Proposal for a standard thesis template:  
DOCX version(s)

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The focus of this document will be on the DOCX version of the template for 1st and 2nd cycle degree projects. For information about the LaTeX version see the document “Proposal for a standard thesis template”

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Much of the functionality of the named fields in the LaTeX can be done with Custom Fields in DOCX. If you save the DOCX file as a ZIP file, you can ipen it and see the parts of it.

# Defining custom fields

To define a custom field you go to the File-> Info-> Properties – click on the pulldown for properties and select Advanced Properties as shown in Figure 1.

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Figure 1: Select the Advanced Properties menu

Figure 2 shows the “Custom” tab of the Advanced Properties menu and the case for defining the first author’s last name as the field Author1\_Last\_name.

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Figure 2: Defining the first author’s last name as the field Author1\_Last\_name

Now we can inset the defined custom fields into the document with the Quick Parts Menu, see Figure 3. Then select “Field” as shown in Figure 4.

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Figure 3: Quick Parts Menu

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Figure 4: The “Field” menu item from the Quick Parts menu

Now you can choose the type of field, in this case “DocProperty” and you get an alphabetical list of all of these fields as shown in Figure 5 and then choose an instanced I n this case “Author1\_Last\_name” to insert (see Figure 6) and click “OK” button.

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Figure 5: Seclect the DocProperty and get an a list of fields (in alphabetical order)

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Figure 6: Selecting the DocProperty for Author1\_Last\_name for insertion into the document

Note that setting the title for the document is done differently, as this is an existing standard document field. Fill it is via the field on the Files->Info->Title field (as shown in Figure 7)..

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Figure 7: Filling in “title” – via the normal document properties

Figure 8 shows two pages of the “For DiVA” information. Note that all of the fields are high lighted in this field. The values come from the fields values. In the case of the last preface page and the last page of the body of the thesis, this was implemented by putting a book mark at the bottom of the last preface page and similar at the last of the body pages. Then two fields were insered with the values {pageref lastPageofPreface} and {pageref lastPageofMainmatter} (respectively). You can see the resulting values: ”Number of pages”: ” xiii,19”..

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Figure 8: Page 1 of the For DIVA information

Figure 9 shows the inside coverpage. We can look at the last name of the 2nd author by toggling the field code and see the field code ( {DOCPROPERTY Author2\_Last\_name \\* MERGEFORMAT} ) in Figure 10.

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Figure 9: Inside cover page

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Figure 10: After togglign a field code for the second author's last name

# Resulting custom fields

The custom fields can be found in docProps/custom.xml. Figure 11 shows some of the fields. The list of the fields is shown in Table 1. The final XML for all of these fields is shown in Figure 12.

|  |
| --- |
| <property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="13" name="Examiner1\_Last\_name"><vt:lpwstr>Maguire Jr.</vt:lpwstr></property>  <property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="14" name="Examiner1\_First\_name"><vt:lpwstr>Gerald Q.</vt:lpwstr></property>  <property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="15" name="Examiner1\_Local User Id"><vt:lpwstr>u1d13i2c</vt:lpwstr></property>  <property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="16" name="Examiner1\_E-mail"><vt:lpwstr>maguire@kth.se</vt:lpwstr></property>  <property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="17" name="Examiner1\_organization\_L1"><vt:lpwstr>School of Electrical Engineering and Computer Science</vt:lpwstr></property>  <property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="18" name="Examiner1\_organization\_L2"><vt:lpwstr>Computer Science</vt:lpwstr></property> |

