



# THESIS TEMPLATES: CONVERTING AN EXISTING DOCUMENT.

- Special workshop for grad students with an existing thesis/project/essays document, wishing to convert to using a thesis template.

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## Topics:

### What is a template?

- A template is a specialized document file that is used to generate new documents.
  - One then uses the new document to write a report, thesis, etc.
  - Even new blank documents, which appear when MSWord is opened, are created from a template, one that is called "normal.dot".
  - Templates are stored in an MSOffice folder called "Templates." They are accessed by going to File/New, then choosing a template from the "Templates on my computer" or "General templates" list that MSWord offers.
  - A template contains pre-designed elements such as margins, page layouts, plus pre-set heading and paragraph styles, including font, size, spacing and automatic numbering. It features tools specific to the type of document you are trying to create.

### 1. Why and when is a template needed?

- To save time, labour and stress with both a one time document or repeat documents:
  - To benefit from not having to "re-invent wheels" in order to meet standards being demanded of you.
  - To ensure consistency of styling throughout a document.
  - To simultaneously, and with the least labour, permit an evolving personal document design and maintain consistency of design.

### 2. What does a template offer?

- Templates save labour and smooth out your writing process. They provide a structure, or scaffolding, for your work of writing a thesis or project.
  - Starting your own document from an SFU thesis template means that most of the detail work needed to meet the publishing requirements of the university are all pre-set for you.
  - SFU thesis templates also contain tutorial information on how to use the headings and specialized paragraph styles consistently, and how to use the word-processing tools you need to insert captions, create consistent tables, place figures within the text, and generate a table of contents and lists of figures and tables.
  - SFU library templates are middle-of-the-road in professional-style document design, yet can be adapted further to your personal taste and needs if you wish, while still retaining consistency overall.

**Templates and their styles enable you  
to get the machine  
to do the mechanistic work of consistency,  
so you can do  
the human work of writing.**

### 3. Typical features of an SFU thesis template.

- Margin and page numbering, including a landscaped page.
- Specialized paragraph set-up – for various uses.
- Headings set-up
- Articulation between styles
- Basic Table set-up.
- Required page content, including standard preliminary pages.
- Table of Contents and Lists of Figures and Tables

### 4. Selecting a template.

- Online location:  
<http://www.lib.sfu.ca/researchhelp/writing/thesestemplates/thesestemplates.htm>.
- Selecting a template.
  - Which version of MSWord? (2001-2003)? If so, then that reduces choices to the ones listed under the font choices: Times Roman and Arial in MSWord 2003.
  - Older computer? See available model for MSWord 95-97 versions.
  - Type?
    - Basic, centered.
    - Automatic chapter and subheading numbers.
    - Numbered heading and subheadings (1, 1.1, 1.1.1 "business/science" style).
    - Journal article style .
    - NEW! APA manuscript style .
  - Basic Font Preference: Serif and San-Serif.
    - Times Roman.
    - Arial.
    - What if I want something else? See "customizing" at the end.
- Having doubts? No matter.
  - What you need to know is that these templates are entirely interchangeable.
    - If you start with one and change your mind, you just need to download a different one,.
    - put it in your template folder, open your existing document, and can delete the old template,.
    - attach the new one (Tools/Templates and Add-ins/Attach),.
    - update the styles automatically, and voila, the whole thing changes looks.
  - Why? How?
    - Because the underlying structures are identical in all these templates.
    - All you are doing is trading your butterscotch Lifesavers for orange-flavoured Lifesavers.

### 5. Downloading and storing a template.

- First click on the link of the template of your choice.
- Select the **Save** option instead of **Open**. It is not necessary to open it just yet.
- Save it on your computer in an easily found document folder.

## 6. Saving it as a template.

- Purpose: To make the template available to you to clone new documents whenever you need them. The template itself is not used as a document.
- Once this is done, you can open a new document based on the template, and you will still have the template available to generate a new one when you want it.
  1. Find and open the document you just saved.
  2. Go to **File/Save as...** You will need to give it a name in the "File Name" window (make it unique, and include a date (i.e. Spring 05) so you know what version you used). .
- New name is a good idea: the original template names are being used and changed by many, and on many computers. Giving it a new name protects your document from defaulting to someone else's amended template on a shared computer.
- Then in the "Save as type" slot, click the menu arrow , to open the menu and go down the list to select **Document template (\*.dot)**.
- Note at the top of this "Save As" menu box, the "Save in" **box**, which lists the folder has (or should) change from the folder you used to a folder called **Templates**. This is deep inside MSWord's program folders. Save it there and close it.

