

Word templates user guide

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Introduction

Objective

The purpose of this guide is to assist users with Word templates so that they can easily benefit from the tool's various potentials for simplifying and optimising their work. This guide will help users become better acquainted with the functions of the Word programme, applied to the templates in use at Università della Svizzera italiana.

Purpose of the template

A template is a reference document that contains pre-defined elements, such as page layout, formatting and styles, which facilitate the creation and design of documents.

It saves the user a lot of time, requiring only to select and applying pre-defined elements without worrying about creating a layout from scratch.

The content structure also benefits and leads to an optimised presentation of communication elements.

Finally, the use of templates ensures a homogeneous, coherent, and quality presentation and consequently contributes to strengthening the coordinated image of the university.

Who is it for?

The templates are intended for administrative and academic staff.

Further information on the graphic design and a list of official names and editorial rules can be found on the USI corporate design page.

www.desk.usi.ch/en/corporate-design-templates-and-rules

For questions on the templates e-mail grafica@usi.ch

Use

Brief overview of the structure of information on the various media.

The official reference list for acronyms and names is available at www.desk.usi.ch/en/corporate-design-templates-and-rules in the "Style guide, language, titles and names" section.

1 Header

- University
- University + Faculty
- University + Institute

All other organisational units shall be specified in text form only in the sender's field and in the signature.

1 **Università
della
Svizzera
italiana**

2 Senders's field

USI + Acronym
Where no acronym is available, the full name of the organisational unit is used.

3 Address

Arial Regular
size: 10 pt
spacing: 12 pt

Via Buffi 13
6900 Lugano
Svizzera

from	Name Surname
tel	+ 41 58 666 0000
fax	+ 41 58 666 4647
e-mail	name.surname@usi.ch
web	www.usi.ch
date	01.01.2020

2 USI, Acronym or organisation

3 **Mr / M.me
Name Surname
Role
Address
Postal code City
Country**

4 Subject

Arial Bold
size: 10 pt
spacing: 12 pt

5 Lines

after subject:
2 lines
between paragraphs:
1 line
after a list:
1 line

6 Text

Arial Regular
body: 10 pt
spacing: 12 pt

Setting

Please follow the instructions on the use of styles, given in the adjacent example.

4 Letter subject

5 ¶
6 ¶

Dear Sir, Dear Madame,

¶
¶

In order to maintain the correct graphic consistency, as well as a pleasant and clear reading experience, it is recommended to use the preset styles, which are available in the toolbar (Home → Styles or by typing Alt+Ctrl+Shift+S).

¶
"Normal" for the running text and recipient address.

¶
"Sender" for the sender's contact details as well as for the acronym or name of the organisational unit above the recipient's address.

1. ¶
To make a numbered list use "List"
a. List 2

- ¶
Or use the bulleted list:
• Bulleted List 1
• Bulleted List 2

¶
The use of other fonts or colours is not recommended.

The text is left-aligned. Please avoid hyphenation.

For template requests, please contact corporate-design@usi.ch.

¶
¶

Best regards
Name Surname
Title/role
Organisational unit
Signature

7 Signatures

Signatures may be entered in electronic format

7




Brief overview
of the structure of
information on
the various media.

- 1 Header**
- University
- University + Faculty
- University + Institute

All other organisational units shall be specified in text form only in the sender's field and in the signature.

- 2 Sender's field (when not stated in the header) and object**
Arial Bold
size: 10 pt
spacing: 12 pt

- 3 Title**
Arial Bold
size: 21 pt
spacing: 21 pt

- 4 Introduction (optional)**
Arial Bold
size: 10 pt
spacing: 12 pt

- 5 Title**
Arial Bold
size: 10 pt
spacing: 12 pt

Text
Arial Regular
size: 10 pt
spacing: 12 pt

1 Università
della
Svizzera
italiana

- 2** Document title, organisational unit, supertitle (optional)

3
Title
dof
Document

- 4** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

¶
Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

¶
Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

¶
Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

¶
Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

¶
Title

- Lorem ipsum dolor sit amet;
- Lorem ipsum dolor sit amet;
- Lorem ipsum dolor sit amet.

¶
Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

¶
Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.



Brief overview of the structure of information on the various media.

- 1 **Header**
 - University
 - University + Faculty
 - University + Institute

1 **Università della Svizzera italiana**

- 2 **Sender's field (when not stated in the header) and object**
Arial Bold
size: 10 pt
spacing: 12 pt

2 **Agenda/Minutes**

3 **Title of the meeting**

- 3 **Title**
Arial Bold
size: 21 pt
spacing: 21 pt

- 4 **Date, author**
Arial Regular
size: 10 pt
spacing: 12 pt

4 Date, author



Date of the meeting Day month year

Place XX

- 5 **Bullet points**
can be edited via the list of styles

Participants

- 5 • Name surname 1
- Name surname 2
- Name surname 3

Excused

Agenda

- 5 1. Topic discussed 1
- 2. Topic discussed 2
- 3. Topic discussed 3



1. **Topic discussed**

Text

- 6 **Columns can be edited as needed.**

6

Action/Decision

Reference person

By the (date)

Column 1

Column 2

Column 3



2. **Topic discussed**

Text



6

Action/Decision

Reference person

Column 1

Column 2



Brief overview
of the structure of
information on
the various media.

- 1 Header**
- University
 - University + Faculty
 - University + Institute

1 Università
della
Svizzera
italiana

- 2 Sender or subject field**
- Arial Bold
size: 10 pt
spacing: 12 pt

2 Servizio o unità organizzativa

- 3 Title**
- Arial Bold
size: 40 pt
spacing: 42 pt

3
**Titolo
del
documento**

- 4 Date, author**
- Arial Regular
size: 10 pt
spacing: 12 pt

04.05.2022, Autore, versione nr. 000



Brief overview
of the structure of
information on
the various media.

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Index

5 **Index**
Arial Regular
size: 10 pt
spacing: 12 pt

5

1. Title 1
 - 1.1. Title 1.1
 - 1.1.1. Title 1.1.1
 - 1.1.1.1. Title 1.1.1.1
2. Title 4
 - 2.1. Title 4.1
 - 2.2. Title 4.2
 - 2.2.1. Title 4.2.1
 - 2.2.2. Title 4.2.2
3. Title 2
 - 3.1. Title 2.1
 - 3.2. Title 2.2
 - 3.2.1. Title 2.2.1
 - 3.2.2. Title 2.2.2
4. Title 3
 - 4.1. Title 3.1
 - 4.2. Title 3.2
 - 4.2.1. Title 3.2.1

Brief overview
of the structure of
information on
the various media.

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1. Titolo 1

consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. Phasellus viverra nulla ut metus varius laoreet. Quisque rutrum. Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit id, lorem. Maecenas nec odio et ante tincidunt tempus. Donec vitae sapien ut libero venenatis faucibus.

Nullam quis ante. Etiam sit amet orci eget eros faucibus tincidunt. Duis leo. Sed fringilla mauris sit amet nibh. Donec sodales sagittis magna. Sed consequat, leo eget bibendum sodales, augue velit cursus nunc, quis gravida magna mi a libero. Fusce vulputate eleifend sapien. Vestibulum purus quam, scelerisque ut, mollis sed, nonummy id, metus. Nullam accumsan lorem in dui. Cras ultricies mi eu turpis hendrerit fringilla. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; In ac dui quis mi consectetuer lacinia. Nam pretium turpis et arcu. Duis arcu tortor, suscipit eget, imperdiet nec, imperdiet iaculis, ipsum. Sed aliquam ultrices mauris. Integer ante arcu, accumsan a, consectetuer eget, posuere ut, mauris. Praesent adipiscing. Phasellus ullamcorper ipsum rutrum nunc. Nunc nonummy metus. Vestibulum volutpat pretium libero. Cras id dui. Aenean ut eros et nisl sagittis vestibulum. Nullam nulla eros, ultricies sit amet, nonummy id, imperdiet feugiat, pede. Sed lectus. Donec mollis hendrerit risus. Phasellus nec sem in justo pellentesque facilisis. Etiam imperdiet imperdiet orci. Nunc nec neque.



Phasellus leo dolor, tempus non, auctor et, hendrerit quis, nisi. Curabitur ligula sapien,

6 **Caption**
Arial Regular
size: 7.5 pt
spacing: 9 pt

6

Brief overview
of the structure of
information on
the various media.

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7 Text
Arial Regular
size: 10 pt
spacing: 12 pt

For titles
and lists
use preset styles

7

1.1. Titolo 1.1

Maecenas vestibulum mollis diam. Pellentesque ut neque. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In dui magna, posuere eget, vestibulum et, tempor auctor, justo. In ac felis quis tortor malesuada pretium. Pellentesque auctor neque nec urna.

1.1.1. Titolo 1.1.1

Aenean viverra rhoncus pede. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Ut non enim eleifend felis pretium feugiat. Vivamus quis mi. Phasellus a est. Phasellus magna. In hac habitasse platea dictumst.

- Curabitur at lacus ac velit ornare lobortis.
- Curabitur a felis in nunc fringilla tristique.
- Morbi mattis ullamcorper velit.
- Phasellus gravida semper nisi.
 - Nullam vel sem.
 - Pellentesque libero tortor, tincidunt et, tincidunt eget, semper nec, quam.
 - Sed hendrerit. Morbi ac felis. Nunc egestas, augue at pellentesque laoreet, felis eros vehicula leo, at malesuada velit leo quis pede.

Donec interdum, metus et hendrerit aliquet, dolor diam sagittis ligula, eget egestas libero turpis vel mi. Nunc nulla. Fusce risus nisl, viverra et, tempor et, pretium in, sapien. Donec venenatis vulputate lorem. Morbi nec metus. Phasellus blandit leo ut odio. Maecenas ullamcorper, dui et placerat feugiat, eros pede varius nisi, condimentum viverra felis nunc et lorem. Sed magna purus, fermentum eu, tincidunt eu, varius ut, felis. In auctor lobortis lacus.

1.1.1.1. Titolo 1.1.1.1

Vestibulum ullamcorper mauris at ligula. Fusce fermentum. Nullam cursus lacinia erat. Praesent blandit laoreet nibh. Fusce convallis metus id felis luctus adipiscing. Pellentesque egestas, neque sit amet convallis pulvinar, justo nulla eleifend augue, ac auctor orci leo non est. Quisque id mi. Ut tincidunt tincidunt erat. Etiam feugiat lorem non metus. Vestibulum dapibus nunc ac augue.

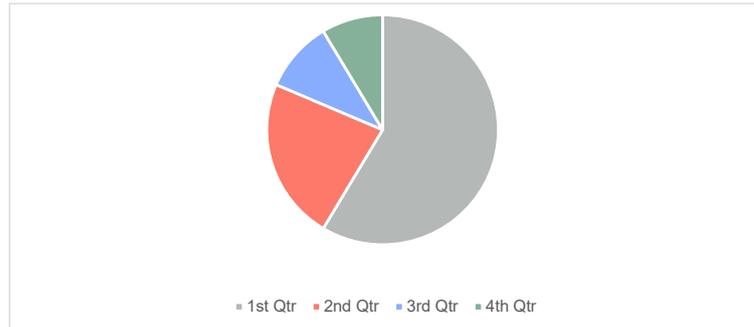
1.1.1.2. Titolo 1.1.1.2

Praesent egestas neque eu enim. In hac habitasse platea dictumst. Fusce a quam. Etiam ut purus mattis mauris sodales aliquam. Curabitur nisi. Quisque malesuada placerat nisl. Nam ipsum risus, rutrum vitae, vestibulum eu, molestie vel, lacus. Sed augue ipsum, egestas nec, vestibulum et, malesuada adipiscing, dui. Vestibulum facilisis, purus nec pulvinar iaculis, ligula mi congue nunc, vitae euismod ligula urna in dolor. Mauris sollicitudin fermentum libero.

1. Praesent nonummy mi in odio.
2. Nunc interdum lacus sit amet orci.
3. Vestibulum rutrum,
 - a. mi nec elementum vehicula,
 - b. eros quam gravida nisl,
 - id fringilla neque
 - ante vel mi.

Brief overview
of the structure of
information on
the various media.

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8 **Caption**
Arial Regular
size: 7.5 pt
spacing: 9 pt

8

Aenean posuere, tortor sed cursus feugiat, nunc augue blandit nunc, eu sollicitudin urna dolor sagittis lacus.

Donec elit libero, sodales nec, volutpat a, suscipit non, turpis. Nullam sagittis. Suspendisse pulvinar, augue ac venenatis condimentum, sem libero volutpat nibh, nec pellentesque velit pede quis nunc. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae;

Ut varius tincidunt libero. Phasellus dolor. Maecenas vestibulum mollis diam. Pellentesque ut neque. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In dui magna, posuere eget, vestibulum et, tempor auctor, justo. In ac felis quis tortor malesuada pretium. Pellentesque auctor neque nec urna. Proin sapien ipsum, porta a, auctor quis, euismod ut, mi. Aenean viverra rhoncus pede. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Ut non enim eleifend felis pretium feugiat. Vivamus quis mi.

9 **Quote**
Arial Regular
Arial Bold
size: 10 pt
spacing: 12pt

between two lines

9

Nome Cognome

Ruolo
Azienda

“(QUOTE) Offering a good balance between technical and practical learning. Being organised with clear and effective lectures and adequate resources to support the preparation.”

Vestibulum fringilla pede sit amet augue. In turpis. Pellentesque posuere. Praesent turpis. Aenean posuere, tortor sed cursus feugiat, nunc augue blandit nunc, eu sollicitudin urna dolor sagittis lacus. Donec elit libero, sodales nec, volutpat a, suscipit non, turpis. Nullam sagittis.

Autore 1
Nome Cognome
Funzione

Autore 3
Nome Cognome
Funzione

Where and how to access files

Please note

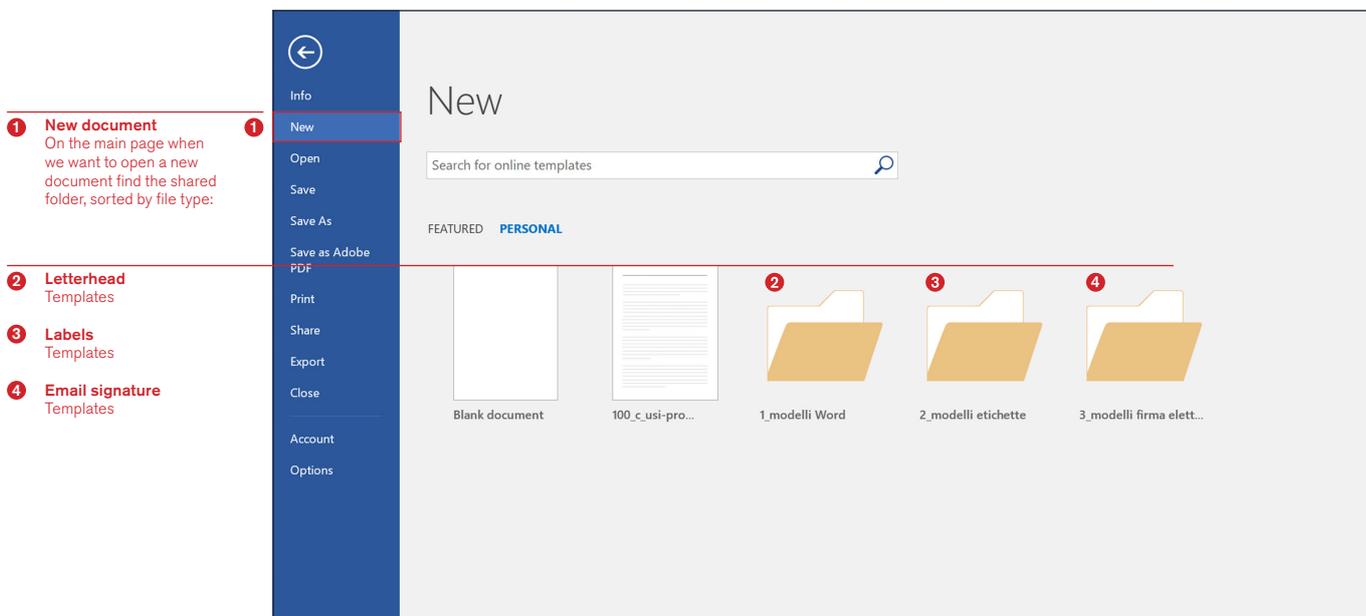
It is always recommended to start with a new document.

The templates are subject to changes and improvements, so they will always be updated.

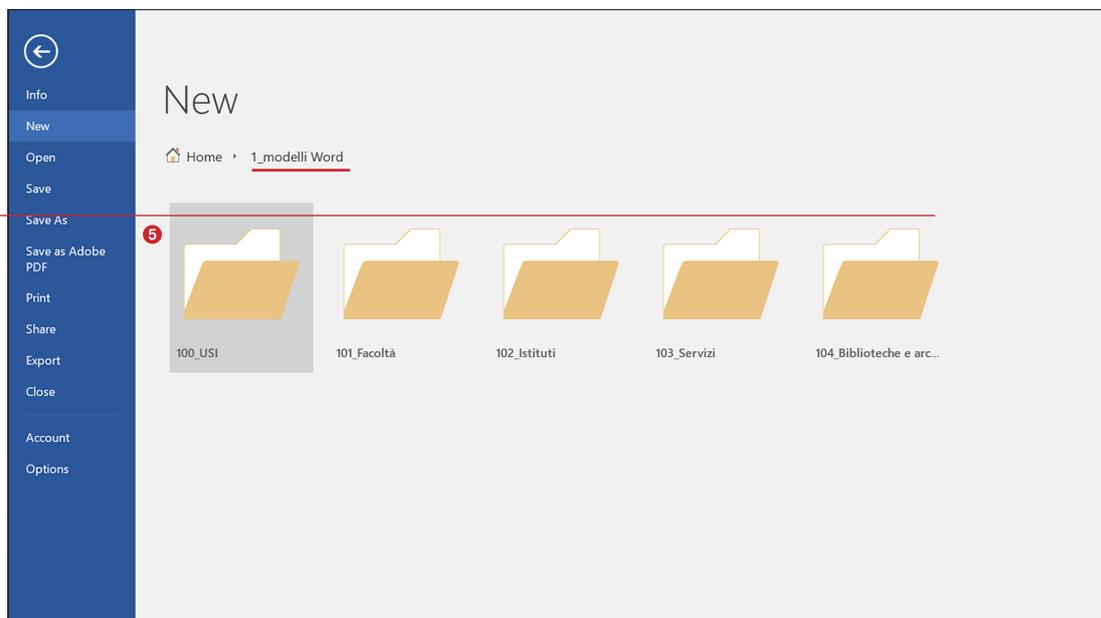
The folders are divided by: USI organisational units, Faculties, Institutes, Services, etc.

