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*Central Luzon State University*

**THESIS  
DISSERTATION**

**FORMATTING  
SYSTEM**



**User Manual**

## Introduction

Welcome to the CLSU Thesis Dissertation Formatting System! This web app streamlines thesis dissertation formatting for Central Luzon State University graduate students. This manual guides you through the app's features.

## System Requirements

For the best experience, use modern web browsers. Avoid Internet Explorer for optimal results.

## Getting Started

To better understand how to navigate and utilize the CLSU Thesis Dissertation Formatting System, we recommend familiarizing yourself with the following key aspects:

## Logging in

1. Open your preferred browser and go to [tfs.clsu-ovpaa.edu.ph](https://tfs.clsu-ovpaa.edu.ph).

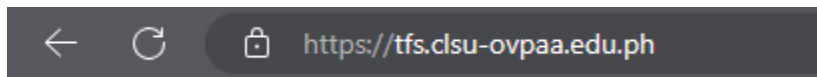


Figure 1. CLSU Thesis Dissertation Formatting System Link

2. Log in using your OAd Student Portal credentials.

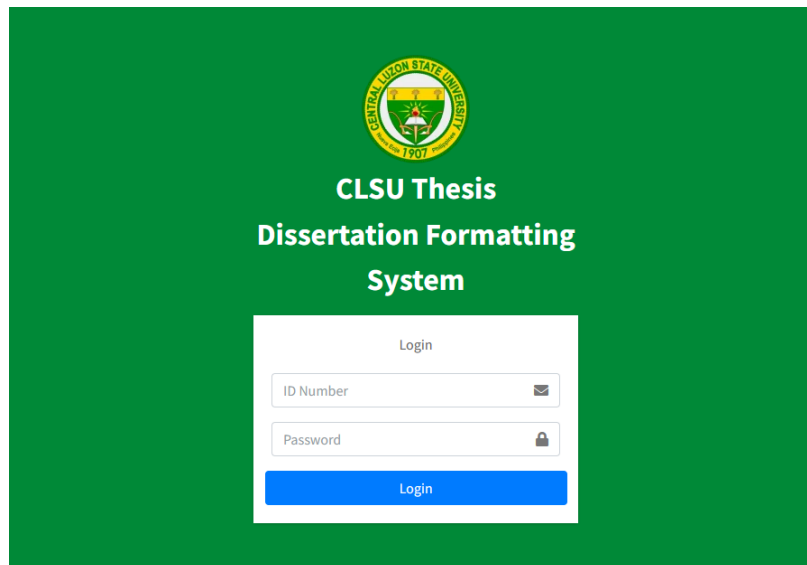


Figure 2. Login UI

## Home Page

After logging in, you will be redirected to the home page. Here, you'll find essential information under the following sections:

1. Get Started: Beginner's guide to using the CLSU Thesis Formatting System.
2. Export Options: Learn about available document export features.
3. Formatting: Learn about default formatting settings for your documents.
4. Limitations: Important considerations and system limitations.

## Filling Out Thesis Information

It is recommended to complete your thesis information before proceeding to formatting. Follow these steps:

1. On the left sidebar, click 'Thesis Information' to access the form.
2. Provide accurate details, ensuring completeness and correctness.
3. In the Advisory Committee Section, select your committee members.
4. After filling out the form, save your information. You can edit your thesis information at any time by returning to the 'Thesis Information' section.

