

## HOW TO USE UMP THESIS TEMPLATE (BASIC 1)

(Thanks to Dr Zuli and the Team)

First, download and save the UMP Thesis Word Template from this link:

<http://ips.ump.edu.my/index.php/en/thesis-template>

There are two options for beginner to use the UMP Thesis Template. First option is to open the file as it is and “copy paste” your current write up into the template and save as your new document. It may seem a lot, but I really recommend this option. It may save you from other trouble =)

Second option is to attach the template into your write up. How to do this? Follow the step for **Enable Developer Tab** (has been briefly explain in the template document or see steps below) and then continue step for **Attach UMP Thesis Template** into your current write up.

In the UMP Thesis Template document also, there are few others basic tips on how to use the template which include **Navigation Pane, Styles** and so on.

For this sharing, let’s see more details on how to use this template.

1. Field Shading.
2. Paragraph Marks.
3. Caption for Table/Figure and Cross-reference.
4. Developer Tab and Attach UMP Thesis Template into current thesis write up.

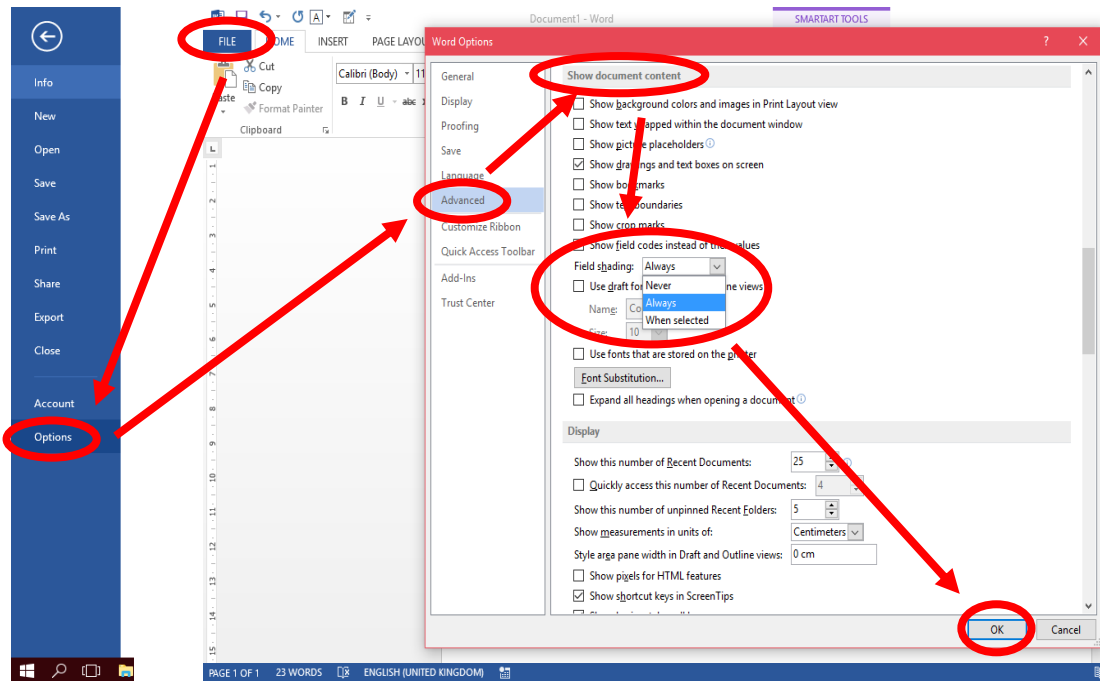
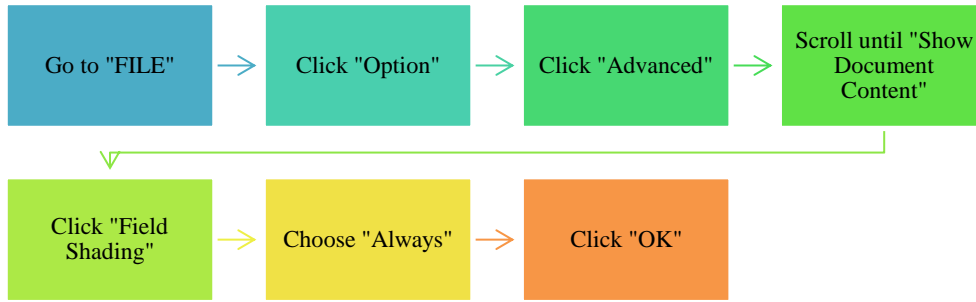
Happy trying (^\_^)

Feel free to ask, I will try my best to assist (email to: [nazmyzaki@gmail.com](mailto:nazmyzaki@gmail.com))

All the best for your research.

