

AR6 WGI Chapter Template installation manual for Windows Office

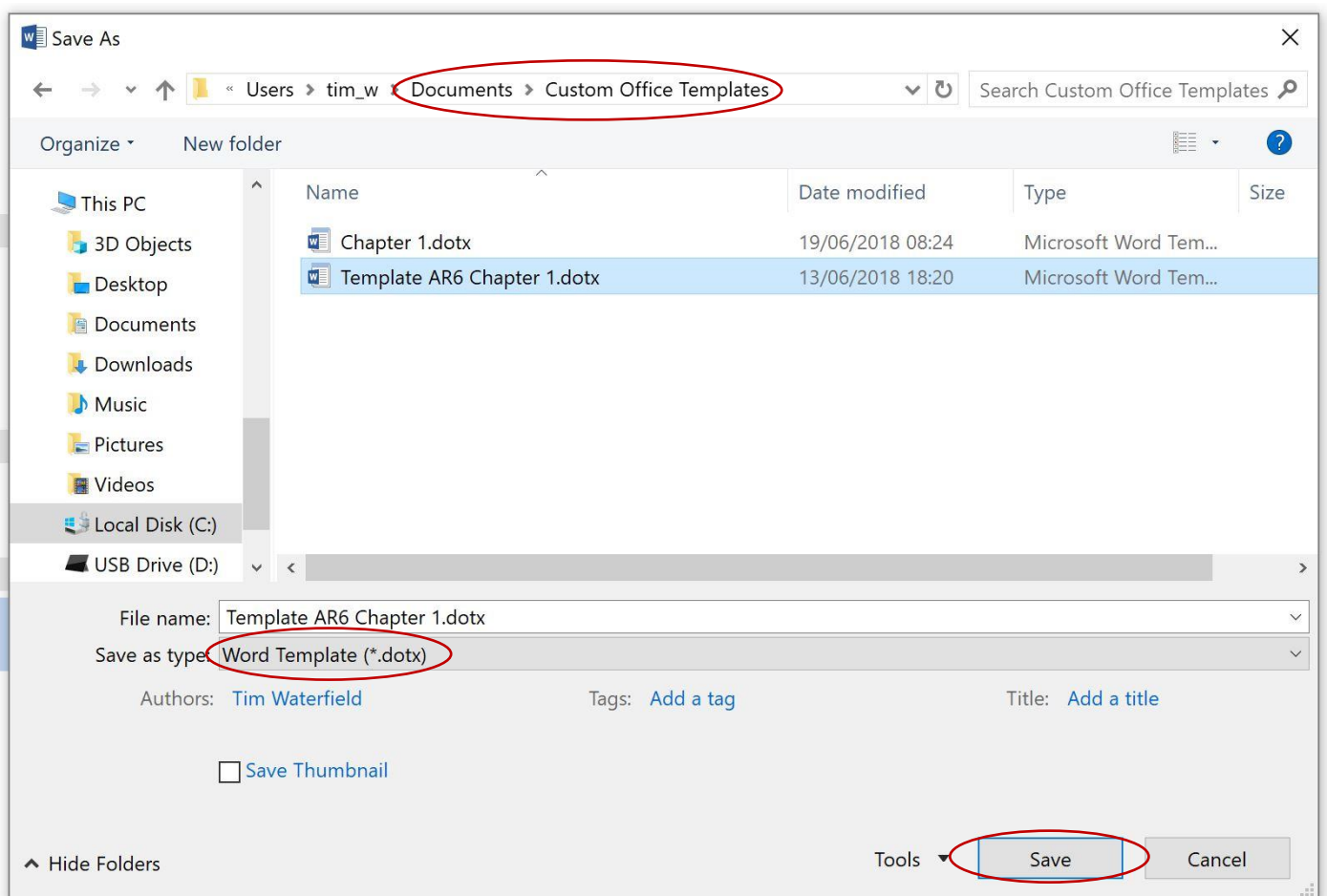
The Chapter Templates are to be used in conjunction with the provided *AR6 WGI Style Guide*. They will facilitate the numbering and formatting of all section titles and /figure/table/box title, using existing Word Styles created by the TSU. In order to have access to these Word Styles, it is mandatory that the template is installed on your computer and used at the very beginning of the writing process.

Specific templates have been created for each Chapter and are available on the WG1 website (<https://wg1.ipcc.ch/AR6/authorsRE.html> in the tab "Resources for Authors") or on the USB stick provided during LAM1.