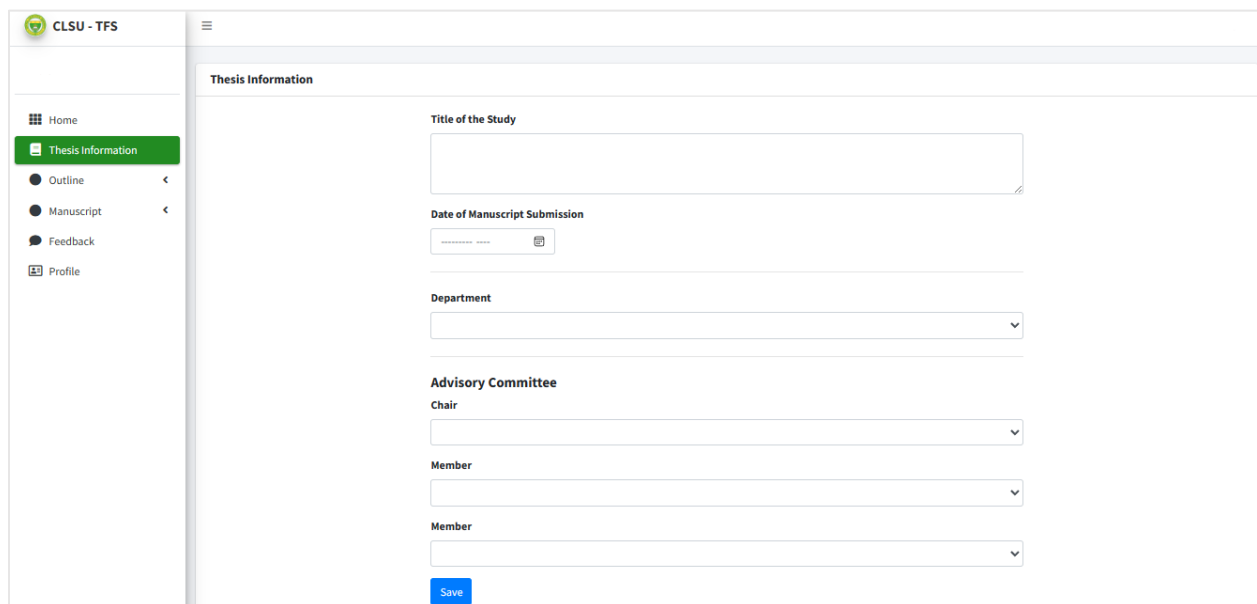


Figure 3. Thesis Information Form

## Creating your Content

To start formatting, navigate to the left sidebar and choose the section you wish to format—let's use 'Outline' as an example.

1. Click 'Outline' to expand and view all chapters. Select a chapter.
2. Once a chapter is selected (e.g., 'Rationale'), view its subchapters. Initiate formatting by clicking the create button. Note that some chapters may not have sub-chapters.

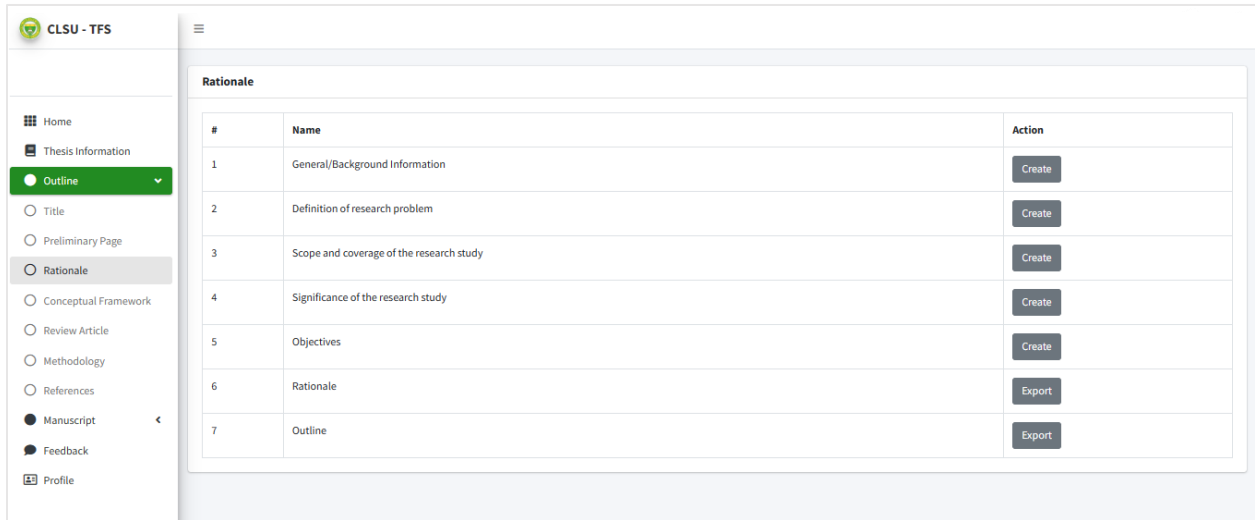


Figure 4. Rationale UI

3. You will be redirected to a page displaying the chapter/subchapter and its description. On the main section of the page, there is a text editor where you can begin creating your content. You can either type directly into the editor or copy text from a different source (e.g., MS Word) and paste it.

