

Template usage instructions

Starting with the AESLA 09 conference authors who use Microsoft Office must use the template provided in the webpage in order to write their full texts.

The main reason for using this template is that all texts submitted to the conference share the same style sheet. This will facilitate publication of the conference proceedings in book format.

The screenshots of this document were taken from Microsoft Office 2003. If you have a different version and have any difficulty using these guidelines, please contact aesla.webmaster@uji.es

Styles

This template is based on the use of styles. Microsoft Word and other similar programs (e.g. OpenOffice) allow defining styles and using them in an easy way. A style is a set of rules like the following:

- the text is in italics
- the font size is 14
- the text alignment is justified
- ...

If a document contains different texts, captions, figures, etc., which should be displayed in a similar fashion, instead of changing their properties each time they appear, you should choose the style options at the beginning and then apply them. Thus, if you want to change some style for the whole document you only have to do it once.

The template provided by AESLA already has most of the style configurations needed for the full text. These are the following:

- **AUTORES:** Style configuration for author's name on the first page of the document.
- **BIBLIOGRAFÍA:** Style configuration for bibliographical references.
- **FIGURAS:** Style configuration for figures and captions. The style configuration only centers both of them.
- **KEYWORDS:** Style configuration for the keywords that appear in the first page of the document.
- **NOTAS:** Style configuration for the document notes.
- **TEXTO:** Default style configuration for the document text.
- **TEXTO RESUMEN:** Style configuration for the abstract text in all the languages provided.
- **TÍTULO ARTÍCULO:** Style configuration for the title of the article. It appears on the first page.
- **TÍTULO RESUMEN:** Style configuration for the words RESUMEN and ABSTRACT on the first page of the document.

- **TÍTULO SECCIÓN:** Style configuration for the title of all the main sections of the document (1,2,3,...). The style configuration is also used for special sections that are not numbered like Notes and Bibliography references.
- **TÍTULO SUBSECCIÓN:** Style configuration for the title of all the subsections (1.1, 2.1,3.4,...)
- **TÍTULO SUBSUBSECCIÓN:** Style configuration for the title of all the third-level sections (1.1.1, 1.2.1, 3.4.2,...)
- **UNIVERSIDAD AUTORES:** Style configuration for the university name that appears on the first page of the document, under the author's name.

We strongly recommend opening the PDF file with visual guidelines about which style should be applied to each part of the document. In the following image you can see an excerpt from this document:

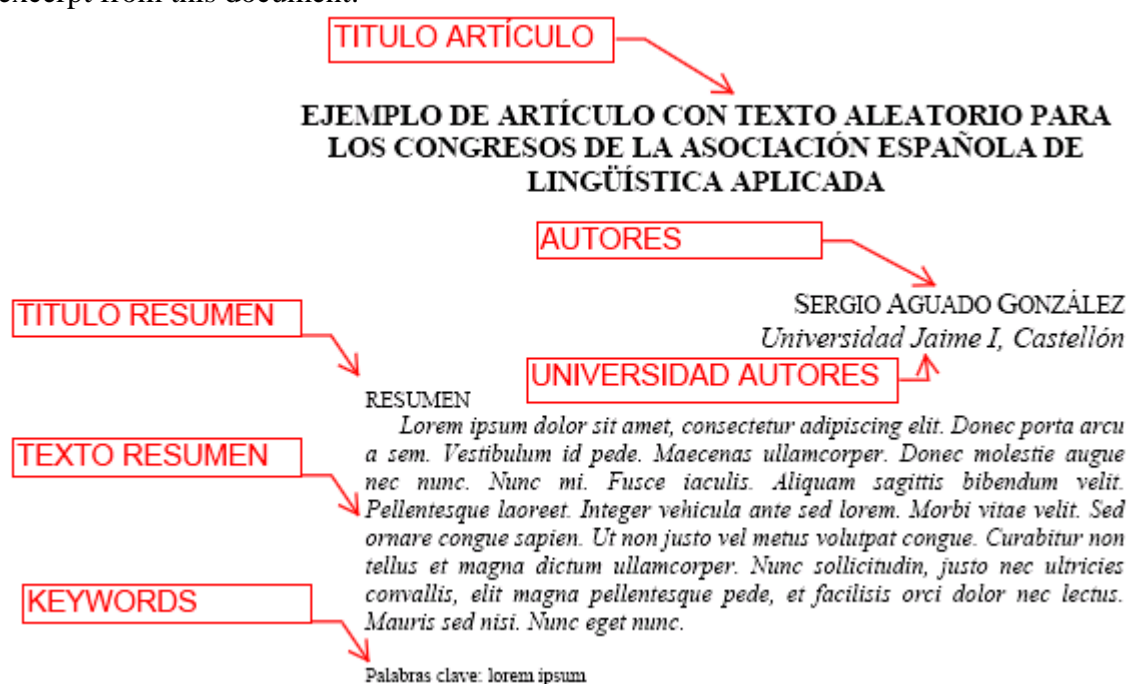


Ilustración 1: Estilos en el texto completo

How to apply a style to some text?

In order to apply the style configuration you have two options:

