



Problem description	Recommended Action
Pictures	<p>For schematical diagrams, graphs, textboxes or drawings; make us of the picture formats supported in MS-Word, see explanation below:</p> <p><b>If the picture is saved as a file:</b> Place the cursor in the document where you would like to insert the picture Click “Insert” at the tool menu Select “Picture” and then “From file” Find the picture you would like to insert and click “Insert”</p> <p><b>If the picture is not in a word-file:</b> Open the Word-file and then click “Print Screen” which copy the screen to the PC menu</p> <p><i>Start a picture editing program:</i> Select “Edit” at the tool menu and click “Paste”. Edit the picture. To save, select “File” on the tool menu and click “Store as”. Select the file type, preferably gif or jpg. Make a file name for the picture and click “Save”. Then insert the picture as described above.</p>
Functions in formatting	<p>Avoid functions like background colours, tabulators, center- and right alignment. Please avoid using tabulators and more than one space to make tables or similar layout Make a table by clicking “Table” and then “Insert table”. Choose the number of columns and rows and click “Ok” (as described below)</p>
Scientific symbols	<p>Write scientific symbols with Norwegian letters. For example, please write “mikrogram” instead of <math>\mu\text{g}</math>.</p>
Headlines	<p>Avoid advanced formatting of headlines. Use Bold and/or Italic only, in addition to normal texture fonts</p>
Formatting in texture	<p>Use Times New Roman font</p>
Symbols	<p>When using symbols in the text, select Times New Roman/(normal text) font and then choose the symbol from the list and click “Insert Symbol”</p>

Tables	Please don't make tables or similar layout with the help of tabulators and /or many spaces. Make the table by clicking "Table", and "Insert Table". Choose the number of columns and rows and click "Ok"
Textboxes in pictures	Text boxes in pictures have to be integrated into the picture file. For example take a "Print Screen" of the picture with the text boxes, save it and then place it into the word document as described above.
Underlining	Use Bold or Italic instead
Avoid using enter when starting on a new row	Use Enter + Shift when you need to start on a new row (when a new section is not required)