When opening Word, a blank document appears by default.

1. Click on "File", and then "New".
2. Folders with available USI templates are displayed.



5. Organisational units Templates

**Other ways to access files**

In the share folder "*USI Documentazione e Modelli*".

- **from the Lugano campus network:** copy and paste the address "`\\usi.usilu.net\dfs\USI-Documentazione e Modelli\Modelli`" on the system browser. The folder "`\\usi\dfs\USI-Documentazione e Modelli`" can also be accessed from 'This PC' in the R disk.
- **from outside the Lugano campus network,** it is required to activate the USI VPN and connect to the route "`\\usi.usilu.net\dfs\USI-Documentazione e Modelli\Modelli`". In serviceportal.usi.ch the full guide to accessing USI documents from outside the campus network via VPN (from PC and Mac) is included <https://vpn.usi.ch>

Text Styles

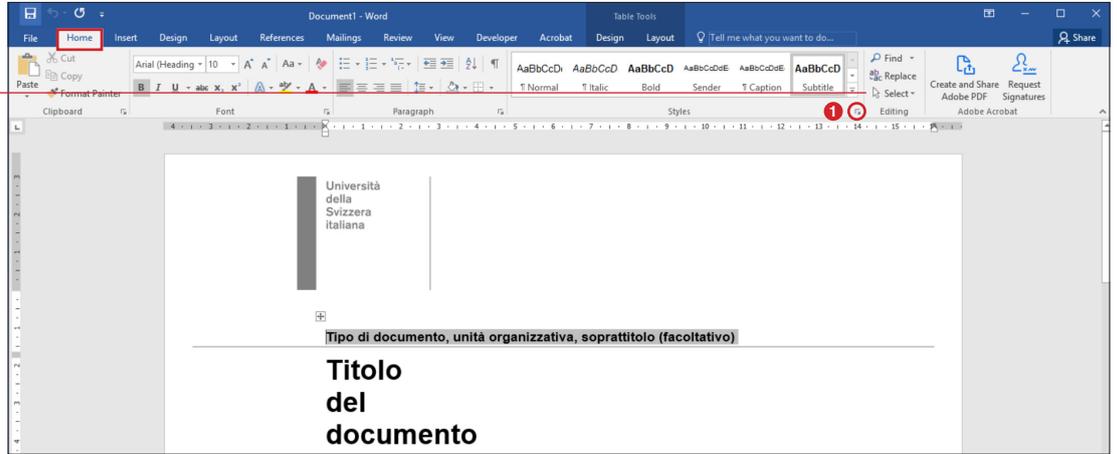
In order to maintain the correct graphic consistency, as well as a pleasant and clear reading experience, it is recommended to use the preset styles.

Available in the toolbar (Home → Styles or by typing Alt+Ctrl+Shift+S).

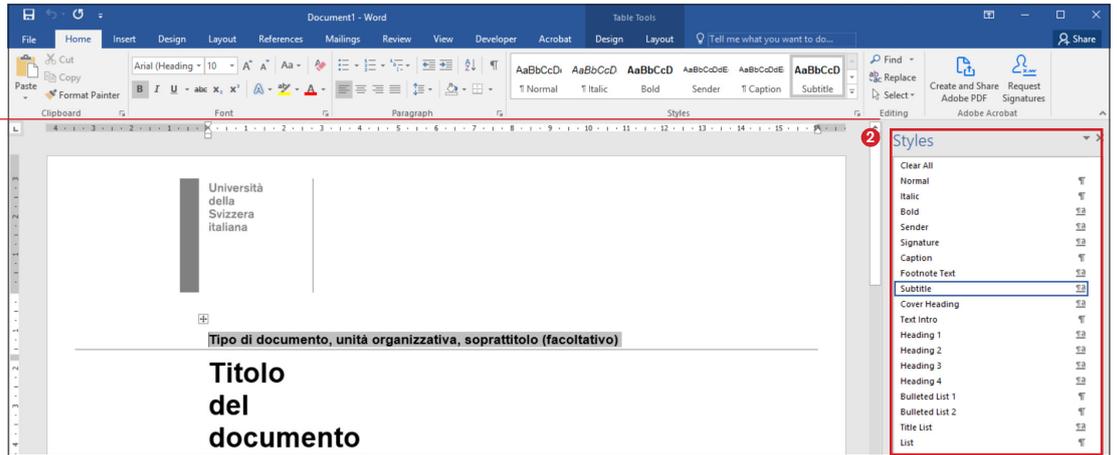
The use of other fonts or colours **is not allowed**.

The text is left-aligned. Please avoid hyphenation.

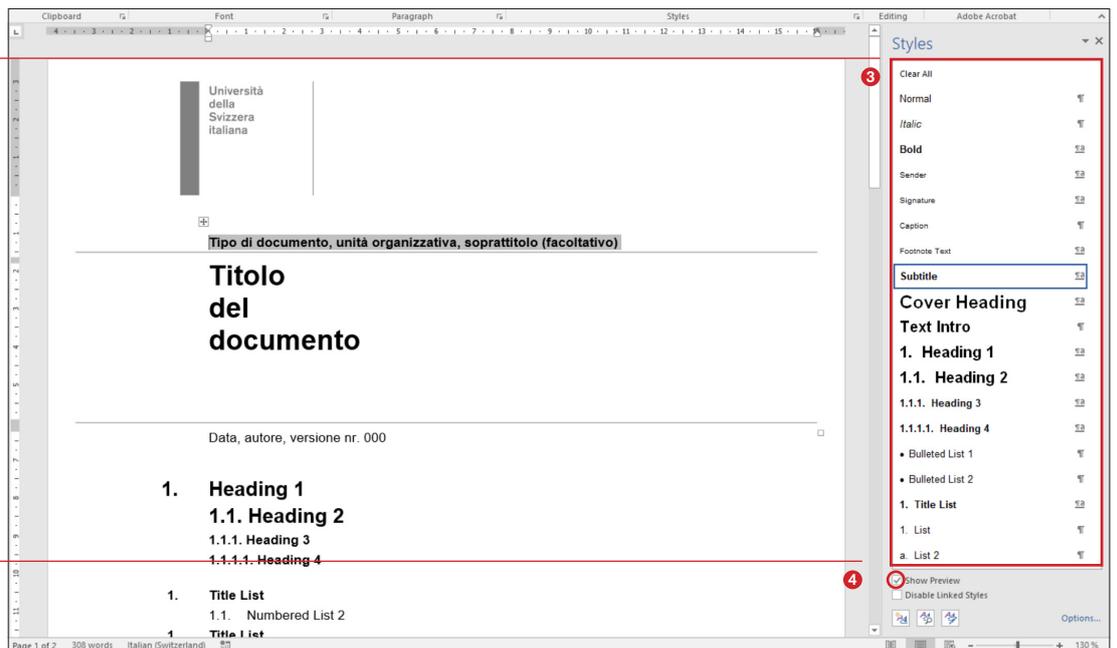
1 Preset styles



2 Styles dialogue box



3 Styles preview



4 Click on Show Preview for a preview of the styles

Stili disponibili che potreste trovare nella finestra.

Styles		
1 Basic styles	Normal	• Used for the running text.
	<i>Italic</i>	• Used to differentiate words in another language or to place emphasis on a particular term. It does not apply to words in other commonly used languages (Bachelor, Honoris causa, etc).
	Bold	• Used to highlight a paragraph.
	Sender	• Used for the sender in letterheads.
	Signature	• Used for signatures at the end of the document (Project with cover and Short Project).
	Caption	• Used to describe images or charts (captions).
	Footnote Text	• Used for footnotes.
2 Titles without numbering	Subtitle	• Used for subtitles, supertitles, an object or an organisational unit.
	Cover Heading	• Used for a project's cover title.
	Text Intro	• Style also suited to short introductory texts.
3 Titles with numbering	1. Heading 1	• Index-linked titling that is automatically generated
	1.1. Heading 2	• Helps prioritise chapters and sub-chapters.
	1.1.1. Heading 3	• Through the buttons it is possible to change the numbering quickly and easily.
	1.1.1.1. Heading 4	
4 Bulleted list	• Bulleted List 1	• Helps prioritise lists and bullet points
	• Bulleted List 2	• Through the buttons it is possible to change the numbering quickly and easily.
5 Mixed numbered and bulleted list	1. Title List	• Helps prioritise lists and bullet points using a varied system of numbers, letters, dots, etc.
	1. List	• Through the buttons it is possible to change the numbering quickly and easily.
	a. List 2	
6 Numbered list	1. Numbered List	• Helps prioritise lists and bullet points using a varied system of numbers, letters, dots, etc.
	1.1. Numbered List 2	• Through the buttons it is possible to change the numbering quickly and easily.
	1.1.1. Numbered List 3	
	1 Article	• Through the buttons it is possible to change the numbering
7 Link	Hyperlink	• Links are automatically underlined when they are set.
8 Quote / highlights	Quote	• It is possible to highlight a testimony or concept.
9 Table	• table_bulleted_list	• These are the styles to be used in tables (USI Table Style).
	1. table_numbered_list	
	table_text	
	table_title	

Show Preview
 Disable Linked Styles
Options...

Copy/Paste

We often do not write the text entirely or directly in the final word document but must import data from another source (pre-existing document, email, etc.).

In most cases, our aim is not to lose formatting (images, italics, bold, titling, etc.), which is why the simple CTRL + C / CTRL + V often does not allow us to do this as desired.

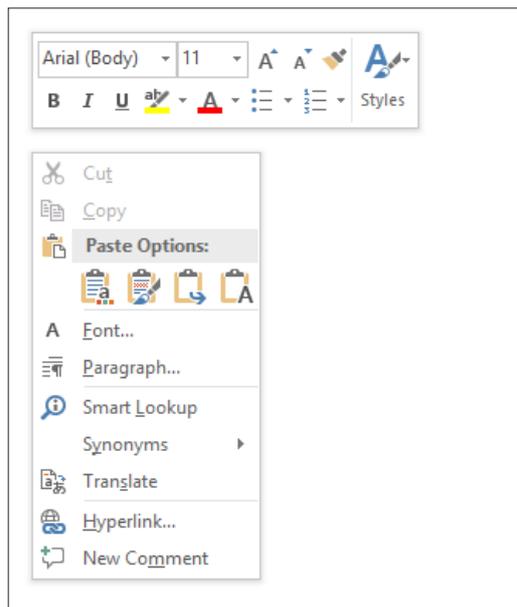
In Word, you can paste text using source, target or simply plain text formatting (see page 17). If you always want one of the options, follow some simple steps to set it as the default for pasted text.

Changing options when pasting content

When copying content from a formatted source, such as a web page or other Word document, you can select options when pasting it into the document.

1. Tap or click where you want to paste the content.
2. Press CTRL + V and then select Paste Options .
3. Place the mouse over the buttons, you will immediately see how the text behaves directly on the document.
4. Select the best option for you.

More information and insights here [qui](#).



Please note

Following each paste, it is recommended to re-assign the predefined styles to each element (titles, numbering, bullet points, etc).

Mail merge

Letters

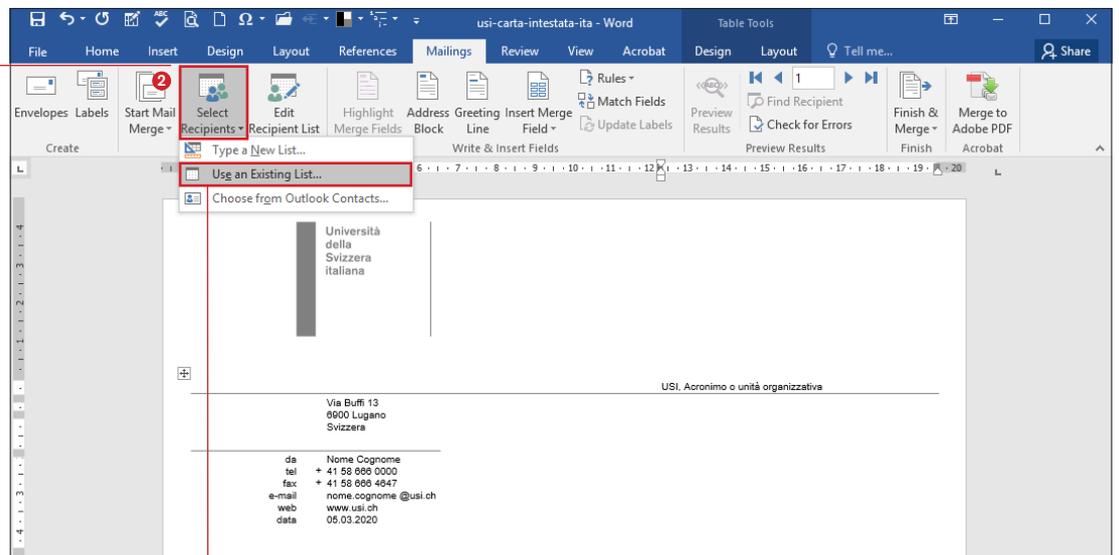
Mail merge lets you create a batch of documents that are personalised for each recipient. To use mail merge for letters and labels a data source file is merged with a target document.

Before starting, it is important to have the list of recipients on an Excel spreadsheet (source file) filled in orderly and correctly and with the fields well divided.

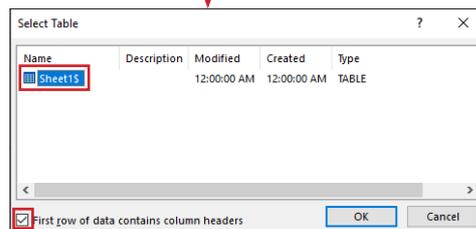
1 Source file

	A	B	C	D	E	F	G	H	I	J
1	Titolo	Nome	Cognome	Ente	Indirizzo	CAP, Città	Nazione			
2	Egregio signor	Paolo	Rossi	USI	Via Indipendenza 5	6900 Lugano	Svizzera			
3										
4										
5										
6										
7										
8										

2 Upload the source file
from the menu bar
→ Mailings
→ Select Recipients



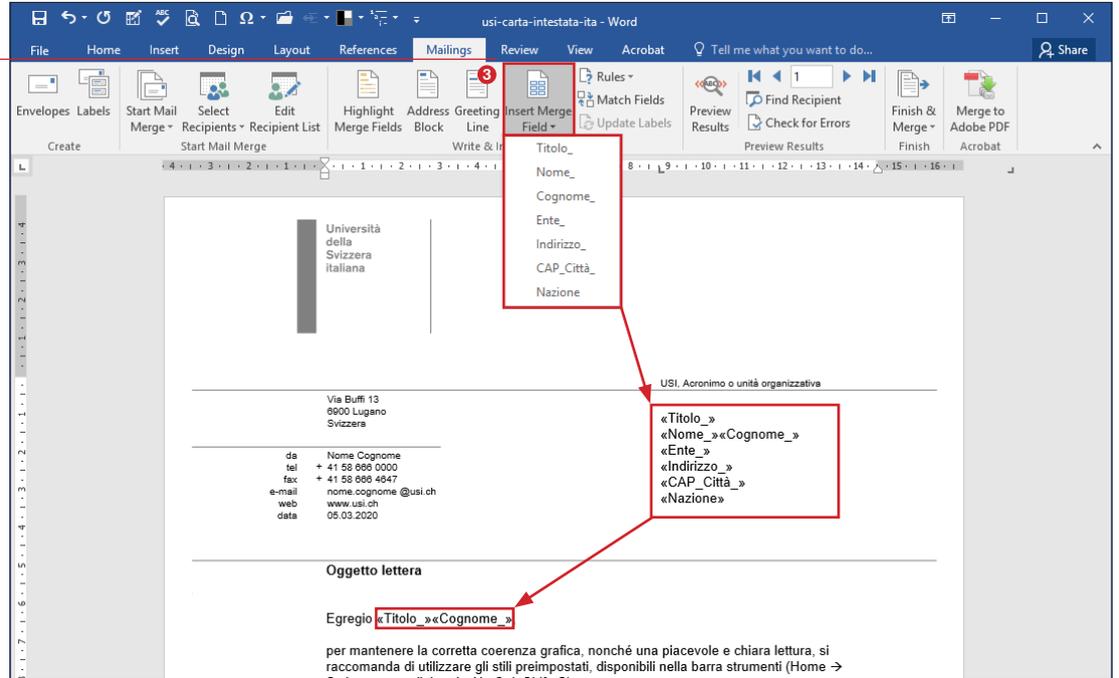
2 Select the
sheet



- 3 Insert Merge Field from menu
 - Mailings
 - Insert Merge Field

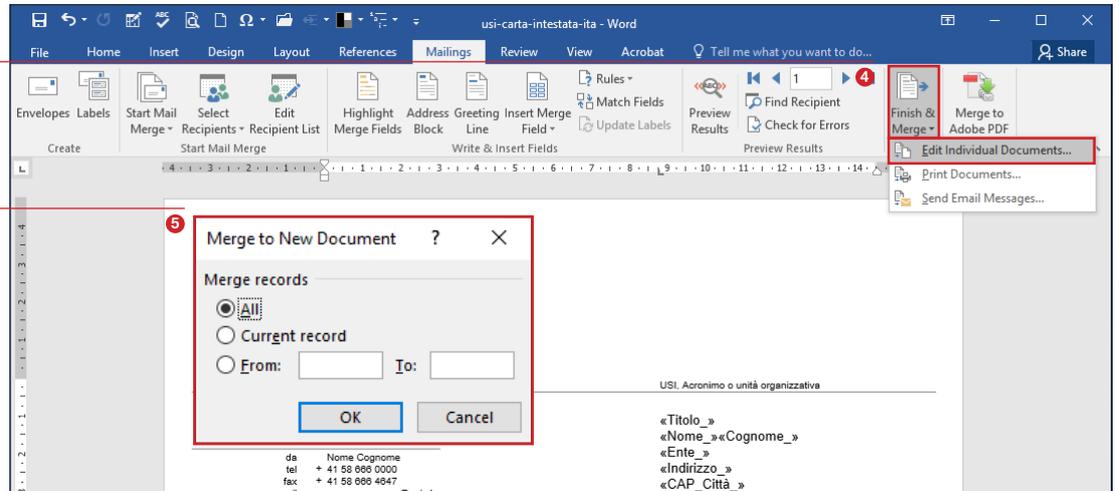
Enter the address in the field.

It is possible to enter the same data within the letter as per the example.