(Thank You. Shared by Nazmy Zaki. May Almighty Allah ease her PhD study)

## ENABLE FIELD SHADING



Why “Always”? Because field shading will show all the hyperlinks existed in your write up such as citation, tables, figures, cross reference and etc. Try it and you can see the differences. Example:

**Linked citation shown** → (Alzeban & Gwilliam, 2014)

**Linked Tables/ Figures Numbering shown** → Table 4.4

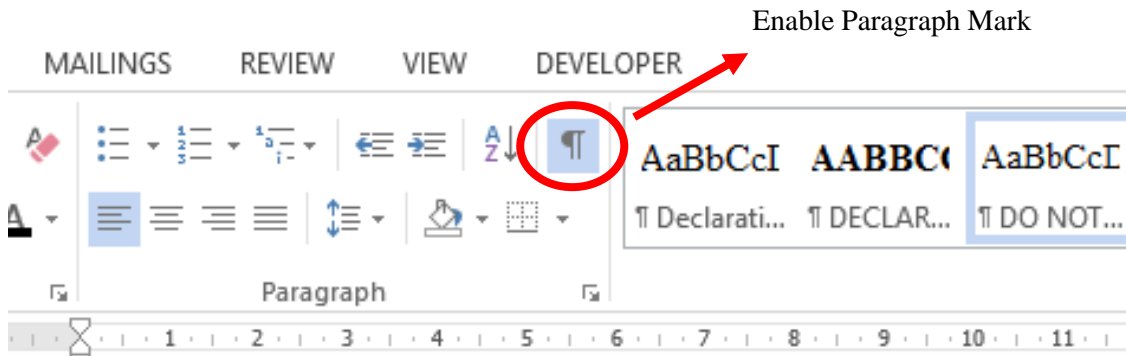
**Cross-reference shown** → Table 4.4

**4.4.3 Management Support for Internal Audit**

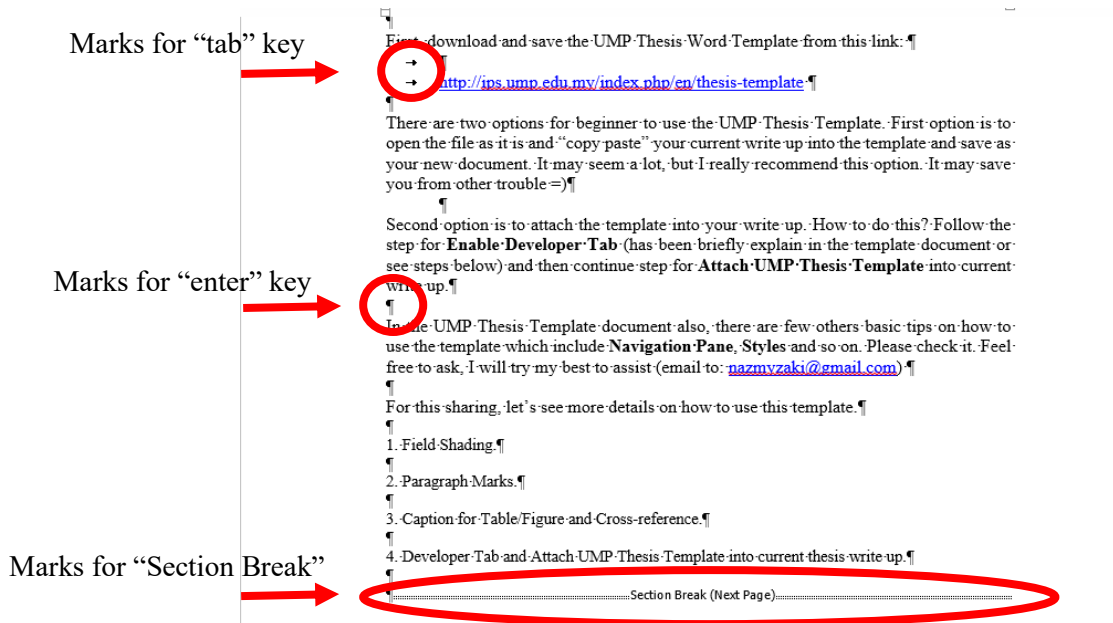
The measurement of the management support for internal audit is adapted from (Alzeban & Gwilliam, 2014). The measurement comprises by a number of indicators i.e. internal audit indicators: supporting internal audit to perform its duties and responsibilities, involvement in the internal audit plan, reports on the work of the internal audit team being delivered to the management, management's response to internal audit reports, and the resources of the IA. Table 4.4 shows the measurement items of management support. Respondents are required to indicate the degree of agreement that they have with respect to the management support for internal audit using a 5-point Likert scale: ranging from 1 (strongly disagree) to 5 (strongly agree).