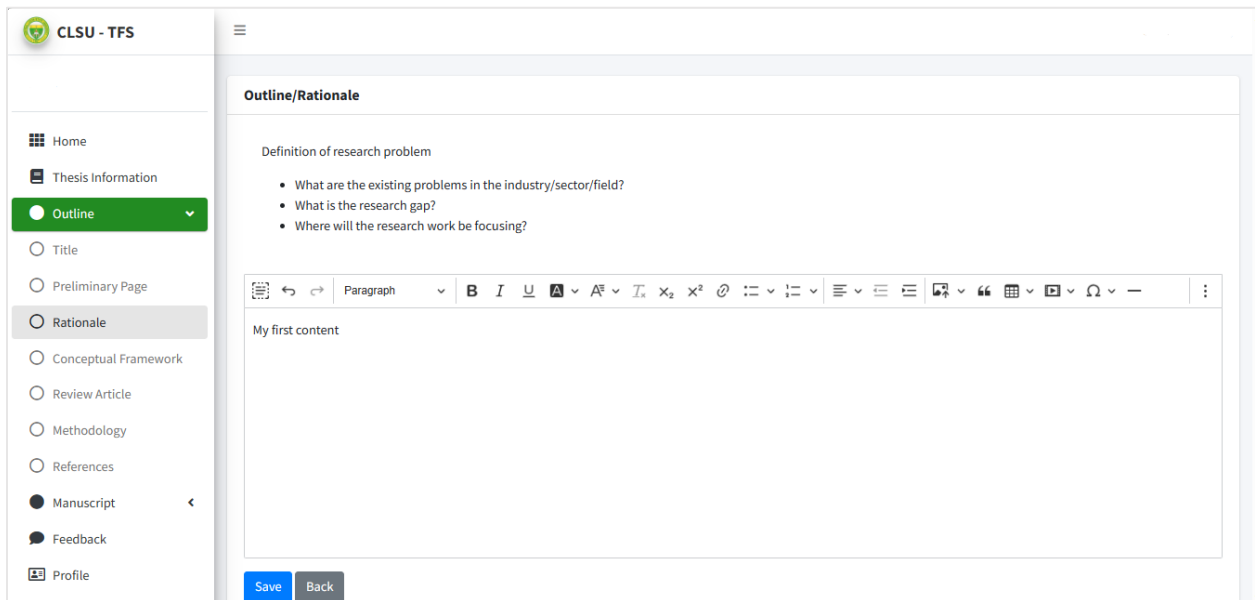


Figure 5. Create Content UI for Rationale Sub-chapter

4. The editor provides tools for editing and styling your content.

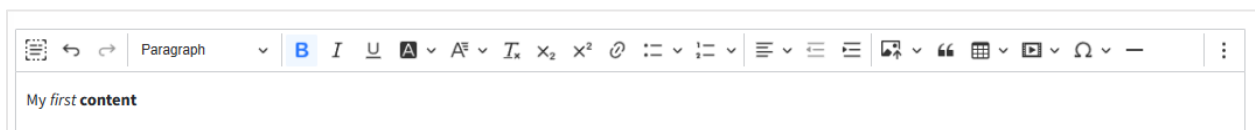


Figure 6. Editor's Toolbar

5. Once you are satisfied with your document, save it. You can always edit your content later.

## Exporting your Content

Our system offers flexibility in exporting your content:

- **Export the Whole Document**  
You can export the entire document, including all its chapters, sections, and sub-chapters as a cohesive unit.

Rationale		
#	Name	Action
1	General/Background Information	<input type="button" value="Edit"/> <input type="button" value="Export"/>
2	Definition of research problem	<input type="button" value="Edit"/> <input type="button" value="Export"/>
3	Scope and coverage of the research study	<input type="button" value="Edit"/> <input type="button" value="Export"/>
4	Significance of the research study	<input type="button" value="Create"/>
5	Objectives	<input type="button" value="Create"/>
6	Rationale	<input type="button" value="Export"/>
7	Outline	<input type="button" value="Export"/>

Figure 7. Export Content as Whole Document

- **Export Chapter or Sub-Chapter**  
If you prefer, you can export individual chapters or sub-chapters separately.

2	Definition of research problem	<input type="button" value="Edit"/> <input type="button" value="Export"/>
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Figure 8. Export Content as Sub-chapter

## Formatting

We have set default formatting settings for your documents, so you don't need make manual adjustments.

### Page Settings

Page size: 8.3" x 11.7" (A4)

## Margins and Header and Footer Settings (all pages)

Left: 1”  
Right: 1”  
Top: 1”  
Bottom: 1”  
Header: 1”  
Footer: 0.75

## Line Spacing

Double Spacing: By default, the system uses double spacing for your documents.

## Styles

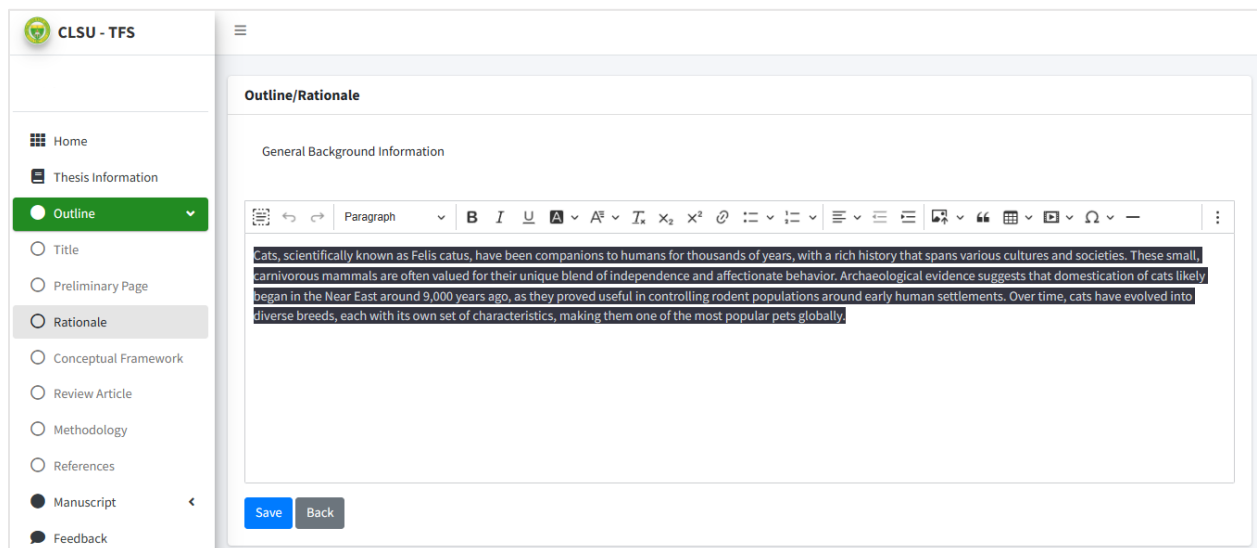
Font Face and Point: Times New Roman, 12 point