## Goals of this conversion work

- Goal1 is to make sure everything is converted to the existing template "styles", or to new "styles" you create as needed, so that each type of paragraph or heading is protected (and gathered up or corralled) by being placed in its own specific style.
- Goal 2: Once this is accomplished, each type of paragraph or heading can be changed, and all of them will change together when you want to adjust them.
- Careful, step-by-step work
  - Keeps confusion to a minimum while you work.
  - Ensures all the paragraphs get converted.
  - Minimizes time spent on this task to about one day's labour.

## Steps in conversion to a template

### 7. Combining multiple documents, if needed.


- Why1? To gain advantage of the updatable automatic table of contents, list of figures, list of tables.
- Why2? To gain the time-saving available in using MSWord's "Find and Replace" which can change 300 paragraphs as fast as it changes 30 paragraphs.
  - Open the document containing the first part you have, i.e. title page, or if not yet created, the next part such as abstract, or other preliminary page, or first chapter. Save this under a new name.
    - Open the next documents in turn, use Edit/Select all/ Copy, then Paste at end of first document, saving after each paste until all sections have been collected into one document. Save.
  - Proceed to next step.

### 8. Attaching a template to a pre-existing document.

- Open your existing full thesis document. Save a new edition (Draft 39?).

- Go to the menu item "Tools". Find "Templates and Add-Ins" and open this Templates menu.
  1. See the Document Template box. It probably reads **Normal**.
  2. See the **Attach** button to the right. Click this button to go to the Template folder.
  3. Select your new template. **Open** it. You will return to the templates menu.
  4. Tick the box  "Automatically update document styles". **OK**.
    - This will update all styles you have previously used to the new template configurations.
- Save the document and take a deep breath before proceeding further.
  - If large document creates printing problems, articulated "master documents" are the answer.
    - Large is larger than 4-5 MB or heavy with graphics.

## 9. Section breaks – a hazard to your page numbering.

- Section breaks are not page breaks.
  - Section breaks are needed for three key functions, but need to be minimized to protect your document from MSWord capriciousness. Needed for:
    - Differential page numbering in one document: unnumbered pages, Roman numeral preliminary pages, and Arabic numbered main pages.
    - Landscaped pages or other pages requiring different page set-up, size paper, etc.
    - Endnotes following each chapter. In this case, needed at end of each chapter.
- Use "Select Browse object button"  at bottom right corner to move from section to section.
  - Delete all section breaks not required for above functions. Save the document.

## 10. Margins.

- Check File/Page Setup to ensure that the margins and page number distance from edge have stayed correct in all sections.

Margin	Portrait-oriented pages		Landscape-oriented pages	
	Inches	Centimetres	Inches	Centimetres
Left	1.5 in	3.81 cm	1 in	2.54 cm
Right	1 in	2.54 cm	1 in	2.54 cm
Top	1 in	2.54 cm		
Bottom	1 in	2.54 cm	1 in	2.54 cm
Page Number in Header/Footer from edge of paper	0.6 in	1.52 cm		
Page number rotated and dragged to side corresponding to portrait top/bottom			0.6 in	1.52 cm

- If no landscaped sections required at this time, use Preview/"Apply to" **whole document**.
  - If there are more "portrait-oriented" sections than "landscaped" sections at this time, it is easiest to "apply to whole document", then re-set the formatting of the landscaped sections separately.
- Save the document.

