Word Tips for Thesis Writing

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Purpose

- To introduce features of Word useful for theses (and other large documents)
- To gradually assemble a frame of a thesis document which includes examples of using these features.

- Assumes comfort with common features of Word.

Outline

- General tips
- Double-sided page layout
- Table of contents and headings
- List of figures, and captions
- List of tables, and captions
- References and Citation

Tips: Set Up Early

- Prepare your document with proper formatting AT THE BEGINNING! This will save you time later.

- Apply your references, captions, TOC and lists of tables and figures at/near the beginning. Again, it is much easier to do this now than at the end.

Tips: Use Word's Strengths

- Use the features that do work automatically for you.

- TOC's, Lists, references, and citations are all very time-consuming to do manually.
  - Word has features to do the time-consuming portions for you.
- Use explicit page breaks between pages when a new page must occur, such as in the preliminary pages.
  - Manually adding lines does not guarantee new pages when printed.

Tips: Avoid Word's Weaknesses

- Word does NOT guarantee that a document will be formatted exactly the same when you change to a different printer.
  - Tip: Do not explicitly refer to the location of a table, figure, equation, or any other item. Refer to it by its number (e.g. "Table 2" instead of "the table on the right")
  - Tip: Use Word's features for automatic reference feature to generate the table/figure/section/page numbers for you.

Tips: Avoid Word's Weaknesses

- Word does NOT guarantee that a document will be formatted exactly the same when you change to a different printer.
  - PDF files guarantee maintaining format of a document for different printers.
  - Tip: Install a PDF Printer program (e.g. CutePDF).
  - Tip: When producing a draft of the thesis, print it to PDF. The PDF as it appears on your machine will appear the same on the recipient's machine, and will print as it appears on the screen.

Tips: Avoid Word's Weaknesses

- Word does NOT guarantee that a document will be formatted exactly the same when you change to a different printer.
  - Indentation of text using spaces and tab stops is not guaranteed. Use the ruler instead.

Double-Sided Page Layout

Double-Sided Page Layout

- The thesis guidelines require a book-style layout with space on the insides for binding the thesis.

- In Word, go to "Page Layout"->"Margins"->"Mirrored"
- Then, go to "Page Layout"->"Margins"->"Custom Margins", and set the Inside margin to 1.5 inches.

Your Turn

- Create a new Word Document.
- Create simple pages for each of the preliminary pages:
  - Title page, Approval page, Permission for duplication page, Acknowledgement page, Table of contents page, List of tables page, List of figures page, Abstract page
  - Other than only the page names, don't add in any special content. You can do that yourself later.
  - Add page breaks at the end of each page's content
  - Set the Double-Sided page layout, as described before.

Table of Contents, and Headings

- Word can generate a table of contents for you.
- http://www.shaunakelly.com/word/numbering/numbering20072010.html

Table of Contents, and Headings

- You need to do four things:
  - Create a new "List Style" to describe how the numbering in your thesis outline works.
  - Modify Heading styles as needed.
  - Set the style of all your chapter, section, and subsection titles to the appropriate heading style.
  - Insert the Table of Contents. Refresh it after significant edits to the thesis.

Table of Contents, and Headings

- Creating the new "List Style":
  - On the Home ribbon, click the down triangle on the right of the "Multi-level List" button, and select "Define New List Style…"
  - For a name, enter "Headings"
  - Click on Format->Numbering…
  - Click Set for All Levels, and set all values to zero inches, and click OK.
  - (continued…)

Table of Contents, and Headings

- Creating the new "List Style":
  - Click "More>>" to get more options that you will need.
  - Select level "1" in the list on the top left. (NOTE: This will represent your chapter headings)
  - For "Link level to style", select "Heading 1"
  - Make sure Number Style is set to "1, 2, 3, …"
  - Modify the "Enter formatting for number" box to have the text "Chapter" appear before the number.

Table of Contents, and Headings

- Creating the new "List Style":
  - Select level "2" in the list on the top left. (NOTE: This will represent your section headings)
  - For "Link level to style", select "Heading 2"
  - In "Include level number from", select "Level 1"
  - Make sure Number Style is set to "1, 2, 3, …"
  - Modify the "Enter formatting for number" box as desired, although leave the shaded numbers as they are.

Table of Contents, and Headings

- Creating the new "List Style":
  - Select level "3" in the list on the top left. (NOTE: This will represent your section headings)
  - For "Link level to style", select "Heading 3"
  - In "Include level number from", select "Level 1"
  - Then, In "Include level number from", select "Level 2"
  - Make sure Number Style is set to "1, 2, 3, …"
  - Modify the "Enter formatting for number" box as desired, although leave the shaded numbers as they are.
  - CONTINUE FOR AS MANY LEVELS AS NEEDED.

Your Turn

- Step through creating the new List Style. Create the first three levels of list.

