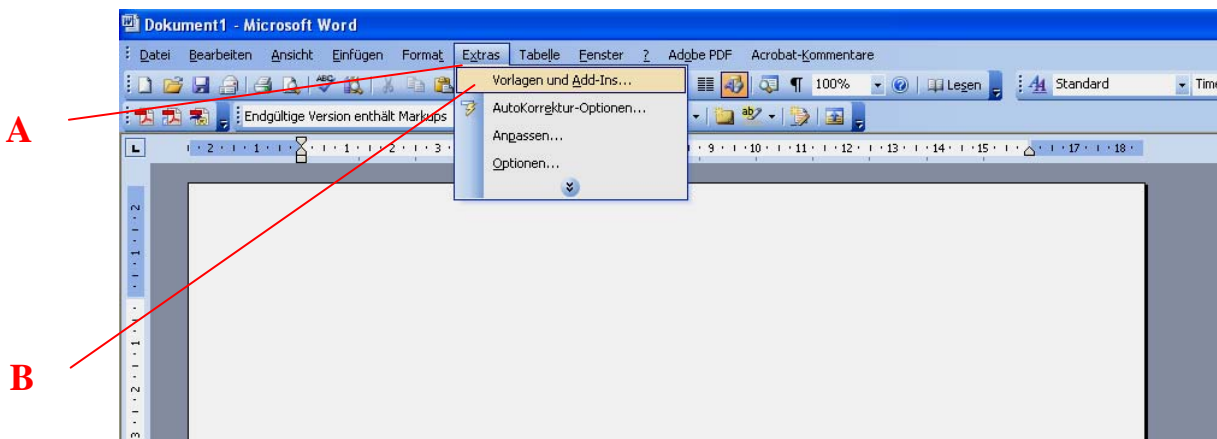


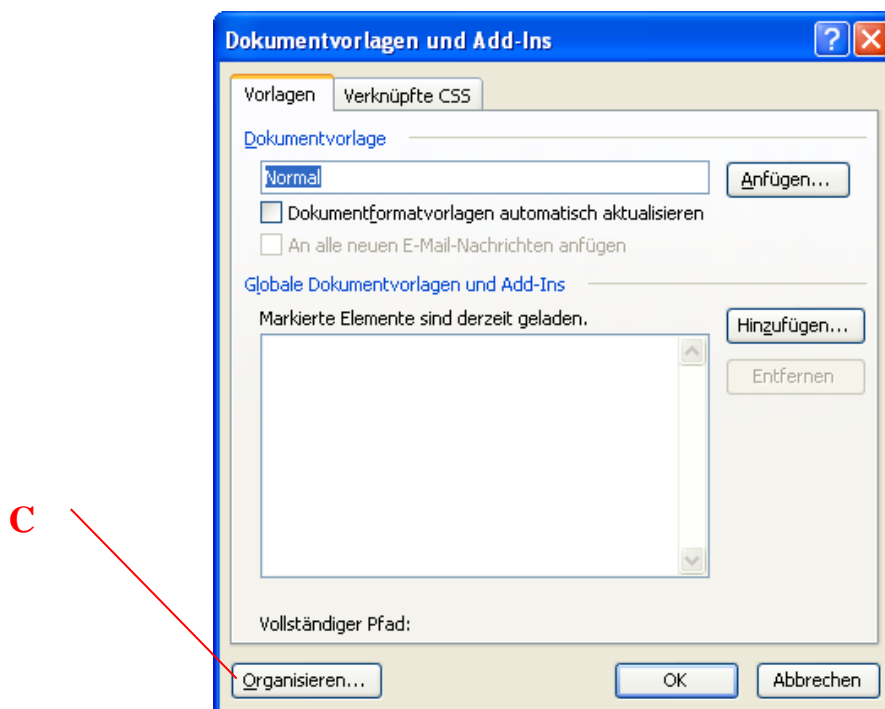
Applying the RIHA Journal Template to Your (MS-Word-)Document For User Interfaces in German

The following instructions are based on Word 2003 Windows xp.

