# ReadMe - Instructions for Using the LaTeX ETDR Template

The LaTeX ETDR template is configured with page margins and other formatting required by the Graduate School and will automatically create a table of contents, lists of tables and figures, and PDF bookmarks. The template uses a separate file for each section of your ETDR: title page, abstract, preface, chapters, references, etc. This makes it easier to organize and work with a lengthy document.

Although the template gives you a foundation for creating your ETDR, you will need a working knowledge of LaTeX in order to produce a final document. You should be familiar with LaTeX commands for formatting text, equations, tables, and other elements you will need to include in your ETDR.

Use of the template is not required and is offered simply as a framework that may save you some time and effort. There are many ways to use LaTeX to produce your ETDR, and you may prefer using LaTeX in a way in which you are more comfortable. As long as the final output is a PDF file that meets the Graduate School formatting requirements, how you use LaTeX is entirely up to you.

**How to obtain the LaTeX template**
Available here: http://www.k-state.edu/grad/etdr/template/latex_source.zip

**Installing Template Files**
After you download and save the file, unzip it into a directory named "latex_source." This will create the files and subdirectories listed below.

- abstract.tex
- abstracttitle.tex
- acknowledge.tex
- appendixa.tex
- appendixb.tex
- BibTexGuide.pdf
  Instructions on how to use BibTeX for your citations and bibliography.
- chapter1.tex
- chapter2.tex
- chapter3.tex
- class_diss.cls
- copyright.tex
- dedication.tex
- etdrtemplate.tex
  This is the primary file for processing your ETDR. It contains \input commands to assemble various sections of your ETDR into a single document. Depending on the content and structure of your ETDR, you may need to make minor changes to the commands in this file. See the comments in this file for instructions on how to make these changes. None of the

actual text of your ETDR, however, is contained in this file.  This is the file you will need to process in order to produce a PDF version of your LaTeX document.

- natbib.pdf
Instructions on using the natbib package in conjunction with BibTeX
- preface.tex
- ReadMe.pdf (this document)
- references.bib
- title.tex

*Subdirectory: styles*
This subdirectory contains files for a number of different reference styles for your bibliography. Default setting is for "unsrtnat," which uses a superscript citation style and lists references in the order cited.

*Subdirectory: figures*
Place any image files you may use as figures in this subdirectory.

**ETDR Sections**
Your ETDR is made up of several sections.  Some sections are required, others are optional. Most of these sections correspond to a specific .tex file.  The Table of Contents, List of Figures, and List of Tables, however, are generated automatically and do not have corresponding .tex files.

Listed below are all required and optional ETDR sections and the corresponding files.  The file etdrtemplate.tex is configured to assemble these sections in the prescribed order.  To create your ETDR, you will need to add your content to the appropriate section file.  Within each file, guidelines are provided (as comments) for adding your text.

Abstract Title Page
> Required only for doctoral dissertations
> File: abstracttitle.tex

Abstract Page
> Required only for doctoral dissertations
> File: abstract.tex

Title Page
> Required
> File: title.tex

Copyright Page
> Optional, but highly recommended
> File: copyright.tex

Abstract
> Required

File: abstract.tex

Table of Contents
Required
The Table of Contents is generated automatically

List of Figures
Required
Generated automatically

List of Tables
Required
Generated automatically

Acknowledgements
Optional
File: acknowledge.tex

Dedication
Optional
File: dedication.tex

Preface
Optional
File: preface.tex

Chapters
Required
Files: chapter1.tex, chapter2.tex. chapter3.tex
Create new chapter.tex files as needed for additional chapters.

References
Required
File: references.bib

Appendices
Optional
File: appendixa.tex, appendixb.tex
Files are provided for two appendices. Create new files as needed for additional
appendices.

**Install LaTeX**
In order to use the template, you will need to install a LaTeX distribution on your computer.

**Windows**: MiKTeX is the LaTeX distribution for Windows computers and can be downloaded from the MiKTeX download page.  Read the Installing MiKTeX chapter in the MiKTeX manual for details on how to install MiKTeX.  The MiKTeX installation includes the TeXworks editor.

**Mac**: MacTeX is the LaTeX distribution for Macintosh and can be downloaded from the MacTeX working group of the TeX Users Group (TUG).  Download the file (MacTeX.pkg), then double-click to install it.  The MacTeX download includes the TeXShop editor.

**LaTeX editors**
LaTeX is the program that produces the document, but you will do your actual writing in an editor.  You will need to open the .tex file you're working on in an editor in order to add your content.

The editor TeXworks is included with MiKTeX, and TeXShop is included with MacTeX.  There are many other editors available; some are strictly source editors, while others provide more of a graphical user interface that gives an approximation of the final output produced by LaTeX.  The template should work with all editors, but has been tested only with TeXworks, TeXShop, TeXnicCenter, and WinEDT.

**Compiling**
Compiling is the process of executing all the commands in your .tex documents to produce the final output.  Compiling is also referred to as "processing" or "typesetting" your document. The ETDR LaTeX template is designed to be compiled with PDFLaTeX.  This will produce a PDF file directly from your .tex files without an intervening DVI or PostScript file.  PDFLaTeX is included with the MacTeX and MiKTeX distributions.

In the default configuration of TeXShop, you won't find an option for PDFLaTeX in the Typeset menu.  Instead, use the "LaTeX" option to compile the etdrtemplate.tex file.  Since pdf is a native file format on Mac OS X, the "LaTeX" option in TeXShop is actually "PDFLaTeX." Similarly, other editors may show an option for "LaTeX => PDF."  Again, this option uses PDFLaTeX and will work fine with the template.

 To view the PDF output of your .tex files, you will need to compile the **etdrtemplate.tex** file. If you are using BibTeX, you will need to compile the **etdrtemplate.tex** file with BibTeX as well as PDFLaTeX.  You will need to compile **etdrtemplate.tex** in this sequence in order to fully format your references:

1. Run PDFLaTeX.
2. Run BibTeX.
3. Run PDFLaTeX a second time.
4. Run PDFLaTeX a third time.

Following this sequence will ensure that all references, bibliography, and cross-references are properly formatted.

The PDF file this compilation sequence produces will be created in the same directory as your etdrtemplate.tex file and will be named **etdrtemplate.pdf**.

**References and bibliography**

BibTeX is a tool for managing and formatting your references. BibTeX is included with the MikTeX and MacTeX distributions, and the template is configured to use BibTeX. Use of BibTeX, however, is not required and it is possible to insert all your references and format your citations manually, if you prefer.

See the BibTeX Guide.pdf file for details on using BibTeX and general guidelines on creating citations and formatting your bibliography.

**For Further Information**

- [The Not So Short Introduction to LaTeX](#) by Tobias Oetiker. The best starting point to learn about LaTeX.

- [Writing a thesis with LaTeX](#) by Lapo F. Mori. Has some good examples and guidelines, but uses a different document class than the ETDR template.

- [Managing Citations and Your Bibliography with BibTeX](#) by Jurgen Fenn. A brief introduction to managing citations and preparing a list of references.

- [Formatting Information: An introduction to typesetting with LATEX](#) by Peter Flynn Comprehensive workbook from a 2-day training course on LaTeX. Covers installing LaTeX, basic document structures, commands, etc.

If you have questions about using the template, contact the IT Help Desk, 214 Hale Library, 785-532-7722, heldesk@ksu.edu


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