## 11. Converting headings, specialized paragraphs, captions, etc. to standard template usages.

- These steps are necessary to first bring all the headings and paragraphs into conformity with the styles so that they work together “in sync”. After that, you are free to customize the style if you wish, with confidence that all the paragraphs will change in sync together.
  - Reviewing headings: How did you create your headings? Manually? The need to convert manual headings to “Heading Styles” and to clear all manual adjustments.
    - Value: Structural and cosmetic control.
    - Value Added: Automatic Table of Contents.
    - Value Added: View/Outline offers enhanced editing capacity. Movable text.
  - Format/Styles to open the Styles and Formatting side bar.
    - Go to each heading in turn, preferably sweeping through all primary headings together, then the secondary ones (first subheadings), then the following sets of sub-headings.
    - Highlight the paragraph, including the paragraph/enter mark.
    - Clear Formatting** to save labour. Reduces the style to plain “Normal” and removes all manual formatting previously done.
    - Apply chosen heading style.
- Save the document.
  - Review specialized paragraphs, type by type: block quotes, numbered, bulleted, references, and others.
    - Clear Formatting** to save labour.
    - Clearing tabs, spaces and other extreme manual bits. Use Edit/Replace/More.
    - Apply style, creating new styles as needed (see below). Then save the document.
  - Change all figures and table captions to “caption style” using Insert/[Reference]/Captions.
    - Value added: Ability to generate a List of Figures and a List of Tables
    - Notice “Label” which allows choice of “Figure” or “Table” or other beginning word.
    - Can create new labels, i.e. “Maps” or customized name.
    - See “Numbering”: Choice of sequential numbering or chapter-based numbering
      - Use of chapter based numbers dependant on automatic numbering in headings
      - Will require modification of heading styles to automatic numbering.
      - Just the Heading 1 style is sufficient, if numbering not desired for subheadings
      - Note choice of punctuation in number.
    - Steps for converting captions.
      - Go to a caption, leave existing manual number.
      - Clean out all manual space formatting such as multiple spaces and tabs used to shape it, and reduce to a simple sentence.
      - Leave any required italics.
      - Go to beginning of the caption. Go to Insert/[Reference]/Caption. Choose correct label.
      - For first label of this kind (i.e. Figure, Table, or other), click “Numbering” to customize chapter-based numbering and its punctuation, if desired. Okay.
      - Okay.
      - Compare numbering to ensure correctness. Insert desired punctuation, if any (colon, period). Hit “Tab” key. Delete manual numbering.

- Examine formatting of the style, and customize if change is desired. Highlight the whole caption, then use Format/style/▼/modify/format...font, tab and paragraph.
- Note style has paragraph/line and page breaks/keep with next. This is useful when all captions are above the tables (required) and figures (not recommended but optional). If figure captions go below, remove the "keep with next" from the caption style in order to not interfere with the figure placement. Then "keep with next" can be added to the "para\_pic\_placement" style to glue figures and their captions together. There are other ways to apply this feature to table set-up. See "Setting up tables" section below.

## 12. Defining new styles to suit individual needs.

- Follow the pathway: Format/Styles [and Formatting]/New.../.
  - Name – use names that are meaningful when you are tired, and which cluster with styles which are used in proximity with each other, i.e. "para", "para\_ref", "para\_block", "para\_interview" etc.
  - Style based on – if you base it on a given style, it will change when you change that style. For instance all styles based on "Normal" will change font if you change the font of "Normal".
  - Style for following paragraph – What style do you want to be using immediately after hitting the **Enter** key at the end of this one? This saves having to constantly change the styles manually before continuing writing.
    - Example: If an indented or non-indented paragraph is needed following headings, but themselves to be followed by the reverse. Create/define the two styles. Para\_indent, Para\_no\_indent, then change "style to follow" of all headings, and "style to following for the leading type.
  - Format** Paragraph – Many choices.
    - Indents and spacing. Relationship between indent/no indent and space between paragraphs.
    - Within paragraph choices: line spacing, widow and orphan control, keep text together.
    - Between paragraph choices: space before and after, keep with next, page break before.
  - Format** Font.
  - Format** Tabs.
    - Ornamental quote style can use a right tab at right margin for use with author name.
  - Format** Numbering – avoid too many layers of automatic numbering, especially if using automatic numbering in headings. It will crash your document, or at least stall it and stop updating.
- Save the document. And, yes, when asked "save changes to template, click **Yes**.

## 13. Making wholesale changes: Find and Replace.

- Using Edit/Replace/More/Format/Styles.
  - Rule of Thumb for using Search and Replace:
    - The "More" Button opens up the possibilities for changing styles of font, styles, special code symbols, etc.
    - Find the pattern. Set up in "Find".
    - Define desired pattern in "Replace with".
  - Typical use: redefining the main paragraphs.