Items	Statement
Q58	The organization's management supports internal audit to perform its duties.
Q59	Internal auditors rarely face interference by management while they conduct their work.
Q60	The organization's management involves in the internal audit plan.

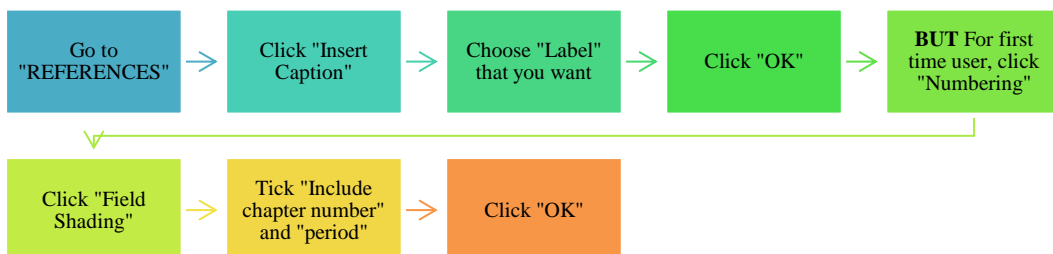
## PARAGRAPH MARKS



Paragraph marks is an option. It is up to you if you want to enable it or just disable it. For me, it is a great help because it will show all hidden marks. If you disable this, it will not show such marks. Some examples are as shown in the following figure:



## INSERT CAPTION FOR FIGURES AND TABLES



Once OK, there will be the caption under Figure. See example Figure 1.1 below.

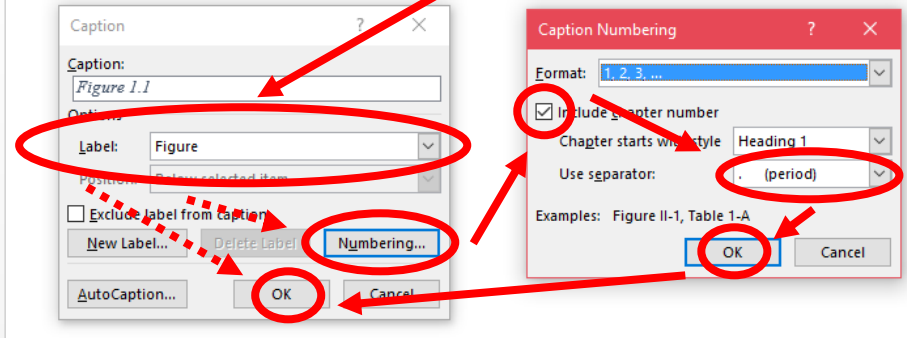
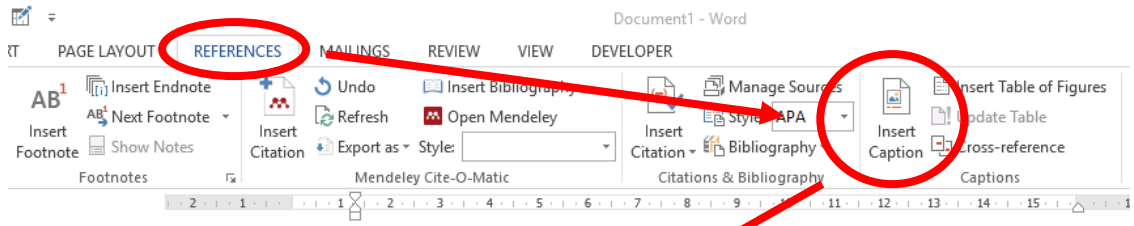
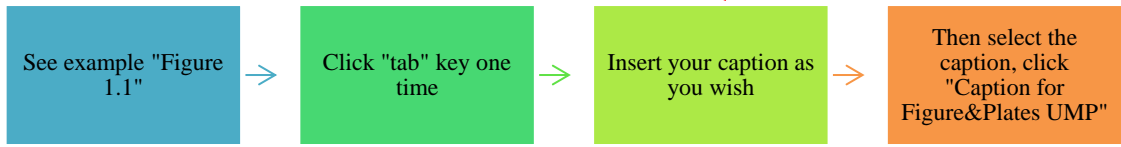