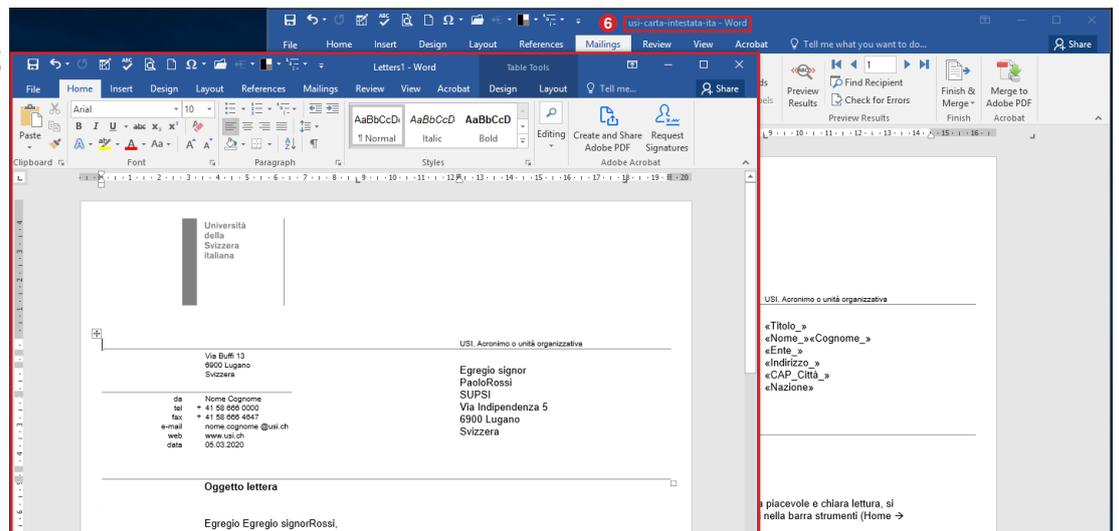
- 4 Finish and Merge From Mailing
 - Finish & Merge
 - Edit individual Documents.

- 5 A window Merge to New Document will open
 - flag All records
 - click Ok



- 5 The new document to save and print with addresses and names will open.

- 6 Save the main file for future use.

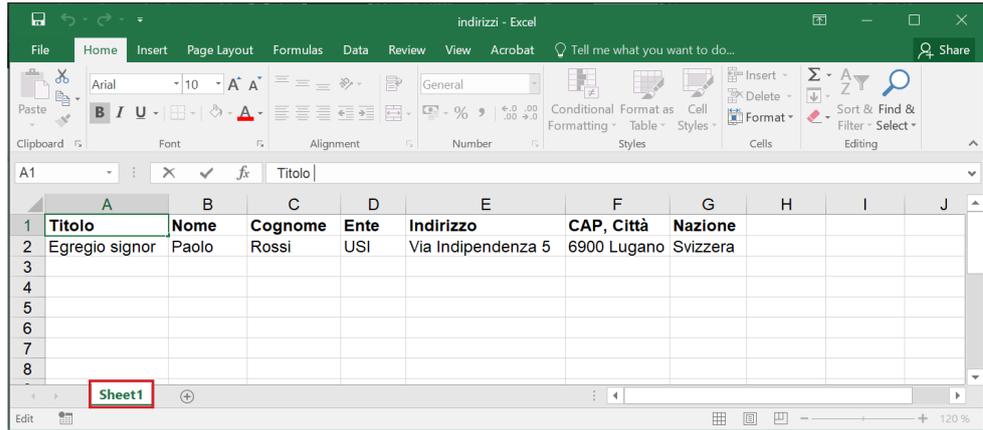


Two labels template are available (for letters and for parcels), which can be found in the "Labels" folder displayed when opening a new Word document.

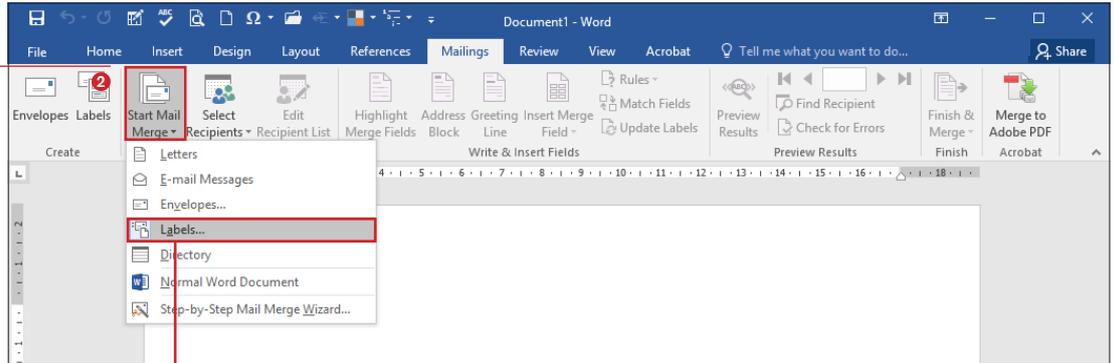
Mail merge lets you create a batch of documents that are personalised for each recipient. To use mail merge for letters and labels a data source file is merged with a target document.

Before starting, it is important to have the list of recipients on an Excel spreadsheet (source file) filled in orderly and correctly and with the fields well divided.

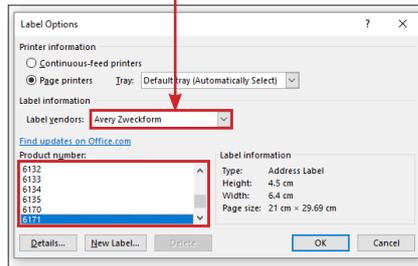
1 Source file



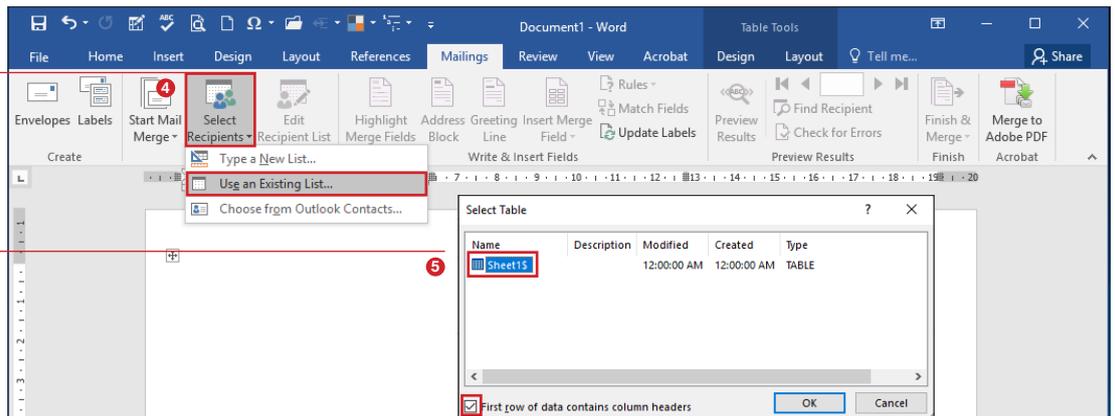
2 Open a document (blank page)
 Choose from
 → Mailings
 → Start Mail Merge
 → Labels



3 Choose the label vendor or model



4 Upload source
 → Mailings
 → Select Recipients
 → Use an Existing List



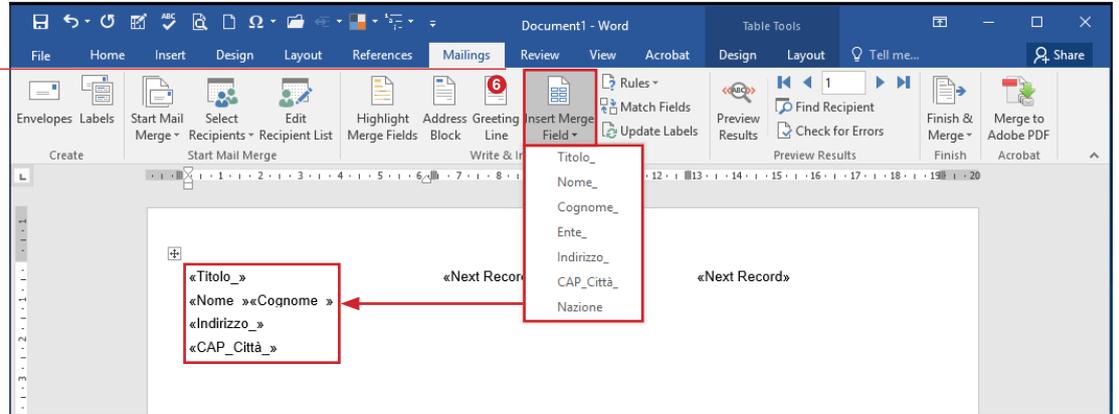
5 Select the sheet

Two labels template are available (for letters and for parcels), which can be found in the "labels" folder displayed when opening a new Word document.

- 6 **Insert Merge Field from menu**
 → Mailings
 → Insert Merge Field

Insert address in the field.

It is possible to enter the same data within the letter as per the example



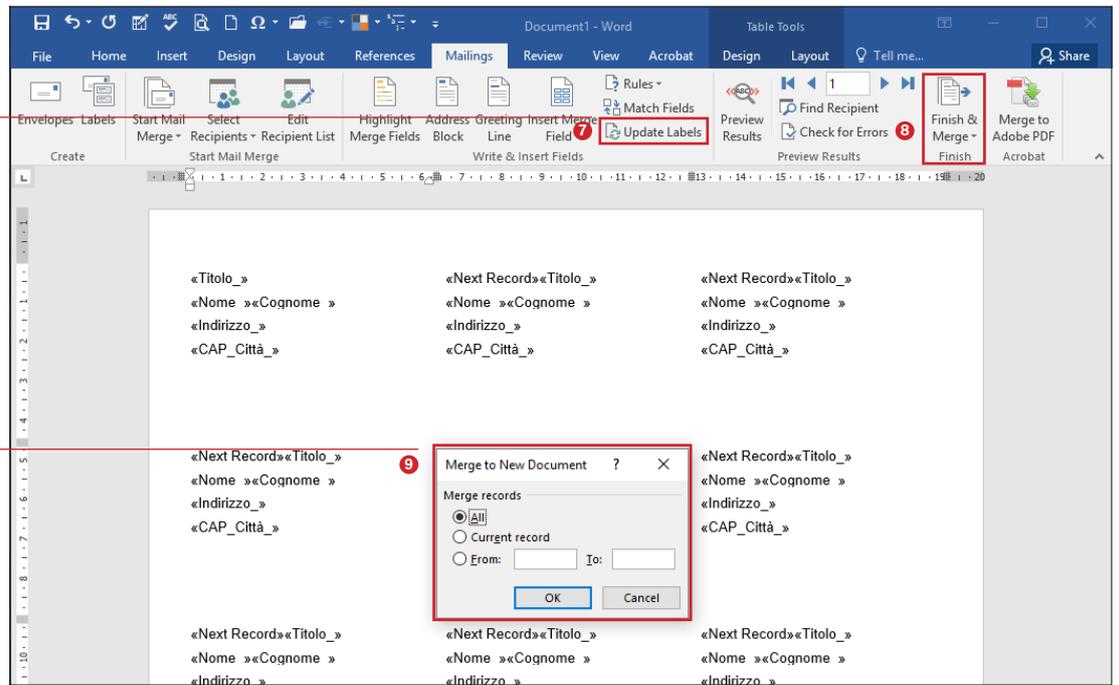
- 7 **Insert Merge Field from menu**
 → Mailings
 → Insert Merge Field

Enter the address in the field.

It is possible to enter the same data within the letter as per the example

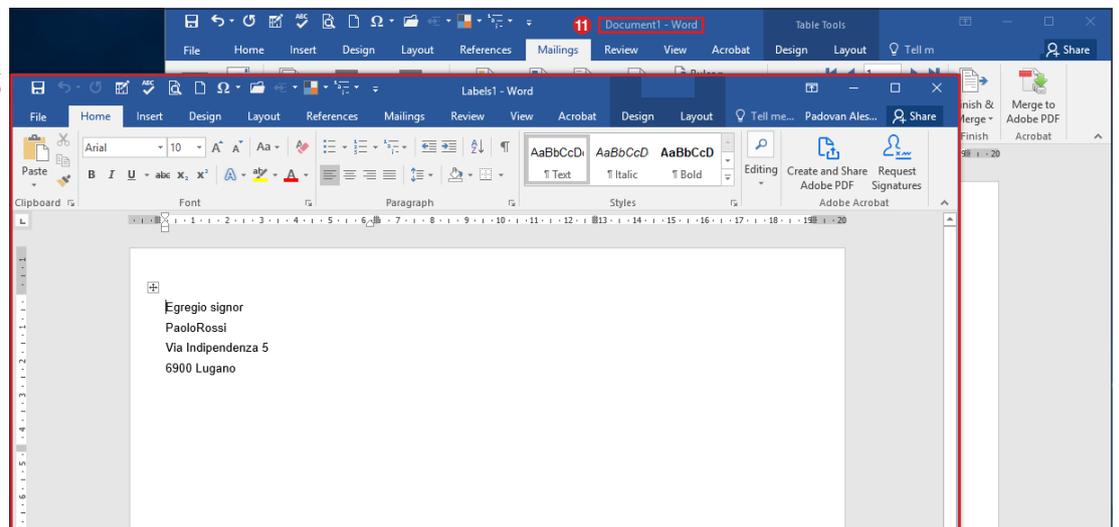
- 8 **Finish and Merge from Mailing menu**
 → Finish & Merge
 → Edit individual Documents.

- 9 A window Merge to New Document will open
 → seleziona All records
 → clicca su Ok

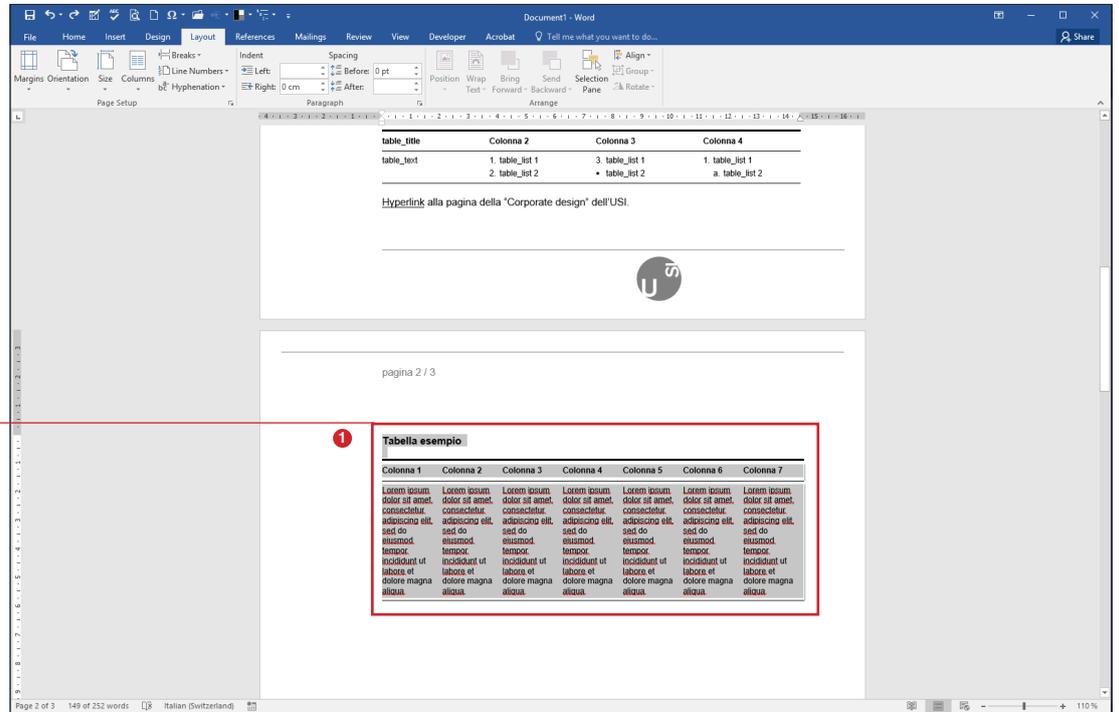


- 10 The new document to save and print with addresses and names will open.

- 11 Save the main file for future use.

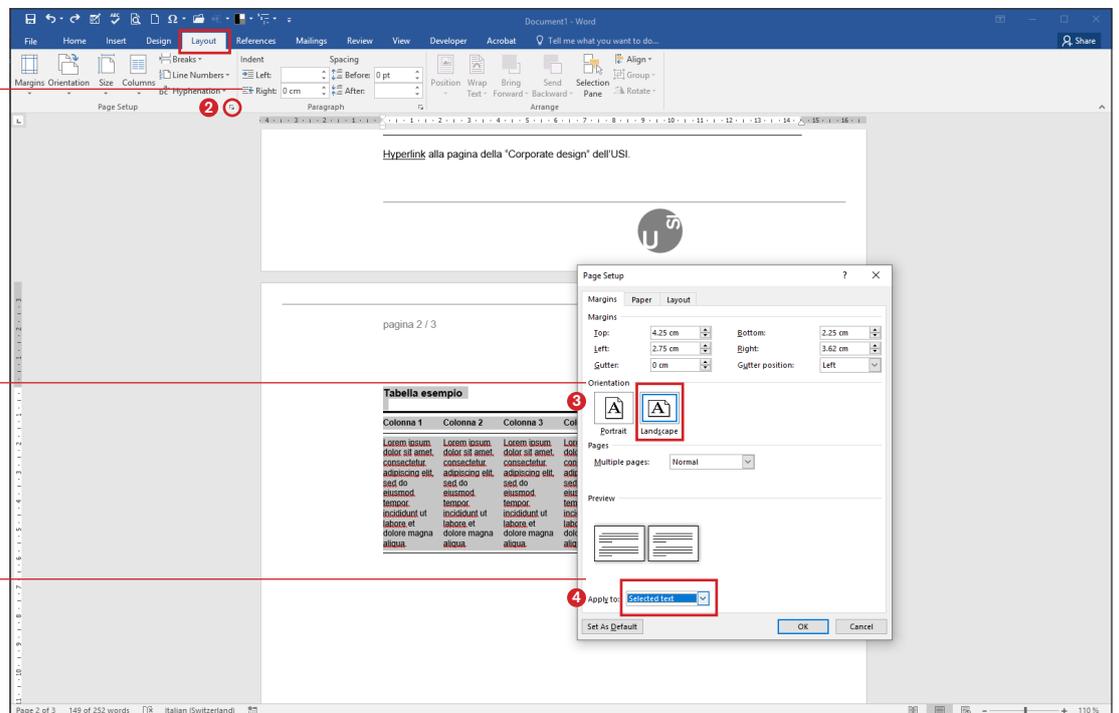


Page orientation



- 1 Select the text to which you wish to change the orientation from vertical to horizontal.

