

## How to use the FYP Report Template

The Final Year Project (FYP) Report Template is a Microsoft Word document that follows the exact layouts and formats outlined in the FYP Report Guidelines. Students are encouraged to download the template from the Final Year Project website and use that template to prepare their project report by modifying the content (*but not* the layout and formatting) as necessary.

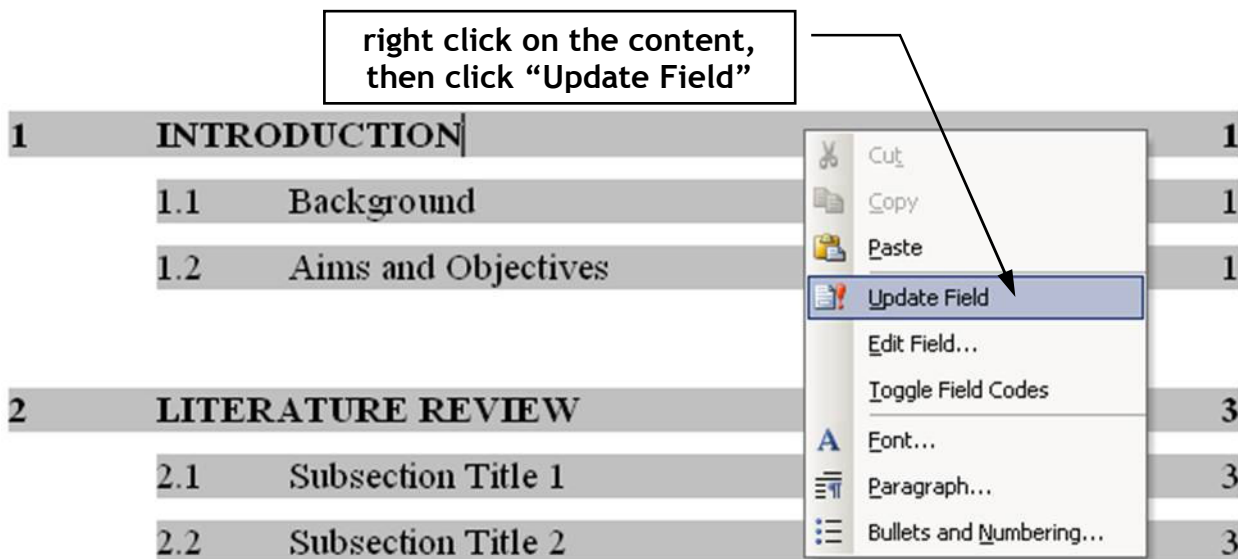
### Updating Table of Contents (TOC)

By using this template, you do not need to prepare the Table of Contents page manually. The table of contents is already linked to the relevant headings and titles. All you need to do after you finish your report is just to update the table of contents.

The Table of Contents consists of two parts: the preliminary pages and the body of the report. These two parts will have to be updated separately. Here's how:

right click on the content,  
then click "Update Field"  
(shortcut key is F9)

<b>DECLARATION</b>	<b>ii</b>
<b>APPROVAL SHEET</b>	<b>iii</b>
<b>REPORT STATUS DECLARATION FORM</b>	<b>iv</b>
<b>ACKNOWLEDGEMENTS</b>	<b>vi</b>
<b>ABSTRACT</b>	<b>vii</b>
<b>TABLE OF CONTENTS</b>	<b>viii</b>
<b>LIST OF TABLES</b>	<b>x</b>
<b>LIST OF FIGURES</b>	<b>xi</b>



After clicking "Update Field", a dialog box will pop-up, select "Update entire table" and "OK". This will update the whole TOC based on your report.



*Be aware that modifying the chapter titles / subsection titles will NOT be automatically reflected in the TOC. You need to update the TOC every time you make any changes to the titles.*

### Updating List of Tables / Figures / Appendices

The List of Tables / Figures / Appendices are also linked to the relevant captions and headings. They looked something like this:

**Table 2.2: Processing Time for Different Production Line**

**Figure 3.1 Universiti Tunku Abdul Rahman Logo**

<b>Universiti Tunku Abdul Rahman</b>			
<b>Form Title : HOW TO USE THE FINAL YEAR PROJECT REPORT TEMPLATE</b>			
Form Number : <b>GD-FES-FYP-002</b>	Rev No: <b>0</b>	Effective Date: <b>30/05/2011</b>	Page No: <b>3 of 4</b>

Click on the numbering and you will see that the numberings are shaded grey. These show that they are linked to the List of Tables / Figures. When you insert a table or figure, copy and paste the relevant caption format and modified it.

After you finish your report, you need to update the List of Tables / Figures / Appendices. Same as the TOC, right click on the content, click "Update Field", select "Update entire table" and then "OK".

Unfortunately, the linked format of List of Table / Figures / Appendices in MS Word is unable to give us the format we required (see below).

<b>FIGURE</b>	<b>TITLE</b>	<b>PAGE</b>
Figure 2.1:	Universiti Tunku Abdul Rahman Logo	5
Figure 3.1:	Reflection from Smooth Surface	7
Figure 4.1:	UTAR Logo	9

So, after we have updated the table, we will need to do some modifications to suit our requirement:

1. Delete the word Table/Figure/Appendix
2. Delete the semicolon
3. Tab the caption title and you are done (see below)

<b>FIGURE</b>	<b>TITLE</b>	<b>PAGE</b>
2.1	Universiti Tunku Abdul Rahman Logo	5
3.1	Reflection from Smooth Surface	7
4.1	UTAR Logo	9

<b>Universiti Tunku Abdul Rahman</b>			
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*Be aware that every time you update the list, it will be back to default and you have to redo the modifications. Hence, it is advisable to modify this list only after you have completed the whole report.*

### **Updating Equation Numbering**

The equation numberings are also linked to the relevant chapter. Click on the numbering and you will see that the numberings are shaded grey. These show that they are linked to the chapter.

When you want to insert an equation, copy and paste the equation sample, modified it and update the numbering (right click on the number and click “Update Field”).

### **Insert New Chapter**

If you are required to add additional chapter, copy and paste *at least the first two pages* of the existing one and all the layout and format will follows. Why two pages? Because the template is formatted in such a way that the first page of a chapter is not numbered but the rest of the pages are.