1. Select the text and display the styles and format popup. The following snapshot shows the popup.

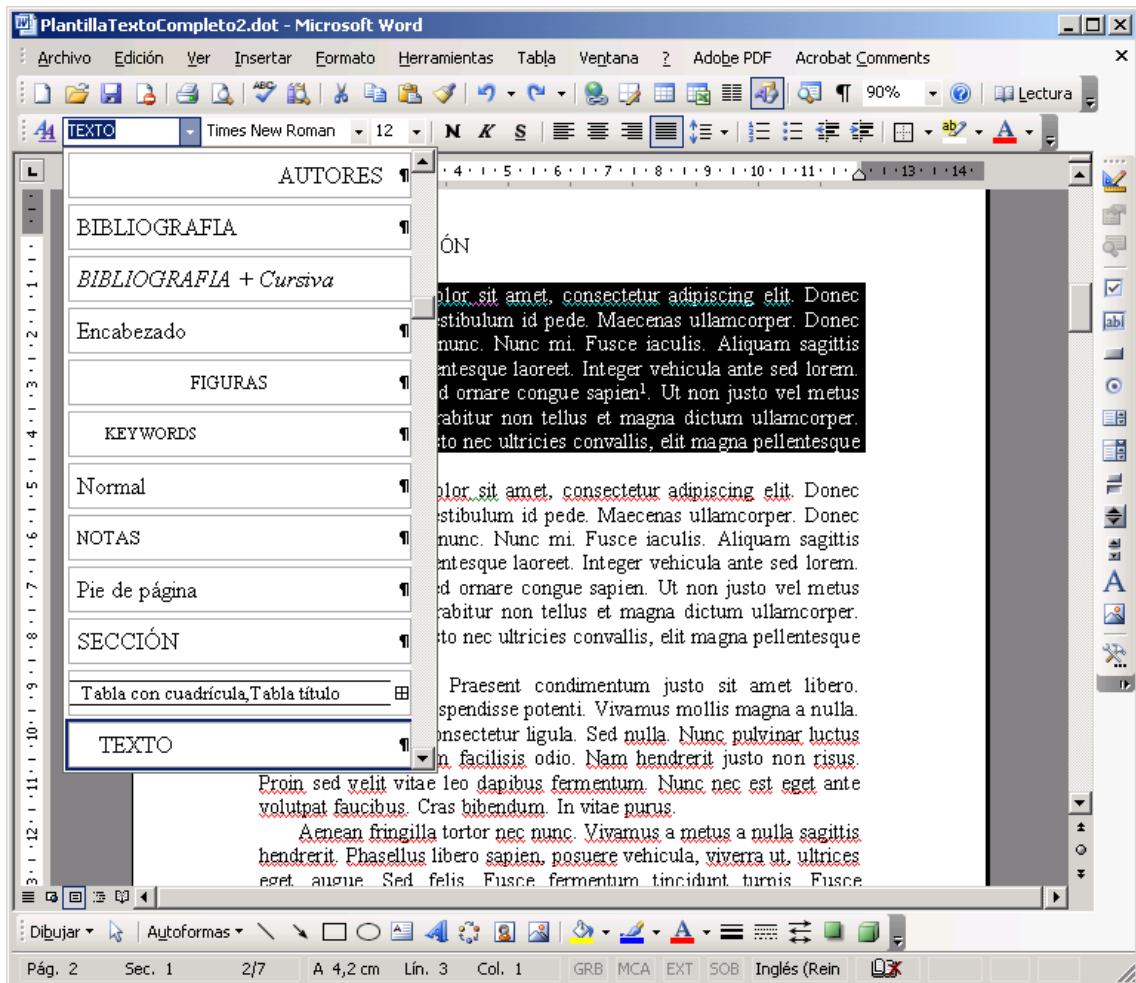


Ilustración 2: Select a style

2. The second option is opening the Style and format window and selecting the style by clicking on it.

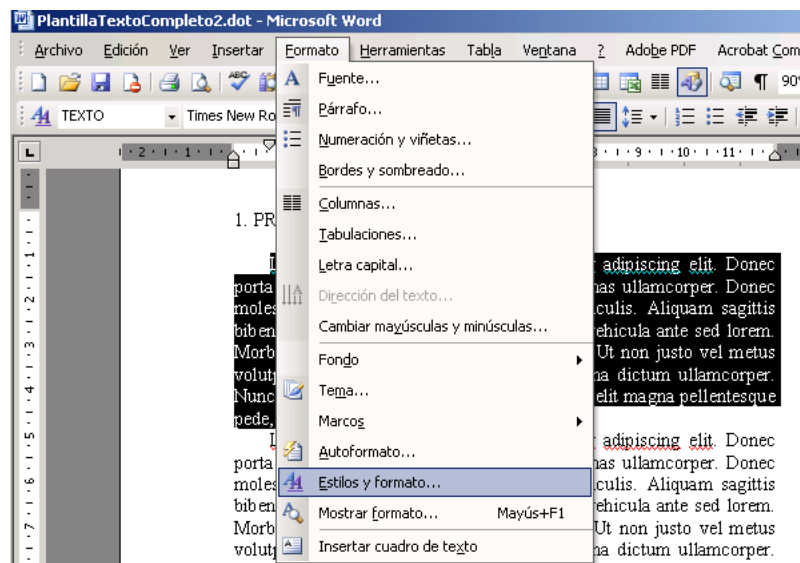


Ilustración 3: Open Styles and format window

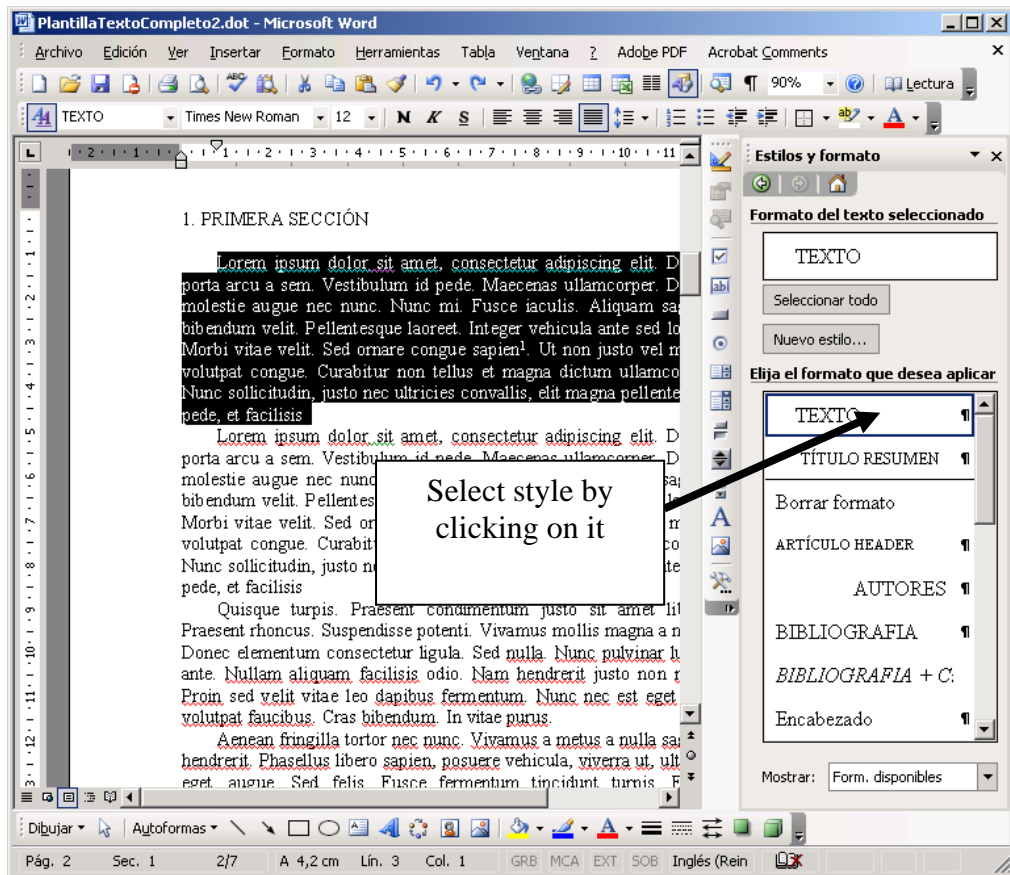


Ilustración 4: Styles and format window

How to copy and paste text from other documents?

In order to paste the source text on the template without losing the template style you should do the following:

- Copy the text from the source document.
- Place the cursor where you want to paste the text and click on Edit -> Paste Special. A window will appear with different options. You have to select “Text without format”. You should take into account that these options will clear the original text style (italics, bold, ...) so you should modify it later if needed.

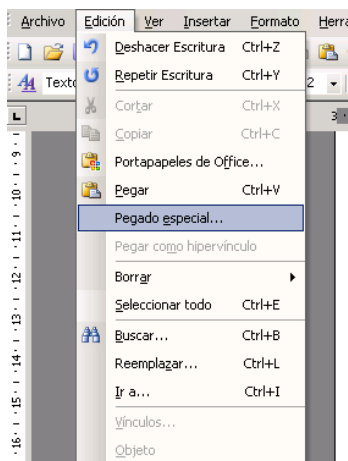


Ilustración 5: Pegado especial

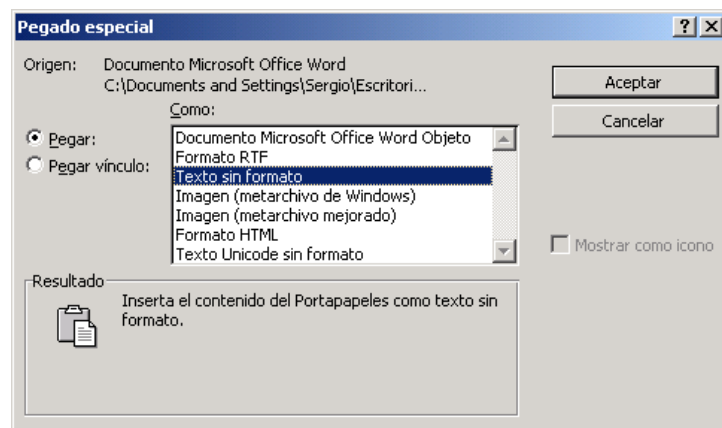


Ilustración 6: Pegado sin formato

Text notes

The document notes must appear in a different section just before the bibliography references section.