## Page Indentation

By default, the system automatically indents the first line of a paragraph when detected.

## Example Output

The following illustrates the comparison between the input and output content of the General Background Information.



The screenshot displays a web application interface for document editing. On the left, a sidebar menu is visible with the following items: Home, Thesis Information, Outline (selected), Title, Preliminary Page, Rationale, Conceptual Framework, Review Article, Methodology, References, Manuscript, and Feedback. The main content area is titled 'Outline/Rationale' and contains a section for 'General Background Information'. A text editor is active, showing a paragraph of text about cats. The text is highlighted in yellow, indicating it is selected. The text reads: "cats, scientifically known as Felis catus, have been companions to humans for thousands of years, with a rich history that spans various cultures and societies. These small, carnivorous mammals are often valued for their unique blend of independence and affectionate behavior. Archaeological evidence suggests that domestication of cats likely began in the Near East around 9,000 years ago, as they proved useful in controlling rodent populations around early human settlements. Over time, cats have evolved into diverse breeds, each with its own set of characteristics, making them one of the most popular pets globally." The editor includes a toolbar with various formatting options and 'Save' and 'Back' buttons at the bottom.

Figure 9. Sample Input Content

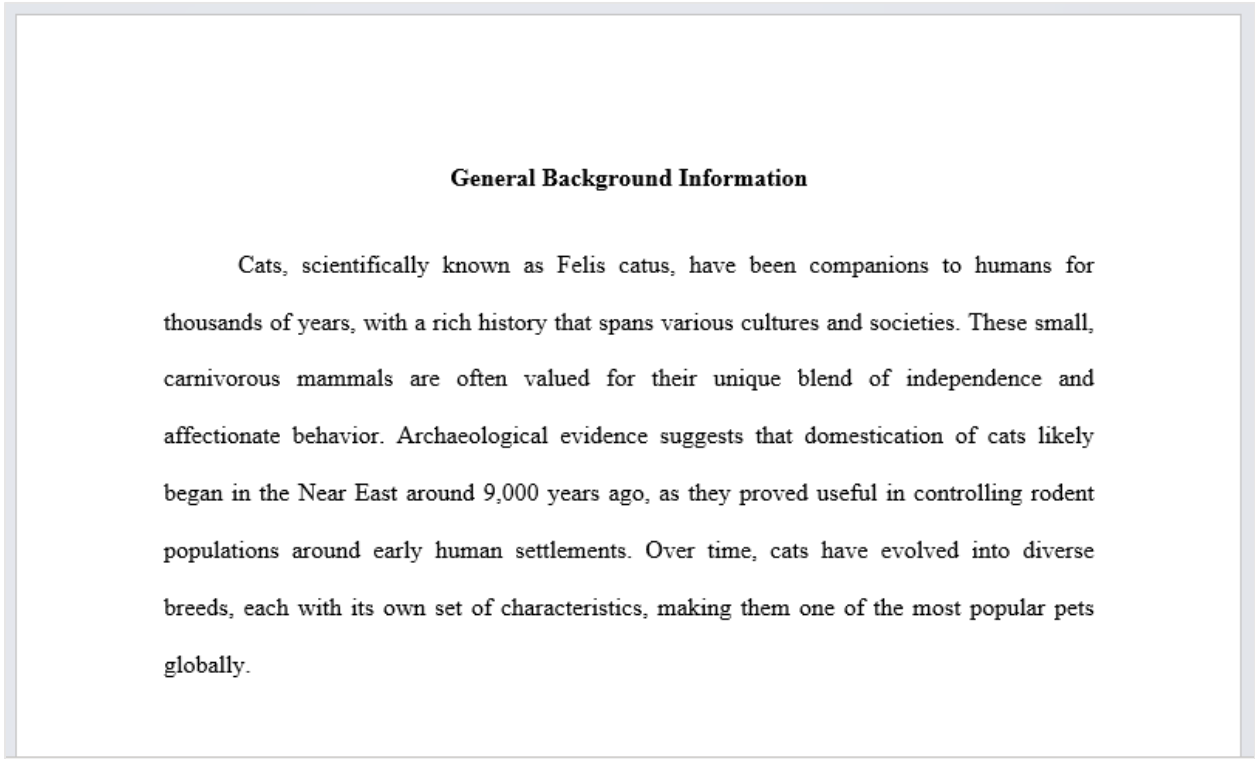


Figure 10. Sample Output from the Formatted Document

## Preliminary Pages

Creating content in Preliminary Pages is a bit different. To begin, navigate to Preliminary Pages located on the left sidebar.

The page will show all the parts/sub-chapters of the preliminary pages (e.g., Table of Contents, List of Figures, etc.). Choose a sub-chapter you want and click 'Create'.

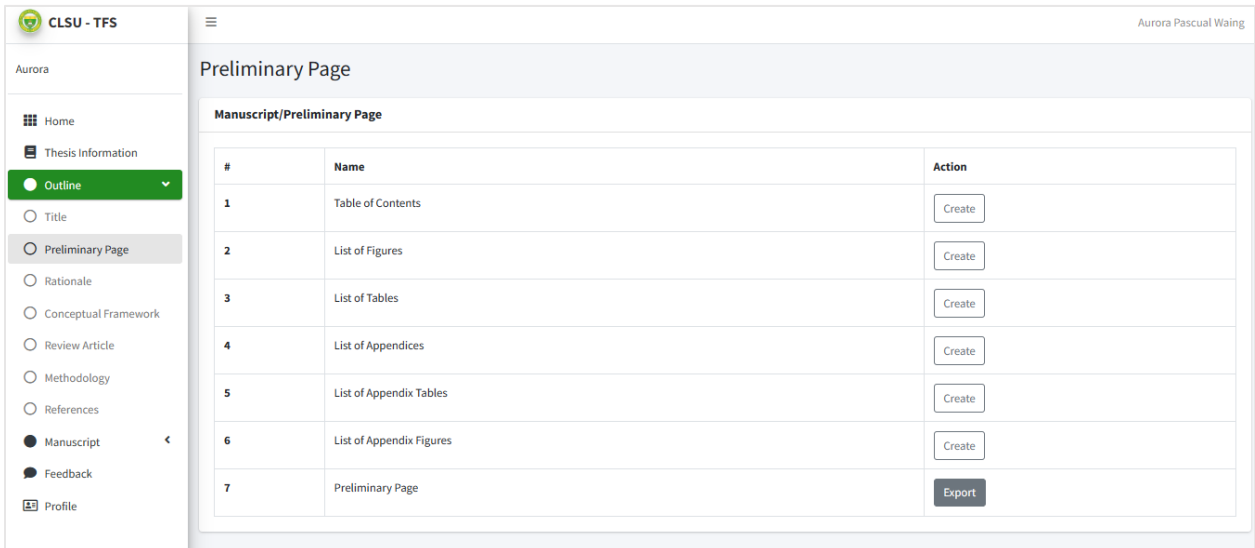


Figure 11. Preliminary Page UI

In this example, we selected the Table of Contents. On the top-right corner of the main section, you will find options for export and adding a row; click 'Add Row'.

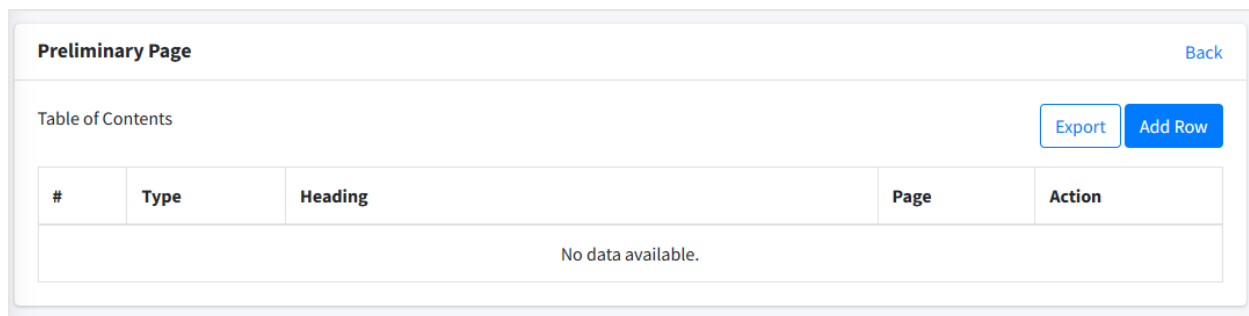


Figure 12. Create Content UI for Table of Contents

The window contains the following fields you need to fill out:

1. Order (Optional):  
The system will format the table of contents ordered by this. If not supplied, the system will order the table of contents based on the date you inserted the row.
2. Level of Heading (Required):  
Specify the level of the heading (e.g., Heading 1, Heading 2). Refer to the figure below.

