

How to use the template:

Open template of the document, save it as a word document and after saving it you can write a text in the document.

Description of the document:

1. Title page: Place of studies (Department/Institute) Tutor, Consultant (To be filled in)
2. Title page: Title, name, surname (To be filled in)
3. Concluding work assignment: (To be filled in)
4. Analytical list: (To be filled in)
5. Thank you note: Brief note to thank for help to the tutor, consultant for cooperation
6. Contents: Contents is generated based on predefined styles.

Heading Level 1 to Heading Level 6

To generate a Contents, it must be re-updated

For Office 2007:

- Right mouse-click
- Array update (update array)

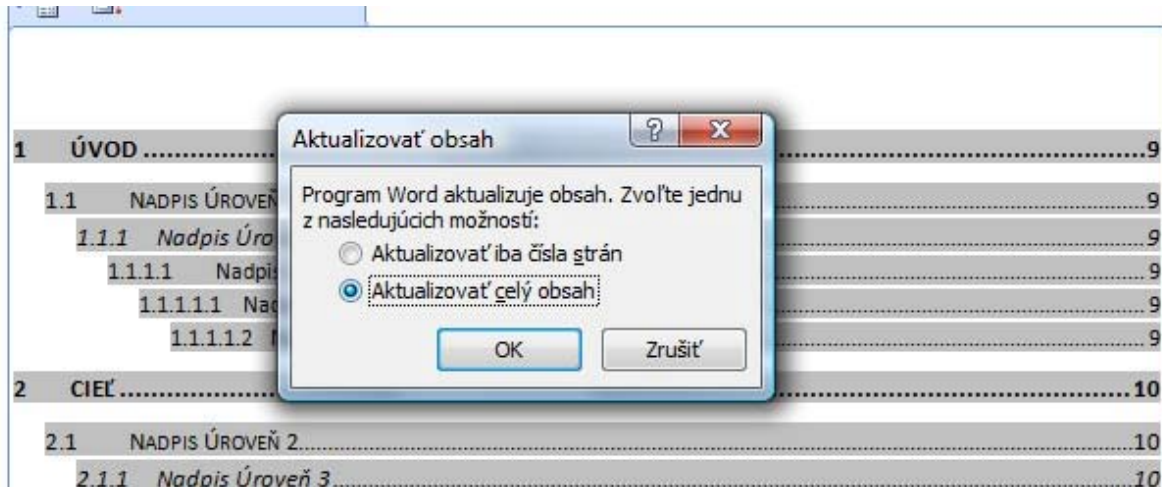
Obsah

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Context menu options:

- Vystrihnúť
- Kopírovať
- Pripepiť
- Aktualizovať pole**
- Upraviť pole...
- Přepnúť kód poľa
- Písmo...
- Odsek...
- Qdrážky
- Číslovanie

- Update all content
- After that, it will generate the Content according to the chapters