- Search for **Normal** and all other paragraph formats used: Body text, body text indent, Body text indent 2.
  - Replace with **para**.
  - Chant: **"The Undo Button is My Friend"**.
  - Hit: **Replace All**.
- Save the document.
- Clearing excess paragraph/Enter marks, unneeded tabs, and spaces at beginning of paragraphs.
  - Use Edit/Replace/More.
- Save the document.

## Finetuning and completing your thesis document

### 14. Standardizing table and figure numbering and placement – "Keep With Next".

- Control of caption numbering requires the use of Insert/Caption.
  - Insert/Caption.
  - Value added: an automatic updatable List of Figures and List of Tables.
- Control of caption and table row relationship maintains table set-up regardless of text changes around the table.
  - Format/Paragraph/Line and page breaks/Keep with next.
  - Table/Headings rows repeat.
  - Format/Style/**Table Grid**/Modify/.
- Retro-fitting existing tables:
  - Best practice: set a table style and customize it, using **Format/styles**. See *Tables and Figures Workshop*.
  - Arial font recommended for all tables.
    - Permits use of smaller sized font than any Roman fonts, and Arial Narrow when Arial won't work.
  - Use Table/Autofit to contents and Autofit to Window to toggle tables into alignment with contents margins.
    - Boxes will be outside the margins. This is acceptable with 1.5/1 inch margins.
- Control of caption and figure placement keeps the caption and figure together.
  - Caption above or below – which option?
    - Why below? – tradition only.
    - Why above? – facilitates use of technology and consistency of look for both table and figures.
  - Caption style "Keep with Next".
  - Tools/Options/Edit/Insert Pictures as **In line with text**.
  - "Para\_pic\_placement" style for consistent placement.
    - Customized for space before and after, no indent, and "keep with next" if caption goes below.
    - Note if figure captions are below, then "keep with next" will have to be removed from "Caption" style for any tables. If more figures than tables, remove using format/styles. If

few tables, then remove from each individual table captions using Format/paragraph, leaving "no keep with next" as the default configuration of "Caption" style.

- Save the document and breathe again.

## 15. Importing standard thesis document pages.

- Go to File/New. Ignore the usual choice of "blank document."
  - Find the choice "Templates on my computer." Or "General Templates".
    - This will take you to the template folder.
  - Select your template, **OK** to produce a new document.
  - Highlight all the pages and text from the Title page to the Chapter 1 heading.
  - Edit/Copy.
  - Go to your own document, at the beginning, and paste these pages in.
    - If you have previously set up your title page, abstract, etc, then copy/paste your text into these new pages.
    - Delete your old pages, page breaks and section breaks.
    - Delete the imported Chapter 1 heading remaining after these new pages and before your real chapter 1 heading.
- Save the document.

## 16. Setting up a table of contents and lists of figures and fables.

- Go to the Table of Contents page.
  - If you still have your old manual Table of Contents, it can be kept as a "bug" check until no longer needed. Click on the end of the Table of Contents heading.
  - Insert/Reference/Index and Tables/Table of Contents.
    - Select how many levels of headings you wish.
    - Advantages of a "working table of contents" (all headings in use) and a "final table of contents" (normally 3 levels).
- Go to the List of Figures page.
  - If you still have your old manual List of Figures, it can be kept as a "bug" check until no longer needed. Click on the end of the List of Figures heading.
  - Insert/Reference/Index and Tables/Table of Figures.
    - Select **Figure** and **OK.**
- Go to the List of Tables page.
  - If you still have your old manual List of Tables, it can be kept as a "bug" check until no longer needed. Click on the end of the List of Tables heading.
  - Insert/Reference/Index and Tables/Table of Figures.
    - Select **Table** and **OK.**
- What if the lists are short?**
  - May be put on the same page or placed under a combined title.

## 17. Debugging headings.





- Your Table of Contents will reveal inconsistencies of case from one heading to another.

- Each level of headings needs to have a consistent use of case within the level.
  - All CAPS, Title case, Sentence case.
- View/Document Map.
- Removing manual ALL CAPS and why.
  - Format/Change Case.