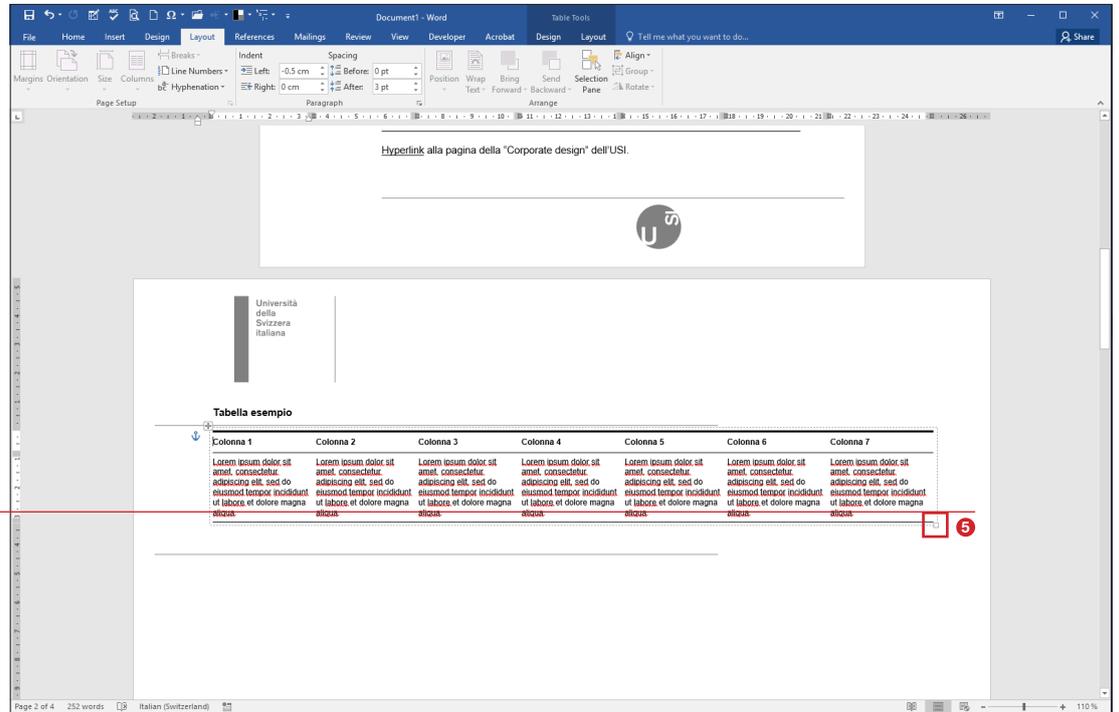
In this case, allow more space to the columns.



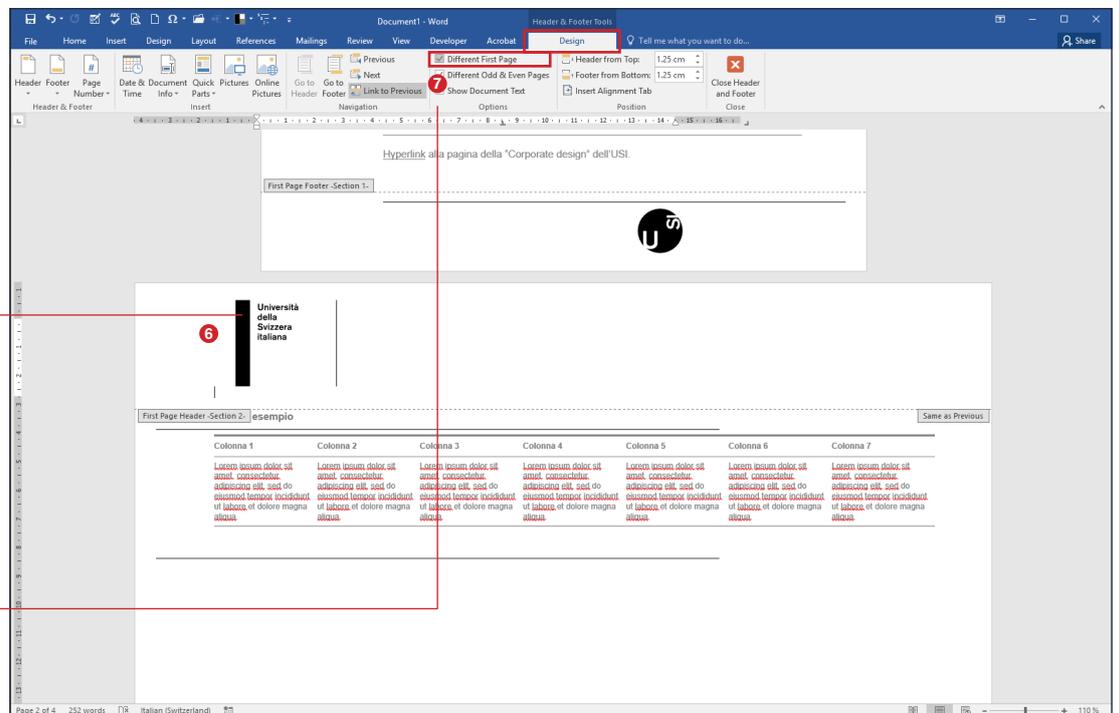
- 2 From the Layout menu (by clicking on the icon at the bottom right) open the dialogue box Page Setup dialogue box.

- 3 From the Page Setup dialogue box, select the orientation from portrait to landscape.

- 4 Apply to Selected text. Click OK.



- 5 Using the angle of the box, stretch the table as needed over the width of the document now oriented horizontally.

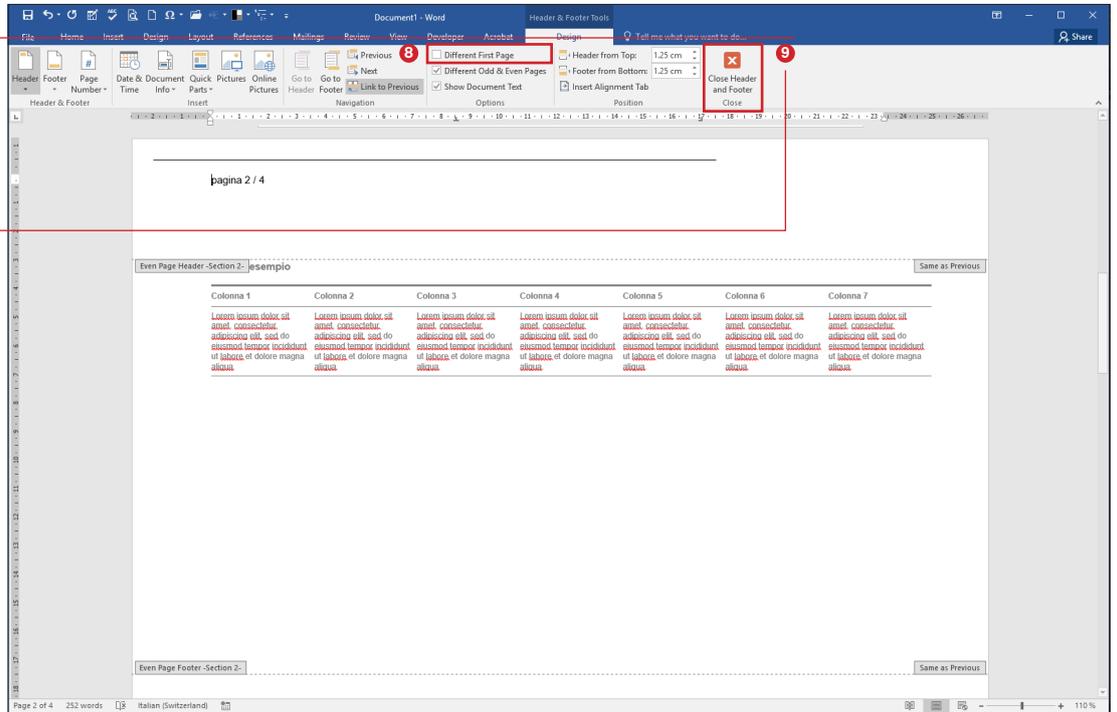


- 6 At this point the page has changed orientation, but with the header on the first page. To replace it, double-click on the header or from the menu: *Insert* → *Header* → *Edit*

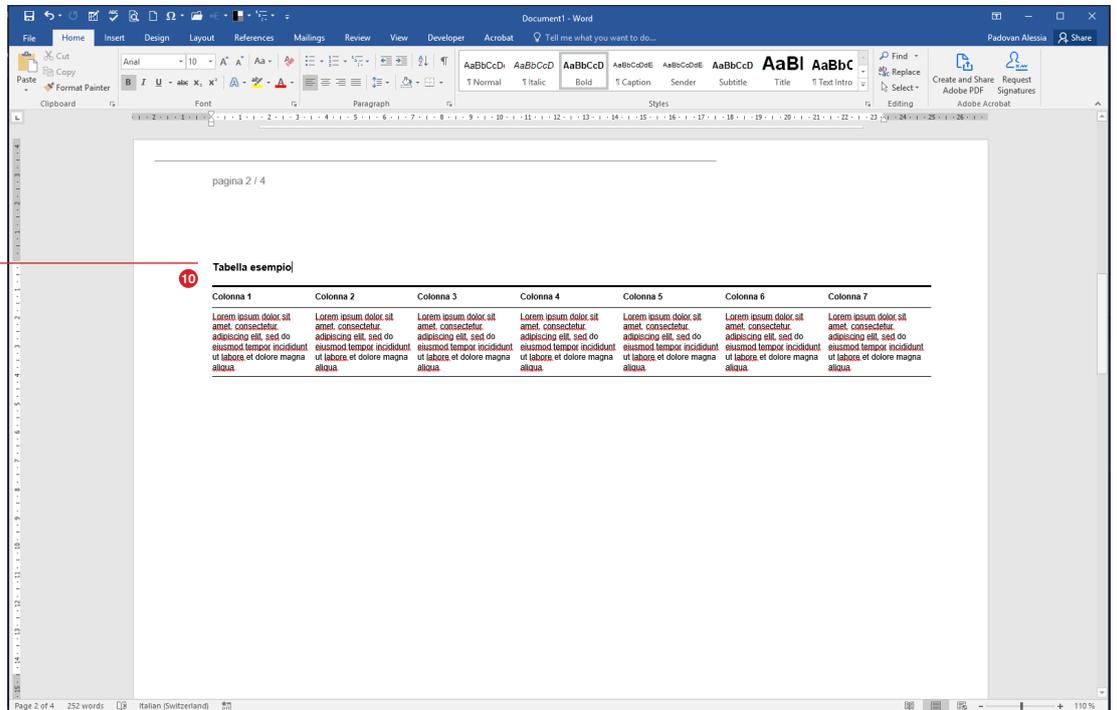
- 7 The Design tab opens. Uncheck the item *Different First Page*

8 L'header si aggiorna automaticamente.

9 Close the Design dialogue box



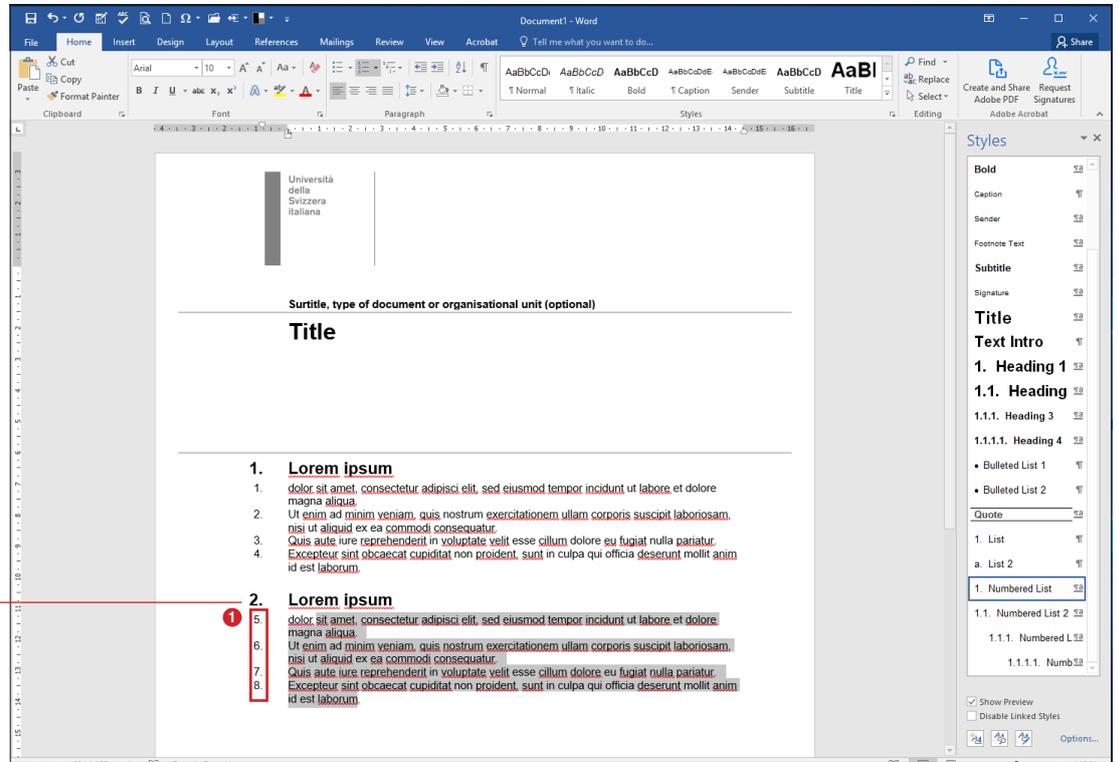
10 Final reesult.



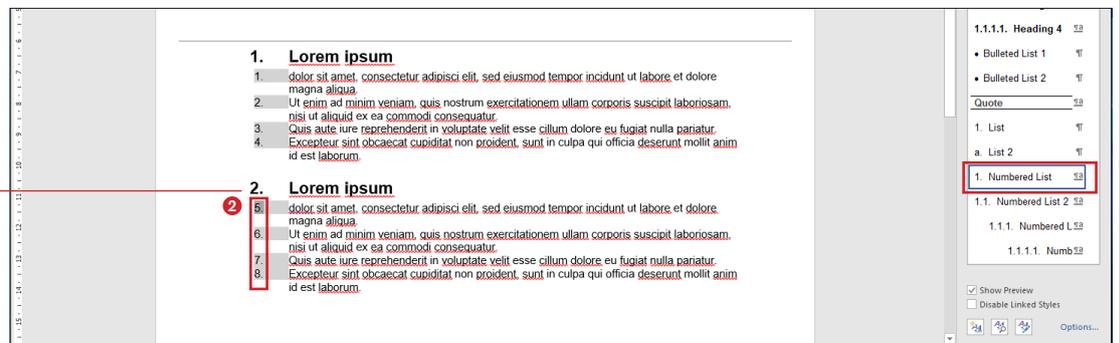
Lists

Numbered

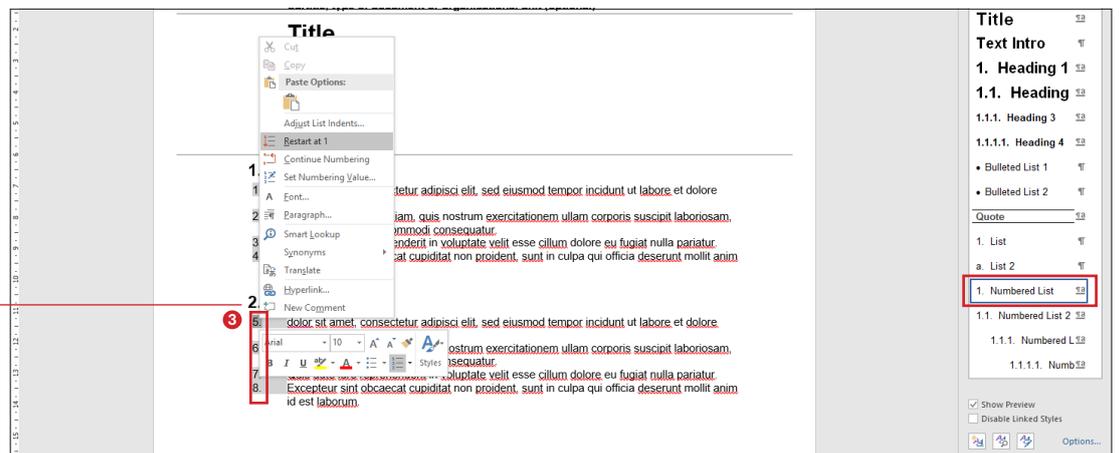
Bulleted



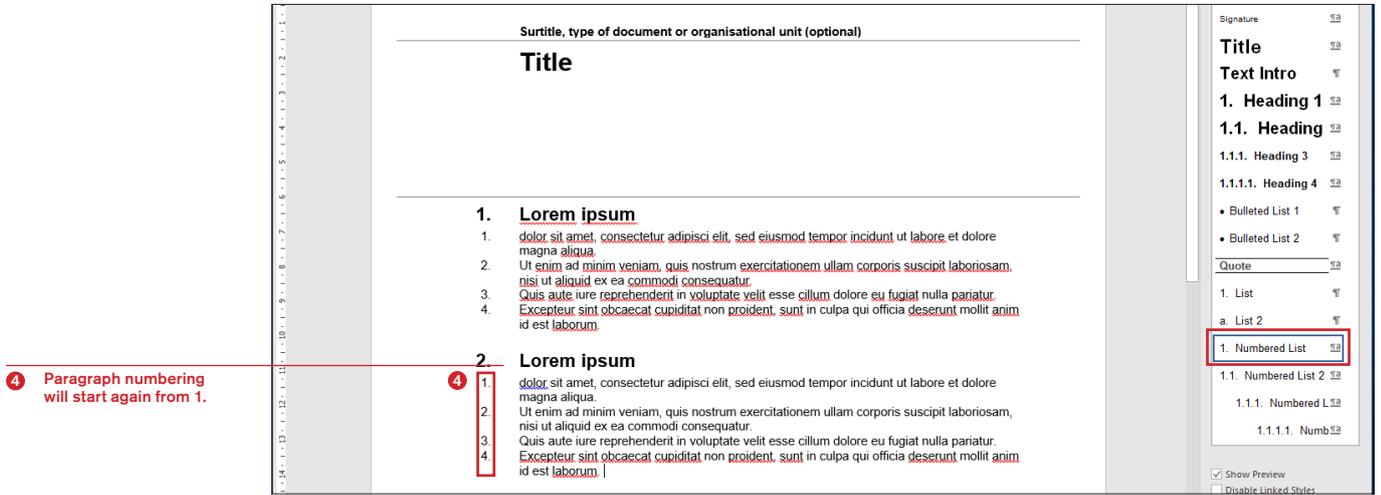
1. Numbering continues from the previous paragraph