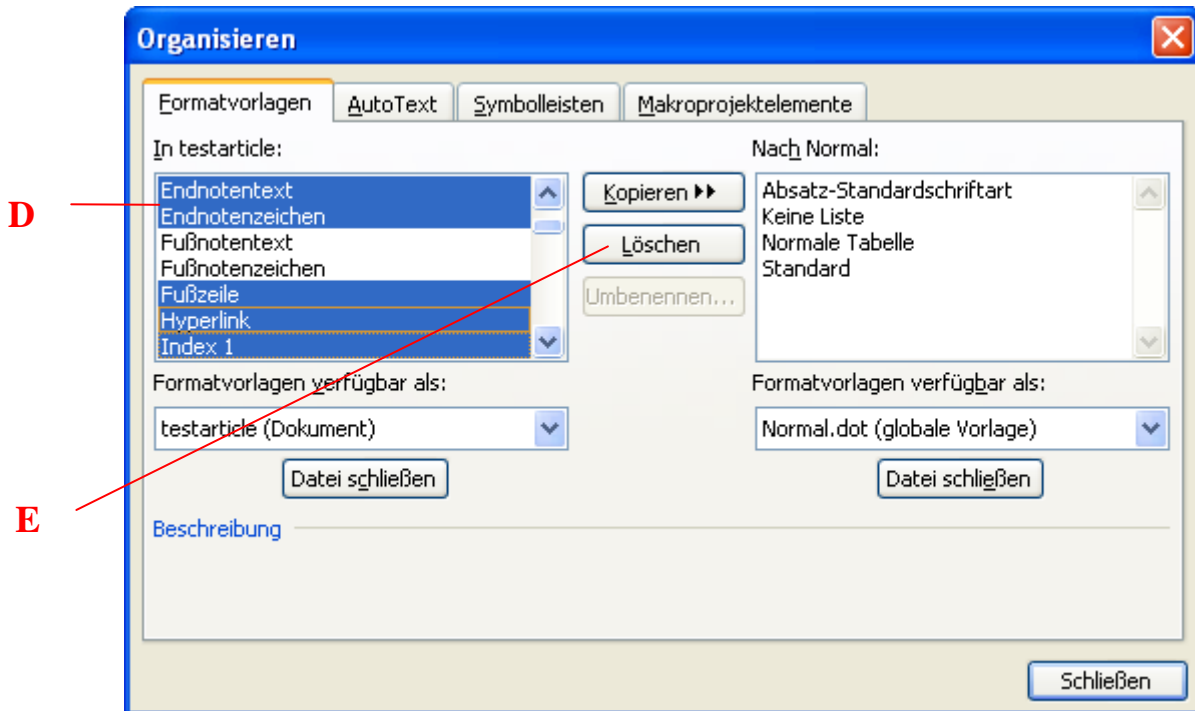
1. Download the RIHA Journal template and save it to a folder of your choice. Please make sure you save it as a template (*.dot), **not** as a document (*.doc).
2. Open the file of your article. **NB:** Make sure all references are formatted as footnotes, **not** as endnotes (for converting endnotes to footnotes, cf. the *FAQ*). Make sure there are no blank lines within the text.
3. In the menu bar, select the "**Extras**" menu (A). Select "**Vorlagen und Add-Ins**" (B).



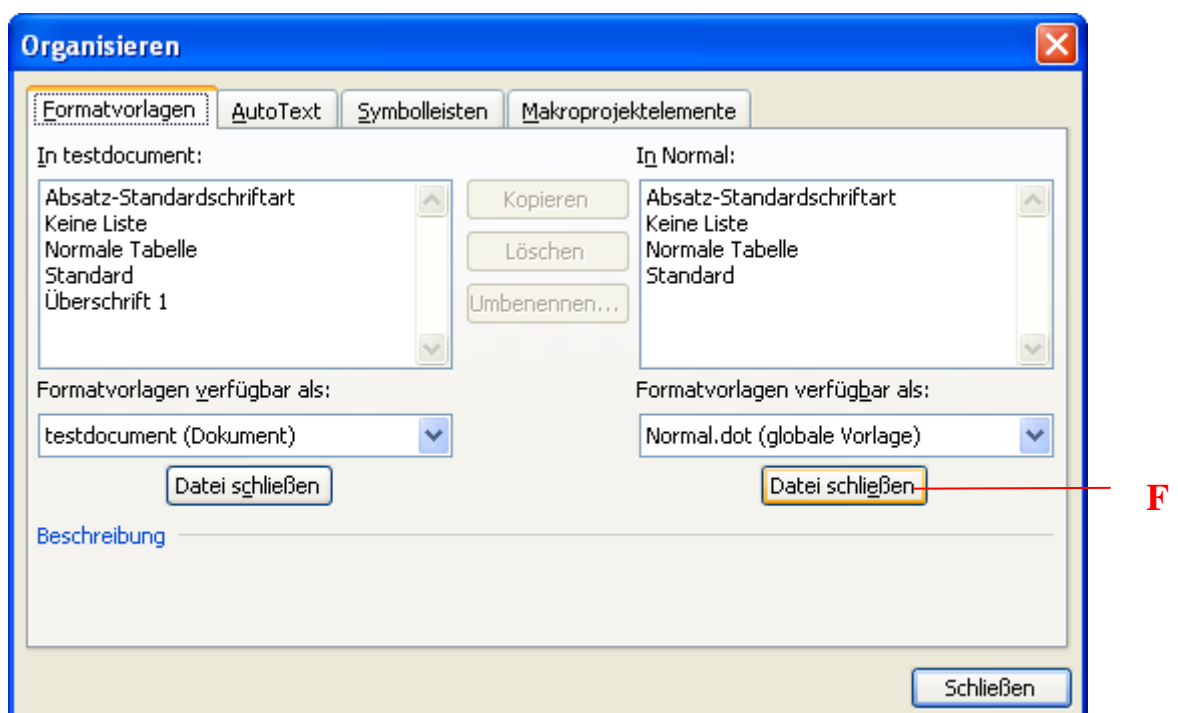
4. In the dialogue box, click the button "**Organisieren**" (C).



