

**[Title]**

[Subtitle]

**MASTER THESIS**

**[FIRSTNAME] [LASTNAME]**

[Month] [Year]

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“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.”

- *Paul J. Meyer*

# Abstract

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**Keywords:** Template, Tutorial, Master Thesis, Word

# Preamble

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## Foreword

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## Acknowledgements

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## Notations and Conventions

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# 1

## Introduction

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<b>1.1 Template purposes</b>	<b>1</b>
<b>1.2 How to use this template?</b>	<b>1</b>

### 1.1 Template purposes

This template has been created for official documents purposes like thesis or other scientific reports. Feel free to use this template as long as you respect the Terms of Use described in section 3.

### 1.2 How to use this template?

The next chapters will introduce the main aspects<sup>1</sup> that you should know about this template. We encourage you to print this template before you begin to write your document.

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<sup>1</sup> For further support, take a look at Microsoft Office Online website: <http://office.microsoft.com>

# 2

## Using this template

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### 2.1 Headings

In order to build Table of contents (TOC), it is recommended to mark your headings by choosing the corresponding level style (“[1] H1”, “[1] H2”, “[1] H3”, “[1] H4”).

### 2.2 Table of contents (TOC)

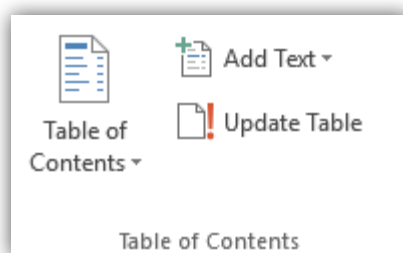
A table of contents is a reader's map. It provides an overview of what is in the document and helps readers find a particular section quickly.

A TOC may be a simple list of chapter titles, or it can include several heading or outline levels.

## 2.2.1 Main TOCs

In this document, main TOCs are used to build the “Table of Contents”, “List of Figures”, “List of Tables” and “List of Source Code”. If you have correctly marked your heading, you will be able to insert a table of contents (TOC).

1. Click where you want to insert the table of contents, usually at the beginning of a document.
2. On the *References* tab, in the *Table of Contents* group, click *Table of Contents*, and then click the table of contents style that you want.



**Figure 2.1:** *The Table of Contents group of the References tab*

*If you want to specify more options — for example, how many heading levels to show — click *Insert Table of Contents* to open the *Table of Contents* dialog box.*

## 2.2.2 Chapter TOCs

In order to include a table of contents of the current chapter only, create a field with the following content:

```
1 { TOC \o "2-3" \h \b Chapter2 \t "[1] H2;1;[1] H3;2" }
```

**Code 2.1 :** *The field value for a chapter TOC*

The entries of the TOC will be built from the headings retrieved within the bookmark `\b Chapter2`. Take a look into section 2.6 to learn more about bookmarks.

## 2.3 Illustrations

### 2.3.1 Figures

Figures will be formatted with the “[2] *Figure*” style. In order to build the *List of Figures* TOC, you will have to assign a caption to each one. See section 2.3.3 for more information about Captions.



Figure 2.2: A figure with an associated caption

### 2.3.2 Tables

Table formatting is done by applying the “[2] Table” style. Furthermore, you can apply “[2] Table Header” on the header cells of your table and “[2] Table Contents” on the other table cells. Table captions are handled in the same way as figure Captions, described in section 2.3.3.

Column 1	Column 2	Column 3
1	2	3
4	5	6
7	8	9

Table 2.1 : An example of a formatted table

### 2.3.3 Captions

A caption is a numbered label, such as *Figure 1*, that you can add to a figure, a table, an equation, or another object.

#### Add a caption

1. Select the object (table, equation, figure, or another object) that you want to add a caption to.
2. On the *References* tab, in the *Captions* group, click *Insert Caption*.

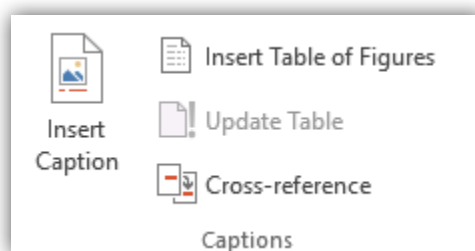


Figure 2.3: The Captions group from the References tab.

3. In the *Label* list, select the label that best describes the object, such as a picture or equation. If the list doesn't provide the correct label, click *New Label*, type the new label in the *Label* box, and then click *OK*.
4. Type any text, including punctuation that you want to appear after the label.
5. Select any other options you want.

You can quickly add a caption to an image by right-clicking on it and selecting "Add a caption...".