Figure 1.1      Caption for Figure



(Mark shown for "tab" key if you enable Paragraph)

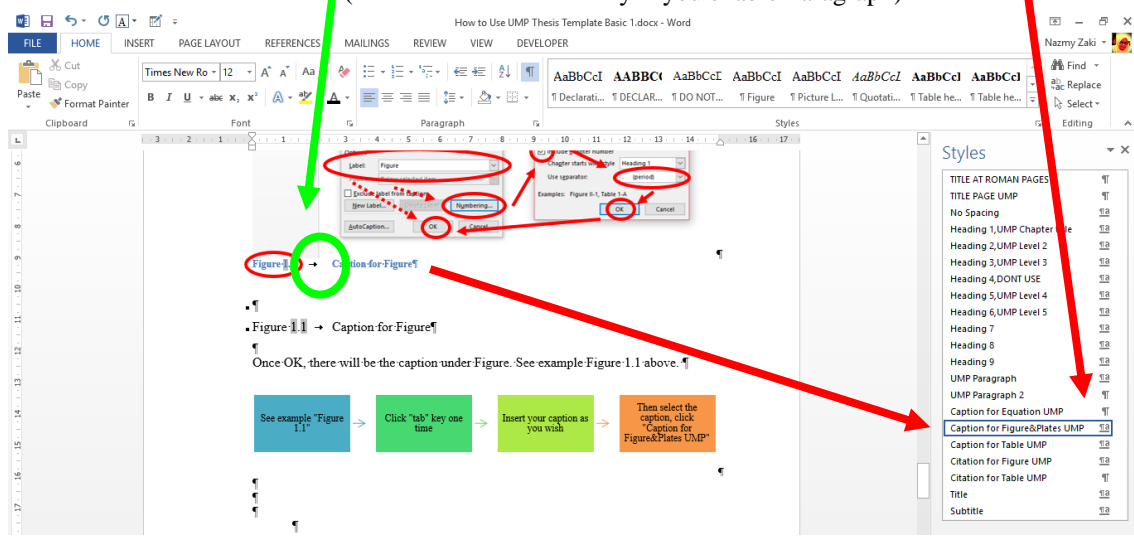


Figure 1.2      Caption for Figure      Automatically updated. In Table of Figures later on, just right click and update field.

Note: All above steps are same for Table caption.

## CROSS-REFERENCE

Cross-reference function is to link your numbering of Table/Figure/Section etc. within your text write up. See example:

**4.4.3 Management Support for Internal Audit**

The measurement of the management support for internal audit is adapted from (Alzeban & Gwilliam, 2014). The measurement comprises by a number of indicators i.e. measured by a number of indicators: supporting internal audit to perform its duties and responsibilities, involvement in the internal audit plan, reports on the work of the internal audit team being delivered to the management, management's response to internal audit reports, and the resources of the IA. **Table 4.4** shows the measurement items of management support. Respondents are requested to indicate the degree of agreement that they have with respect to the management support for internal audit using a 5-point Likert scale, ranging from 1 (strongly disagree) to 5 (strongly agree).