Instructions for Windows Office

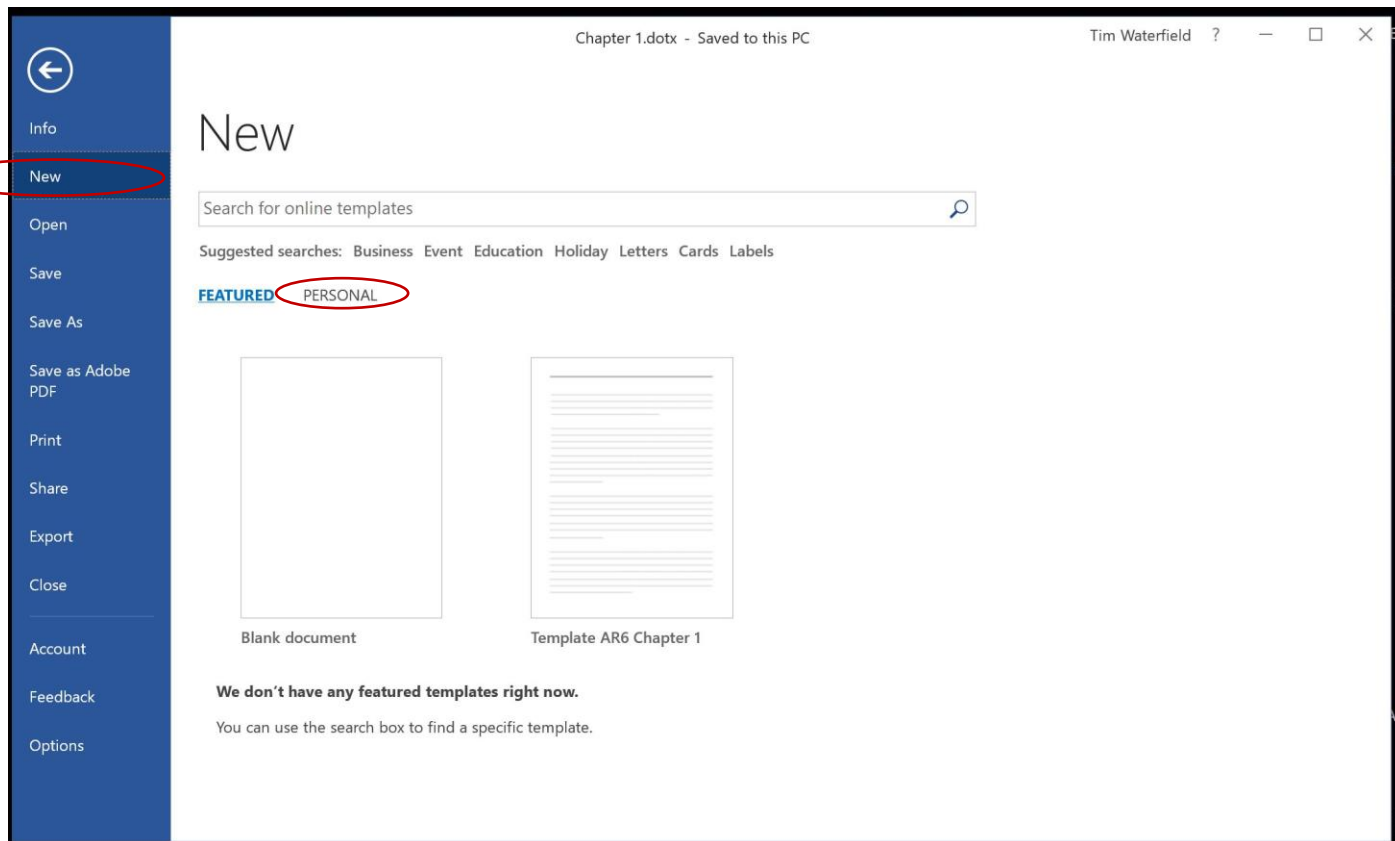
How to install the template

1. Open the template (available on the USB stick or for download on the WGI website)
2. On the File menu, click **Save as** / Browse / User / Documents / Custom Office Templates
3. **Select "Word Template"** in the Save as Type List
4. Click Save
5. Close the template



