INSTRUCTIONS FOR USING THE TWO-COLUMN WORD TEMPLATE

This is an instructional guide for using the Word Template that has built for two-column proceedings publications. Do not change any of the template's default settings. Once you have a copy of the template on your computer, you can place it in the *Templates* folder for Word and it will then be available to you whenever you click on the "New" option under the "File" menu. Please utilize the Word "Help" menu for more information on adding templates.

Introduction

The TMS Word template includes the following:

- Character and paragraph styles designed specifically for TMS two-column proceedings publications
- Buttons that automate some commonly used tasks.

The margins and styles should remain constant for whatever version of Word you are using and whether you are using a Windows or Macintosh computer. But, please note that the buttons use Macros that will work only in Word '97 and subsequent versions.

Layout

When you begin your paper, be sure to create a new document based on this template (do not open up the template itself). The paper size and margins for the template are setup already. These are the dimensions necessary for a two-column proceeding volume; please do not make any changes and be sure that everything in your paper (including all tables, artwork, etc.) is within these margins – if anything lays outside of these margins, it is in danger of being trimmed off.

First Page

The top of the first page of your paper contains the title of your paper, all the author(s) name(s) with affiliation(s) and a list of keywords; blank lines should separate each of these sections. After this information is set, please begin typing your paper, starting with the abstract.

Title and Authors

Click on the text "TITLE" and enter the title of your paper. After typing in the title, please follow the same procedure for clicking on and typing in the author(s) name(s), author(s) affiliation(s), and keywords. If there is more than one author, subsequent author names should follow on the same line as the first author mentioned, continuing onto further lines as necessary; there should be a superscript number following each author name that corresponds to the proper affiliation. Each author affiliation should be put on a separate line (two lines if necessary), with a superscript number at the beginning that corresponds to the correct author(s) in the previous section.

Keywords

Between the author(s) affiliation(s) and Abstract, please enter at least three keywords appropriate for your paper.

Styles

This template has certain character/paragraph styles predefined. As you add in headings and paragraphs, you will need to make sure that the new text received the proper formatting style; the buttons described later can help with this task.

If you have typed your paper in another software application and are pasting it into this template, Word usually tries to retain original formatting style. So, once the text is pasted in, you will need to apply the proper TMS style.

Heading 1,TMS: First-Level Heading

This style should be used for any first-level headings, such as the **Abstract** and **Introduction** headings.

Font:	Time New Roman
Font Size:	9 pt.
Font Attributes:	Bold; First letter of each word in caps
Alignment:	Centered
Spacing:	Blank line above and below

Heading 2,TMS: Second-Level Heading

This style should be used for any second-level headings.

Font:	Time New Roman
Font Size:	9 pt.
Font Attributes:	Underlined; First letter of each word in caps
Alignment:	Left justified
Spacing:	Blank line above and below

Heading 3,TMS: Third-Level Heading. This style should be used for any third-level headings (if necessary). It is almost identical to the second-level haeding except that a second level paragraph begins two lines below the heading, whereas a third-level paragraph begins on the same line, immediately following the heading.

Font:	Time New Roman
Font Size:	9 pt.
Font Attributes:	Underlined; First letter of each word in caps
Alignment:	Fully justified
Spacing:	Blank line above; being paragraph on same line.

Heading 4,TMS: PAPER TITLE

This style should be sued for the paper title only.

Font:	Time New Roman
Font Size:	11 pt.
Font Attributes:	Bold; All caps
Alignment:	Centered
Spacing:	Blank line above and below
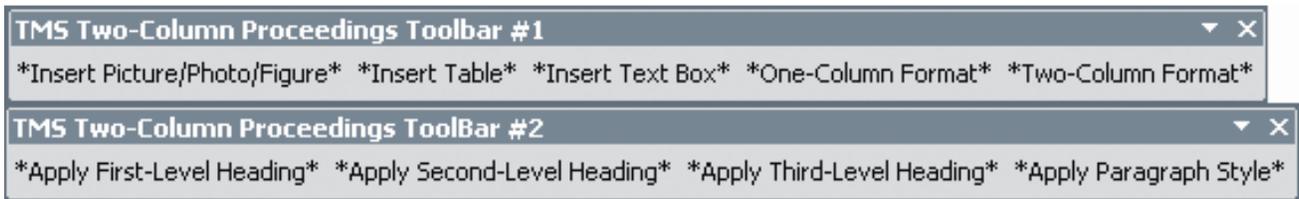
Figure 1. TMS Two-Column Proceedings Toolbars.

TMS: Paragraph Style

This style should be used for the main text in the body of each paragraph.

Font: Time New Roman
Font Size: 9 pt.
Font Attributes: None
Alignment: Fully Justified
Spacing: Use single line space and block paragraphs

ΤΜΣ: Σψμβολ

This is the "Symbol" font; please use this whenever possible when inserting special characters.

Font: Symbol
Font Size: 9 pt.
Font Attributes: None

Buttons

This template contains two toolbars shown in Figure 1. "TMS Two-Column Proceedings Toolbar #1" contains the following buttons:

- Insert Picture/Photo/Figure
- Insert Table
- Insert Text Box
- One-Column Format
- Two-Column Format

"TMS Two-Column Proceedings Toolbar #2" contains the following buttons:
- Apply First-Level Heading
- Apply Second-Level Heading
- Apply Third-Level Heading
- Apply Paragraph Style

Using Buttons

In order for the buttons to work, the security settings for Words must be set to allow Macros run. This is done by going to the following menu:
"Tools"
"Macros"
"Security"

To use the buttons, set the security to either the "Medium" or "Low" settings. If you set the security to "Low," then the buttons will work; if you set the security to "Medium," when you launch the template, you will be prompted to either enable or disable macros – choose "Enable Macros" if you want the buttons to function.

"Insert" Buttons

These buttons (*Insert Picture/Photo/Figure*, *Insert Table* and *Insert Text Box*) are resident in the toolbar because they are commonly used tasks when preparing TMS papers. When inserting any object, be sure that the object is kept within the margins of the paper.

When you click on the *Insert Picture/Photo/Figure* button, the cursor will first be centered, and then you will be taken to the appropriate dialog box. You can save items such as graphs and equations as a graphic file and use this button to insert them into the document – thus ensuring that they look correct and no information is lost or changed. The preferred formats for graphic images are either EPS or TIF; using other formats, such as JPG or GIF may decrease the value to some extent.

One/Two-Column Format Buttons

When working with a multiple column document, it is sometimes necessary to briefly switch to a single column format. These two buttons will help automate this process by inserting a section break and creating a new section with the appropriate format.

"Apply…" Buttons

These buttons are resident in the toolbar to help automate applying the correct styles to the text. Highlight the text you wish to change and then click on the appropriate button to apply the proper style. You may now begin typing the body of your paper.