Word: Creating a Dissertation or Thesis

V1.3

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Contents

Introduction

As you know in advance that your thesis is likely to be a complex document, it is wise to do some planning before you begin working.

When planning a long/complex documents, there are two main considerations:

- controlling the formatting throughout
- increasing efficiency as you work

You will want to ensure consistency throughout, such as margins and other settings, which must be the same for all the chapters in your thesis. One way to achieve this consistency is to create a template.

There are several methods using Word which will provide you with consistent formatting in your work, while maintaining the flexibility you need to complete your thesis. It would also be advisable to keep documents to a reasonable working size for editing (30-40 pages is a good maximum).

It is especially important to save your work regularly when working on large and important documents. It is also important that you take regular back-ups of your work and we would suggest that with work as important as your thesis, you should in fact keep more than one back-up copy.

Objectives

On successful completion of this course participants will be able to:

- Create and use templates, styles and AutoText.
- Create and edit footnotes, page headers and footers.
- Insert and manipulate graphics.
- Use captions on tables and figures.
- Combine all chapters into one document.
- Create a table of contents/figures.
- Create a suitable version of a thesis for electronic deposit.

Word: Creating a Dissertation or Thesis

1   Autoformatting and the Ruler Line

When working with Word a number of autocorrect and autoformatting features are set on as default. These can be very helpful, or at times annoying! For the purpose of setting up and understanding templates and styles and the general smooth running of your document formatting, it is a good idea to remove a number of these options.
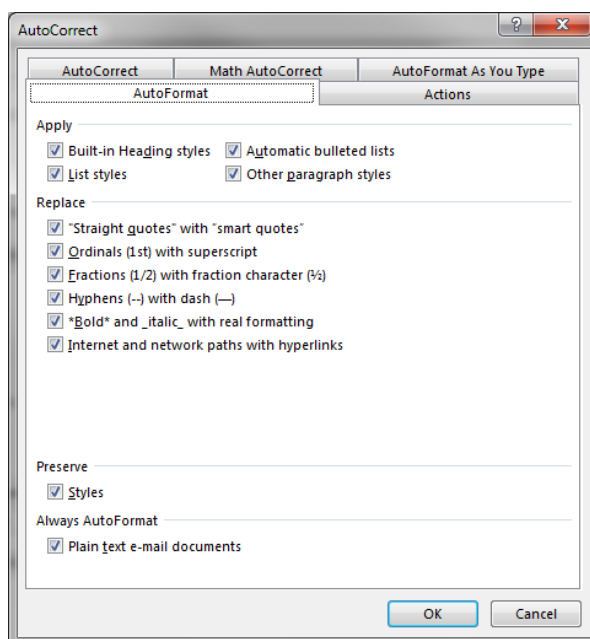
Click the **File Tab**, then **Options**

Choose **Proofing**, **Autocorrect Options**, then:
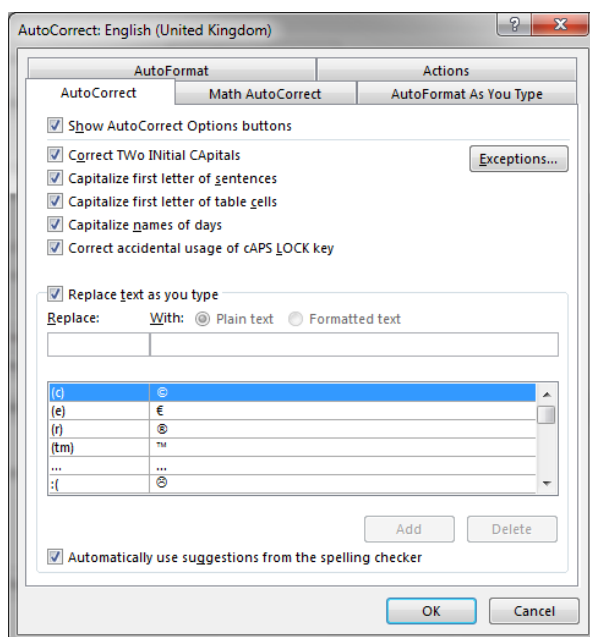
On the **Autocorrect** tab uncheck:

- **Capitalize first letter of sentences**

  and

- **Capitalize first letter of table cells**

On the **Autoformat** tab uncheck all boxes under **Apply** (top section)
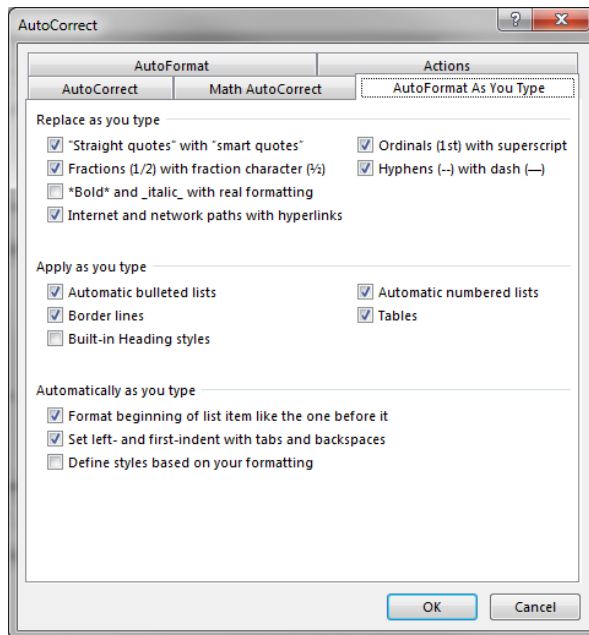
On the **Autoformat as You Type** tab, uncheck all boxes under Apply as you type (middle section) and **Automatically as you type** (bottom section)
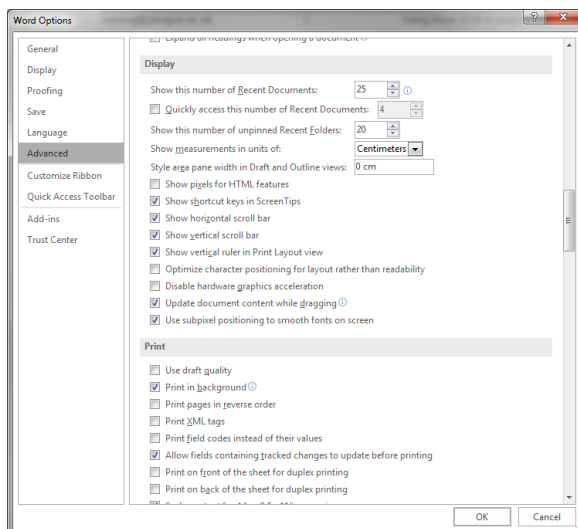
Should your **Ruler Line** be set to display inches, change to cm by choosing **Advanced** under **Options**, scroll down to **Display** and select **Centimeters** from the drop down list under the **Show measurements in units of**:

2 Templates

a. About Templates

When you create a new document in Word you are given a choice of templates to base it on. The system defaults to using the Blank Document template (a template with no special features) for new Word documents unless you choose a template on which to base your document.
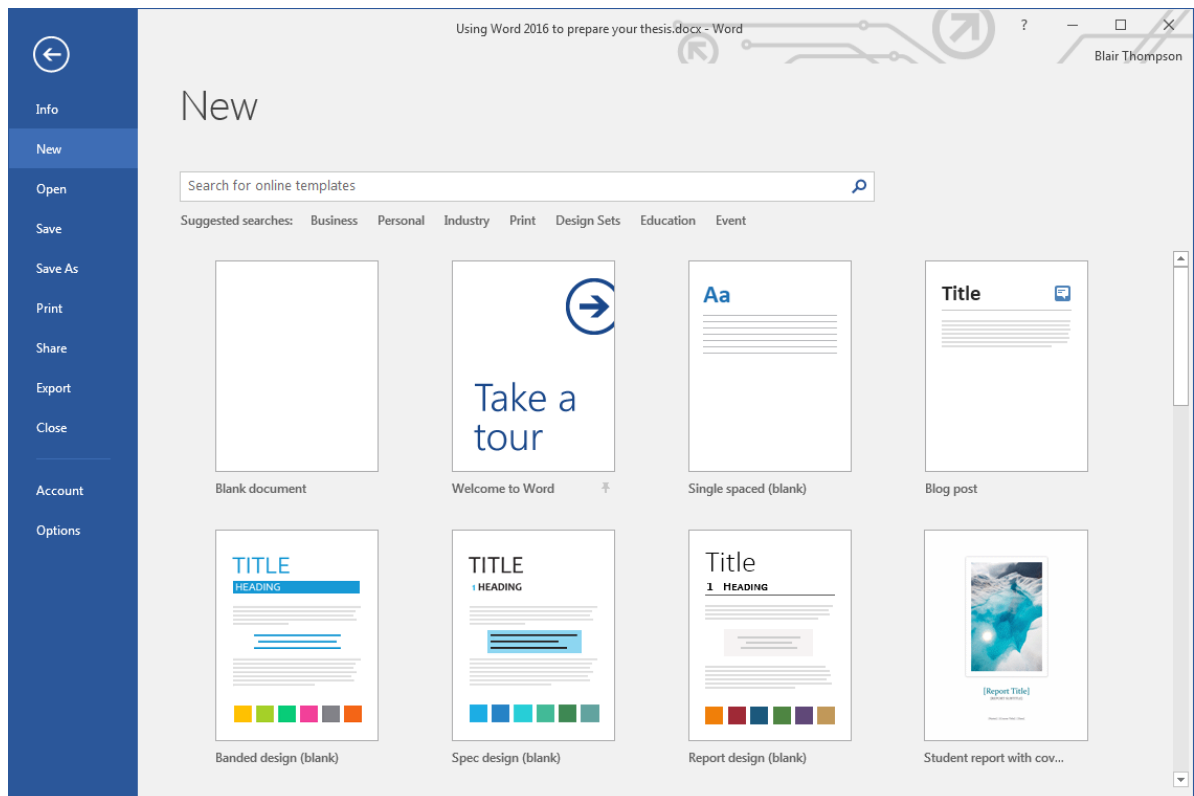
Microsoft provides a number of templates for your use in the form of a searchable online database. The template list appears when you choose the File Menu, then New.

We are going to use templates to ensure that our theses meet high standards for consistency, structure and appearance.

When you create a new document using a specified template, you are given a copy of the template as the starting point for your new document. Templates can consist of:

- **Formatting -** margin settings, columns, page numbers, page orientation, section settings for more than one section
- **Standard Text and Graphics -** text and graphics that will be the same in every document the template is to be used for (i.e. boilerplate text and graphics - in a memo template for example, the *University logo*, the words *Memo, From, To, Subject* and *Date*)
- **Styles -** character and paragraph formatting that will be applied to consistent text, headings, paragraphs, etc. throughout the document

Apart from the above, the template can also be used to customise Word itself for the type of document to be typed, i.e:

- **Quick Parts (Autotext entries) -** entries unique to that particular type of document can be included (e.g. in a letter template - signature blocks, addresses etc.)
- **Macros -** can be included if required

The blank document template, mentioned earlier, is used when you create a new document, unless you specify otherwise. This template contains "global" settings which are available for every document, regardless of which template you have chosen.

b.   Creating a Template

A template can be created in a number of ways:

- By converting an existing document into a template
- By modifying an existing template and saving it under a new name
- By starting from a blank document, making the relevant changes and saving it as a template – this is the method we will use to create a thesis template.

Creating a template from a blank document

1   Choose the **File Menu**, and then click **New**

2   Click **Blank** document, and then **Create**

3   Make the changes that you want:

- set up the page margins etc., as required
- type standard text
- include any graphics required
- create Quick Part Autotext entries
- create Style entries
- create Macro entries

4   Choose the **File Menu**, and then click **Save As**

5   Choose **Save as Type** – can opt for Word Template (.dotx), Word Macro-Enabled Template (.dotm) or Word 97-2003 Template (.dot)

6   Name your template with a descriptive title and if necessary choose a location to save it to. You might want to consider saving it to your OneDrive or a similar networked location where it will be easy to find it.

