

Figure 3. Microsoft Word frame formatting window. It can be accessed by clicking on the frame content to make the frame border visible, clicking in the frame border to select it and finally right click the frame border to show up the pop-up menu and choosing the option "Format Frame".

manage when creating new frames by copy and pasting existing ones is the vertical setting that will have to be changed from top to bottom depending on the new frame location.

The copying and pasting of frames should be done with care because the new frame will have the same configuration as the original frame and may overlap with it making one of them invisible to the user. We suggest that the author selects the original frame, chose "copy" (CTRL+C), place the cursor in a page or column that has no frame in the same position as the original and chose "paste" (CTRL+V). It is up to the author to manage in which page or column each frame is to be located.

The more complicated situation is when the author wants to copy a page wide frame that is in the top of a page to a new frame located in the bottom of the same page. Because the original frame vertical setting is *top* the new pasted frame will also have the same setting and will overlap with the original one if placed in the same page. The solution is to paste the frame in a different page where no frames exist in the top (can be a temporary blank page at the end of the document), change the vertical setting to *bottom* and perform a cut and paste to the desired page. It will then show up at the bottom of that page.

If the author prefers to create a frame from scratch, he/she can choose "insert text box". Then he/she should right click on the text box border and select from the pop-up menu the option to format the text box. In the window that becomes visible press "convert to frame". The properties of the frame should be adjusted as described previously.

### 4.3. Captions

Place the figure captions directly *BELOW* the figure inside the frame and choose the style "Figure caption". Figure captions have the format "Figure x. aaa." where x stands for the figure

number and aaa for the figure caption. Figures should be numbered consecutively with Arabic numerals starting from 1. The template uses auto-numbering and the order is given by the order of the frame anchors which become visible when the frame is actiated. Note that the caption should end with a period.

The paragraph spacing before the caption should be 6 pt and after the caption should be 0 pt. This is defined in the "Figure caption" style.

Table captions should be placed inside the frame directly above the table. Format it with the style "Table caption". Table captions have the format "Table y. aaa." where y stands for the table number and aaa for the table caption. Tables should be numbered consecutively with Arabic numerals starting from 1. Tables and figures should have separate numberings. Note that table captions should also end with a period.

The paragraph spacing before the table caption should be 0 pt and after the caption should be 6 pt. This is defined in the "Table caption" style.

### 4.4. Tables

Tables span a full page in width, for example, Table 1, or a full column, see Table 2. Avoid breaking tables across pages.

Table captions are placed *ABOVE* the table.

Table 1 summarizing the various styles used in this template, whereas Table 2 shows a subset of the data given in Table 1.

### 4.5. Referring to figures and tables in the text

If automatic caption numbering is used the author should refer to the figures and tables in the text using automated references. A reference can be inserted in a given point in the text by going to the menu "References" and choosing "Insert Cross Reference" (Figure 4). Select which figure or table are to be cited, the label type ("Figure" or "Table") and that only the label and number should be used in the citation. Keep the option "insert as hyperlink".

### 4.6. Numbering

Microsoft Word permits to have figure and table numbering done automatically. The author is asked to use this feature, if possible, instead of numbering them by hand. The captions in this template already use automatic numbering. The best way for the author is just to copy and paste those captions and change the text accordingly. Because the number in the copied

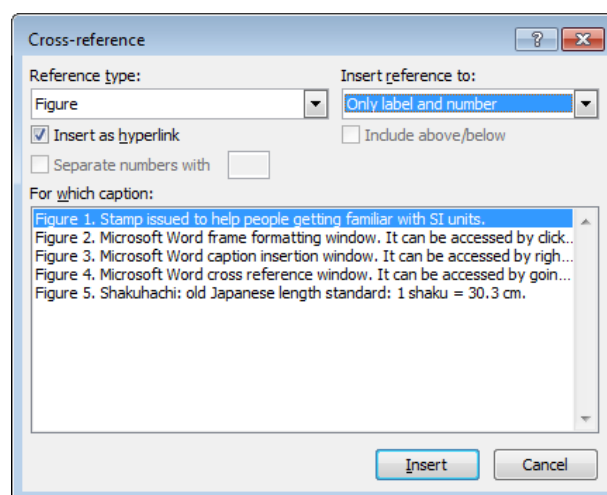


Figure 4. Microsoft Word cross reference window. It can be accessed by going to the menu "References" and choosing "Insert Cross Reference".