HEADING 1	10
Heading 2	10
Heading 2	11
Heading 3	11
Heading 4	11
Heading 4	13
Heading 5 (only first letter of the first word is capitalized)	13

Figure 13. Prescribed Formatting for Table of Contents

3. Heading Text (Required):  
Enter the text for your heading (e.g., ABSTRACT, INTRODUCTION).
4. Page (Optional):  
Enter numbers or roman numerals (e.g., 23, 24, ii, iv).

After filling out the form, click 'Submit'. Keep in mind that you can edit or delete the row later.



Preliminary Page				Back
Table of Contents				<input type="button" value="Export"/> <input type="button" value="Add Row"/>
#	Type	Heading	Page	Action
1	Heading 1	List of Tables	ix	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	Heading 1	List of Figures	x	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	Heading 1	INTRODUCTION	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	Heading 2	Background of the Study	10	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Figure 14. Table of Contents UI

After adding rows, click 'Export'.

Below is the formatted document of your Table of Contents. The system will automatically format the heading based on the level you selected. However, please note that Heading 5 will output exactly what you input.

<b>TABLE OF CONTENTS</b>	
	<b>PAGE</b>
<b>LIST OF TABLES</b>	<b>ix</b>
<b>LIST OF FIGURES</b>	<b>x</b>
<b>INTRODUCTION</b>	<b>1</b>
<b>Background of the Study</b>	<b>10</b>

Figure 15. Sample Output of the Formatted Table of Contents

Note: Unlike the Table of Contents, other parts of the preliminary page feature an index or count (e.g., Table X, Figure Y).

<b>LIST OF FIGURES</b>		
FIGURE		PAGE
1	LAC member-respondents by divisions	31
2	Percent increase in fresh weight of the test plants before and after trials (grams)	140

Figure 16. Sample Output of the Formatted List of Figures

Exporting the Preliminary Page will include the Title Page as well.

## References

In references, the system will automatically implement a hanging indent for paragraphs, removing the necessity for manual adjustments. Please note that the system only handles paragraph formatting and not the citation format.

The screenshot shows a web application interface for editing references. On the left is a sidebar with a logo for 'CLSU - TFS' and a menu with options: Home, Thesis Information, Outline (selected), Title, Preliminary Page, Rationale, Conceptual Framework, and Review Article. The main content area is titled 'Outline/References' and contains a text box with the following text: 'For the references chapter, the system will automatically apply a hanging indent to paragraphs, eliminating the need for manual adjustments. Please note that the system only handles paragraph formatting and not the citation format.' Below this text is a rich text editor toolbar with various formatting options. The editor contains three paragraphs of text, each with a hanging indent:

- Smith, A. B., & Johnson, C. D. (2023). "Feline Ethology: Unraveling the Mysteries of Cat Behavior." *Journal of Animal Psychology*, 45(2), 187-205.
- Jones, M. L., & Patel, S. R. (2024). "Genetic Insights into Feline Health: A Comprehensive Analysis of Cat Breeds." *Journal of Veterinary Genetics*, 28(3), 321-340.
- Gomez, R. F., & Wang, L. (2025). "Paws and Pixels: Exploring the Influence of Social Media on Human-Cat Relationships." *Cyberpsychology, Behavior, and Social Networking*, 12(4), 567-583.

Figure 17. Sample Input for References

## REFERENCES

- Smith, A. B., & Johnson, C. D. (2023). "Feline Ethology: Unraveling the Mysteries of Cat Behavior." *Journal of Animal Psychology*, 45(2), 187-205.
- Jones, M. L., & Patel, S. R. (2024). "Genetic Insights into Feline Health: A Comprehensive Analysis of Cat Breeds." *Journal of Veterinary Genetics*, 28(3), 321-340.
- Gomez, R. F., & Wang, L. (2025). "Paws and Pixels: Exploring the Influence of Social Media on Human-Cat Relationships." *Cyberpsychology, Behavior, and Social Networking*, 12(4), 567-583.