Modify Heading Styles

- The most critical change required is for the Heading 1 style (i.e. your Chapter titles).
- Make the Chapters have space after them, and also begin on a new page:
  - Right-click on Heading 1 and select "Modify..."
  - Go to Format->Paragraph...
  - Set the Spacing->Before and Spacing->After
  - Go to the "Line and Page Breaks" tab
  - Check the box for "Page Break Before".
  - Click OK and then OK again.

Now, Create Your Headings

- To create a heading for chapters and sections, just type in the heading's text, select it, and click on the appropriate style ("Heading 1" for chapters, "Heading 2" for sections, …)

Create Your Table of Contents

- Put your cursor in your Table of Contents page, and go to References->Table of Contents->Insert Table of Contents…

- Change Format to "Formal"

- Click OK.

- NOTE: your department's style manual may request a different format. Some options for format of entries are in the table of content's properties, and some are controlled by modifying the heading styles.

Your Turn

- Modify the "Heading 1" style as described:
  - Right-click on "Heading 1" and modify it
  - Create more space after it.
  - Set the option to automatically create page breaks before chapter titles.
- After your preliminary pages, add a few headings to represent chapter and section titles. Set them to the appropriate heading styles
- Insert the Table of Contents on the table of contents page.

Lists of Figures, and Captions

- This works by adding captions to pictures/diagrams.
- The captions are automatically numbered in order.
- The List of Figures is generated from the list of captions

Lists of Figures, and Captions

- Insert your figures as pictures or diagrams.

- For each figure, select it and click on "References"->"Insert Caption"

- Modify the caption as desired. Often, one would add a colon and additional text for the title of the caption.

- You may wish to add chapter numbers to the caption. Do this through the "Numbering…" button when you add the caption.

Lists of Figures, and Captions

- To insert your List of Figures:
  - put your cursor in your list of figures page
  - Click on References->"Insert Table of Figures"
  - Set Formats to "Formal"
  - Click OK.

Your Turn

- Add two pictures to your document
- Insert a caption for each picture
- Add a List of Figures to your list of figures page.

List of Tables, and Captions

- Table captions and Lists of Tables are handled the same way as Figures.

List of Tables, and Captions

- Add your tables as Tables/Diagrams/Pictures/…

- Select a table, and click on References->"Insert Caption".
- Set the Label to "Table"
- Edit your caption as preferred. Add chapter numbering if desired.

List of Tables, and Captions

- To insert your List of Tables:
  - put your cursor in your list of tables page
  - Click on References->"Insert Table of Figures"
  - Set Formats to "Formal"
  - Set Caption Label to "Table"
  - Click OK.

- NOTE: this process also applies to equations (use the Equation label), or any other lists you need (by defining a new label when inserting the captions)

Your Turn

- Add two tables to your document
- Insert a table caption for each table
- Add a List of Tables to your list of tables page.

Inserting Cross-References

- Many things may be re-numbered and also may change their page number: tables, captions, sections, chapters, …

- When you wish to refer to a particular item, do not directly name it, add a cross-reference to it.

- When items are added, moved, or removed, cross-references can be updated for you automatically. (you can force it, by right-clicking on it, and selecting "Update Field")

Inserting Cross-References

- To refer to a table, figure, chapter, or other item:
  - Place your cursor where it is desired, and click References->Cross-Reference"
  - Change Reference Type to the type of item to which you wish to refer.
  - Change "Insert Reference to" to whatever is appropriate, usually either "Only label and number" or "page number"
  - Click Insert.

Your Turn

- Add a small line or paragraph of text.
- Within that paragraph, add:
  - a cross-reference to one table you've created
  - a cross-reference to one figure you've created.

Bibliography and Citations

- NOTE: These instructions are for Word-specific features. RefWorks may act differently.

- NOTE: It is by far easiest to manage references as you go. Whenever you access an article, book, or other source, add it to your list of managed references right then while you have the material and all the publication's information.

Bibliography and Citations

- FIRST, make sure you know which format you are using (e.g. APA, MLA)
- Set Word to use the appropriate format under References->Style

Bibliography and Citations

- To add a new source (book, article, etc.):
  - Click on References->Manage Sources
  - Click on New…
  - Add the appropriate information for the source.

- You can also delete and modify information about sources here as well.

Bibliography and Citations

- To cite a source:
  - Click on References->"Insert Citation", and click on the source you wish to cite.

Bibliography and Citations

- To insert a bibliography:
  - Create a new page in the appropriate location.
  - On that page, click "References"->"Bibliography"->"Insert Bibiography"

Your Turn

- Add a new source of your choosing (the information can be fake)
- Write a small piece of text, and within this text, add a citation to the source you have created.
- Insert a bibliography into the document.

Wrap-Up

- You now have the beginnings of a formal thesis document

- This document includes examples of using features in Word which will simplify writing and editing of your thesis.

- Using these tips and features will likely save you significant time when writing and revising your thesis, especially in the last couple months of writing.