### Add a caption with the current chapter number

If you want to include the current chapter number into the caption, you have to use the following field:

```
1 { STYLEREF "[1] H1" \s }
```

Code 2.2 : The field value for the current chapter number

## 2.4 Index

An index lists the terms and topics that are discussed in a document, along with the pages that they appear on. To create an index, you mark the index entries by providing the name of the main entry and the cross-reference in your document, and then you build the index.

### 2.4.1 Index entries

#### Mark words or phrases

1. To use existing text as an index entry, select the text. To enter your own text as an index entry, click where you want to insert the index entry.
2. On the *References* tab, in the *Index* group, click *Mark Entry*.

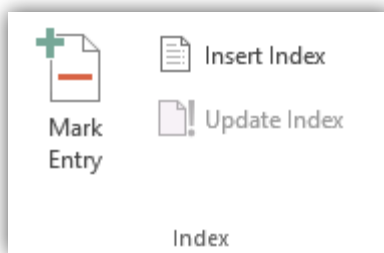


Figure 2.4: The Index group from the References tab.

3. To create the main index entry that uses your own text, type or edit the text in the *Main entry* box.
4. If you want, you can customize the entry by creating a subentry (subentry: An index entry that falls under a more general heading. For example, the index entry "planets" could have the subentries "Mars" and "Venus."), a third-level entry, or a cross-reference to another entry:
  - To create a subentry, type the text in the Subentry box.
  - To include a third-level entry, type the subentry text followed by a colon (:), and then type the text of the third-level entry.

- To create a cross-reference to another entry, click *Cross-reference* under *Options*, and then type the text for the other entry in the box.
5. To format the page numbers that will appear in the index, select the *Bold* check box or the *Italic* check box below *Page number format*.  
To format the text for the index, select the text in the *Main entry* or *Subentry* box, right-click, and then click *Font*. Select the formatting options that you want to use.
  6. To mark the index entry, click *Mark*. To mark all occurrences of this text in the document, click *Mark All*.
  7. To mark additional index entries, select the text, click in the *Mark Index Entry* dialog box, and then repeat step 3 through step 6.

### Mark words or phrases for text that spans a range of pages

1. Select the range of text that you want the index entry to refer to.
2. On the *Insert* tab, in the *Links* group, click *Bookmark*.

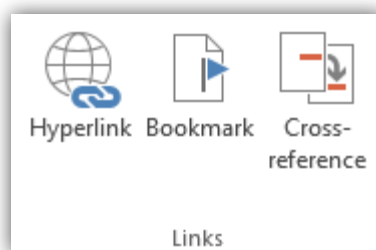


Figure 2.5: The *Links* group from the *Insert* tab.

3. In the *Bookmark* name box, type a name, and then click *Add*.  
In the document, click at the end of the text that you marked with a bookmark.
4. On the *References* tab, in the *Index* group, click *Mark Entry*.
5. In the *Main entry* box, type the index entry for the marked text.
6. To format the page numbers that will appear in the index, select the *Bold* check box or the *Italic* check box below *Page number format*.  
To format the text for the index, select the text in the *Main entry* or *Subentry* box, right-click, and then click *Font*. Select the formatting options that you want to use.
7. Under *Options*, click *Page range*.
8. In the *Bookmark* box, type or select the bookmark name that you typed in step 3, and then click *Mark*.

## 2.5 Fields

Fields are used as placeholders for data that might change in a document and for creating form letters and labels in mail-merge documents. These kinds of fields are also called field codes, and they are different from the type of fields that are used to enter information, such as on a form.

### 2.5.1 Insert a Field

1. Click where you want to insert a field.
2. On the *Insert* tab, in the *Text* group, click *Quick Parts*, and then click *Field*.

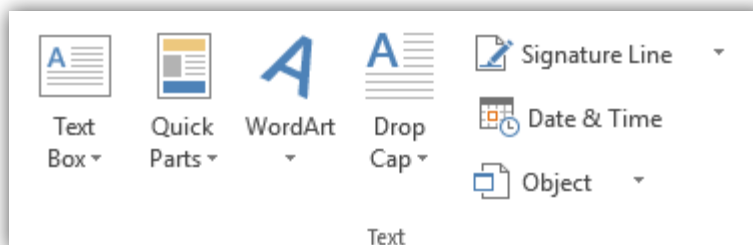


Figure 2.6 : The Text group of the Insert tab

3. In the *Categories* list, select a category.
4. In the *Field names* list, select a field name.
5. Select any properties or options that you want.

*If you know the field code for the field that you want to insert, you can also type it directly in your document. First press CTRL+F9, and then type the code within the brackets.*

### 2.5.2 Edit a Field

1. Right-click in the field, and then click *Edit Field*.

*For some fields, you must display the field code to edit the field. To do this, click the field, and then press SHIFT+F9. Or, to display all the field codes in the document, press ALT+F9.*

2. Change the field properties and options. For information about the properties and options available for a particular field, search on the field name in *Help*.