**Table 4.4 Measurement Items for Management Support for Internal Audit**

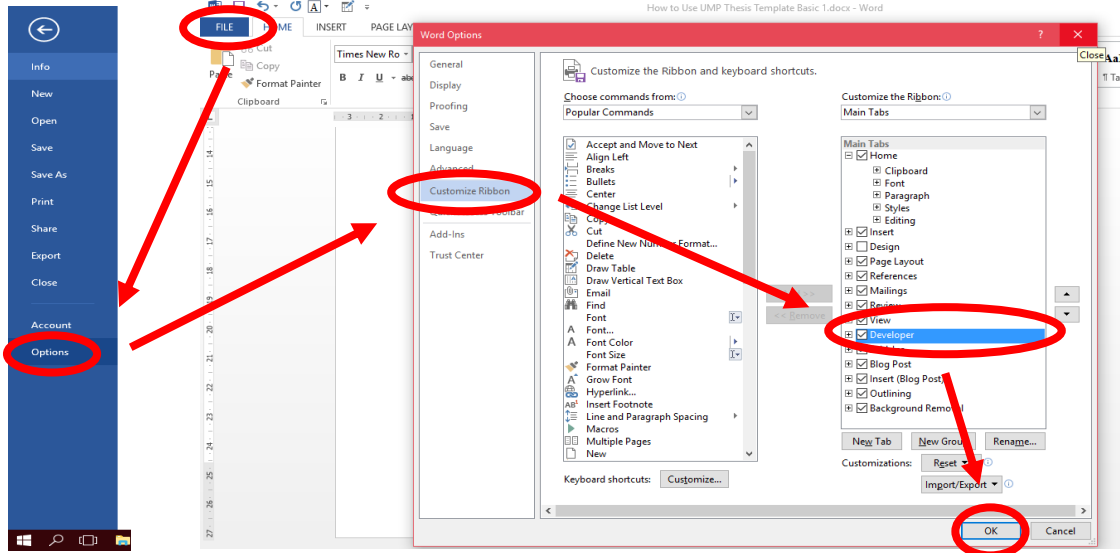
Items	Statement
Q58	The organization's management supports internal audit to perform its duties.
Q59	Internal auditors rarely face interference by management while they conduct their work.
O60	The organization's management involves in the internal audit plan.

So, whenever you insert new figure or table before or after it, they will be automatically updated once you update all documents field. Thus, it prevents from mistakes of table/figure numbering.

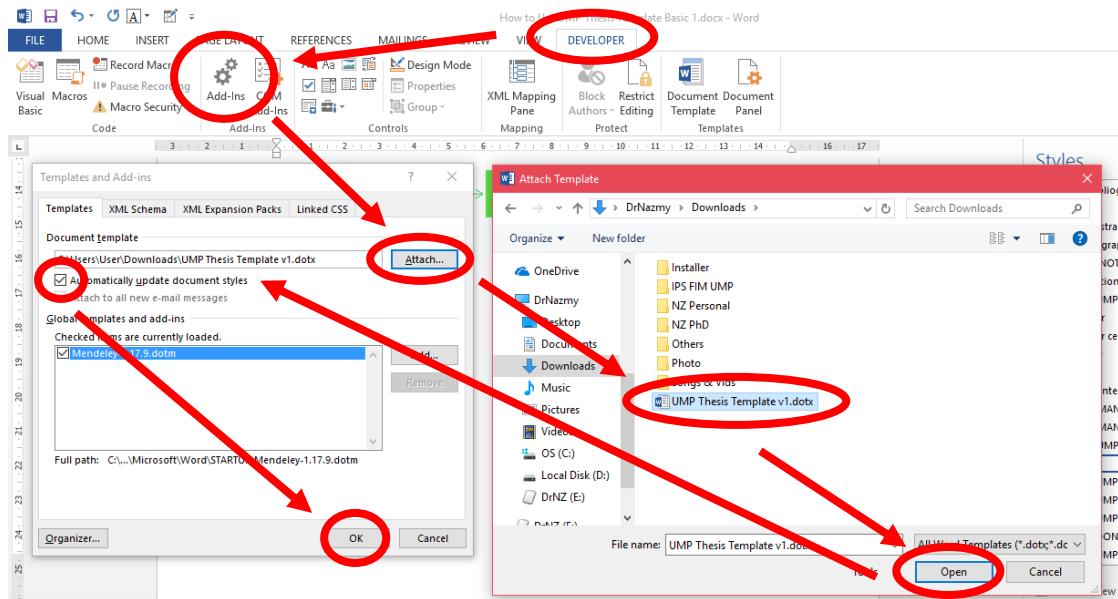


The screenshot shows the 'REFERENCES' ribbon in Microsoft Word. The 'Cross-reference' button is circled in red. Below it, the 'Cross-reference' dialog box is open. In the dialog, 'Figure' is selected for 'Reference type'. Under 'Insert reference to:', 'Only label and number' is selected. The list of captions shows 'Figure 1.1Caption for Figure' selected. The 'Insert' button at the bottom of the dialog is also circled in red.

## ENABLE DEVELOPER TAB



## ATTACH TEMPLATE INTO CURRENT WRITE UP



Now, you can use the template in your current write up.