## 18. Debugging captions.

- Captions also need to be consistent. Use Format/Styles.**
  - Numbering choices: Chapter-based numbering dependent on automatic numbering in headings.
  - Why a tab? Transfers to List of Tables and Figures for formatting use there. Permits accurate alignment for a hanging indent, if desired.
  - Hanging indent or not?
  - Centering or not? Centering is the least desirable, from the point of view of technical convenience. If centering desired, use an indented block, indented equally from both left and right, with no hanging indent.
  - Case – Consistency required. Choose “Title Case” or “Sentence case”.
  - Caption choices – full text or partial in the List of Figures and List of Tables. Additional style: Caption 2, articulated (format/styles) with Caption style: indentation, keep with next, spacing before and after, font choices.

## 19. Stabilizing page numbering.

- MSWord is unstable and capricious with page numbering. Manual steps are required to gain stability.**
  - This procedure may be needed more than once. Check page numbering every time before printing.
- Minimize section breaks: check through the document to ensure you have not accidentally imported any section breaks or different margin settings or page numbering settings. To do this:**
  - (a) Go to View/ and Select “Normal” view so you can see the section breaks. Click on your Arabic numbered page “1”. Go to the lower right corner of your document frame, to click on a round grey  “Select Browse Object” button. It is the button with  above and  below. In the little menu box, move your cursor across all the icons to see the choices. Select “Browse by Section”. This will take you to the next section break. If it is not being used as a landscaped page set-up (one before, one after), delete it. Click the  symbol (now blue, meaning “live”), to take you to the following section breaks. Delete all those not needed for landscape page set-up or insertion of endnotes after each chapter...
  - (b) Click on your Arabic numbered page “1”. Go to Edit/Find. Click the “More” button. Click in the “Find What” slot. Look down below to the “Special” button. Click there to open the menu and scroll down to find “Section Break” This will insert the symbols for a section break in the “Find What” slot. Click “Find Next”. Delete any section breaks after your first page in the Arabic numbered section, except for landscaped pages sections.
  - If the only landscaped section is the pre-formatted one at the end, you may wish to leave these section breaks, if you know you will need a landscaped section. If you do delete it, a pre-configured landscaped section is available to copy/paste in any new document created from the template, or online.

- “Same as Previous” default: Clean out the Header/Footer default called “Same as Previous”. This is the default that makes page numbering unstable and unreliable in MSWord.**
- Inserting Page Numbering.**
  - Go to View/Header and Footer to open that toolbar.
  - Go to the first section after all the preliminary pages, where your own first chapter or introduction begins. This is the first section requiring Arabic numbers. Choose the header or footer, depending on where you wish to place your page numbers. .
  - Even though the Header/Footer menu bar is open, go to the top of your document and use the main menu bar's Insert/Page Number/ menu.
    - Using the View Header/Footer menubar icon for inserting page numbers. Gives you page numbers which are, technically, a “field code” only, not contained inside a text box. It cannot therefore be rotated, if needed, for landscaped pages. Only text inside a text box can be rotated.
    - This procedure is done in reverse order of sections, last to first.
  - Click the box  “Show number on first page” (meaning of this section, not the title page), then.
  - Select the permitted position and alignment you prefer:
    - Top/right.
    - Bottom/right.
    - Bottom/centered.
  - Click the **Format** button to go to other options.
    - Number format: Choose Arabic numbers **1,2,3** and.
    - Page numbering: Choose  Start at, then choose  , i.e. DO NOT choose “continuous from previous section”.
    - Click **Okay** and **Okay** again to finish and close.
  - Go to the following sections, if any.
    - Insert the page numbers there, following the instructions above for each section.
    - Use “continuous from previous section” for all sections following the section which begins with page 1.
    - If these are landscaped pages, you will need to know how to rotate and drag those page numbers to the correct “portrait-oriented” position. See section below on landscaped pages.
  - Then go back to “Approval” page.
    - This should be the first page of the Roman numeral section. Again, follow the instructions for inserting a new page number, with this difference:
  - Click the **Format** button to go to other options.
    - Number format: Choose **lower case Roman numeral** option **i,ii,iii** and.
    - Page numbering: Choose  Start at, then choose  , that is equivalent to “2” NOT “1”, in these Roman numerals.
    - DO NOT choose “continuous from previous section”.
    - Click **Okay** and **Okay** again to finish and close.
  - Then go back to the first section and first page of that section which is the “Title page”.
    - This section may include the Partial Copyright Licence, the Ethics Approval Statement, and other non-numbered documents required for your thesis submission.
    - Go to View/Header and Footer.
    - Check both header and footer to see whether MSWord has inserted page numbers by default.

