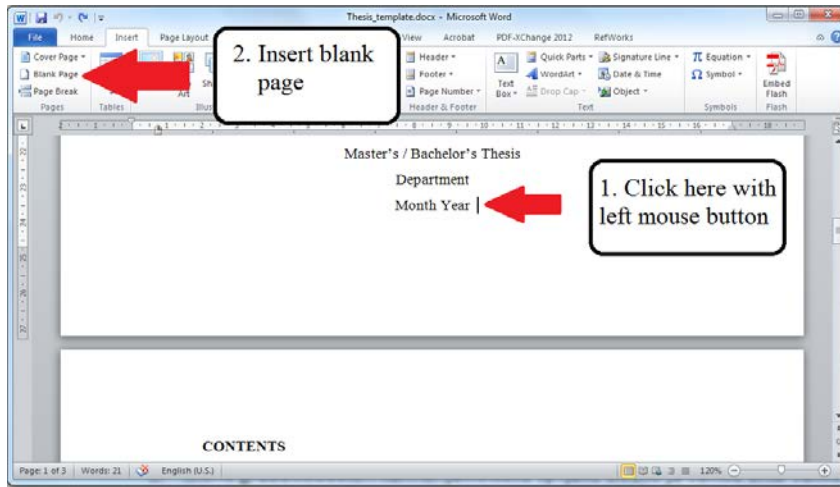
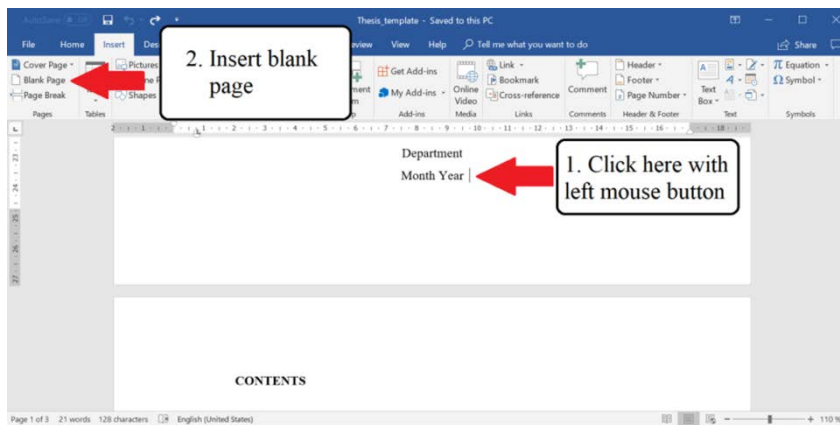


1. Open your thesis file, left-click at the end of the cover page (1.) and insert a blank page (2.).

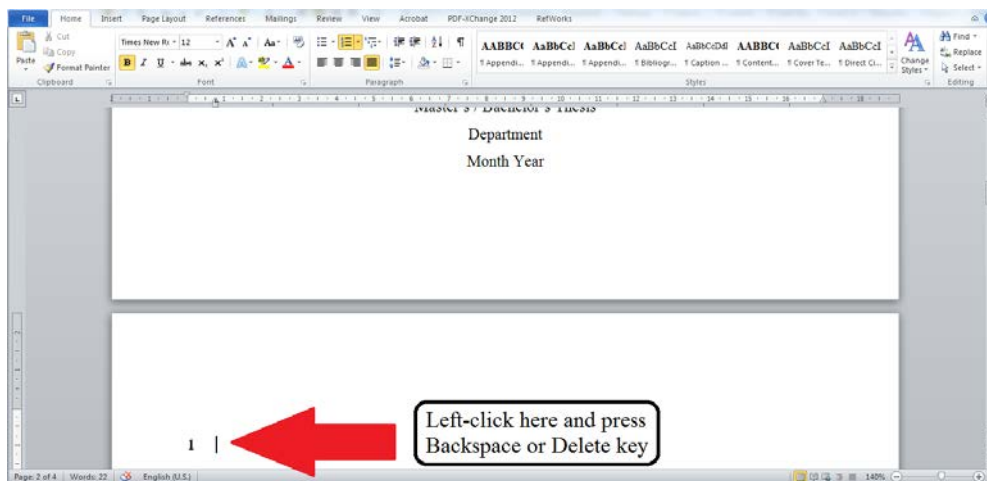
Word 2010:



Word 2016:



2. There is now an extra number 1 in the beginning new page after the cover page. Left-click in front of the number and remove it by pressing Delete or Backspace key.