7. Predefined formatting styles:

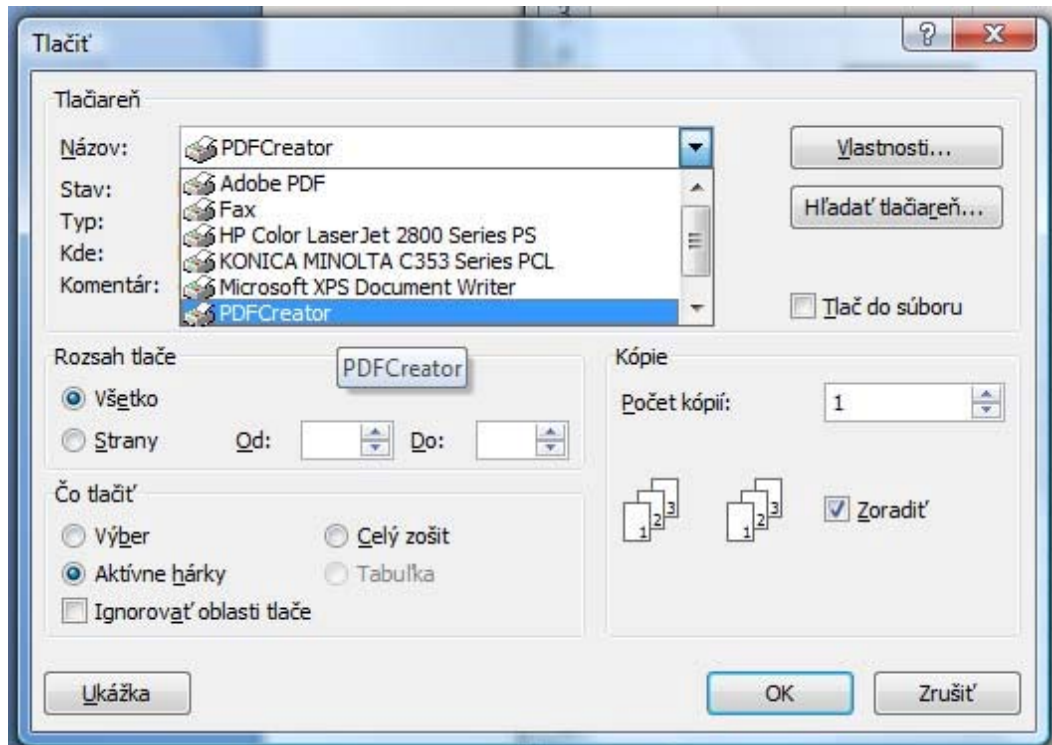
- Heading Level 1 :: Use for Heading 1 Level (Introduction, Goal,)
- Heading Level 2 -:: Use for Heading 2 Level (Use for subchapter)
- Normal text.1.5 line-spacing :: Normally formatted text.
- List of tables and figures :: To format description, name, source of tables, figures, charts

Other formatting of Contents, sections, lists,... is Ostatné formátovanie obsahu, ako odsekov, zoznamov,, is up to author's decision.

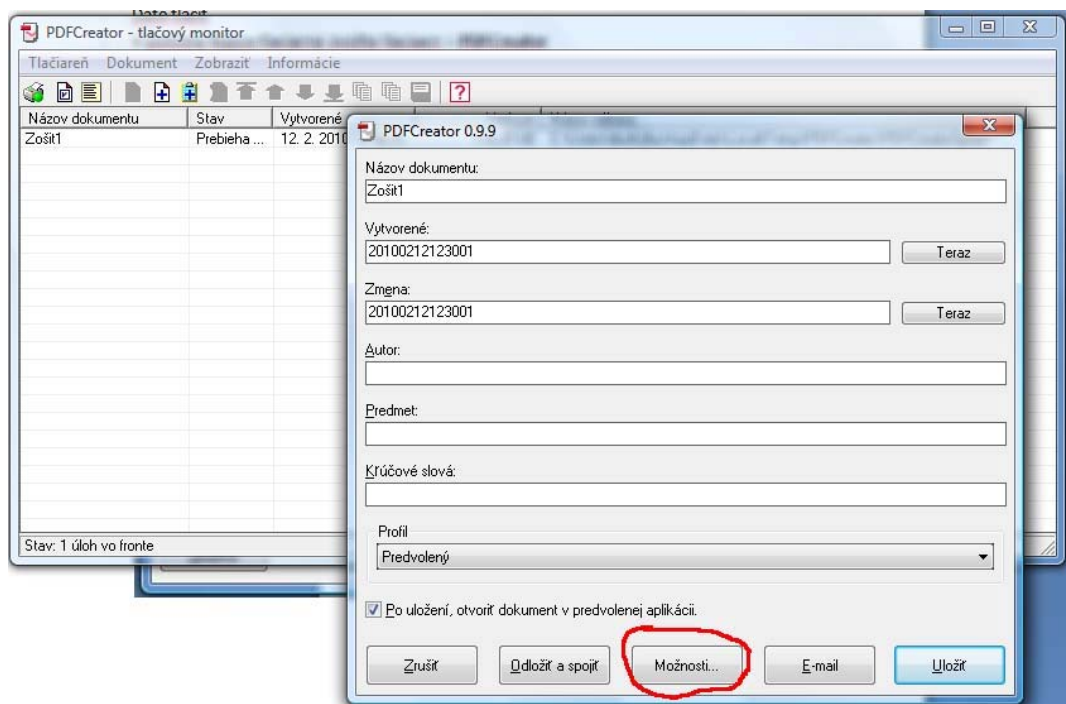
Methods of referring citation, sources can be found in Instructionsfor preparation of diploma thesis.