7   Click **Save**

c.   Using a Template

The easiest way to create a document based on a template is simply to visit the location of the file using Windows Explorer, double clicking on the template file from there will open a new version of the document in Word 2016.

The next time you attempt to save a document that is based on a template you will be automatically directed to the Save as dialogue box.

If you right click on a template file and choose Open from the drop down list that appears, Word 2016 will open the template as a template rather than a new document, useful if you are trying to make an edit to the original template.

d. Editing a Template via a Document (Default button)

1   If you are editing a document, based on a specific template and you wish to change the formatting for the document and future documents, you will find under

Home tab, **Font** group

Review tab, **Language** group, **Language**, **Set Proofing Language**

and **Page Layout** tab, **Page Setup** group

each has a Dialogue Box Launcher ⌐ and when you click that each dialogue box has a ⌐Set As Default⌐ button

2   Change the formatting as required and click the ⌐Set As Default⌐ button

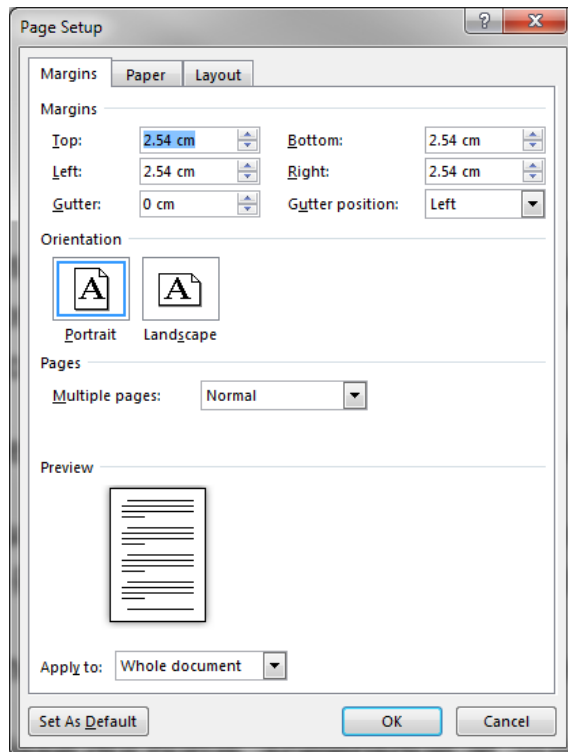3   Word will then ask if you wish to save the changes to the template
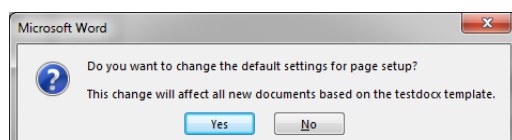
4   Click **Yes**

3   Margins

a. Changing the document Margins

1   Choose the **Layout** tab, then the Dialogue Box Launcher ⌐ on the **Page Setup** group

2   Under the **Margins** tab you can set **Top, Bottom, Left And Right** margins and a **Gutter** margin, when binding is required

For your thesis these should be:

* **Top**   1.8 cm
* **Bottom**   1.8 cm
* **Left**   1.5 cm
* **Right**   1.5 cm
* **Gutter**   2.5 cm

3   **Orientation** should be set to **Portrait**. You can accommodate landscape pages when required