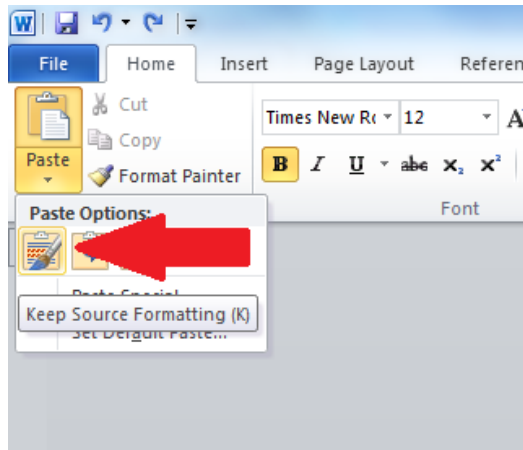


3. Download the Abstract template (use the rtf-version, filename tiivistelmä_engl.rtf) from <http://www oulu.fi/oulubusinessschool/node/51374>

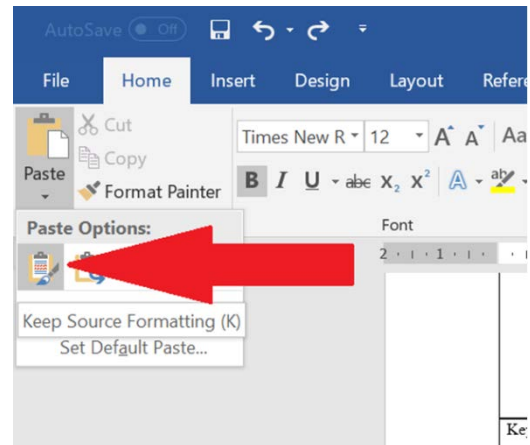
Open file tiivistelmä_engl.rtf in Word. Then select all by pressing Ctrl+A and copy it.

4. Go back to your thesis file and click in the beginning of the new blank page and choose from the paste menu Keep Source Formatting

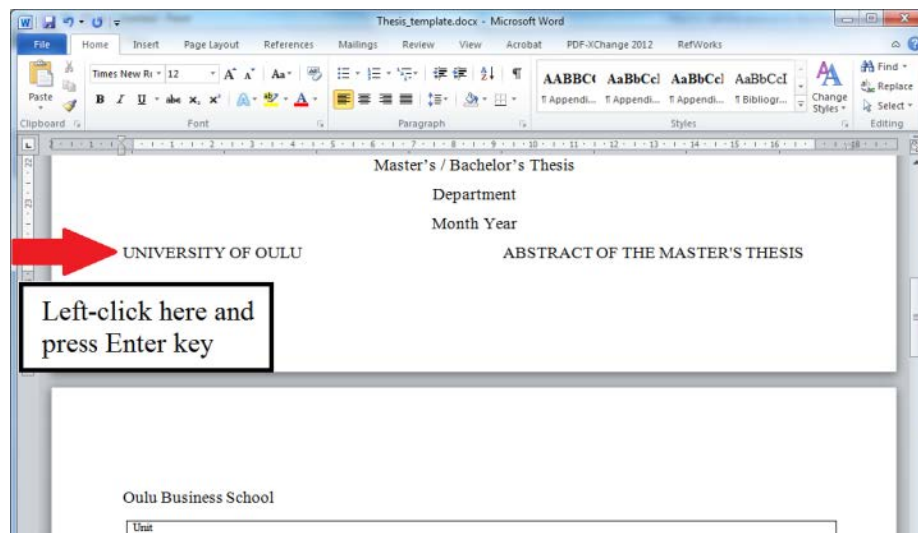
Word 2010:



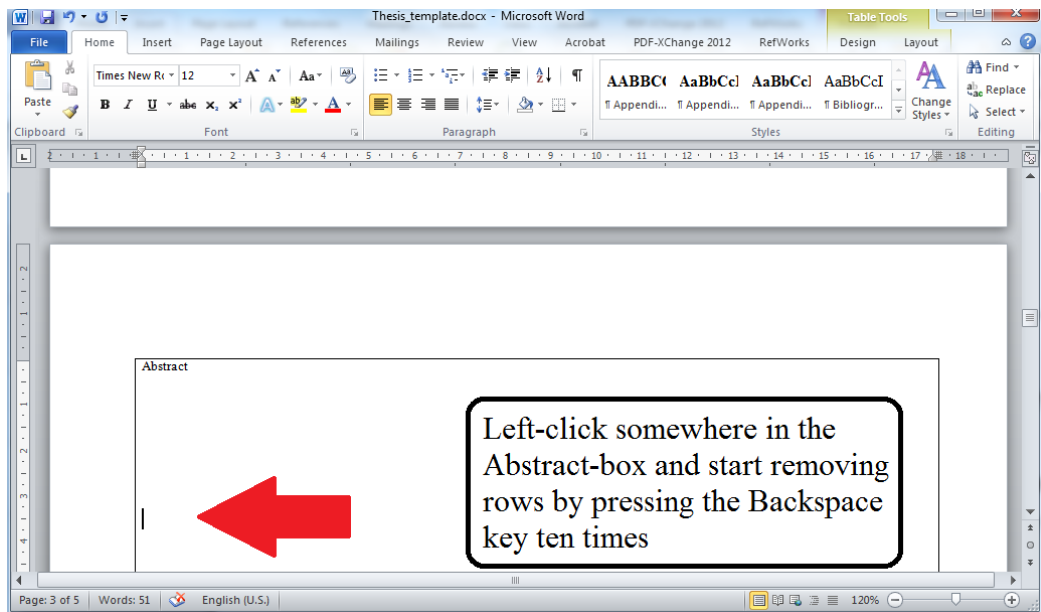
Word 2016:



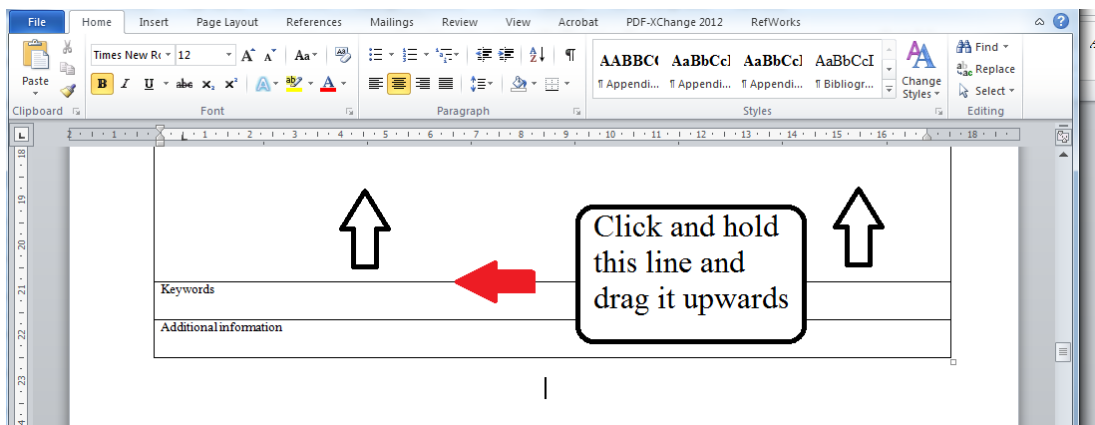
5. At this stage the first row of the abstract page is on the last row of the cover page. You can fix this by left-clicking in front of the word University in the beginning of the last row of the cover page and pressing Enter key.