How to generate PDF file:

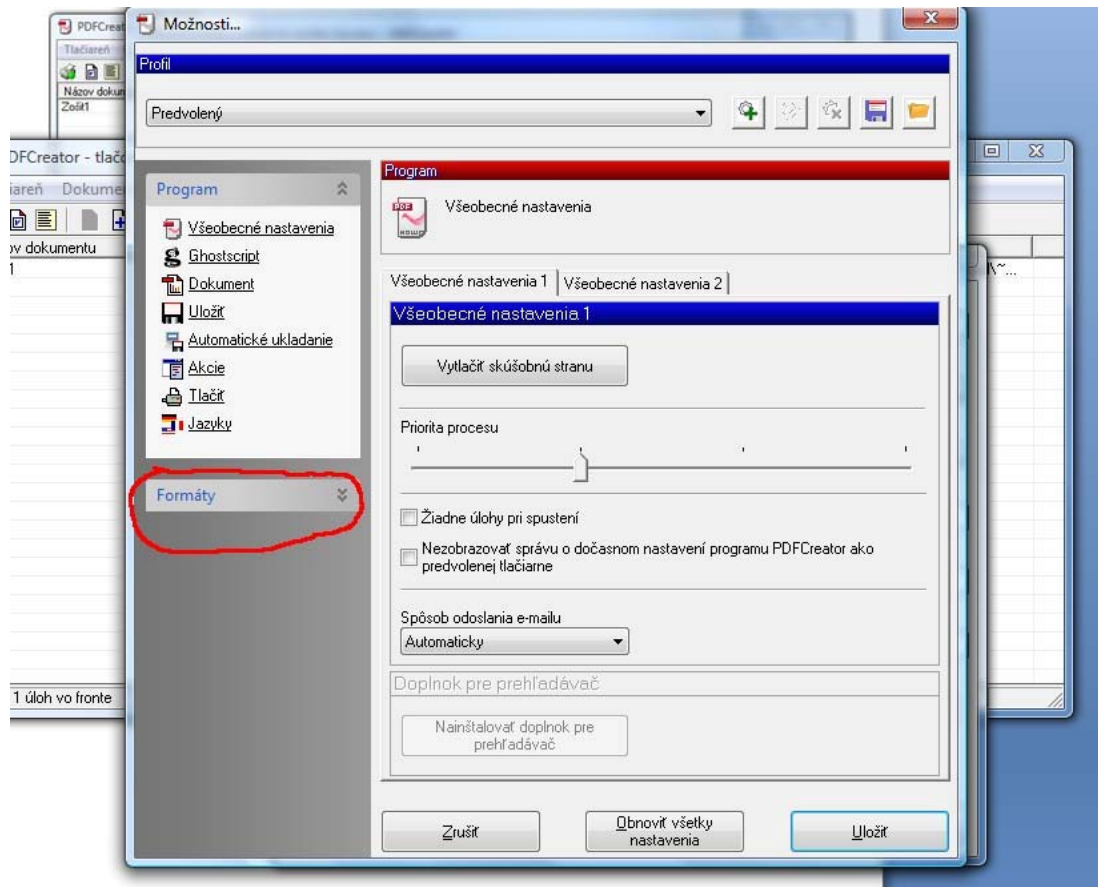
- Download PDFCreator from: <http://www.pdfforge.org/download>
- Install
- Restart your computer
- Open your Diploma thesis in Word
- After clicking on Print, in Name of printer choose : **PDFCreator**