4   **Multiple pages** option should be **Normal**
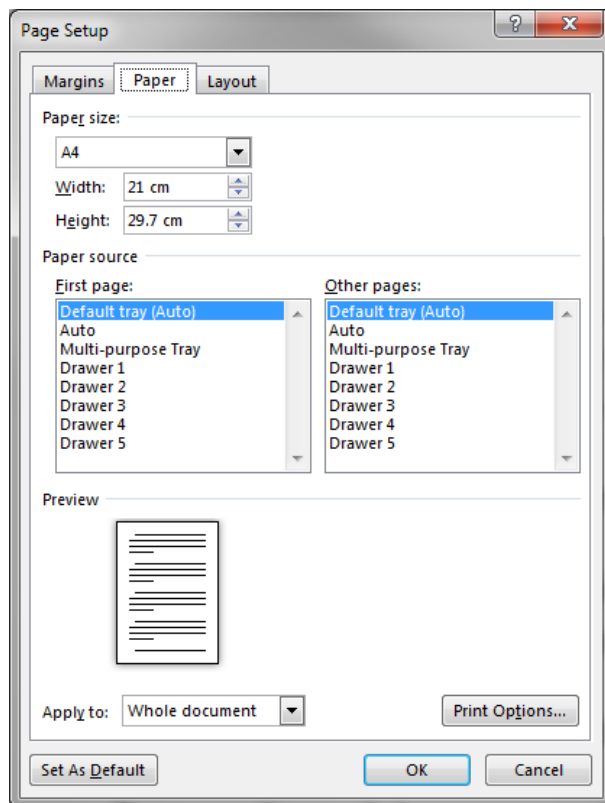
5   Under the **Paper** tab, select the correct paper size – A4, 21cm x 29.7cm
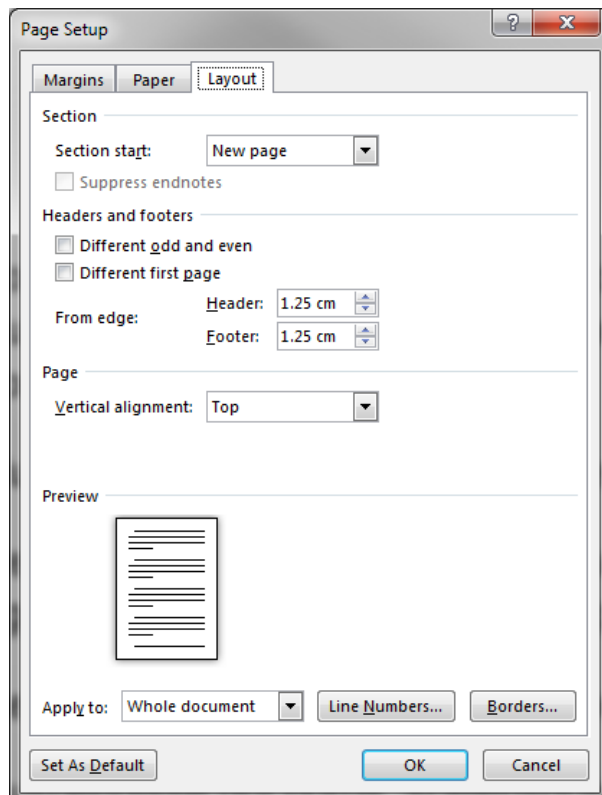
6   Under the **Layout** tab you control the setup of headers and footers

•   Header and Footer **From edge** should be 0.9 cm

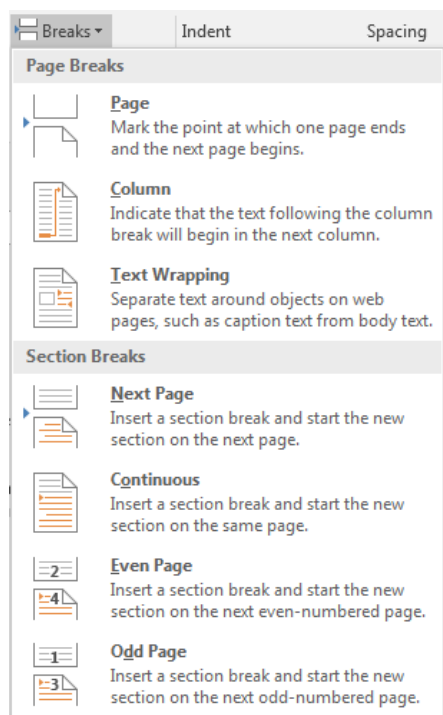- **Different first page** is selected to allow for not setting any headers or footers on the Title Page, but to count it for numbering purposes

b. Sections

Where any kind of change takes place in the formatting of your document (margins, page numbering, orientation etc.), either you or Word will use Section breaks

1   Choose the **Layout** tab, and under the **Page Setup** group, **Breaks**

2   In the **Section Breaks** area choose the option required:

Next Page   Breaks the page at the section break and starts the next section at the top of the next page

Continuous   Immediately follows the previous section without inserting a page break. Word fills the last page of the previous section with text from the new section. If the previous section has newspaper-style columns, Word balances the columns above the section break and then fills out the page with a new section.