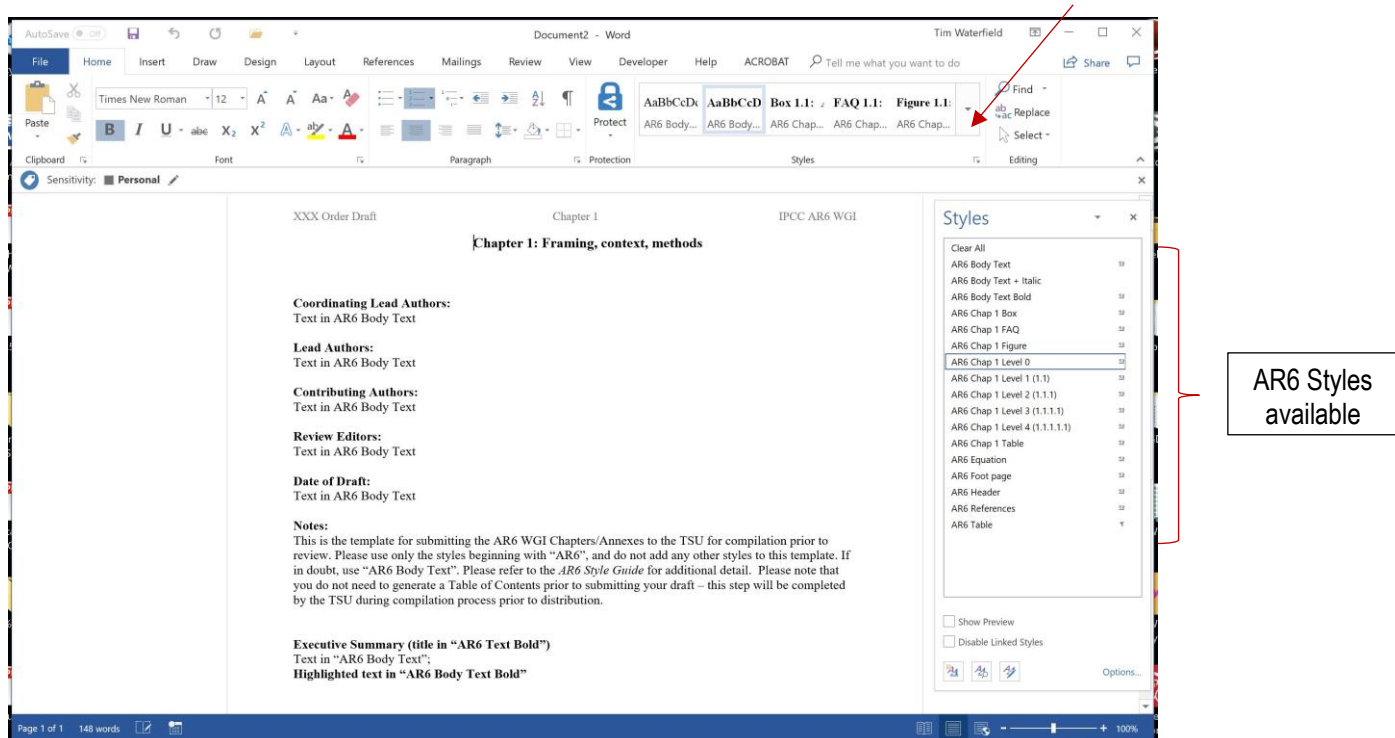
How to start a new document based on the template

1. On the File menu, click New
2. Click on “Personal” and select the template you want to use among the proposed templates



A Word document, with a pre-formatted page 1 of the Chapter will appear, ready to use.

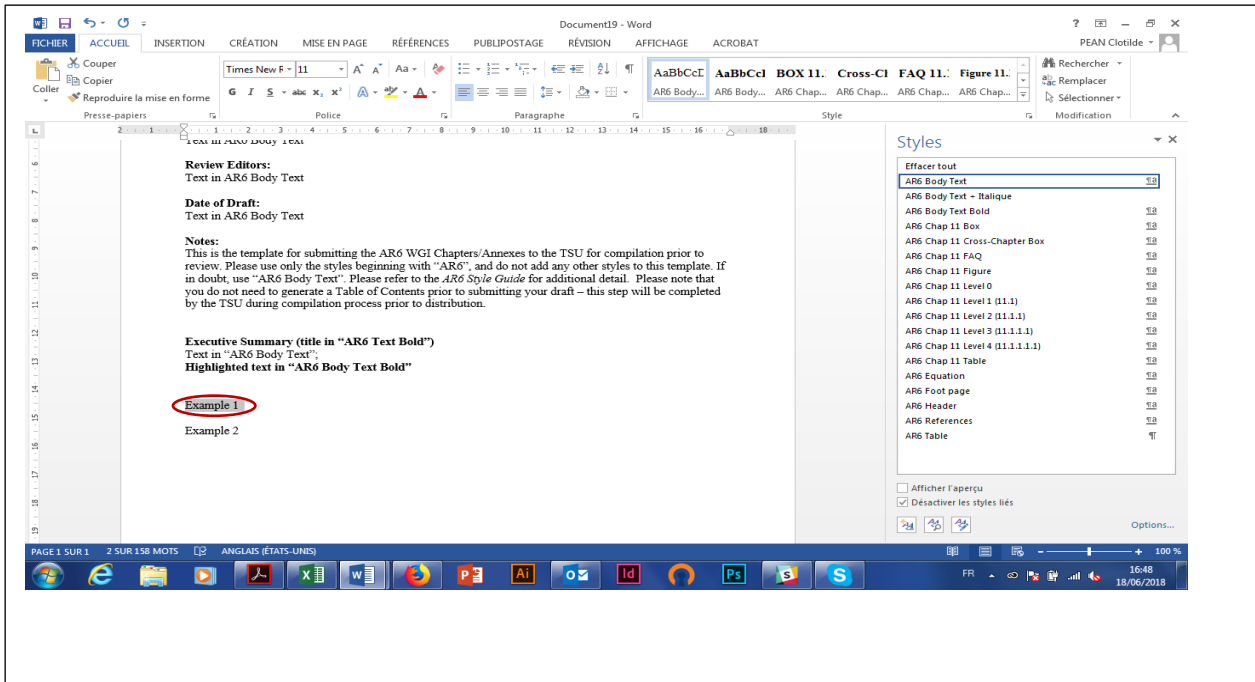
Click on Styles Pane to see the different Styles available