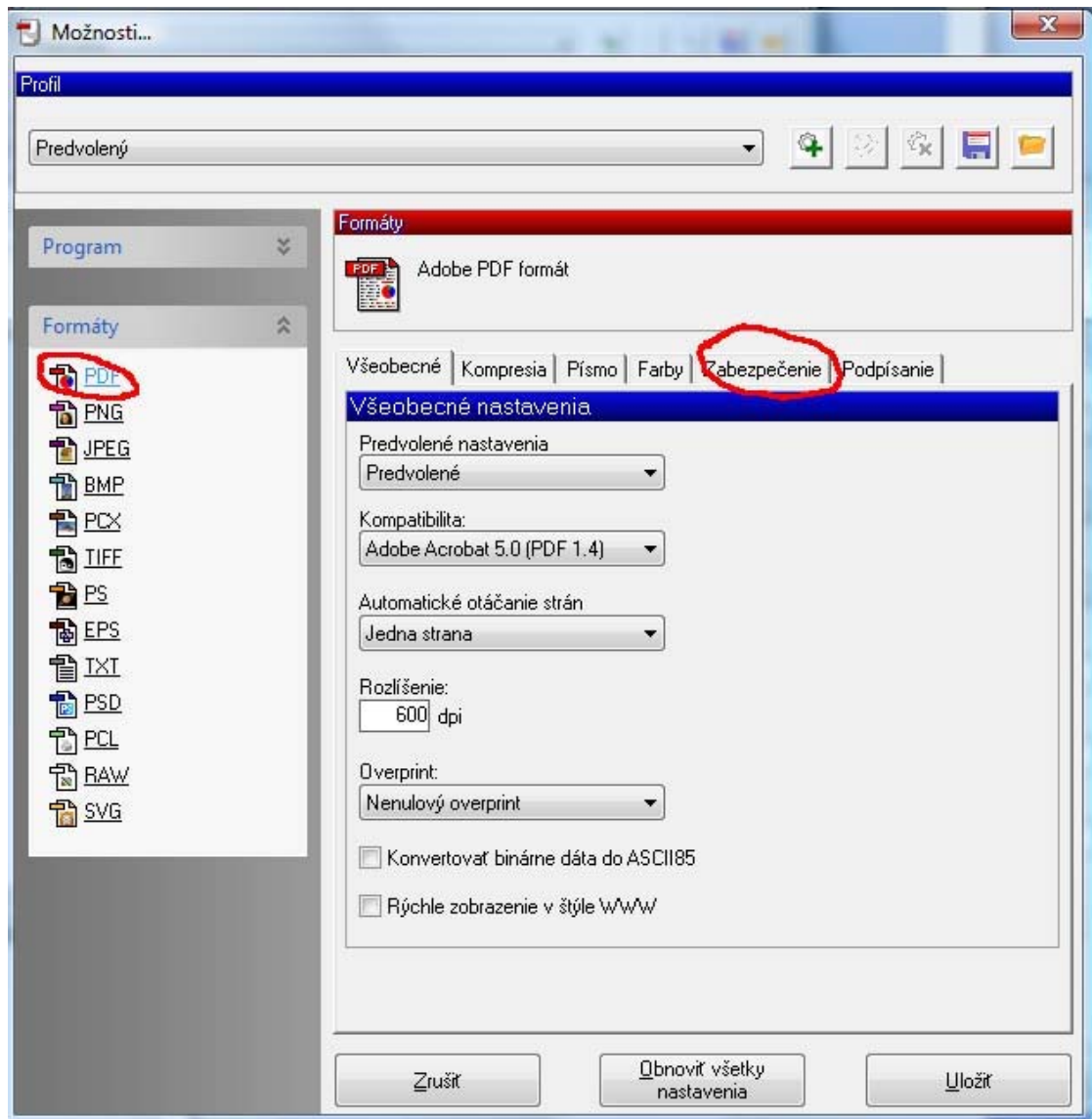
- Submit by clicking on OK
- Application PDFCreator opens



