Music Masters Reports

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ETDR Requirements

- Submit a PDF version of your report to K-REx
- Include supplemental files (audio, video, etc.) as part of your submission

What You'll Need to Do

- Use the Word template to write your report

- Use Excel to create your score analysis

- Produce a PDF version of your combined report and score analysis

- Submit the PDF version of your combined report to K-REx

Important Resources

- ETDR Website (www.ksu.edu/grad/etdr)
  - Word help, Graduate School requirements, submission instructions

- K-State Research Exchange (krex.ksu.edu)
  - Reports submitted by K-State music students

Use the Word template from the earliest stages of your writing

Work in a single file

Learn to use "styles" in Word

"Styles" in Word

- A set of formatting characteristics that define the appearance of text in the document

- Font size, color, line spacing, indentation, numbering, space around the text, borders, etc.

- Styles are named and can be applied to portions of the document.
  - All chapter headings = "Heading 1" style
  - All 1st level subheadings = "Heading 2" style
  - All 2nd level subheadings = "Heading 3" style
  - All captions = "Caption" style

Why are Styles important?

- Your ETDR will be a "structured" document with chapters, subheadings, etc.

- Use Styles to format your document based on the structure

- Ability to change the appearance of your document while retaining the structure

How to Work With Styles

- Configure your computer to display the Style Area – the style used in each portion of the document.

- Turn on the Styles Pane – a list of all available styles.

- Apply the appropriate style to each portion of your document.

- Modify styles as necessary to meet the requirements of your department or professor.

Images

- PNG and JPG images ok; don't use TIF
- <u>Insert</u> – don't copy and paste
- PDF – Save As JPG, then insert
- Resize images - No larger than 650 pixels in width
- Free image resizing/reformatting software
  - IrfanView (www.irfanview.com) - install
  - Shrink Pictures (www.shrinkpictures.com) - online

Score Analysis
Operations in Excel

- Add text to a cell
- Merge/Unmerge cells
- Draw a curve
- Draw crescendo signs
- Change line color and weight
- Insert an image
- Enter time signature
- Scale the sheet to fit on one page
- Show/hide gridlines
- Freeze panes
- Save as PDF

Final Formatting - PDF

- At the end of your Word document, create a blank page with the heading "Appendix A" (Style Heading 6).
- Save your Word document as PDF
  - Mac: If you have landscape pages, multiple PDF files will be created
- Save your Excel score analysis as PDF
- Use Adobe Acrobat Professional to combine multiple PDF files
- Filename: FirstnameLastnameYYYY.pdf

Submit to K-REx

- Full instructions at the ETDR web site
  - www.ksu.edu/grad/etdr