

## **Briercrest Seminary Paper Template for Microsoft Word Users Instructions for Use**

The easiest way to ensure papers are formatted according to Briercrest Seminary format guidelines is to use a Word template. The following gives brief instruction on how to use the Briercrest Seminary Paper Template.

- 1) Download the template entitled, “Briercrest Seminary Paper Template” from the Academic Resources section.  
<http://www.briercrest.ca/seminary/current/academicresources.asp> ) (A version entitled “Briercrest Seminary Paper Template with Instructions is also included for your information. However, the following steps should use only the file “Briercrest Seminary Paper Template.”
- 2) Save the file as a Word Template. (Select, **File, Save As**, then select **Save as Type** and choose “**Word Template**.” Templates usually have the extension **.dot**, **.dotm**, or **.dotx**, depending on which version of Word is being used. Save in the following directory:  
  
“C:\Users\\*YOURNAME\*\AppData\Roaming\Microsoft\Templates”  
  
[where \*YOURNAME\* will be your own user name.]
- 3) Close the template.
- 4) Choose **File, New**. You should see options for new kinds of documents. Either the Briercrest Seminary Template will show up immediately, or you may need to click on “**My Templates**.” Click on the Template and open a new document.
- 5) The template will open a blank document. Use the “**Styles**” feature. (For help on using Styles, see <http://office.microsoft.com/en-us/word-help/> – Search for “styles” on the version of Word you are using).
- 6) The custom styles included in this template include:
  - \*Block Quote – Automatically indents and spaces quotations longer than 4 lines of text.
  - \*Class Info – Ensures proper spacing of Student name, date, etc. on first page.
  - \*Paper Title – Proper titles
  - \*Regular Paragraph – Correct indentation and spacing
  - \*Level 1, Level 2, and Level 3 subtitle – Proper format for outline headings
  - \*Turabian Bibliography – Properly indents and spaces bibliographic entries
  - \*Footnote text – Ensures proper footnote indentation and spacing. This should work automatically using the footnote feature.