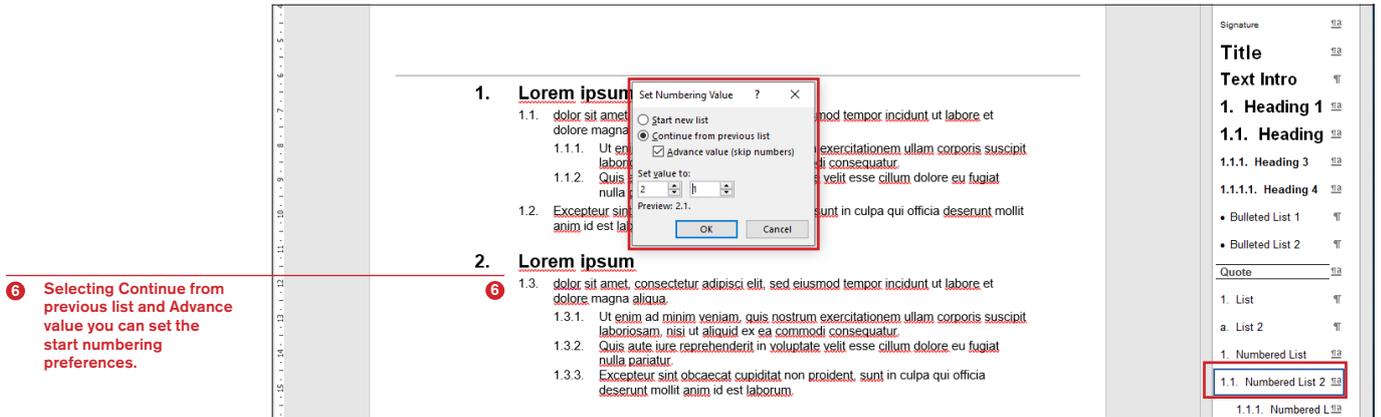
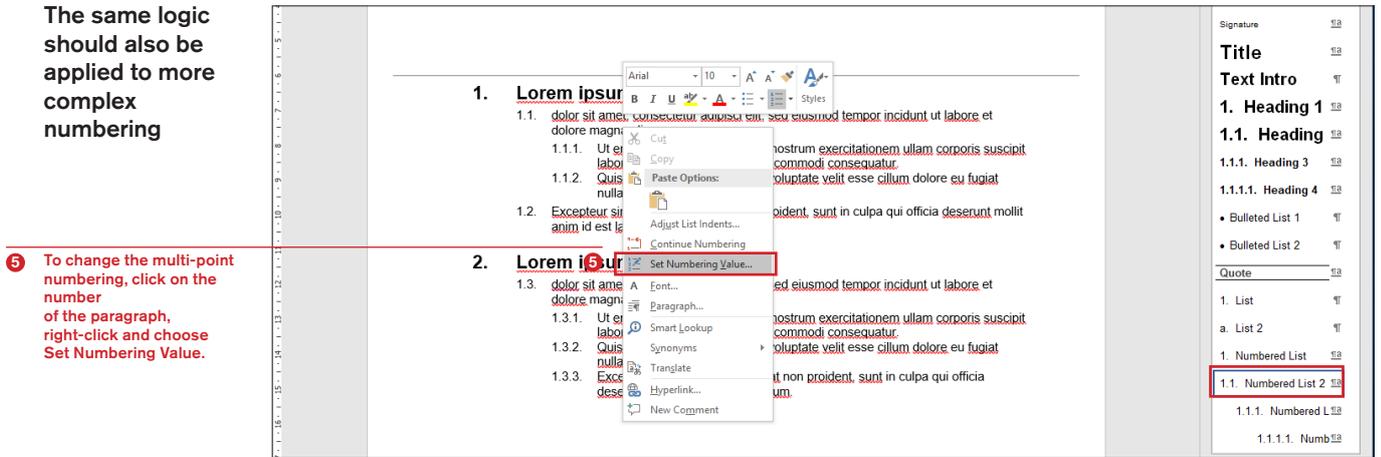
2. Double-click on the numbered paragraph (click on the number itself)



3. Right click on Restat at 1.



The same logic should also be applied to more complex numbering



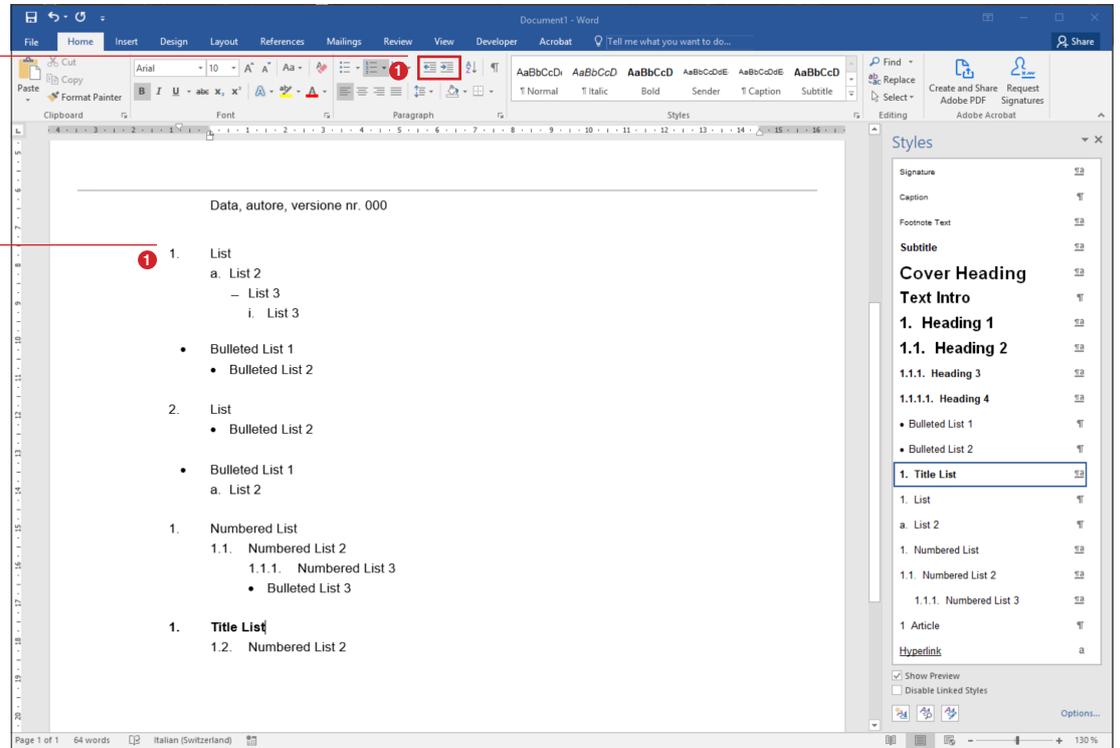
Bulleted points can be combined.

Their use helps to prioritise information within the text.

With  (1) it is possible to change the degree of numbering quickly and easily.

1 Change level of a list of the same 'family'.

1 It is possible to combine bullets and numbers, here are some examples.



Index

Project with cover

1 The index is generated using Heading 1-4 styles

2 The number of title levels can be set from the menu:
 → References
 → Table of Contents
 → Custom Table of Content

3 In General enter the desired number of levels.
 < 1 level
 > 4 level

- 3 To automatically create the index, click
→ *Update Table*
→ *Update entire table*

This step also applies to updates if there are changes to the titles.

Word is updating the table of contents. Select one of the following options:

- Update page numbers only
- Update entire table
- Update page numbers and update the page numbers of the preceding pages

OK Cancel

Introduzione	3
Premessa	4
1. Parte prima: ricerca	5
1.1. Pensiero e scrittura	5
1.2. L'argomento della tesi	5
1.3. Fonti e studi	6
1.4. Generi testuali	7
1.5. La ricerca bibliografica	8
1.6. Un piano di lavoro	10
2. Parte seconda: strumenti	11
2.1. Strumenti cataloghi e biblioteche	11
2.2. Repertori e thesaurus, cartacei e digitali, suddivisi per discipline	13
2.3. Norme e consigli operativi	30
2.4. Pratiche di lettura e di schedatura	30
3. Parte terza: scrittura	32
3.1. L'indice	32
3.2. Lo stile	32
3.3. Criteri bibliografici e iconografici	34
3.4. Le note	38
3.5. Virgolette e citazioni	41
3.6. Revisione	42
4. Parte quarta: difesa	43
4.1. Discussione	43
Appendice	44

Moving full chapters

How to move entire chapters without losing data, quickly and easily.

This option is only possible in documents structured with styles.

1 On the View menu check Navigation Pane.

2 A dialogue box will open with the document structure.

The screenshot shows the Microsoft Word interface with the 'View' tab selected in the ribbon. The 'Navigation Pane' is visible on the left side of the document, displaying a hierarchical structure of headings. The document content is displayed on the right side, showing a multi-level heading structure and associated text.

Navigation Pane Structure:

- 1. Titolo 1
 - 1.1. Titolo 1.1
 - 1.1.1. Titolo 1.1.1
- 2. Titolo 2
 - 2.1. Titolo 2.1
 - 2.2. Titolo 2.2
 - 2.2.1. Titolo 2.2.1
 - 2.2.2. Titolo 2.2.2
- 3. Titolo 3
 - 3.1. Titolo 3.1
 - 3.2. Titolo 3.2
 - 3.2.1. Titolo 3.2.1
- 4. Titolo 4
 - 4.1. Titolo 4.1
 - 4.2. Titolo 4.2
 - 4.2.1. Titolo 4.2.1
 - 4.2.2. Titolo 4.2.2

Document Content:

1.1. Titolo 1.1
 Maecenas vestibulum mollis diam. Pellentesque ut neque. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In dui magna, posuere eget, vestibulum et, tempor auctor, justo. In ac felis quis tortor malesuada pretium. Pellentesque auctor neque nec urna.

1.1.1. Titolo 1.1.1
 Aenean viverra rhoncus pede. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Ut non enim eleifend felis pretium feugiat. Vivamus quis mi. Phasellus a est. Phasellus magna. In hac habitasse platea dictumst.

- Curabitur at lacus ac velit ornare lobortis.
- Curabitur a felis in nunc fringilla tristique.
- Morbi mattis ullamcorper velit.
- Phasellus gravida semper nisi.
 - Nullam vel sem.
 - Pellentesque libero tortor, tincidunt et, tincidunt eget, semper nec, quam.
 - Sed hendrerit. Morbi ac felis. Nunc egestas, augue at pellentesque laoreet, felis eros vehicula leo, at malesuada velit leo quis pede.

Donec interdum, metus et hendrerit aliquet, dolor diam sagittis ligula, eget egestas libero turpis vel mi. Nunc nulla. Fusce risus nisi, viverra et, tempor et, pretium in, sapien. Donec venenatis vulputate lorem. Morbi nec metus. Phasellus blandit leo ut odio. Maecenas ullamcorper, dui et placerat feugiat, eros pede varius nisi, condimentum viverra felis nunc et lorem. Sed magna purus, fermentum eu, tincidunt eu, varius ut, felis. In auctor lobortis lacus.

1.1.1.1. Titolo 1.1.1.1
 Vestibulum ullamcorper mauris at ligula. Fusce fermentum. Nullam cursus lacina erat. Praesent blandit laoreet nibh. Fusce convallis metus id felis luctus adipiscing. Pellentesque egestas, neque sit amet convallis pulvinar, justo nulla eleifend augue, ac auctor orci leo non est. Quisque id mi. Ut tincidunt tincidunt erat. Etiam feugiat lorem non metus. Vestibulum dapibus nunc ac augue.

1.1.1.2. Titolo 1.1.1.2
 Praesent egestas neque eu enim. In hac habitasse platea dictumst. Fusce a quam. Etiam ut purus mattis mauris sodales aliquam. Curabitur nisi. Quisque malesuada placerat nisl. Nam ipsum risus, rutrum vitae, vestibulum eu, molestie vel, lacus. Sed augue ipsum, egestas nec, vestibulum et, malesuada adipiscing, dui. Vestibulum facilisis, purus nec pulvinar iaculis, ligula mi congue nunc, vitae euismod ligula urna in dolor. Mauris sollicitudin fermentum libero.

1. ~~Praesent nonummy~~ mi in odio.
2. Nunc interdum lacus sit amet orci.
3. ~~Vestibulum rutrum~~.

Page 8 of 12 | 3648 words | English (United Kingdom) | 110%

Come spostare interi capitoli senza perdere dati, in modo semplice e veloce.

Questa opzione è possibile unicamente nei documenti strutturati con gli stili.

3 Drag the selected chapter to the desired position. **3**

4 Titolo 4

Phasellus volutpat, metus eget egestas mollis, lacus lacus blandit mauris ut lacus. Fusce vel dui. Sed in libero ut nibh placerat accu quis ante. In consectetur turpis ut velit. Nulla sit amet est. Praese elementum eu, semper a, adipiscing nec, purus. Cras risus ipsum, id, varius ac, leo. Suspendisse feugiat. Suspendisse enim turpis, d condimentum nec, nisi. Praesent nec nisl a purus blandit viverra. F ligula laoreet iaculis. Nulla neque dolor, sagittis eget, iaculis quis, r turpis nunc, blandit et, volutpat molestie, porta ut, ligula.

4.1. Titolo 4.1

Ut a nisl id ante tempus hendrerit. Proin pretium, leo ac pellentesq ultrices eros, sed gravida augue augue mollis justo. Suspendisse (Donec id justo. Praesent portitor, nulla vitae posuere iaculis, arcu pretium mi sem ut ipsum. Curabitur suscipit suscipit tellus. Praese nibh. Etiam iaculis nunc ac metus. Ut id nisl quis enim dignissim sa ipsum eu pulvinar rutrum, tellus ipsum laoreet sapien, quis venena Proin magna. Duis vel nibh at velit scelerisque suscipit. Curabitur t nulla quis orci. Fusce ac felis sit amet ligula pharetra condimentum quis ligula mattis placerat. Duis lobortis massa imperdiet quam. Su Pellentesque commodo eros a enim. Vestibulum turpis sem, aliqu pellentesque, rutrum eu, nisl.

4.2. Titolo 4.2

Aliquam erat volutpat. Etiam vitae tortor. Morbi vestibulum volutpa Nunc sed turpis. Sed mollis, eros et ultrices tempus, mauris ipsum adipiscing dolor urna a orci. Nulla porta dolor. Class aptent taciti s per conubia nostra, per inceptos hymenaeos. Pellentesque dapibu Praesent egestas tristique nibh. Sed a libero. Cras varius. Donec y auctor. Fusce egestas elit eget lorem. Suspendisse nisl elit, rhonc

4 The entire chapter including subtitles are now where we wanted them to be. **4**

2. Titolo 4

Phasellus volutpat, metus eget egestas mollis, lacus lacus blandit mauris ut lacus. Fusce vel dui. Sed in libero ut nibh placerat accu quis ante. In consectetur turpis ut velit. Nulla sit amet est. Praese elementum eu, semper a, adipiscing nec, purus. Cras risus ipsum, id, varius ac, leo. Suspendisse feugiat. Suspendisse enim turpis, d condimentum nec, nisi. Praesent nec nisl a purus blandit viverra. F ligula laoreet iaculis. Nulla neque dolor, sagittis eget, iaculis quis, r turpis nunc, blandit et, volutpat molestie, porta ut, ligula.

2.1. Titolo 4.1

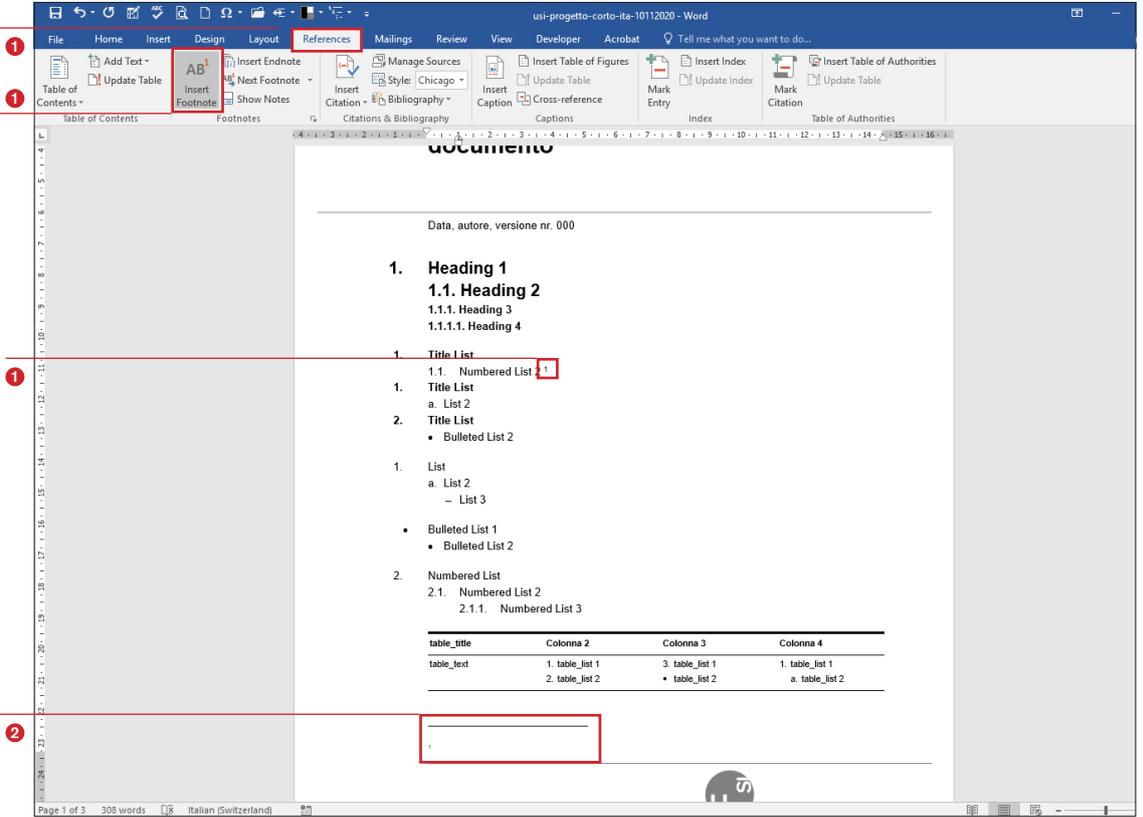
Ut a nisl id ante tempus hendrerit. Proin pretium, leo ac pellentesq ultrices eros, sed gravida augue augue mollis justo. Suspendisse (Donec id justo. Praesent portitor, nulla vitae posuere iaculis, arcu pretium mi sem ut ipsum. Curabitur suscipit suscipit tellus. Praese nibh. Etiam iaculis nunc ac metus. Ut id nisl quis enim dignissim sa ipsum eu pulvinar rutrum, tellus ipsum laoreet sapien, quis venena Proin magna. Duis vel nibh at velit scelerisque suscipit. Curabitur t nulla quis orci. Fusce ac felis sit amet ligula pharetra condimentum quis ligula mattis placerat. Duis lobortis massa imperdiet quam. Su Pellentesque commodo eros a enim. Vestibulum turpis sem, aliq pellentesque, rutrum eu, nisl.