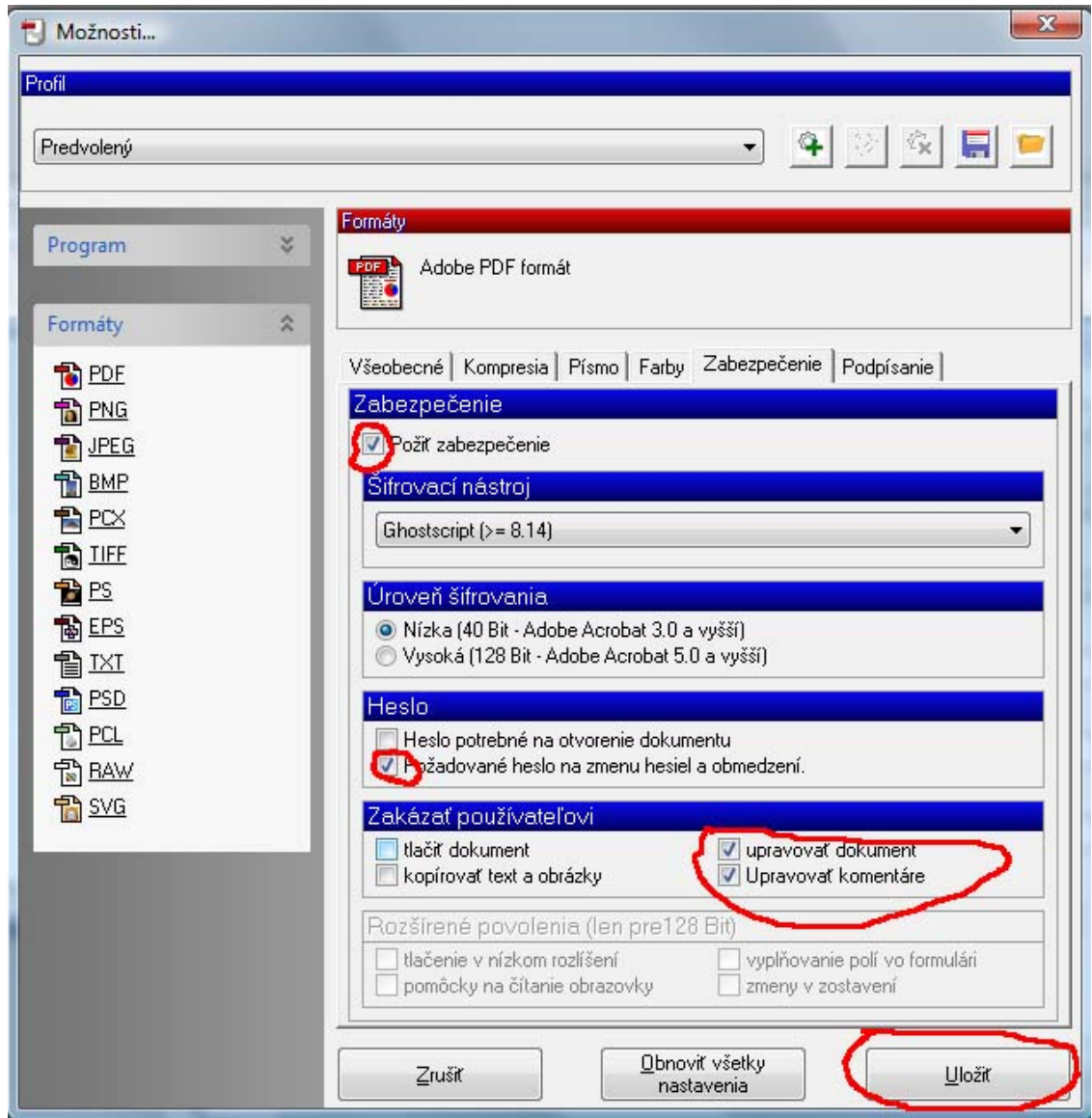
- Click on Options
- In left menu Formats >> Choose format PDF



