



Center for Clinical Trials

*Department of Biostatistics
Department of Epidemiology
Department of International Health*

*Department of Medicine
Department of Ophthalmology
Oncology Center*

Wednesday, 9 November 2005

Memorandum

To: Center for Clinical Trials Students, Staff, and Faculty

Fr: Curtis Meinert

Re: Tables 101: Standard template settings

Sooner or later (usually sooner) one discovers that creating documents is easier with templates as starting points. It is more efficient and reliable to modify settings or to delete unwanted settings from starting templates than to start de-novo each time one creates a new document.

There are, of course, the obvious settings like those listed at the end of this memo, but those alone are not sufficient to allow for "seamless" assembly of individual documents into a master document.

An essential requirement, when dealing with a master document, is consistent use of headers and footers across documents slated for assembly into the master document. WP has provision for two headers (Header A and Header B) and two footers (Footer A and Footer B). Variation in the way they are used across documents will create problems when assembling documents into a master file. To avoid problems, templates should involve just one header and one footer and use should be consistent across documents, eg, as illustrated below for the slide book generated for my 2005 summer course on clinical trials:

Individual slide files

Header B: Right flushed; slide continuation header; placed on line below chapter title
(Header A)

Footer B: Right flushed; slide name

Slide set

Header A: Right flushed; chapter title

Footer A: Left; time and date of generation of master document

There were as many B headers and B footers as there were slides, as many A headers as chapters (10) and just one A footer (appearing on all pages of the assembled document; displaying time and date of generation of master document).

Other features of master documents that must be taken into account when producing individual templates are:

- Need for continuous page numbering (hence, individual templates not to contain page number setting to allow the document master to control format and location)
- Document title marked for ToC and list generation (necessary to enable document master to generate ToC and section lists when desired)
- Floating document title number and target (when documents are numbered, eg, as with tables in monitoring reports)
- Document continuation header (and reference to target when documents numbered; to allow system to generate document number in header)
- Hard page (necessary to force "new page start" for each document in assembled report; Note: It is useful when one wants to retain the possibility of producing a "squeezed" assembled document – ie, where the next document starts below the preceding one to fill remaining white space on a page – to use a paired style containing the hard page code. The code can be deleted from the style to allow continuous flow)
- Header and footer B discontinuation code (last code in document file; necessary to keep header and footer for document from appearing as header and footer for next document in master file)

Recommended template settings

Paper size: 8.5x11

Page orientation: Portrait

Margin settings

Top: 0.75"

Bottom: 0.50

Left: 1.0"

Right: 1.0"

Default codes

Center pg

Hyphen off

Tab setting: every 0.25"

Justification: Left

Line height: Automatic

Base font: 11pt

Font type: times Roman or similar type font

Print sides: one

Footer A: time and date of generation of master document

Footer B: file name

Header A: section or chapter header

Header B: document continuation header

Orphan protection: On
Widow protection: On

(Fri 9:13am) 15 Jul 05

\\Tables.101\TempSet.WPD

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[Tables 101] J:\StandardTempSet.wpd / bjc