Figure 11: Some of the fields

Table 1: Table of fields that were defined

|  |  |  |
| --- | --- | --- |
| **pid** | **Name** | **Default value** |
| 4 | Alternatibe\_main\_title | Detta är den svenska översättningen av titeln |
| 5 | Alternative\_subtitle | Detta är den svenska översättningen av undertiteln |
| 6 | programcode | TCOMK |
| 7 | Level | 1 |
| 8 | Course\_code | Course code |
| 9 | Credits | 15 |
| 10 | Exam | Bachelors degree |
| 11 | subjectArea | Information and Communication Technology |
| 12 | Educational program | Bachelor’s Programme in Information and Communication Technology |
| 13 | Examiner1\_Last\_name | Maguire Jr. |
| 14 | Examiner1\_First\_name | Gerald Q. |
| 15 | Examiner1\_Local User Id | u1d13i2c |
| 16 | Examiner1\_E-mail | maguire@kth.se |
| 17 | Examiner1\_organization\_L1 | School of Electrical Engineering and Computer Science |
| 18 | Examiner1\_organization\_L2 | Computer Science |
| 19 | Cooperation\_Partner\_name | Företaget AB |
| 20 | National Subject Categories | 10201, 10206 |
| 21 | Opponents\_Name | A. B. Normal &amp; A. X. E. Normalè |
| 22 | Presentation\_Date | 2021-03-15 13:00 |
| 23 | Presentation\_Language | eng |
| 24 | Presentation\_Room | via Zoom https://kth-se.zoom.us/j/ddddddddddd |
| 25 | Presentation\_Address | Isafjordsgatan 22 (Kistagången 16) |
| 26 | Presentation\_City | Stockholm |
| 27 | Supervisor1\_Last\_name | Supervisor |
| 28 | Supervisor1\_First\_name | A. Busy |
| 29 | Supervisor1\_Local User Id | u100003 |
| 30 | Supervisor1\_E-mail | sa@kth.se |
| 31 | Supervisor1\_organization\_L1 | School of Electrical Engineering and Computer Science |
| 32 | Supervisor1\_organization\_L2 | Computer Science |
| 33 | Supervisor1\_Other\_organisation | <NA> |
| 34 | Supervisor2\_Last\_name | Supervisor |
| 35 | Supervisor2\_First\_name | Another Busy |
| 36 | Supervisor2\_Local User Id | u100003 |
| 37 | Supervisor2\_E-mail | sb@kth.se |
| 38 | Supervisor2\_organization\_L1 | School of Architecture and the Built Environment |
| 39 | Supervisor2\_organization\_L2 | Architecture |
| 40 | Supervisor2\_Other\_organisation | <NA> |
| 41 | Supervisor3\_Last\_name | Supervisor |
| 42 | Supervisor3\_First\_name | Third Busy |
| 43 | Supervisor3\_E-mail | sc@tu.va |
| 44 | Supervisor3\_organization\_L1 | <NA> |
| 45 | Supervisor3\_organization\_L2 | <NA> |
| 46 | Supervisor3\_Other\_organisation | Timbuktu University, Department of Pseudoscience |
| 47 | Author1\_Last\_name | Student |
| 48 | Author1\_First\_name | Fake A. |
| 49 | Author1\_Local User Id | u100001 |
| 50 | Author1\_E-mail | a@kth.se |
| 51 | Author1\_organization\_L1 | School of Electrical Engineering and Computer Science |
| 52 | Author1\_organization\_L2 | <NA> |
| 53 | Author1\_Other\_organisation | <NA> |
| 54 | Author2\_Last\_name | Student |
| 55 | Author2\_First\_name | Fake B. |
| 56 | Author2\_E-mail | b@kth.se |
| 57 | Author2\_organization\_L1 | School of Architecture and the Built Environment |
| 58 | Author2\_organization\_L2 | <NA> |
| 59 | Author2\_Other\_organisation | <NA> |
| 60 | Author2\_Local User Id | u100002 |
| 61 | Subtitle | An subtitle in the language of the thesis |

I have added two more properties: Series\_name and Number\_in\_series for use with a TRITA number.