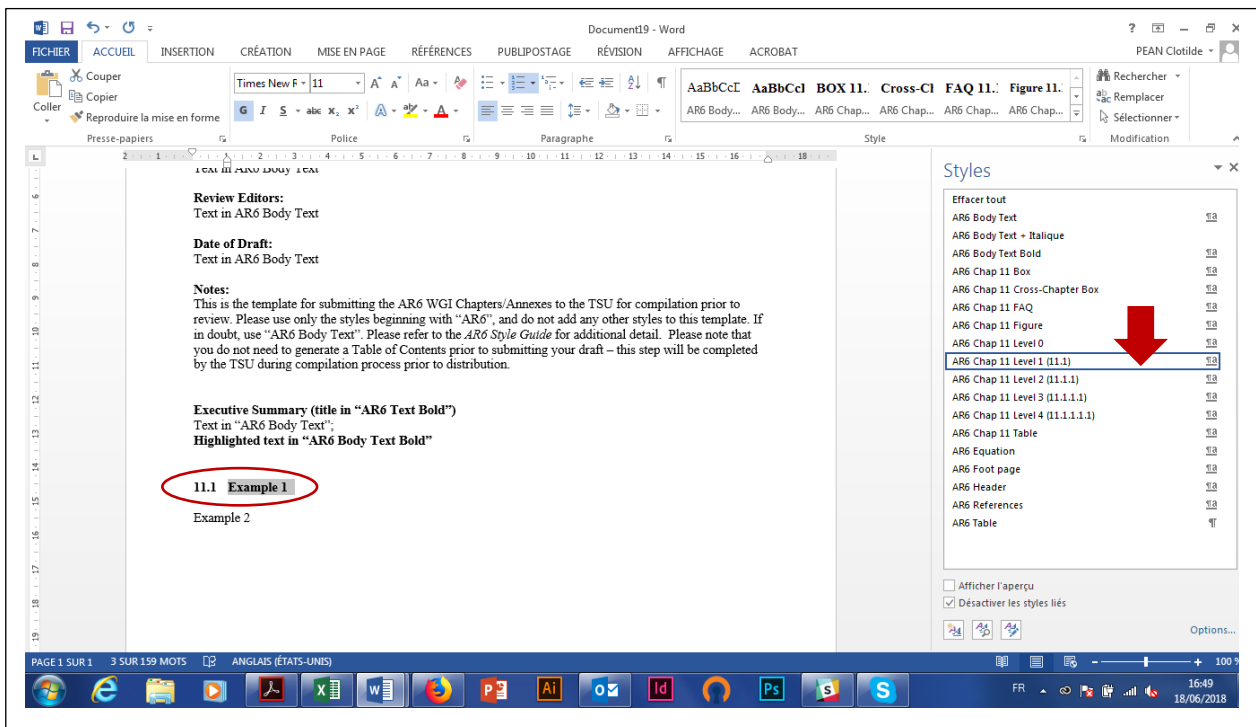
How to apply a Word Style to a text

1. Select the text you want to format
2. Click on the Word Style you want to apply
3. Formatting and numbering will be automatic

Select text and click style



The text is automatically numbered and formatted



Please use only the styles beginning with "AR6", and do not add any other styles to the template. If in doubt, use "AR6 Body Text". Please refer to the *AR6 Style Guide* for additional detail.