2.2. Titolo 4.2

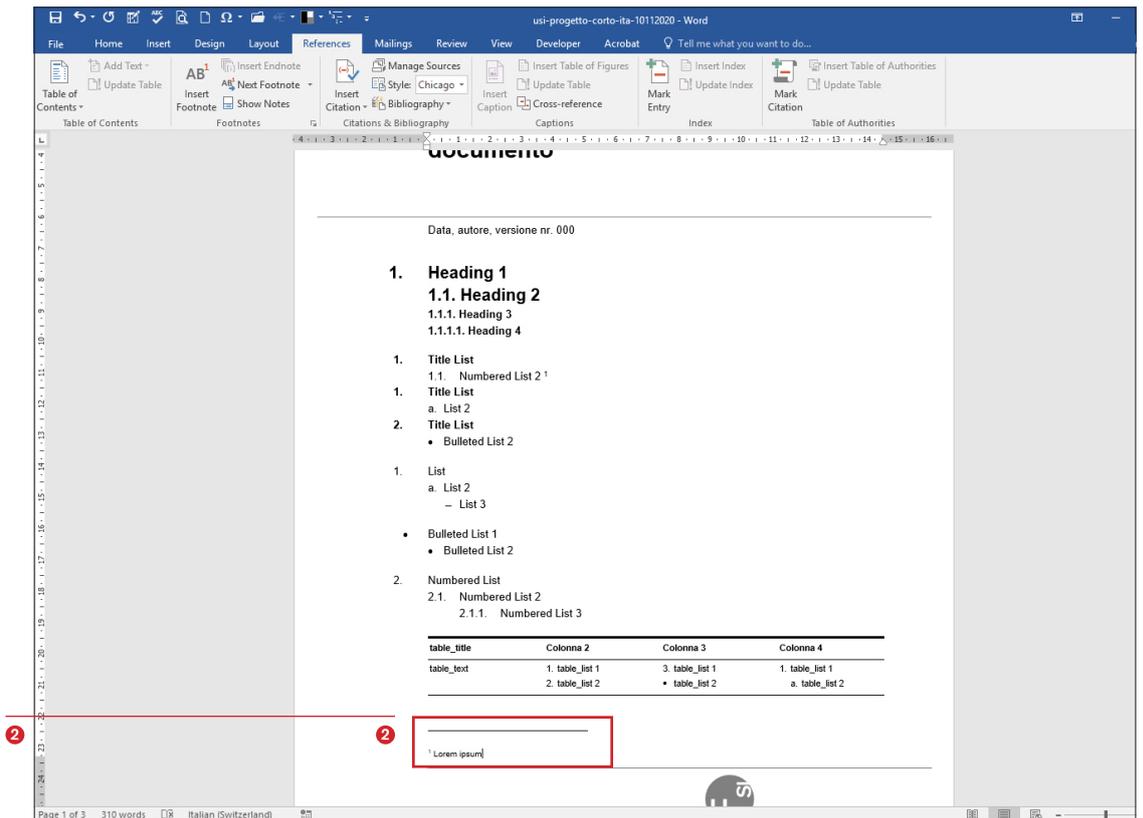
Aliquam erat volutpat. Etiam vitae tortor. Morbi vestibulum volutpa Nunc sed turpis. Sed mollis, eros et ultrices tempus, mauris ipsum adipiscing dolor urna a orci. Nulla porta dolor. Class aptent taciti s per conubia nostra, per inceptos hymenaeos. Pellentesque dapibu Praesent egestas tristique nibh. Sed a libero. Cras varius. Donec y auctor. Fusce egestas elit eget lorem. Suspendisse nisl elit, rhonc

Footnotes

1 From Reference menu Insert the note where needed.



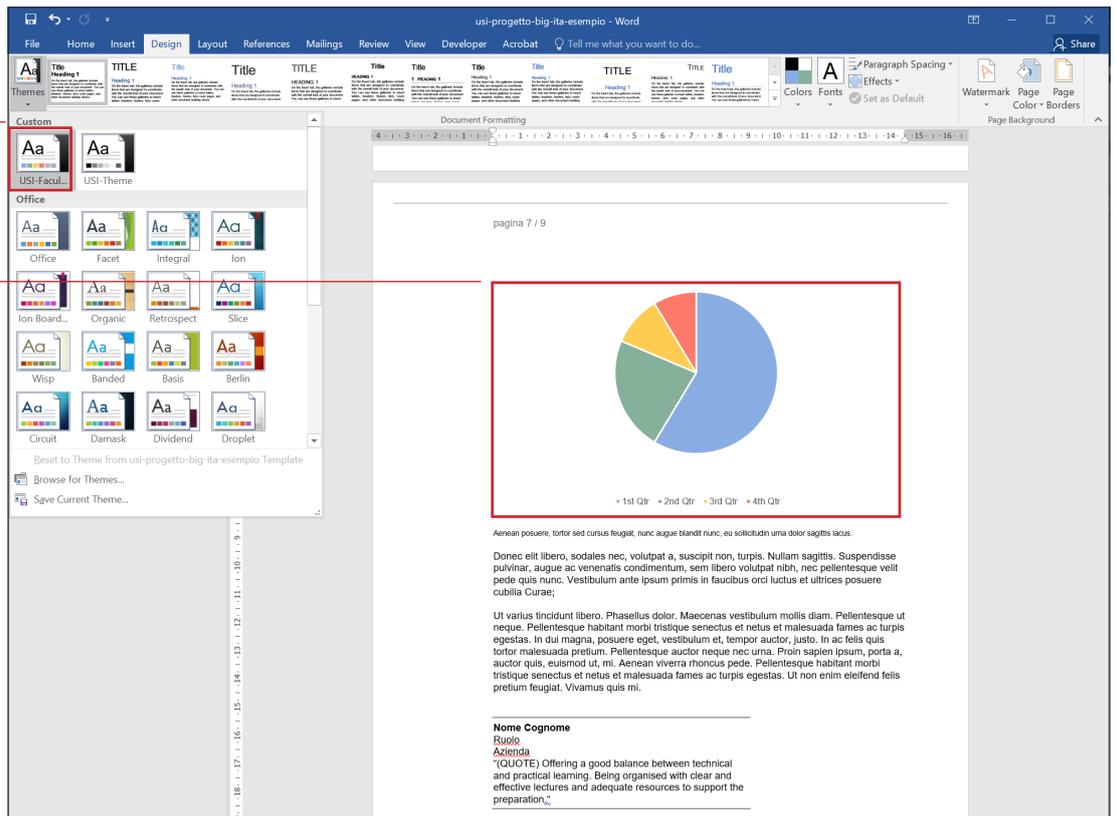
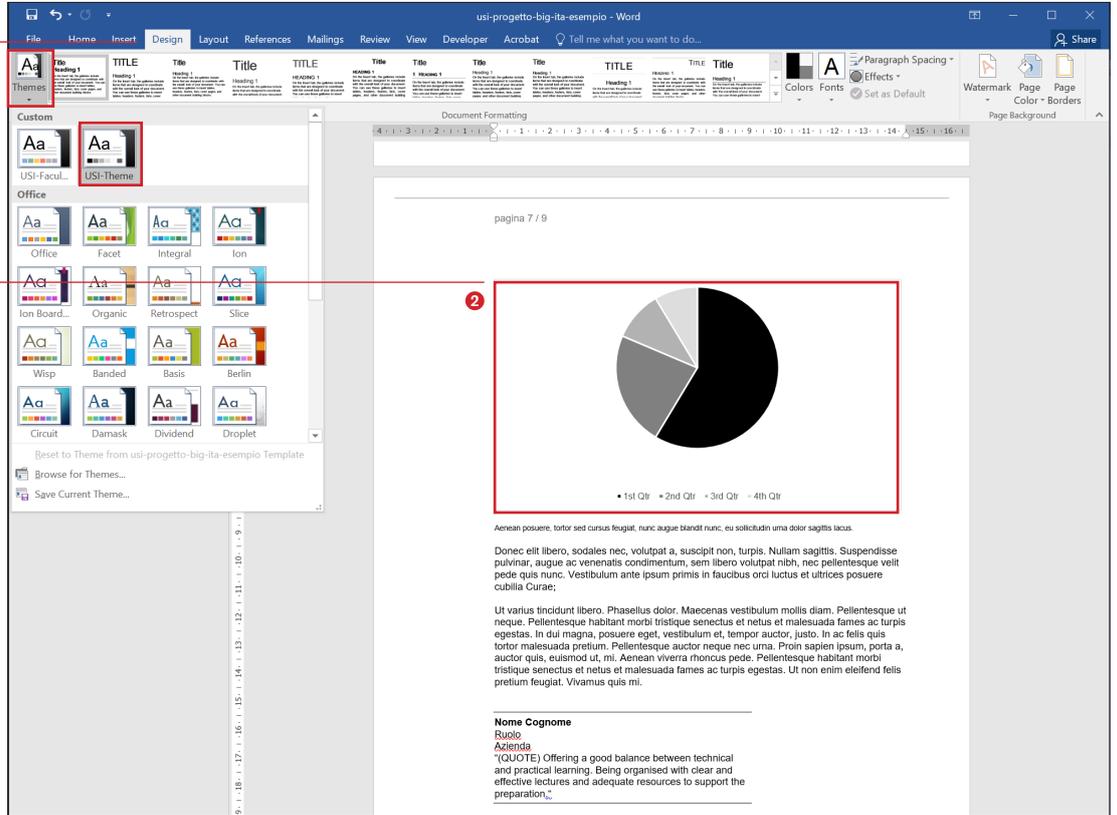
2 The text box is automatically created. Each footnote will be placed on the same reference page.

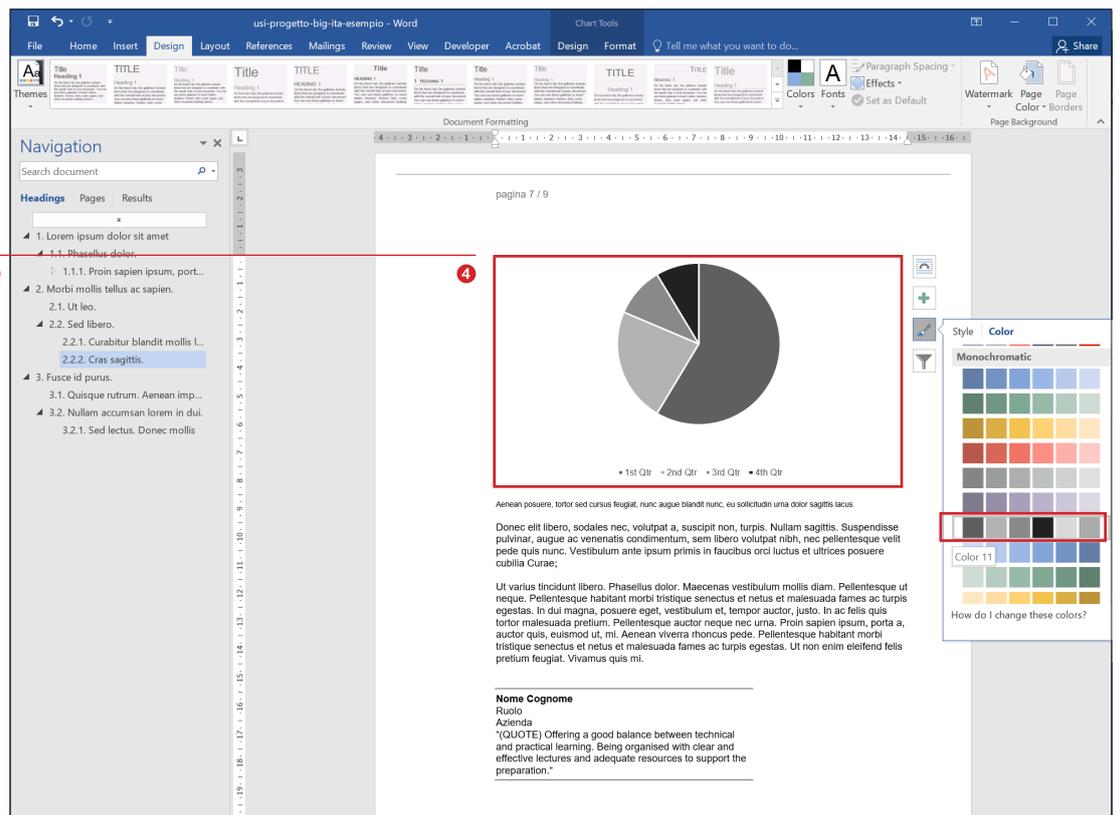
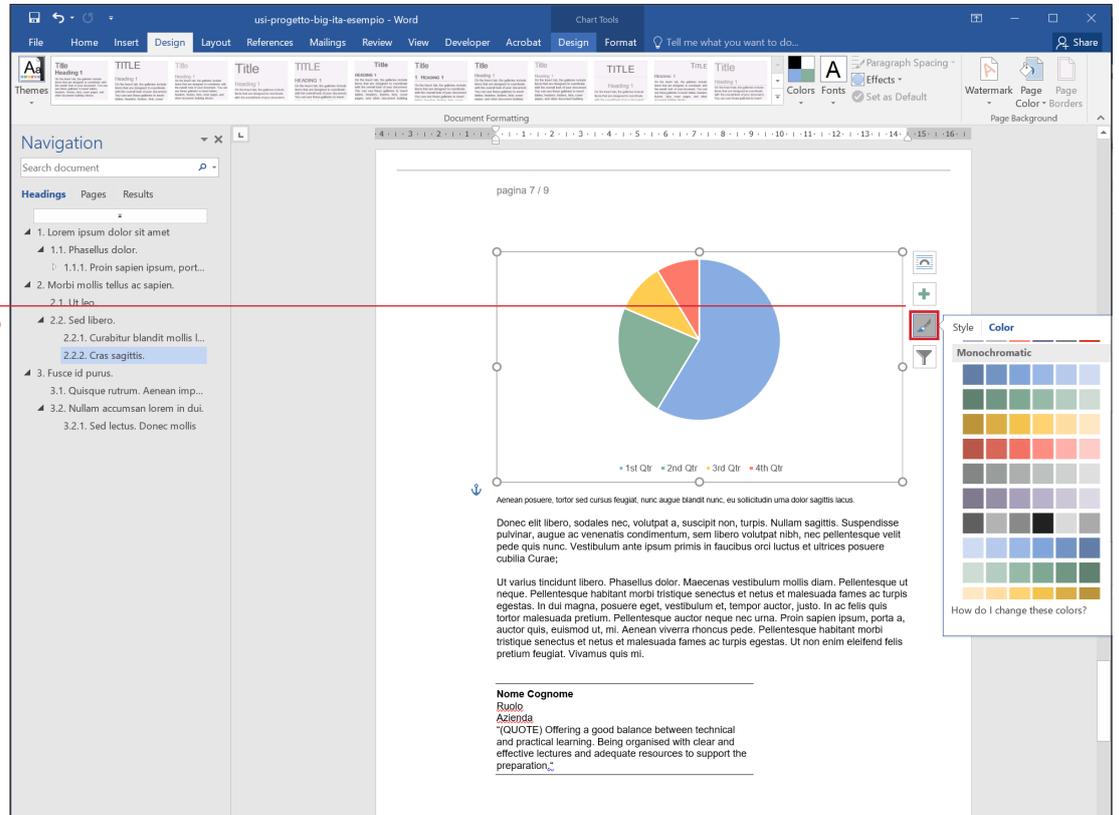


Colours

1 The only themes to be used are the first two: USI-Theme (greyscale) or Faculty-Theme (colour).

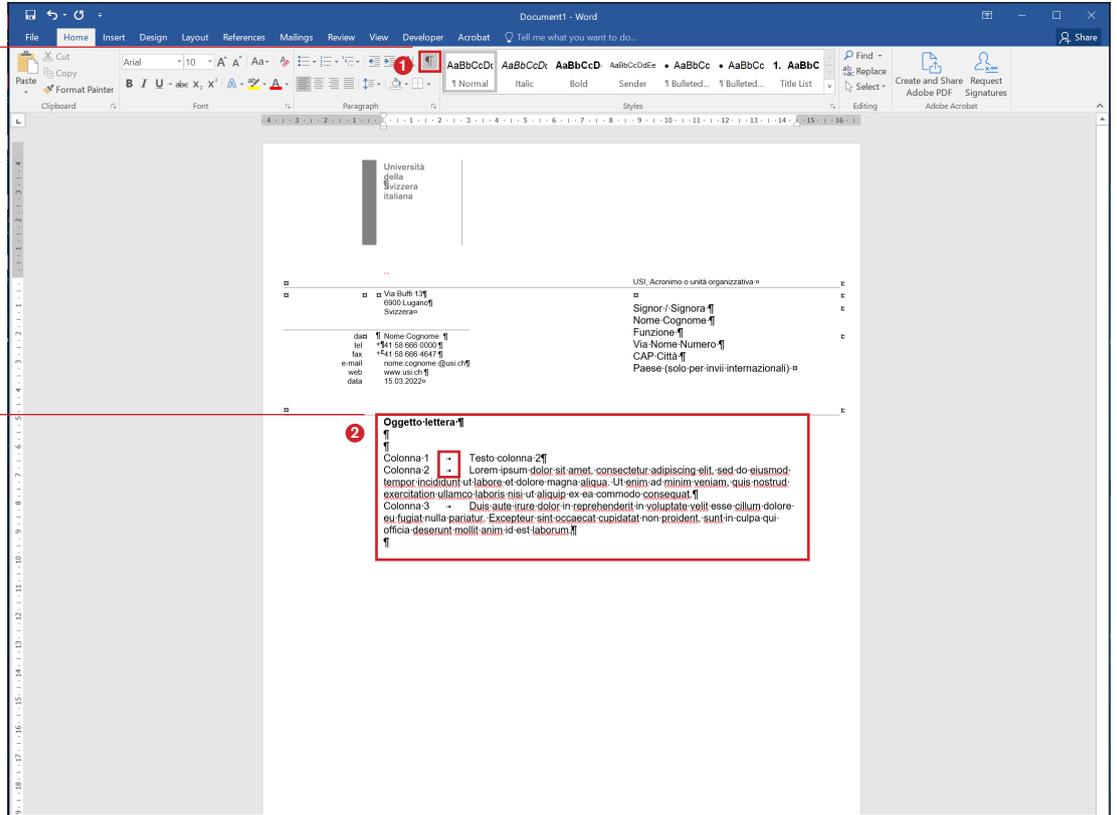
2 All charts will be displayed according to the chosen theme.