Figure 18. Sample Output of the Formatted References

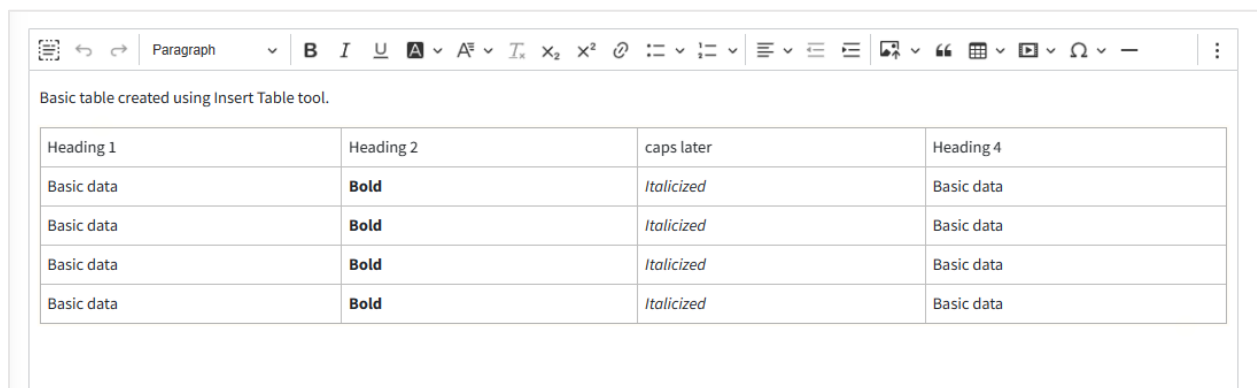
## Formatting Tables and Figures

The system offers support for formatting tables and figures. The following instructions will guide you on adding basic tables and figures to your content.

### Tables

To create a table, you can either use the "Insert Table" tool provided by the editor or copy a table from MS Word and paste it. By default, the system will give the table a width of 900px, center the table, and add double lines at the top and bottom of the table.

Note: The system cannot determine table headings, so it will not provide horizontal lines to separate each heading entry. Instead, it will only add a horizontal line under the first heading and will capitalize it.



Basic table created using Insert Table tool.

Heading 1	Heading 2	caps later	Heading 4
Basic data	<b>Bold</b>	<i>Italicized</i>	Basic data
Basic data	<b>Bold</b>	<i>Italicized</i>	Basic data
Basic data	<b>Bold</b>	<i>Italicized</i>	Basic data
Basic data	<b>Bold</b>	<i>Italicized</i>	Basic data

Figure 19. Sample Input for Table Formatting

Basic table created using Insert Table tool.

HEADING 1	HEADING 2	CAPS LATER	HEADING 4
Basic data	Basic data	Basic data	Basic data
Basic data	Basic data	Basic data	Basic data
Basic data	Basic data	Basic data	Basic data
Basic data	Basic data	Basic data	Basic data

*Figure 20. Sample Output of the Formatted Table*

Additionally, you can edit or style table/cell properties in the editor. You may explore the available tools for customization.

## Figures

There are several options to add an image to your content:

- Upload from your computer
- Insert via URL
- Copy from MS Word and paste it into the editor.

The system stores your uploaded images in Google Drive, so it may take a few seconds. A green check mark will appear in the top right corner of your image, indicating a successful upload. We recommend waiting for the green check mark before making any changes to your document.

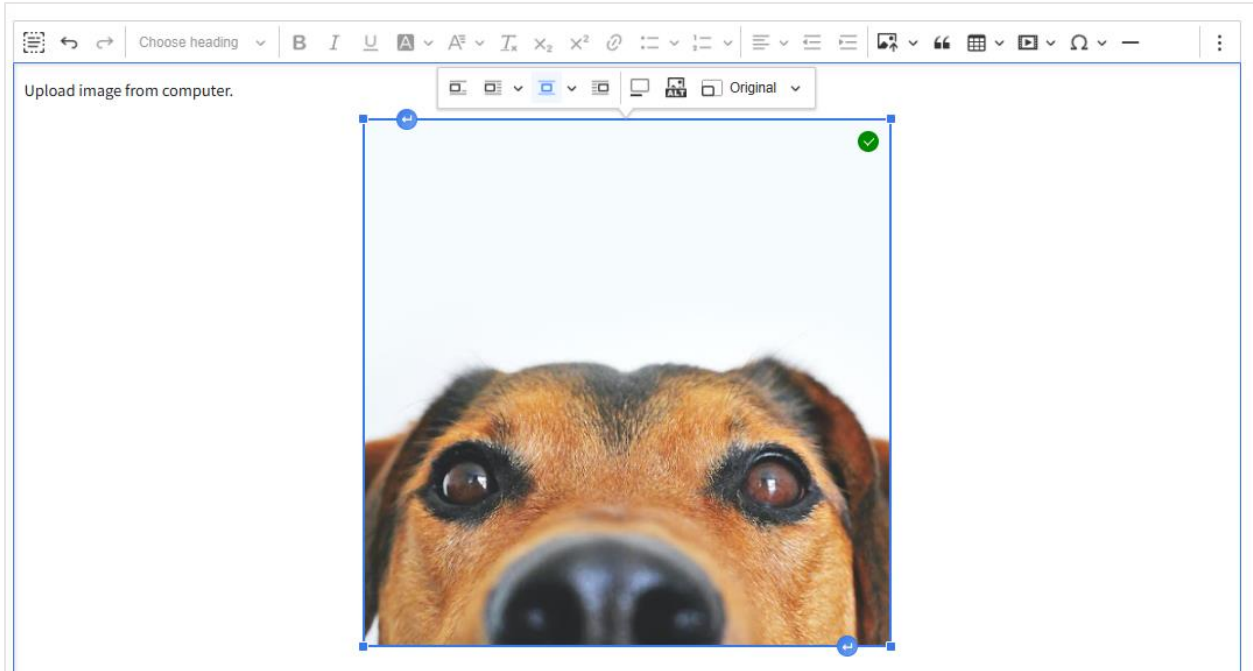


Figure 21. Sample Image Upload from Computer

By default, the system assigns an image a width of 500px. You can adjust the size according to your liking using the toolbar or by dragging the corners. However, please note that pasting an image from Word into the editor doesn't preserve its size.