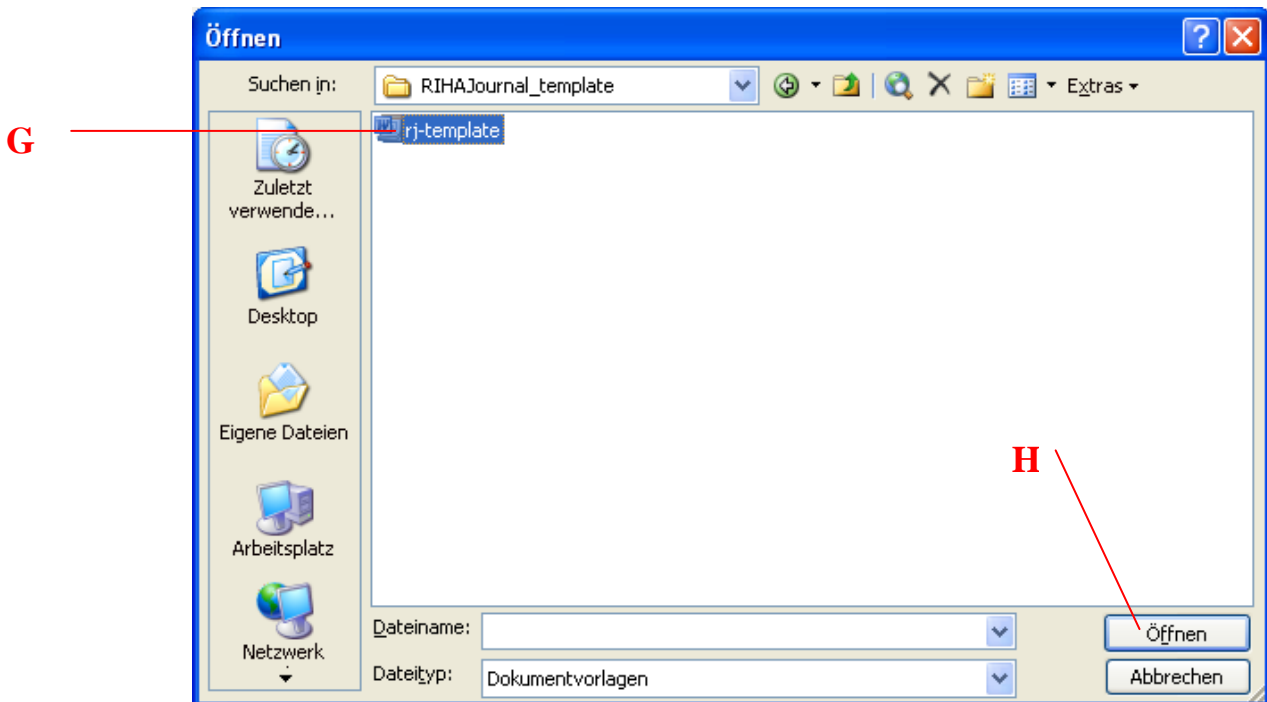
5. A new dialogue box opens, showing two columns of formats. The left one lists the formats used in your current document (D). Mark all of them **EXCEPT FOR "Fußnotentext" and "Fußnotenzeichen."** Click "**Löschen**" (E). Please note: Some standard formats of MS-Word (such as "Standard" or "Überschrift 1") cannot be removed and will automatically remain in the list.