Drawing a table

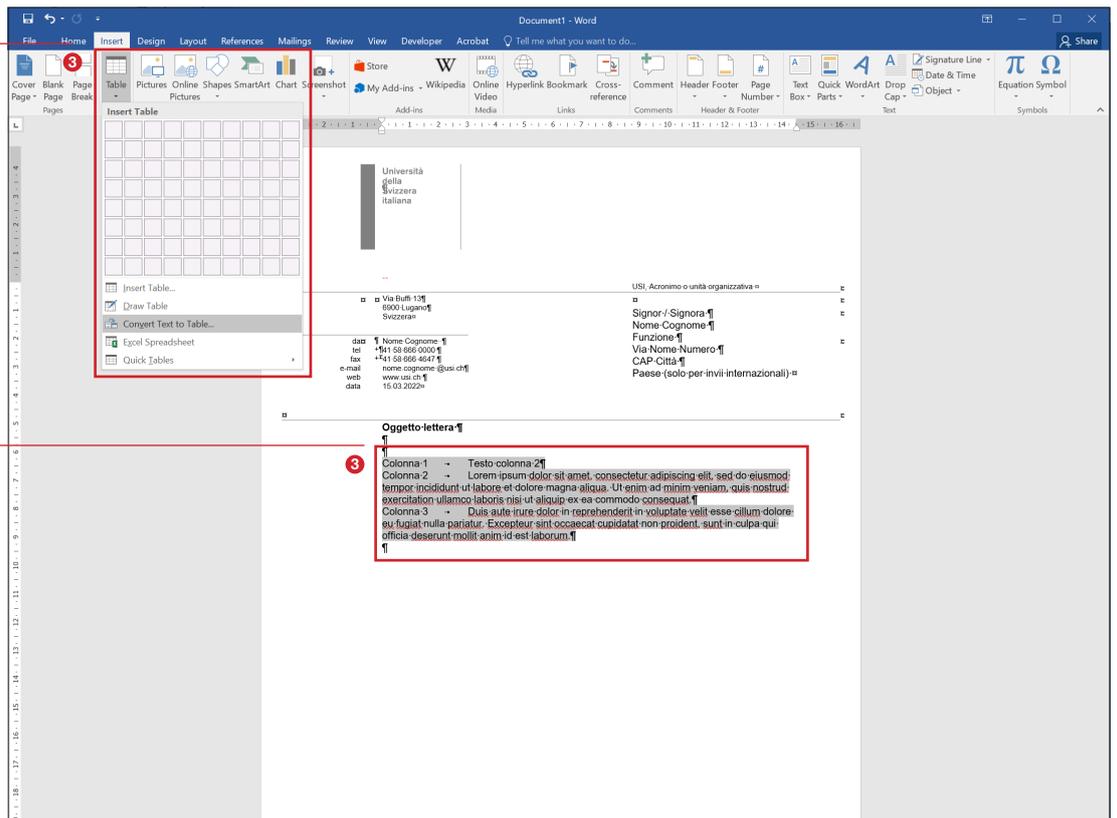
1 Show paragraph marks and formatting symbols



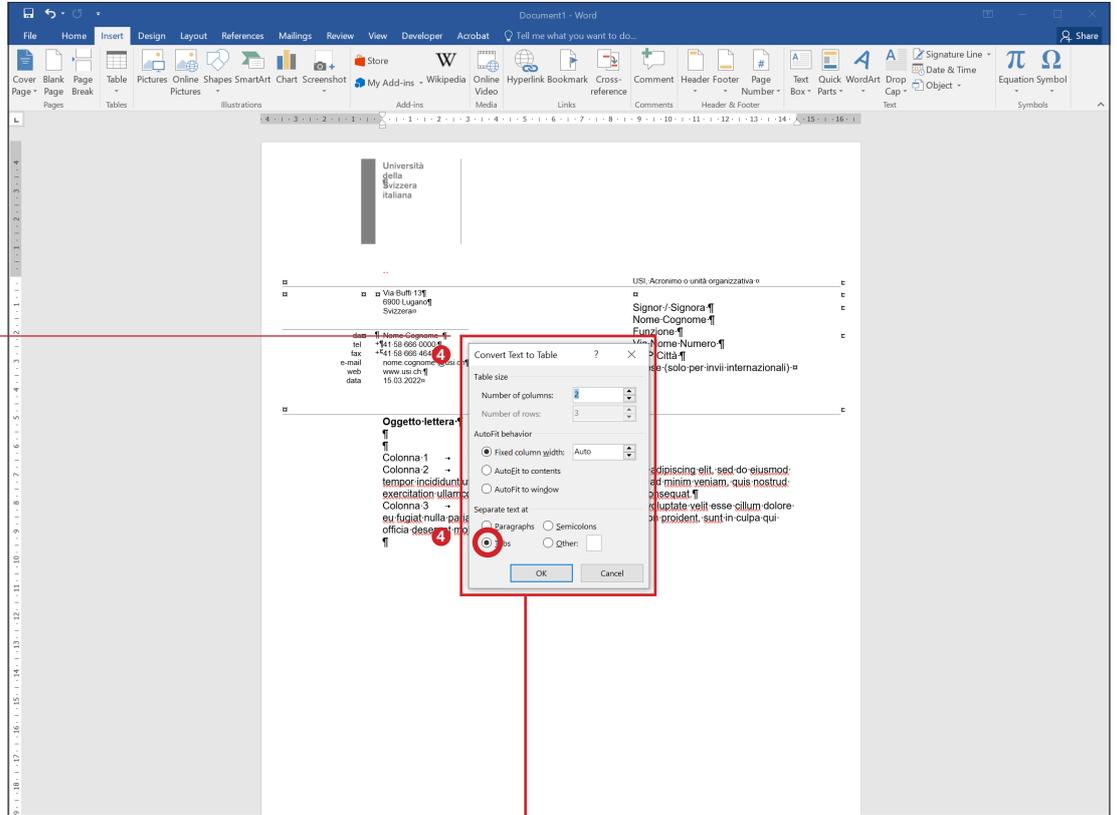
2 Divide text using tabs to identify columns.

Oggetto lettera ¶
Colonna 1 - Testo colonna 2 ¶
Colonna 2 - Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. ¶
Colonna 3 - Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. ¶

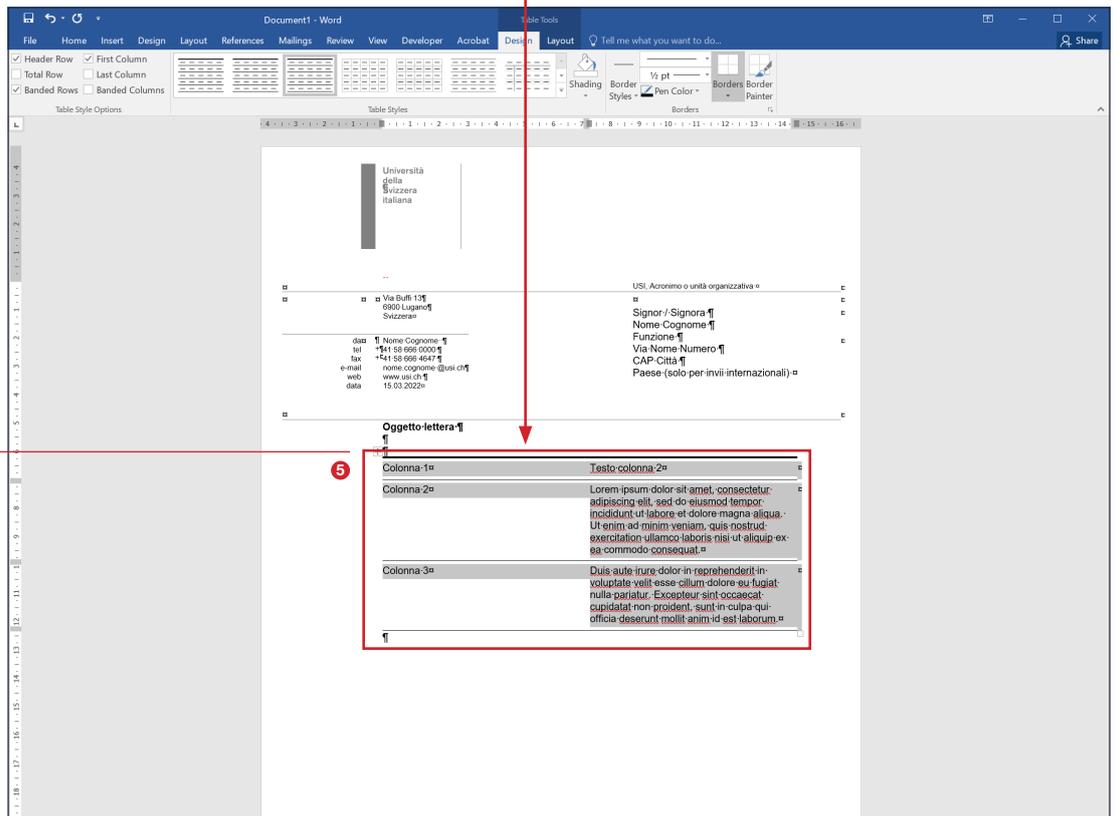
3 From Insert menu, select Convert text to table.



4 From the dialogue box separate text at select Tab



5 Columns will be automatically created



In order to maintain the correct graphic consistency, as well as a pleasant and clear reading experience, it is recommended to use the preset styles,

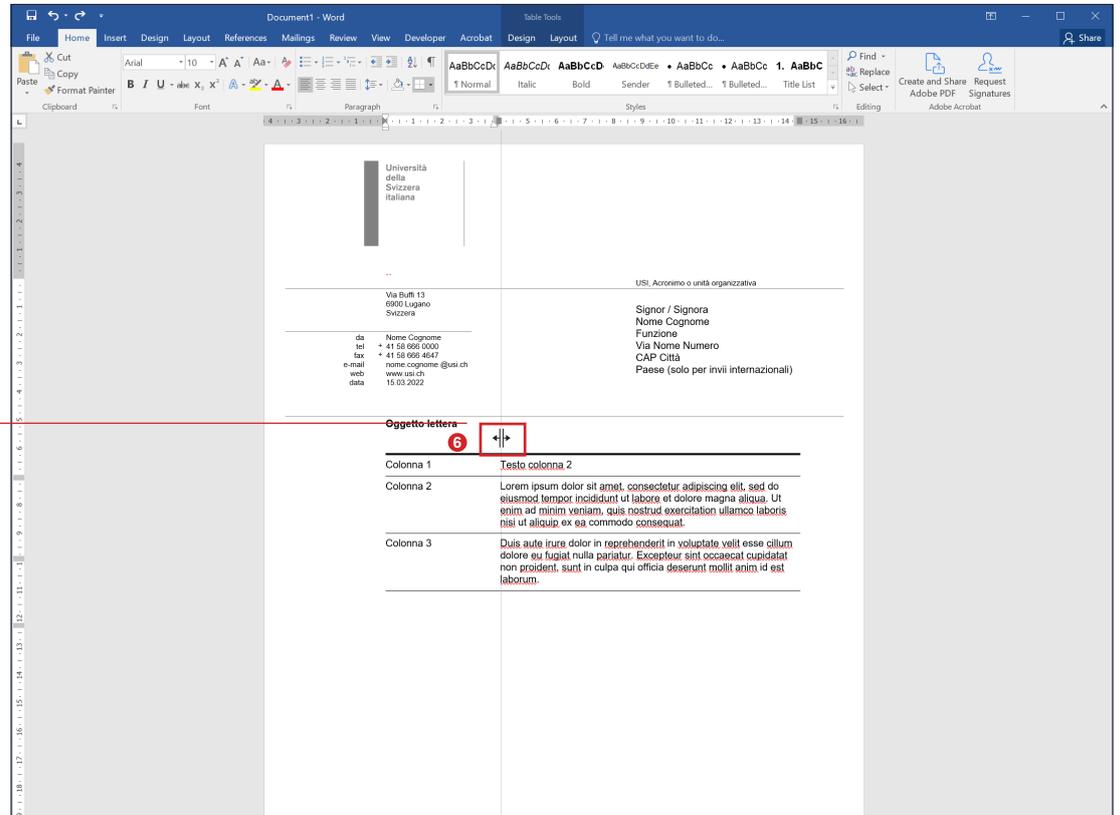
available in the toolbar (Home → Styles or typing Alt+Ctrl+Shift+S).

The use of other fonts and colours is discouraged.

The text is left-aligned. Please avoid hyphenation.

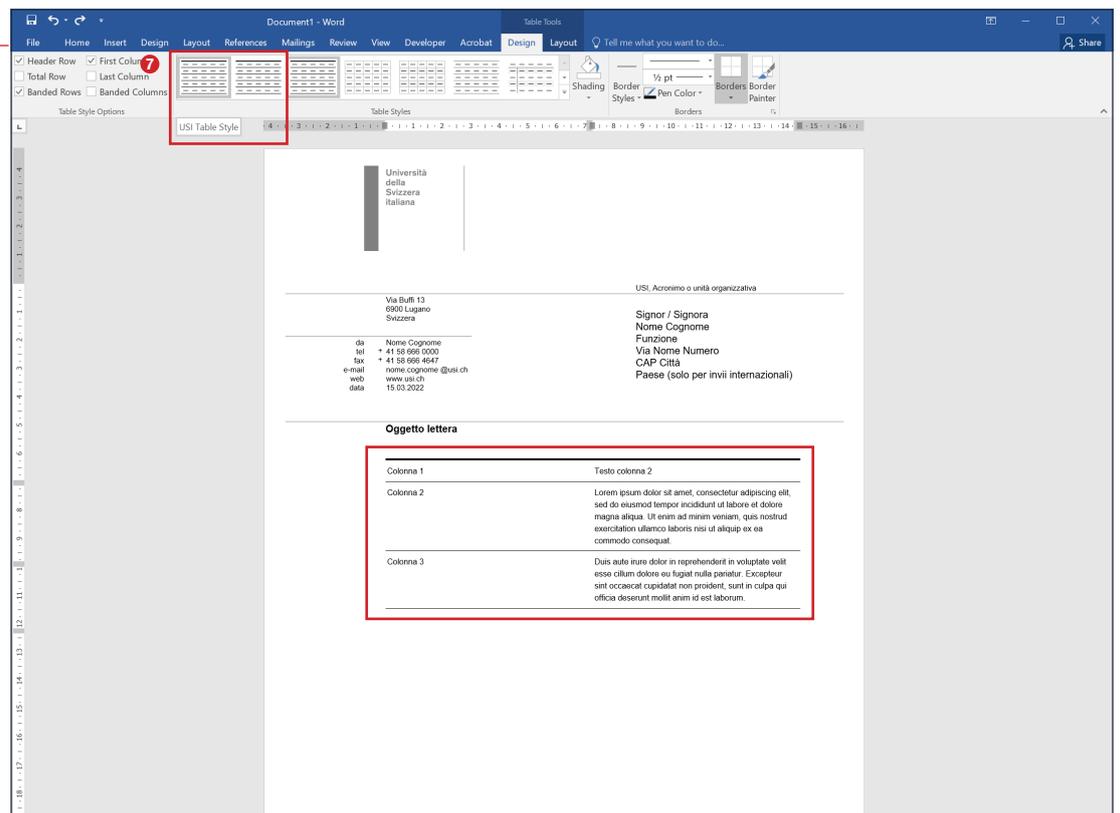
- 6 By dragging the mark with the two arrows (which appears at the beginning of each column, within of the table), the columns can be modified as desired.

This applies to both width and height.



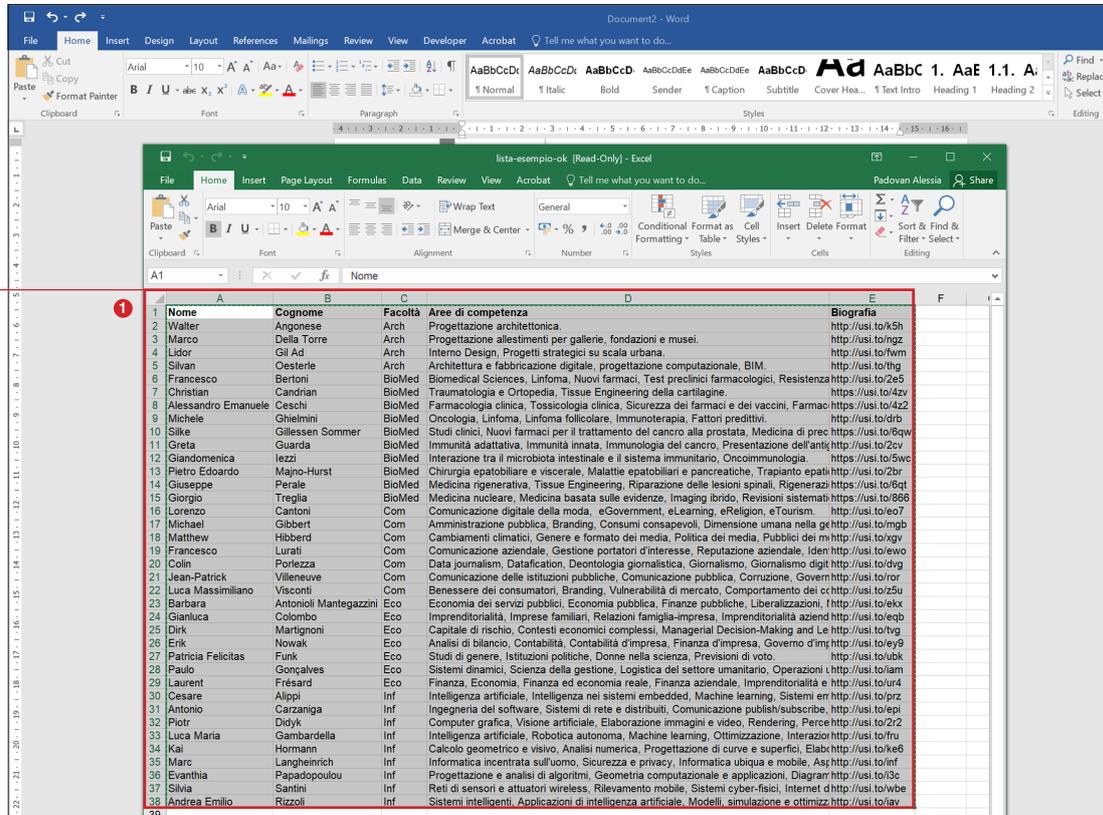
- 7 Table styles can be chosen from the Design menu (by selecting the table).