|  |
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| <?xml version="1.0" encoding="UTF-8" standalone="yes"?>  <Properties xmlns="http://schemas.openxmlformats.org/officeDocument/2006/custom-properties" xmlns:vt="http://schemas.openxmlformats.org/officeDocument/2006/docPropsVTypes"><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="2" name="ZOTERO\_PREF\_1"><vt:lpwstr>&lt;data data-version="3" zotero-version="4.0.29.16"&gt;&lt;session id="txwJq0tU"/&gt;&lt;style id="http://people.kth.se/~maguire/ExampleStyle-with-access.csl" hasBibliography="1" bibliographyStyleHasBeenSet="1"/&gt;&lt;prefs&gt;&lt;pref name="fieldType" value="Field"/&gt;&lt;pref name="</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="3" name="ZOTERO\_PREF\_2"><vt:lpwstr>storeReferences" value="true"/&gt;&lt;pref name="automaticJournalAbbreviations" value="true"/&gt;&lt;pref name="noteType" value=""/&gt;&lt;/prefs&gt;&lt;/data&gt;</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="4" name="Alternatibe\_main\_title"><vt:lpwstr>Detta är den svenska översättningen av titeln</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="5" name="Alternative\_subtitle"><vt:lpwstr>Detta är den svenska översättningen av undertiteln</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="6" name="programcode"><vt:lpwstr>TCOMK</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="7" name="Level"><vt:lpwstr>1</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="8" name="Course\_code"><vt:lpwstr>Course code</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="9" name="Credits"><vt:lpwstr>15.0</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="10" name="Exam"><vt:lpwstr>Bachelors degree</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="11" name="subjectArea"><vt:lpwstr>Information and Communication Technology</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="12" name="Educational program"><vt:lpwstr>Bachelor’s Programme in Information and Communication Technology</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="13" name="Examiner1\_Last\_name"><vt:lpwstr>Maguire Jr.</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="14" name="Examiner1\_First\_name"><vt:lpwstr>Gerald Q.</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="15" name="Examiner1\_Local User Id"><vt:lpwstr>u1d13i2c</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="16" name="Examiner1\_E-mail"><vt:lpwstr>maguire@kth.se</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="17" name="Examiner1\_organization\_L1"><vt:lpwstr>School of Electrical Engineering and Computer Science</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="18" name="Examiner1\_organization\_L2"><vt:lpwstr>Computer Science</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="19" name="Cooperation\_Partner\_name"><vt:lpwstr>Företaget AB</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="20" name="National Subject Categories"><vt:lpwstr>10201, 10206</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="21" name="Opponents\_Name"><vt:lpwstr>A. B. Normal &amp; A. X. E. Normalè</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="22" name="Presentation\_Date"><vt:lpwstr>2021-03-15 13:00</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="23" name="Presentation\_Language"><vt:lpwstr>eng</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="24" name="Presentation\_Room"><vt:lpwstr>via Zoom https://kth-se.zoom.us/j/ddddddddddd</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="25" name="Presentation\_Address"><vt:lpwstr>Isafjordsgatan 22 (Kistagången 16)</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="26" name="Presentation\_City"><vt:lpwstr>Stockholm</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="27" name="Supervisor1\_Last\_name"><vt:lpwstr>Supervisor</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="28" name="Supervisor1\_First\_name"><vt:lpwstr>A. Busy</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="29" name="Supervisor1\_Local User Id"><vt:lpwstr>u100003</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="30" name="Supervisor1\_E-mail"><vt:lpwstr>sa@kth.se</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="31" name="Supervisor1\_organization\_L1"><vt:lpwstr>School of Electrical Engineering and Computer Science</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="32" name="Supervisor1\_organization\_L2"><vt:lpwstr>Computer Science</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="33" name="Supervisor1\_Other\_organisation"><vt:lpwstr>&lt;NA&gt;</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="34" name="Supervisor2\_Last\_name"><vt:lpwstr>Supervisor</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="35" name="Supervisor2\_First\_name"><vt:lpwstr>Another Busy</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="36" name="Supervisor2\_Local User Id"><vt:lpwstr>u100003</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="37" name="Supervisor2\_E-mail"><vt:lpwstr>sb@kth.se</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="38" name="Supervisor2\_organization\_L1"><vt:lpwstr>School of Architecture and the Built Environment</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="39" name="Supervisor2\_organization\_L2"><vt:lpwstr>Architecture</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="40" name="Supervisor2\_Other\_organisation"><vt:lpwstr>&lt;NA&gt;</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="41" name="Supervisor3\_Last\_name"><vt:lpwstr>Supervisor</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="42" name="Supervisor3\_First\_name"><vt:lpwstr>Third Busy</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="43" name="Supervisor3\_E-mail"><vt:lpwstr>sc@tu.va</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="44" name="Supervisor3\_organization\_L1"><vt:lpwstr>&lt;NA&gt;</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="45" name="Supervisor3\_organization\_L2"><vt:lpwstr>&lt;NA&gt;</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="46" name="Supervisor3\_Other\_organisation"><vt:lpwstr>Timbuktu University, Department of Pseudoscience</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="47" name="Author1\_Last\_name"><vt:lpwstr>Student</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="48" name="Author1\_First\_name"><vt:lpwstr>Fake A.</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="49" name="Author1\_Local User Id"><vt:lpwstr>u100001</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="50" name="Author1\_E-mail"><vt:lpwstr>a@kth.se</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="51" name="Author1\_organization\_L1"><vt:lpwstr>School of Electrical Engineering and Computer Science</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="52" name="Author1\_organization\_L2"><vt:lpwstr>&lt;NA&gt;</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="53" name="Author1\_Other\_organisation"><vt:lpwstr>&lt;NA&gt;</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="54" name="Author2\_Last\_name"><vt:lpwstr>Student</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="55" name="Author2\_First\_name"><vt:lpwstr>Fake B.</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="56" name="Author2\_E-mail"><vt:lpwstr>b@kth.se</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="57" name="Author2\_organization\_L1"><vt:lpwstr>School of Architecture and the Built Environment</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="58" name="Author2\_organization\_L2"><vt:lpwstr>&lt;NA&gt;</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="59" name="Author2\_Other\_organisation"><vt:lpwstr>&lt;NA&gt;</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="60" name="Author2\_Local User Id"><vt:lpwstr>u100002</vt:lpwstr></property><property fmtid="{D5CDD505-2E9C-101B-9397-08002B2CF9AE}" pid="61" name="Subtitle"><vt:lpwstr>An subtitle in the language of the thesis</vt:lpwstr></property></Properties> |

