

# How to create front matter

## Introduction

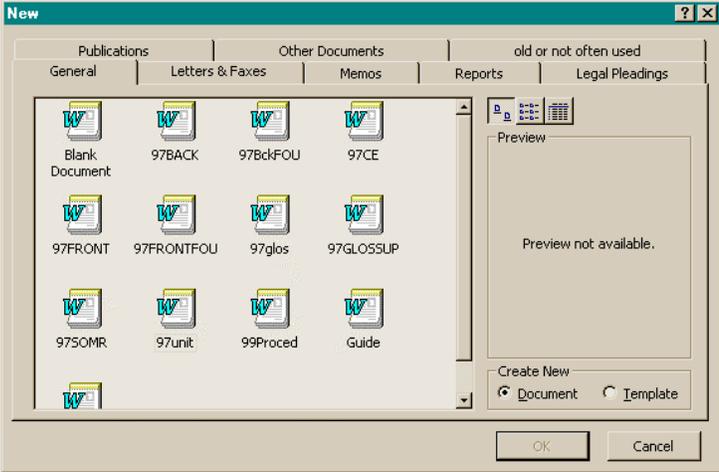
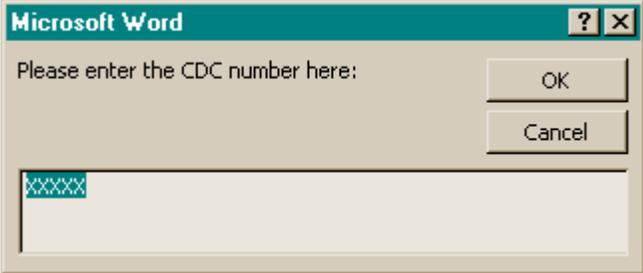
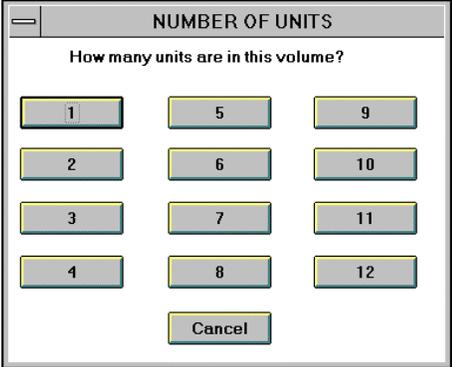
The 00Front and 00FrntFOU templates are the templates to use when you create front matter (cover, inside cover, preface, and table of contents) in *Word*. These templates have several format elements, including page setup, styles, and table of contents. They also include AFIADL’s standard statements. Make sure the templates are in the proper folder (see “How to create a unit from scratch.”)

**NOTE:** Create front matter *after* you complete the units. Make sure you are in the *directory* where your units reside when you create the front matter. Not creating the units first or not being in the proper directory may cause errors.

## For Help

Please call your AFIADL Curriculum team contact if you have questions.

## Procedures

Step	Action	Result
1	On the menu bar, choose <b>F</b> ile.	A drop-down menu appears.
2	From the drop-down menu, Choose <b>N</b> ew.	The <b>N</b> ew dialog box appears. 
3	Select 00front (for most front matter) <i>or</i> 00FrntFOU (for front matter of for official use only volumes).	This dialog box (or similar) appears: 
4	Type the requested information and follow on-screen instructions.	A series of other dialog boxes appears for you to complete with information to be inserted automatically in the front.doc. After you type in answers to the series of questions, this button box appears: 

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<b>6</b>	Click on the number that corresponds to the number of units in this particular volume.	<ol style="list-style-type: none"><li>1. A table of contents generates automatically. (You must be in the proper directory for this to occur.) The front matter is formatted properly, the information you typed into the dialog boxes is inserted in the proper place in the proper format.</li><li>2. Your cursor automatically is placed where you must insert information about the contents of this volume.</li></ol>
<b>NOTE</b>	If you get this message: <b>“Error! Cannot open file referenced on page iii.”</b>	<b>Do not delete the message.</b> The field “behind” it creates the table of contents. <ol style="list-style-type: none"><li>1. Make sure you are in the proper directory--the one with your units.</li><li>2. Press F9 to generate the table of contents automatically.</li></ol>
<b>7</b>	Insert the information peculiar to your volume and course.	Your front matter information is complete.
<b>8</b>	Scroll to the end of the table of contents.	Delete any <i>unneeded</i> lines referring to Appendix or Bibliography.
<b>9</b>	Save the file as front.doc and close.	Your work is saved.

# How to update front matter

## Introduction

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When you created front.doc, you were prompted to provide certain information. To update or correct the information you provided, and to update the table of contents follow these instructions.

**NOTE:** You should update information only this way. Just typing new addresses, etc., straight into the text will not work. Why? Because the information you first put in resides in a field, and to change it, you must update the field. The buttons in the dialog box that prompt you to update, in effect, update the fields—with your help, of course.

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## For Help

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## Procedures

Step	Action	Result
1	To update existing information in front matter, click on the big red U on the formatting toolbar. 	A series of dialog boxes appear for you to type in corrected or new information. The table of contents also is updated.
2	To update only the table of contents, scroll down to the table and press F9.	The table of contents is updated automatically.