Preferre USI Table Style

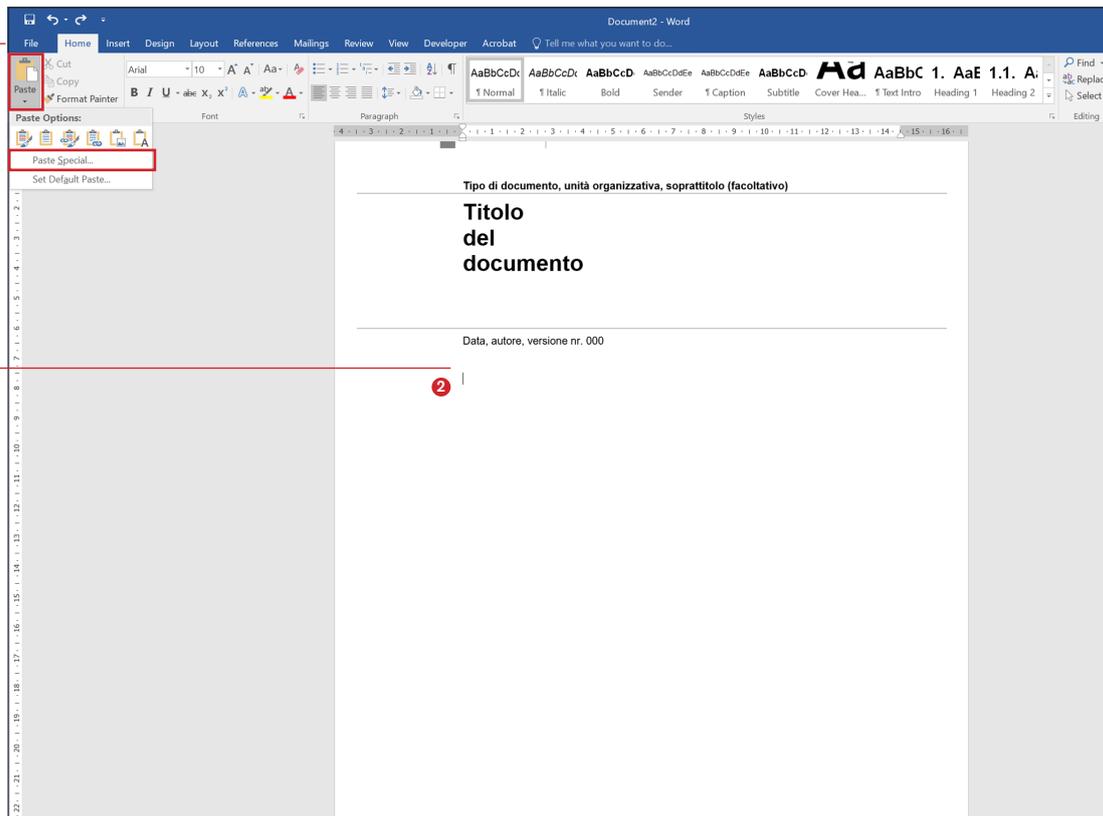


Similar steps when importing a table from Microsoft Excel

- 1 Open the Excel file
- Select only the desired cells and copy them (Ctrl + C)

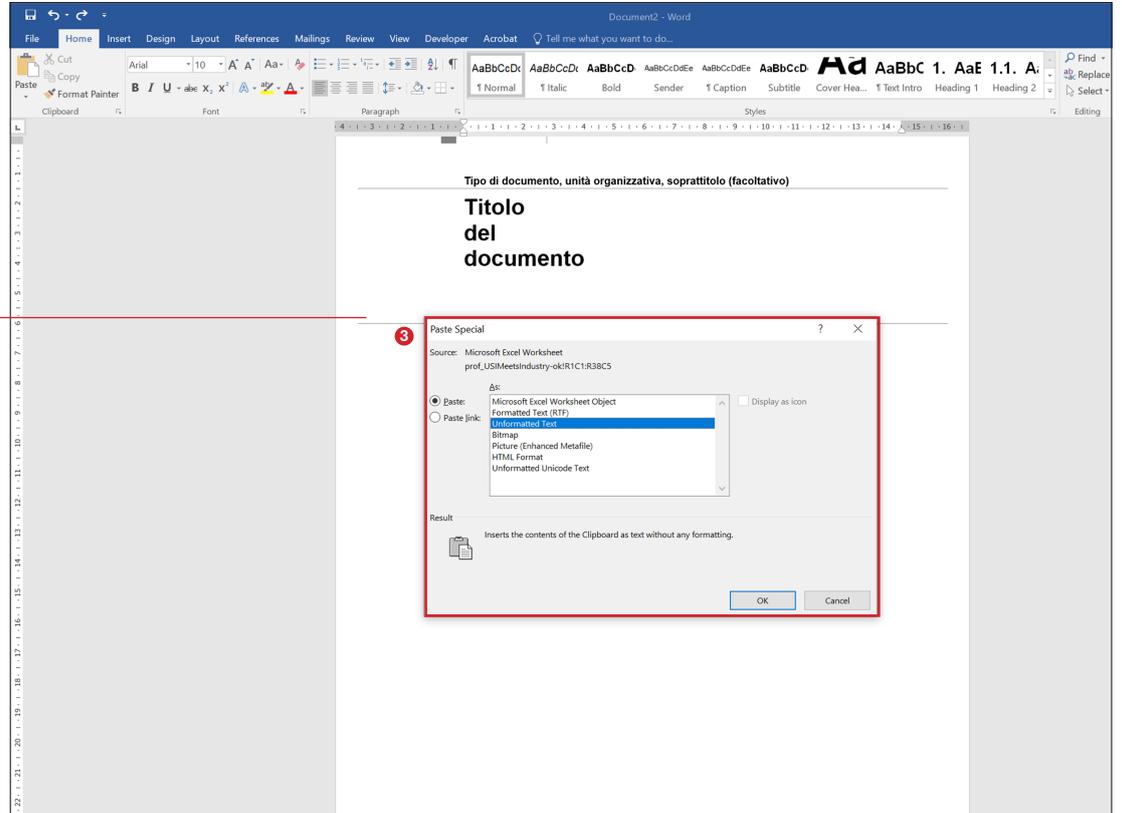


- 2 From the Home menu, click on the small arrow below the Paste icon.
- Choose Paste Special

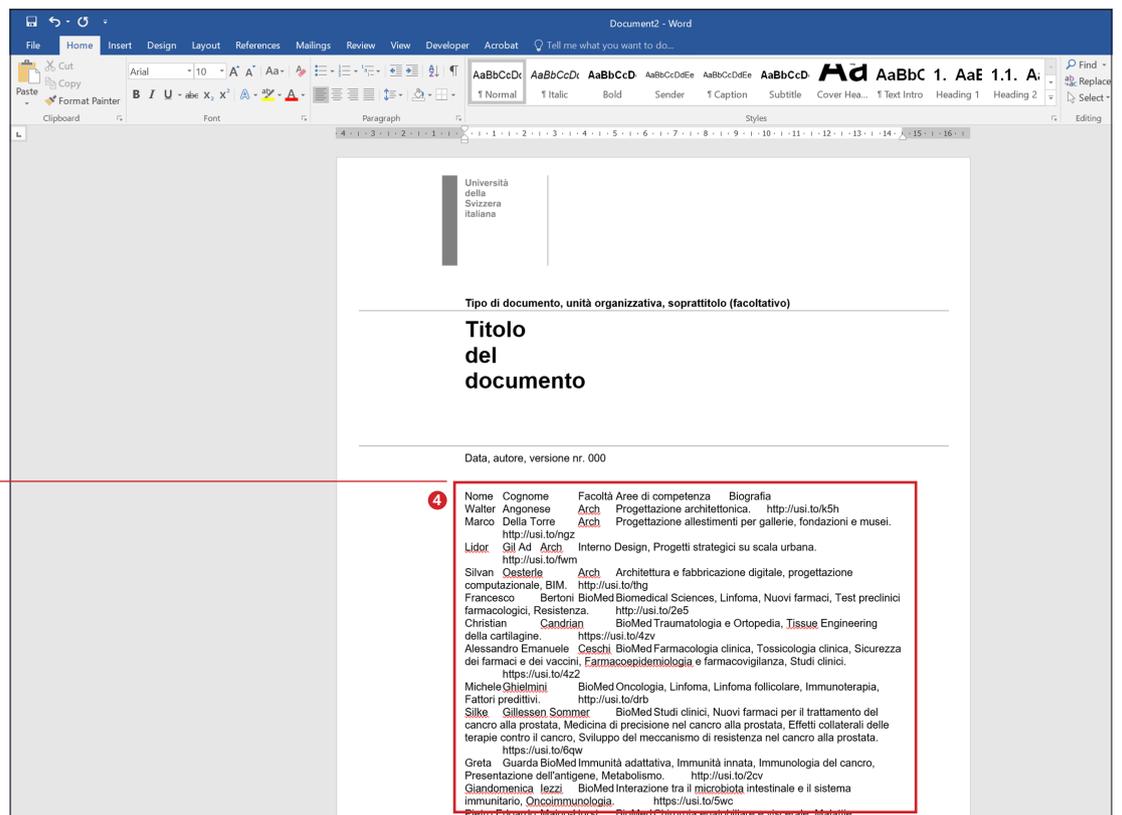


The text will be copied where the cursor is located

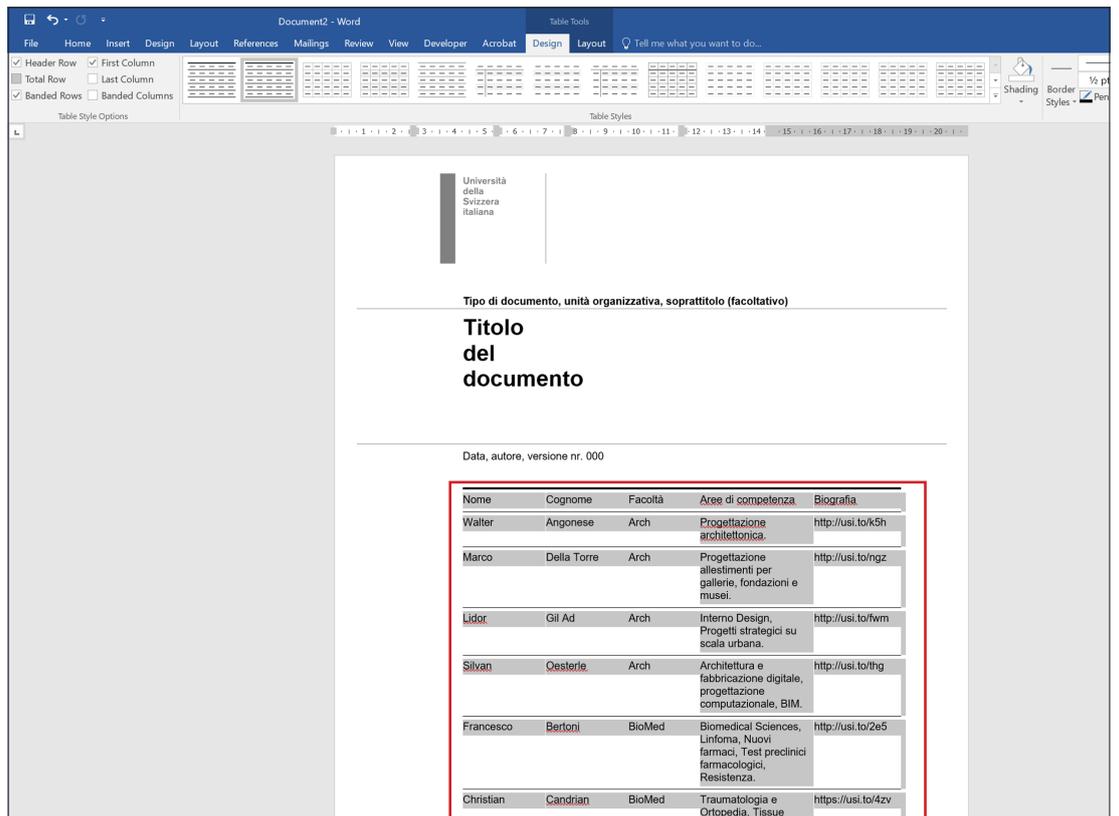
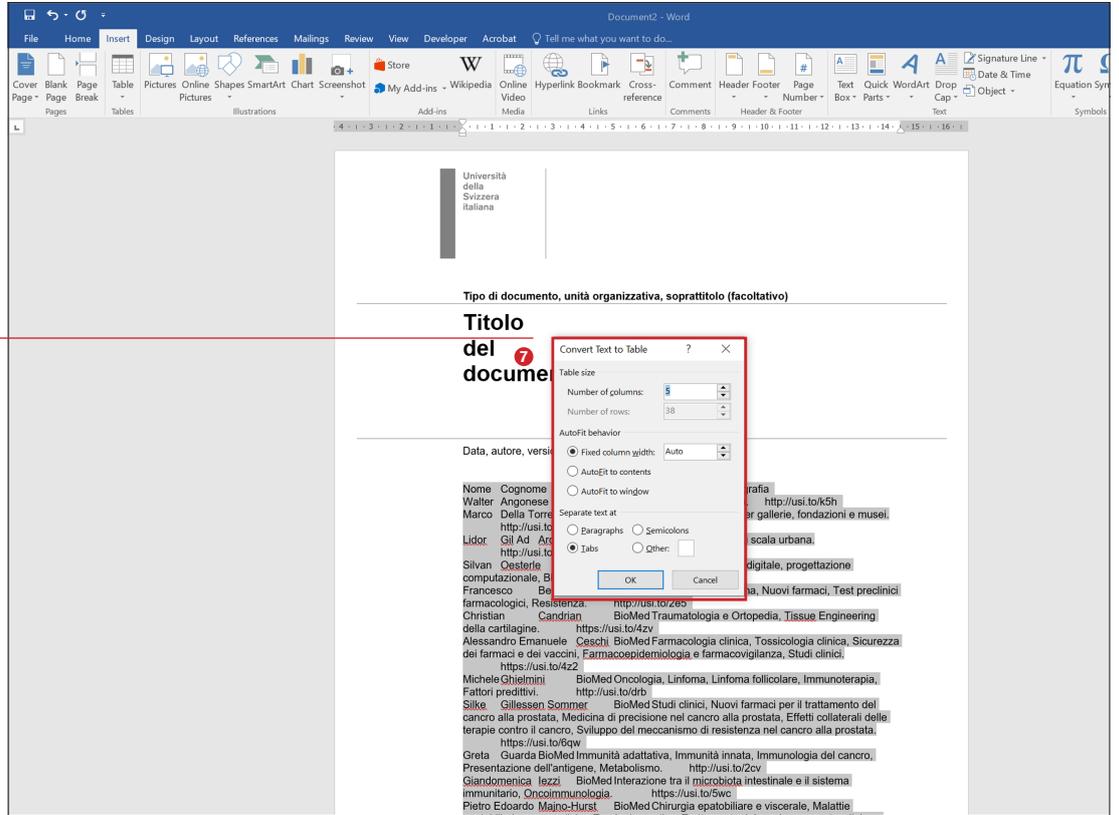
3 From the pop-up window, in this case, choose Unformatted text.



4 The text will be inserted separated by Tab. The text will be spread over several pages in the case of long lists.



7 The programme automatically detects the number of columns



8 At this stage you can choose the appearance desired, using the predefined styles. See previous chapters.

The screenshot shows the Microsoft Word interface with the 'Table Tools' ribbon active. The 'Table Style Options' task pane is open on the left, showing options for 'Header Row', 'Total Row', 'Banded Rows', 'First Column', 'Last Column', and 'Banded Columns'. A red box highlights this task pane. In the document, a table with 5 columns (Nome, Cognome, Facoltà, Area di competenza, Biografia) and 12 rows is displayed. A red box highlights the table, and a red arrow points from the task pane to the table.

Tipo di documento, unità organizzativa, soprattitolo (facoltativo)

Titolo del documento

Data, autore, versione nr. 000

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Lidor	Gil Ad	Arch	Interno Design, Progetti strategici su scala urbana.	http://usi.to/hwm
Silvan	Cestade	Arch	Architettura e fabbricazione digitale, progettazione computazionale, BIM.	http://usi.to/bq
Francesco	Bertoni	BioMed	Biomedical Sciences, Linforma. Nuovi farmaci, Test preclinici farmacologici, Resistenza.	http://usi.to/2e5
Christian	Candrian	BioMed	Traumatologia e Ortopedia, Tissue Engineering della cartilagine.	http://usi.to/4zv
Alessandro Emanuele	Ceschi	BioMed	Farmacologia clinica, Tossicologia clinica, Sicurezza dei farmaci e dei vaccini, Farmacoepidemiologia e farmacovigilanza, Studi clinici.	http://usi.to/4z2
Michele	Ghialmini	BioMed	Oncologia, Linforma, Linforma follicolare, Immunoterapia, Fattori predittivi.	http://usi.to/drb
Silke	Gillessen Sommer	BioMed	Studi clinici, Nuovi farmaci per il trattamento del cancro alla prostata, Medicina di precisione nel cancro alla prostata. Effetti collaterali delle terapie contro il cancro. Sviluppo del meccanismo di resistenza nel cancro alla prostata.	http://usi.to/8nw
Greta	Guarda	BioMed	Immunità adattativa, Immunità innata, Immunologia del cancro, Presentazione dell'antigene, Metabolismo.	http://usi.to/2cv
Giandomenica	Iezzi	BioMed	Interazione tra il microbiota intestinale e il sistema immunitario, Oncoimmunologia.	http://usi.to/5wc

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