format**
    - (1) Point to **Page**
    - (2) Point to and click on **Numbering**
    - (3) **Position:** choose **Top Center**
    - (4) **Page numbering format:** choose **1**
    - (5) Click **OK** to save the changes and to close the **Select Page Numbering Format** window
  - g. Back to the **Styles Editor** window, verify that:
    - (1) The box to the right of **Type** reads **Paragraph (paired)**
    - (2) The box to the left of **Enter key will chain to** is checked, and the box to the right reads **<Same Style>**
  - h. Click **OK** to save the changes and to close the **Styles Editor** window
5. Back to the **Style List** window:
  - a. Verify that the new **Bibliography** style is highlighted

- b. Click on **Options**
  - c. Point to and click on **Copy**
  - d. Check **Default Template**
  - e. Click **OK** to save the changes and to close the **Style Copy** window
  - f. If asked **Overwrite the current styles?** click **Yes**
6. Click **Close** to leave the **Style List** window

## XII. TIPS

1. To keep in the Style List (in the tool bar of your WordPerfect) only the styles you have created (thus removing the default template styles), simply follow this routine *each time you open a new document*:

- a. Click on **Format**
- b. Point to and click on **Styles**
- c. Click on **Options**
- d. Point to and click on **Setup**
- e. Uncheck the square box (just the square one) to the left of **Current document**
- f. Click **OK**
- g. Click **Close**.

2. To apply a particular style to your paper/dissertation, simply use the mouse to select it from the Style list in the tool bar of your WordPerfect.

3. The styles are prepared in a chain, thus when you begin a new chapter, for example, select first the **ChapterNumber** style. By pressing the **Enter** key after typing the chapter number, you will be led automatically to the **ChapterTitle** style. By pressing the **Enter** key after typing the chapter title, you will be led automatically to the **Paper** style.

4. Because of the pagination, always try to work on the **Paper** style, as when you are typing the Table of Contents or an Appendix. If needed, you may change any item of your style in the current document simply by using the tool bar of WordPerfect. You may also edit any of the styles you want through the **Styles Editor**. Besides the **Paper** style, the **Bibliography** style is the only one which is also configured for automatic pagination.

5. Always pay attention to the style shown in the tool bar of your WordPerfect. Do not type any part of your paper/dissertation in the style **<None>**, otherwise the pagination will not appear. If by any chance you choose the wrong style, you have to press the **Backspace** key twice to go back to the style you were using before. If immediately after having chosen the wrong style you press that key just once, the style will change to **<None>** and the cursor will remain in the same position.

6. The Upper Case of Section and Chapter Titles has to be set manually by pressing the **Caps Lock** key.

7. To bring the page number to the bottom of the page (and to make the necessary margin adjustments) in the first page of a chapter or major section, simply follow this routine:

- a. Click on **Format**
- b. Point to **Page**
- c. Point to and click on **Suppress**
- d. Check the box to the left of **Print page number at bottom center on current page**
- e. Then use your mouse to click on the dotted line (margin) at the bottom of the screen (page mode), and with the mouse right-clicked, drag the line down to 0.625"
- f. Since this margin change will affect all the following pages, do not forget to drag the line back to 1" on the following page.

8. To place your footnotes in a font size different from your text (not recommended, but permissible), you have to perform the change each time you start a *new* document. The steps are the following:

- a. Click on **Insert**
- b. Point to and click on **Footnote/Endnote**
- c. In the **Footnote/Endnote** window:
  - (1) Verify that the circle to the left of **Footnote** is checked
  - (2) Click on **Options**
  - (3) Point to and click on **Advanced**
  - (4) In the **Advanced Footnote Options** window:
    - i. In the field **Edit numbering style** click the button **In Note**
    - ii. In the **Styles Editor** window click on **Format**
    - iii. Point to and click on **Font**
    - iv. **Font size:** choose 11
    - v. Click **OK** to save the changes and to close the **Font** window
    - vi. Click **OK** to save the changes and to close the **Styles Editor** window
    - vii. Click **OK** to close the **Advanced Footnote Options** window
  - (5) Click **OK** to close the **Footnote/Endnote** window