- Highlight and delete any page numbers that have appeared in any of these pages in this "no page number" section.

## 20. Customizing the styles.

- Purpose: To make the style your own and to develop an evolving style with the least labour.
  - How? Highlight the entire item, including the paragraph mark ¶, then apply the following:

**Format/Styles.../▼ /Modify/Format/**

- Overall font change.
  - Changing the font of "Normal" is the most global change.
  - Exceptions that must also be changed: hyperlink, followed hyperlink, page number, any style that has been changed separately.
  - Font is a personal aesthetic. May be political. Congruence with content and self is the key.
  - Size limitations apply: Garamond cannot be smaller than 12 pt. Verdana may be 10.
- Headings.
  - Congruence and coherence are the watchwords.
  - Heading font can be different from body font. The purpose of difference is to give headings "presence".
  - Conventionally, Roman headings would not be used with sanserif body font. The reverse is acceptable.
  - Preliminary page headings are the same as Heading 1, except no numbering is used. Head style is therefore "based on Heading 1" and will change style when Heading 1 is changed, except for numbering.
  - ALL CAPS not required, but clear hierarchy needs to be visual.
  - Indentation or centering of headings to indicate level of heading, no longer a contemporary method.
  - Left alignment of Heading 1 acceptable.
  - Use of white space above provides a confident and inviting "entrée" to the text.
  - Manage white space before and after headings with format/styles (space before and after) instead of extra "enter" marks to ensure consistency.
  - If using numbering, use bold and size, but no additional font styling to avoid clutter.
- Basic Paragraph styles.
  - Indented and non-indented are acceptable.
  - Indented and non-indented can be used in same document, and can be articulated using "style for following paragraph" so that hitting enter at end of primary paragraph will switch style to secondary paragraph.
  - Sufficient spacing before and after is needed to substitute for absence of indents, generally 3 lines (18 pts before, 18 pts after added to double-spaced paragraphs).
- Special tricks.
  - Double or 1.5 line spacing acceptable.
  - 11 pt font in Times Roman acceptable.
  - Reduction to 1.5 line spacing and 11 pt font is best left to the end, in case document is too long for department requirements. Reduction of 1 pt and double to 1.5 line spacing

provide a 33% reduction in length. Will cause no massive re-editing of page design if "keep with next" is built into captions, tables and para\_pic\_placement.

- Specialized paragraphs.
  - Template provides basic, common specialized paragraphs: para\_block, para\_ref, para\_pic\_placement. Caption/Caption2, etc.
  - Note the names are all prefaced with "para" This is to cluster the styles on the list so switching between them is easy.
  - Use format/styles/new/ to create any new specialized paragraph format you need to use more than once, e.g. para\_interviewee, para\_ornament...Use "style for following paragraph" to easily switch back to the logically following style with use of the "enter" key, without additional labour.
- Caption.
  - Specialized style for using Insert/Caption, so an automatic list of figures and tables can be created.
  - Can be customized for all features of font and paragraph, with consistent spacing before and after to separate from text and cohere with content.
  - Recommend using above all figures and tables, despite tradition of figures with captions below.
  - Articulates with "para\_pic\_placement". If caption is above, then caption has "keep with next". If Caption is below, "keep with next" is removed from caption, and applied in "para\_pic\_placement". For Tables, "keep with next" would then have to be applied manually to table captions.
- Table style.
  - Any table style, such as "Table Grid" can be chosen as the default style, and then customized with format/styles to be consistent throughout. Wide range of possibilities worth exploring, including "keep with next" colour, box lines, etc.
  - Start by going to Table/insert/table/ and choose "autofit" to select a preferred table style, and then "default" to set the table style for the document.
  - Each time you insert a table in MSWord in this document it will look the same, and if a table is copied and pasted in from Excel, this style can be applied to make it look the same.
- Table of Contents and List styles.
  - All lines of the Table of Contents and List of Figures/Tables are separate styles, and therefore can be styled differently, with different spacing from headings and captions from which they derive their information.
  - Method slightly different: Highlight only the paragraph (enter) mark ¶. Then apply format/styles.
  - Coherence and clustering are the watchwords.
  - Dots are not required. See format/styles/modify/format/tabs/leader.

Other tips are available in the Formatting workshop document and Tables and Figures workshop documents.