Chapter Title

To insert additional chapters, click on “New Chapter” under the *“Thesis Tools” menu tab*.

**To compose each chapter as a separate file**, save the current chapter under a unique name, e.g. Chapter 1, Chapter 2, etc. Start additional chapters as separate documents by opening the Thesis-chapter.docm template file again. Repeat process for each separate chapter.

**If you have not used the Thesis Templates to prepare your theses:**

Click on the [Insert text here] box above and paste the text from the first chapter there.

Then click on “New Chapter” under the *“Thesis Tools”* menu tab and insert the text for the next chapter until all the chapters have been entered. Then save the file.