6. The abstract template is now spread on two pages. You can bring the template back to one page by two steps:
- First, left-click somewhere on the Abstract text box (this should be on the third page) and press backspace ten times. This will remove the extra rows, which make the thesis template expand to two pages.

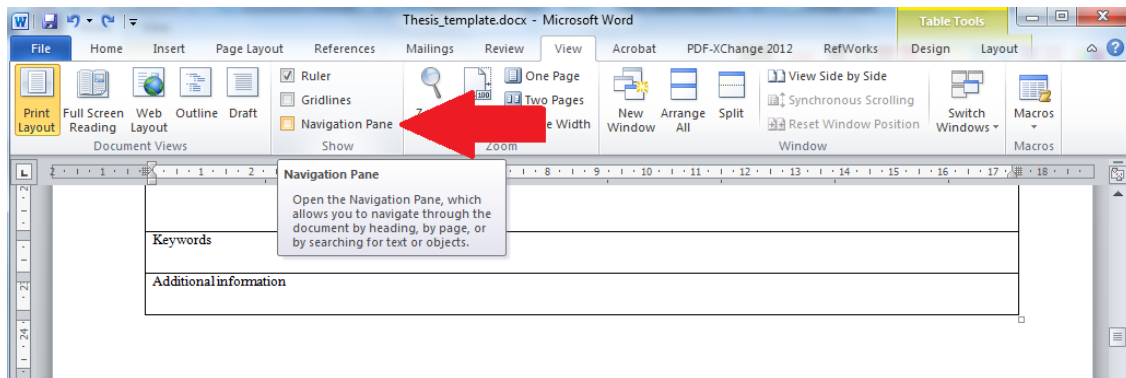


- Second, drag the bottom line of the abstract box upwards until the whole abstract page fits into one page and there is only one extra blank page after the abstract page.

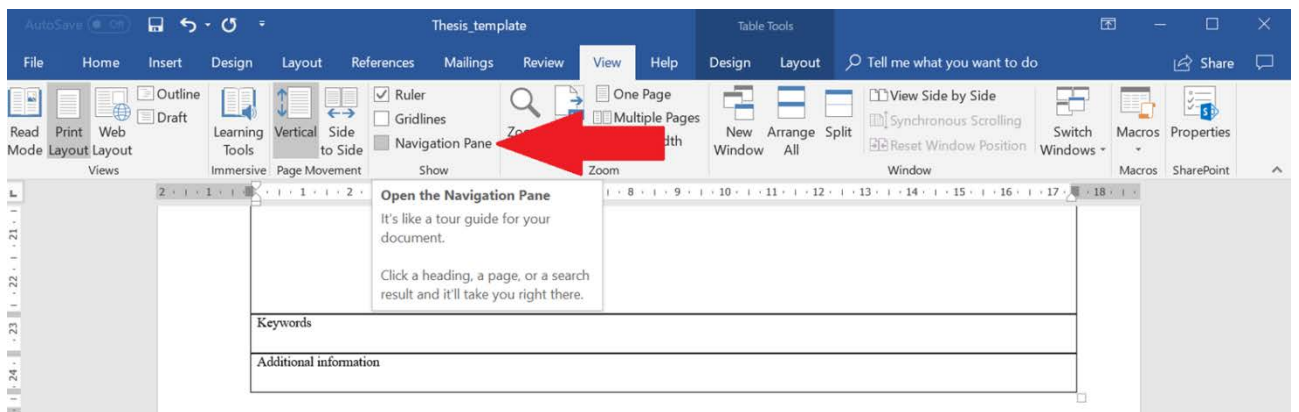


- Now there is still one extra blank page, which cannot be removed pressing Backspace key on that page. To remove the extra blank page, go to the View-tab on Word and open Navigation pane.