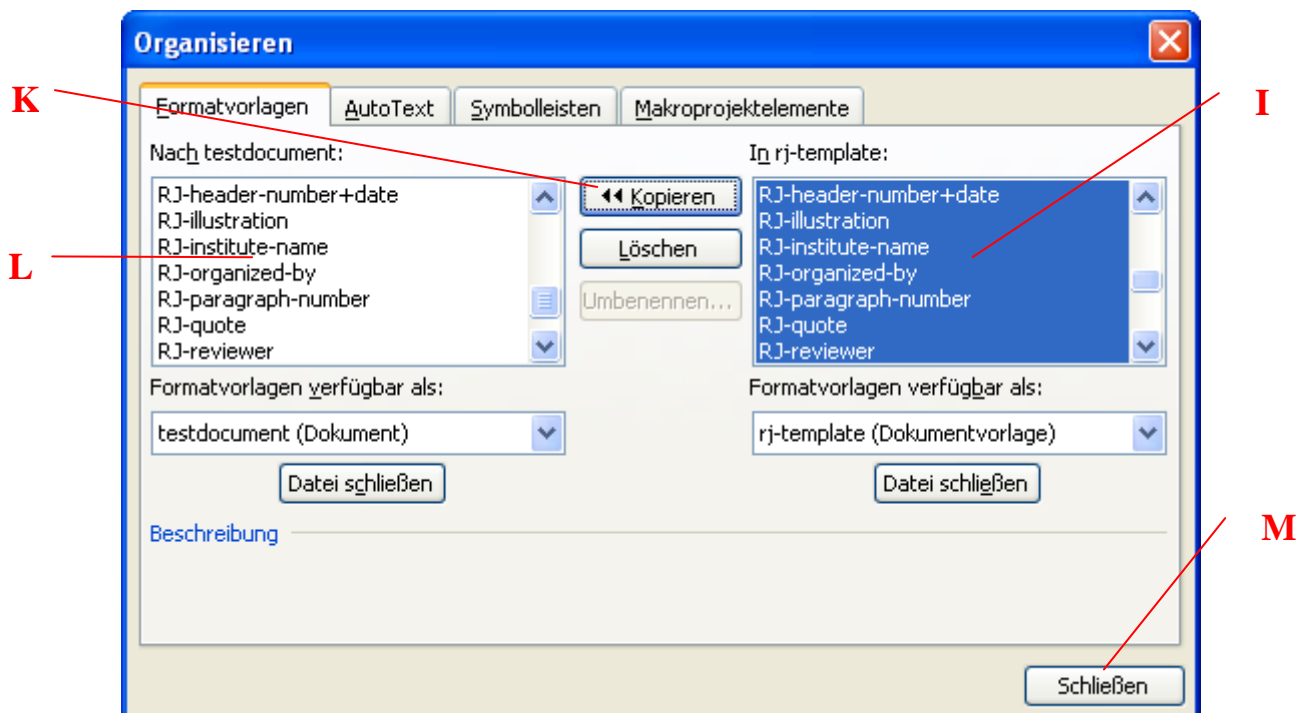
6. Below the right column, click "**Datei schließen**" (F). The button will now read "**Datei öffnen**." Click it again.



7. In the new dialogue box that opens, select the template *rj_template.dot* from the folder where you have saved it (G). Click "Öffnen" (H).