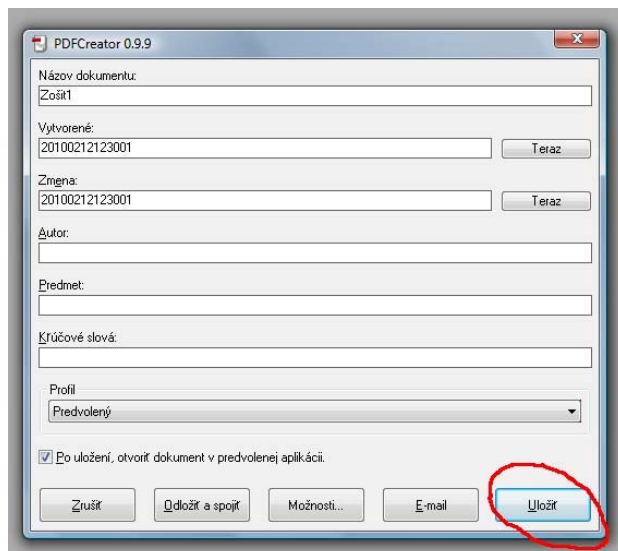
- Choose Security



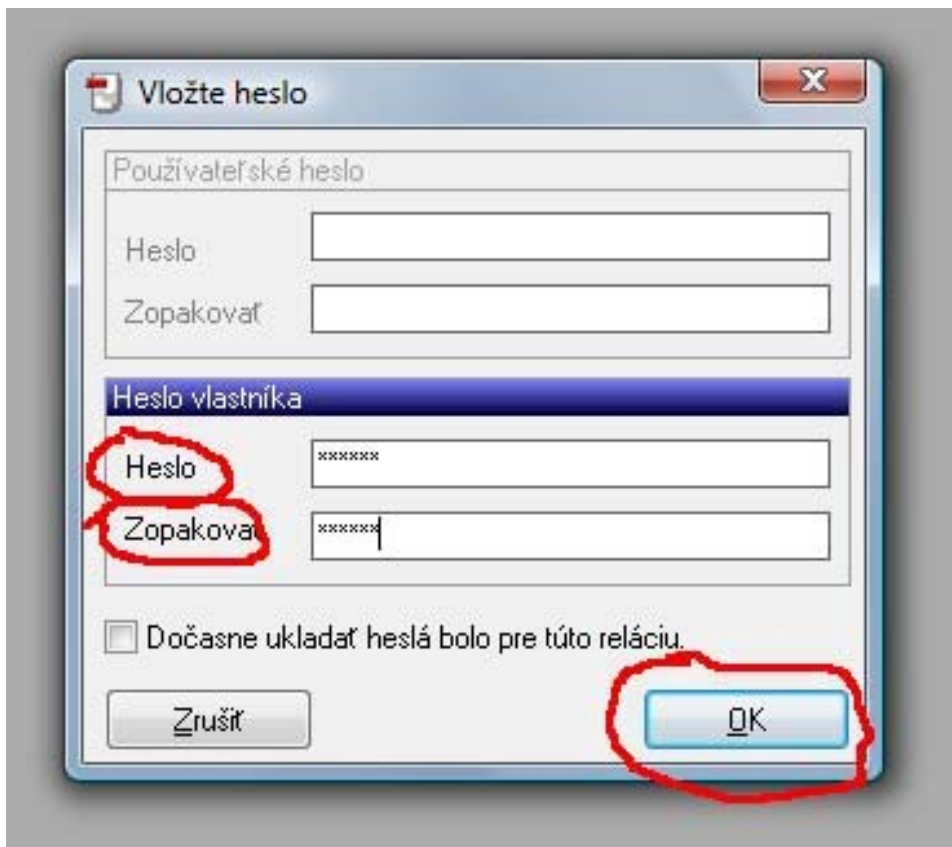
- Choose: Password for changing passwords and restrictions
- Choose: Edit document and Edit comments
- Click on Save



- Click on Save



- Set a password, Repeat it and submit by OK



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