### 2.5.3 Update Fields

1. By default, *Word* automatically updates fields when a document is opened. That way, information stays up to date. There are situations where you might not want this to happen, however. For example, you may want the date in the header to reflect a particular date rather than automatically updating to the current date every time the document is opened.
2. Fields can also be updated by right-clicking a field and then clicking *Update Field* or by clicking in a field and then pressing F9.

*To manually update all the fields in the main body of a document, press CTRL+A, and then press F9. Fields in headers, footers, or text boxes must be updated separately. Click within the header, footer, or text box, press CTRL+A, and then press F9.*

## 2.6 Bookmarks

A bookmark identifies a location or a selection of text that you name and identify for future reference. For example, you might use a bookmark to identify text that you want to revise at a later time. Instead of scrolling through the document to locate the text, you can go to it by using the *Bookmark* dialog box.

You can also add cross-references to bookmarks. For example, after you insert a bookmark in a document, you can refer to that bookmark from other places in the text by creating cross-references to the bookmark.

### 2.6.1 Add a bookmark

1. Select the text or item to which you want to assign a bookmark, or click where you want to insert a bookmark.
2. On the *Insert* tab, in the *Links* group, click *Bookmark*.

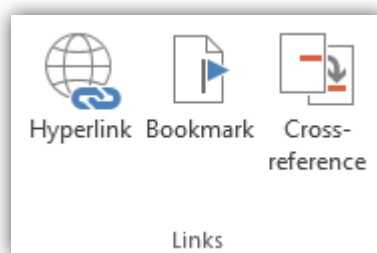


Figure 2.7 : The *Links* group of the *Insert* tab

3. Under *Bookmark name*, type or select a name.
4. Bookmark names must begin with a letter and can contain numbers. You can't include spaces in a bookmark name. However, you can use the underscore character to separate words — for example, "First\_heading."
5. Click *Add*.

*To display the bookmarks brackets:*

*Click File, and then click Options.*

*Click Advanced, and then select the Show bookmarks check box under Show document content*

*(or click Word, then Preferences, then View if you're on a Mac).*

*Click OK.*



# 3

## Terms of Use

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<b>3.1 Authors</b>	<b>9</b>
<b>3.2 License</b>	<b>9</b>

### 3.1 Authors

This template has been created by Pedro DE ALMEIDA from a base template developed by Patrik FUHRER (*Software Engineering Group, University of Fribourg, Switzerland*).

### 3.2 License

This work is licensed under a [Creative Commons Attribution 2.5 License](#). This means you may use it for any purpose, and make any changes you like as long as you include a reference to the authors of this template, like:

*This documentation is based on a template created by Patrik FUHRER and Pedro DE ALMEIDA (Software Engineering Group, University of Fribourg, Switzerland). The template is open source and freely available from: [TODO]*

# A

## Source Code

---

```
1 public class HelloWorld {
2     /**
3      * @param args
4      */
5     public static void main(String[] args) {
6         // TODO Auto-generated method stub
7         System.out.println("Hello world!");
8     }
9 }
```

# B

## **Project Website**

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# C

## CD-ROM

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## References

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Here, you can find some examples of references.

**[Fow00]**

Martin Fowler. *Uml Distilled : A Brief Guide to the Standard Object Modeling Language*, Addison-Wesley, 2000, ISBN 0321193687.

**[Hru06]**

Pavel Hruby. *Model-Driven Design Using Business Patterns*, Springer, 2006, ISBN 3540301542.

**[Lar06]**

Craig Larman. *Applying UML And Patterns: An Introduction to Object-Oriented Analysis and Design and Development*, Prentice Hall, 2006, ISBN 0131489062.

**[MM03]**

Joaquim Miller and Jushnu Mukerji. *MDA Guide Version 1.0.1*. OMG, 2003. [Retrieved January 07, 2007, from <http://www.omg.org/docs/omg/03-06-01.pdf>].

**[Poo01]**

John D. Poole. Model-Driven Architecture: Vision, Standards And Emerging Technologies. In *ECOOP '01: Workshop on Metamodeling and Adaptive Object Models*, OMG, 2001. [Retrieved January 08, 2008, from [http://www.omg.org/mda/mda\\_files/Model-Driven\\_Architecture.pdf](http://www.omg.org/mda/mda_files/Model-Driven_Architecture.pdf)].

## **Referenced Web Resources**

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- [1] Microsoft Office Online. <http://office.microsoft.com> (accessed on January 12, 2008).
- [2] OMG: Model Driven Architecture. <http://www.omg.org/mda/> (accessed on January 06, 2008).

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