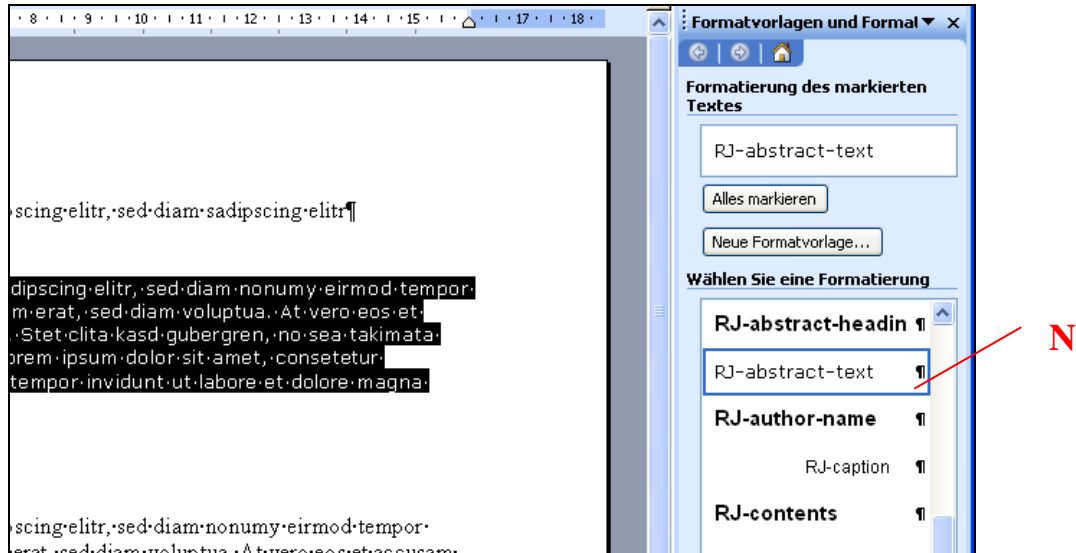


8. You will return to the previous dialogue box, the right column now showing the formats of the RIHA Journal template (I). Mark all and click "Kopieren" (K). The formats will now also be listed in the left column (L). Click "Schließen" (M) to close the dialogue box.



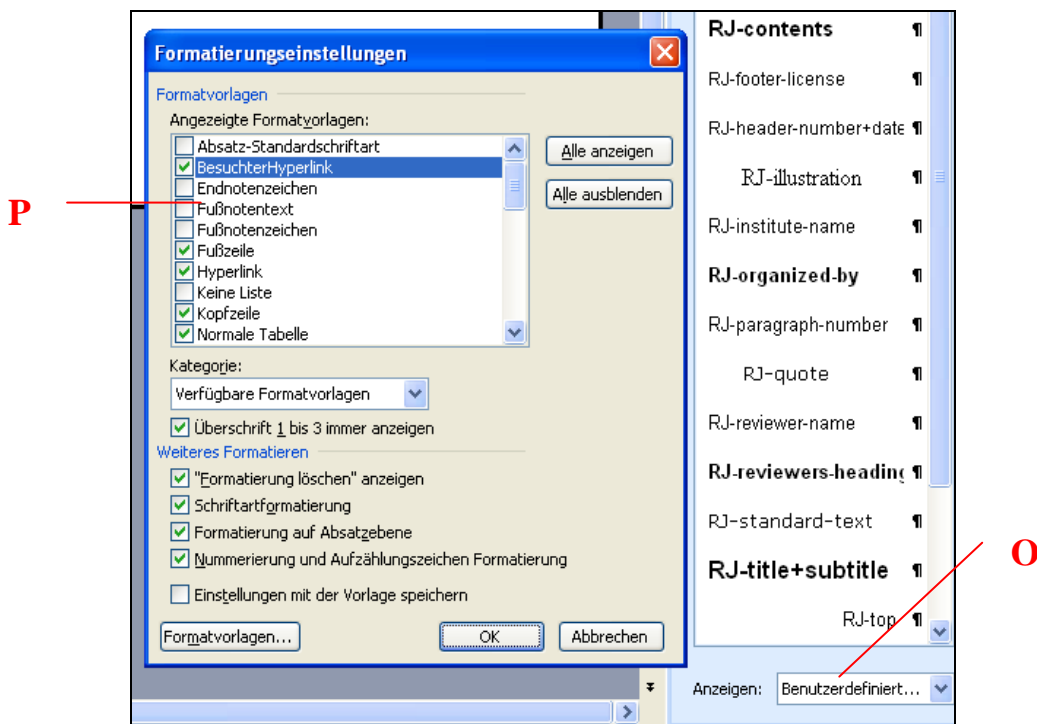
9. In the menu bar, select "**Format**" → "**Formatvorlagen und Formatierung**". A list of formats will open. From the list, you can now select single RIHA Journal formats (**N**) and apply them to the corresponding parts of your document.

NB: For technical reasons, some formats (Fußnotenzeichen, Fußnotentext, Überschrift) are not labeled with the Prefix "RJ-", but are listed with their standard labels "Fußnotenzeichen", "Fußnotentext", "Überschrift."



10. Some formats – e.g., the format "Fußnotenzeichen" – may not automatically appear in the list of formats. In that case, proceed as follows:

In the field "**Anzeigen**" below the list (**O**), select "**Benutzerdefiniert...**" → check the unchecked RIHA Journal formats (**P**) → click "**OK**."



Please also have a look at the documents

RIHA Journal Template Samples with Legends

and

RIHA Journal Sample Article.

They show you which format to apply to which part of your document. Both can be downloaded from the RIHA Journal website.

The *FAQ* concerning manuscript formatting may also be helpful to you.

All of these documents can be downloaded from the RIHA Journal website.