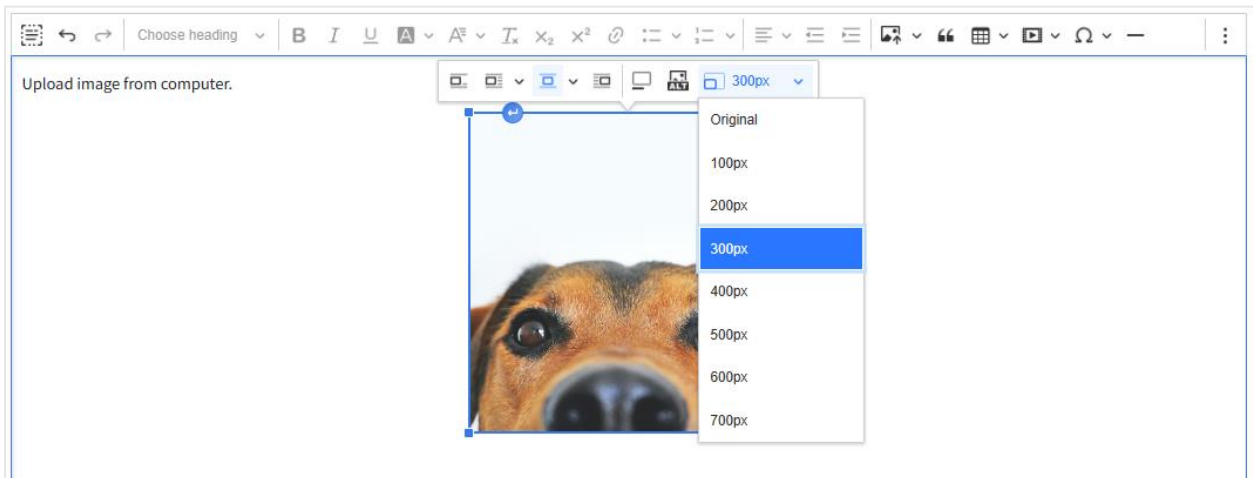


Figure 22. Adjusting the Image Size Using Toolbar

Additionally, when you delete an image in your content, it will trash the file from Google Drive.

Upload image from computer.



*Figure 23. Sample Output of the Formatted Figure*

## **Limitations**

### **Tables**

Complex tables with nested cells, merged cells, or intricate formatting may not always render perfectly on our platform. For precise table formatting, especially with intricate designs, we recommend editing these tables in Microsoft Word or a similar word processing software after exporting your document.

Additionally, as mentioned earlier, the system cannot automatically determine table headings. Therefore, it does not provide horizontal lines to separate each heading entry. Instead, a horizontal line is added only under the first heading, and it will be capitalized.

### **Figures**

The system does not support highly complex image formatting comparable to the capabilities of MS Word. If you require intricate customization for your images, we recommend editing them in Microsoft Word or a similar word processing software after exporting your document.

### **Page Numbering in Special Elements**

The system can't automatically set the appropriate page numbers for elements like the table of contents or list of figures. As a workaround, you can manually set these page numbers in the preliminary page interface.

## Pagination

The system does not natively support pagination; a feature that visually indicates page breaks. However, you can manually insert page breaks using the "Page Break" tool provided by the editor.

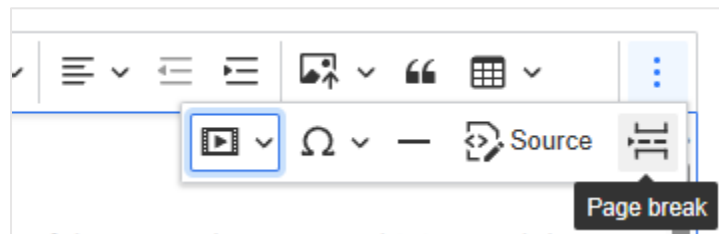


Figure 24. Page Break Tool

We hope this user manual has provided valuable guidance on navigating and utilizing the CLSU Thesis Dissertation Formatting System. If you have any questions or require additional support, please feel free to contact us at [thesis.dissertation@clsu2.edu.ph](mailto:thesis.dissertation@clsu2.edu.ph) or submit feedback using our system.

Thank you very much.