Figure 12: Example of docProps/custom.xml

# Using bookmarks for keywords and abstracts

Figure 13 shows how by using bookmarks and then entering their text values the abstracts and keywords can be added to the For DIVA information. The basic text was taken from the PDF produced for a LaTeX document’s “For DIVA” text – and edited to just have the English and Swedish abstracts and keywords.

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Figure 13: For DIVA data with abstracts and keywords

A book mark is established by selecting the text and then using the menu Insert->Bookmark – as shown in Figure 14 and then name the bookmark as shown in Figure 15.

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Figure 14: Establishing a bookmark

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Figure 15: Naming a bookmark

Now we can insert the text for the named bookmark in the For DIVA page. First, select the placed to insert it (in this case a new line before the closing €€€€) as shown in Figure 16. Now insert the cross reference as shown in Figure 17. Note that the references is set to insert the **bookmark text**.The result after click to insert the selected bookmark is shown in Figure 18.

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Figure 16: Set insertion mark to insert the cross reference

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Figure 17: Select the bookmark and set the insert references to “Bookmark text”

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Figure 18: After clicking to insert the bookmed text

# Limitations with DOCX template

I have been unable to figure out how to get the language used in the document to automatically compute and enter the language for the Main title (and subtitle) and alternative title (and subtitle) for the “For DIVA” dat so these strings “eng” and “swe” have to be entered manually. Additionally, I have manually seletected the text and named the bookmarks for the two abstracts and two sets of keywords. This should probably be automated in some way that can also support additional abstracts and keywords in additional languages.

However, at the cost of setting the values of the custom document properties and the cost of manually setting the bookmarks for the abstracts and keywords – then all of the subsequent automation works (i.e. extracting the JSON, and then using the JSON to make announcements, make a cover, and make a MODS file for inserting into DiVA).

I have not modified the Swedish language version of the DOCX template. This remains as future work.

# Notes about Advanced Properties dialog

Unfortunately, it seems (at least in Windows 2010 and Office 365) that one cannot resize the whole dialog box, but one can move the boundary between the 1st and 2nd columns, to make it easier to see the field names – as shown in Figure 19. This makes it easier to see some of the longer field names. The Office 365 version (after resizing) is shown in Figure 20.

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Figure : Changing column width

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Figure 20: Office 365 Advanced properties dialog