Word 2010:

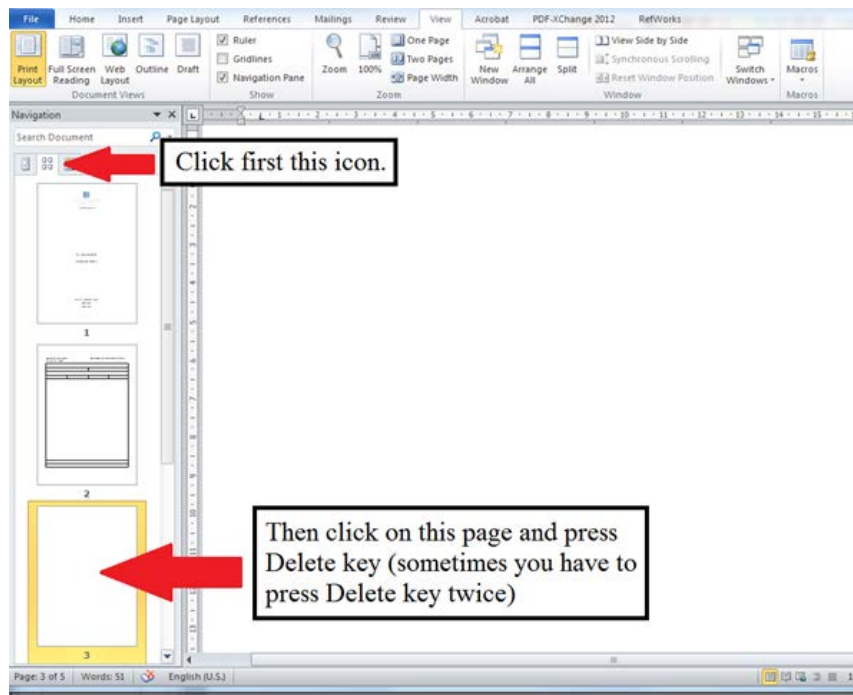


Word 2016:

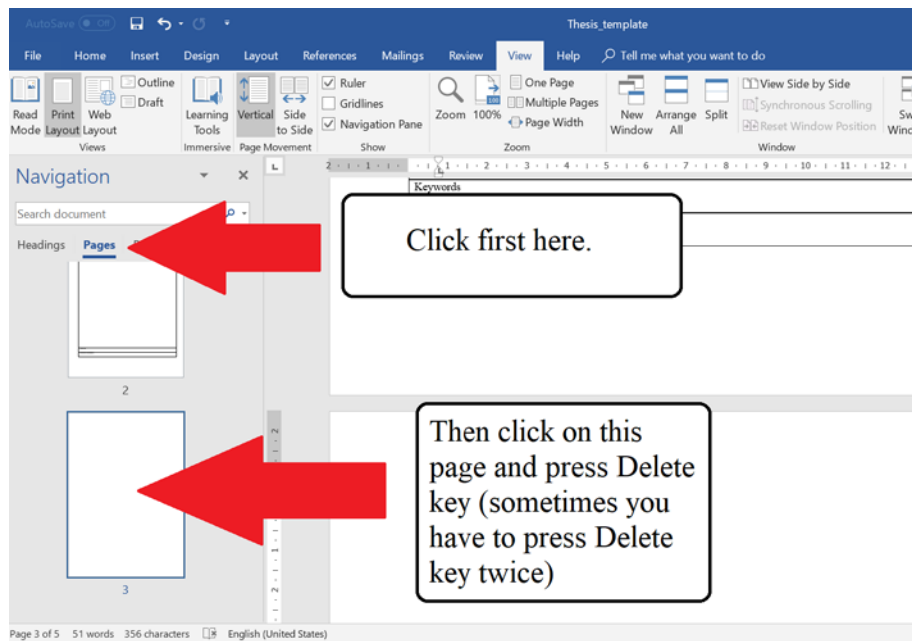


8. Then choose the Pages-tab (second icon on the side panel) and click on the blank page (which should be page 3). You have to press Delete key (sometimes you have to press Delete key twice) to remove the extra blank page.

Word 2010:



Word 2016:



Now the abstract page should be on one single page and there should not be any extra blank pages.