Even Page   Starts the next section on the next even-numbered page. This section break is often used for chapters that begin on even-numbered pages.

If the section break falls on an even-numbered page, Word leaves the next odd-numbered page blank.

Odd Page   Starts the next section on the next odd-numbered page. This section break is often used for chapters that begin on odd-numbered pages.

If the section break falls on an odd-numbered page, Word leaves the next even-numbered page blank.
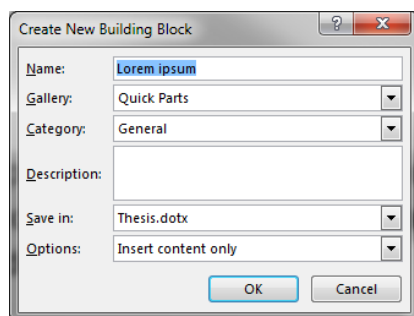
4   AutoText

(Quick Parts, part of Building Blocks)

Standard text/phrases are often used again and again as you prepare a long document. Such text can be selected and stored as an AutoText entry, to be recalled whenever needed in any document. Not only does the AutoText entry store text, it also stores any special formats that were used for the entry, i.e. if you store something which is centred and bold, when you recall it, it will be centred and bold. AutoText entries are considered one of the building blocks of a document and can be stored as an integral part of a template.

b.   Typing and Storing AutoText Entries

1   Open the template you wish to create the entries in

2   Type the text to be stored as an Autotext entry

3   Select the text (you may wish to select everything bar the paragraph mark at the end. If you select the paragraph mark, when you bring the entry back it will insert the text and move down to the next line, where you may have wished to carry on typing in a sentence)

4   Choose **Insert** tab, **Text** group and click **Quick Parts**

5   Choose **A**utotext, **S**ave Selection to Autotext Gallery

6   The system suggests the first few words as the entry name, you can change this to anything you choose (up to 32 characters, including spaces)

7   Under **Gallery**, **Autotext** should be selected

8   Under **Save in**, choose the template you are working on

9   Make a choice on whether to insert content only, insert it in its own paragraph or in its own page

10   Click **OK**

c.   Using AutoText Entries

At required point in text type entry name and press the **F3** key on your keyboard

d. Editing AutoText Entries

1 Bring the old entry into a document and edit as appropriate

2 Select the text

3 Choose **Insert** tab, **Text** group, click **Quick Parts**

4 Choose **<u>A</u>utotext**, then **<u>S</u>ave Selection to Autotext Gallery**

5 Type in the original entry name you gave the text

6 Make sure all the choices you made before for –

- Gallery
- Category
- Save In
- Options

     are the same

7 Click **OK**

8 The system will prompt
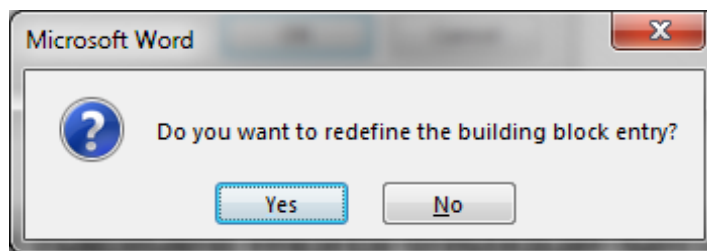
9 Click **Yes**

e. Deleting AutoText Entries

1 Choose **Insert** tab, **Text** group, click **Quick Parts**

2 Choose **<u>B</u>uilding Blocks Organiser**

3 Click on entry to be deleted

4 Click on **<u>D</u>elete** button

5 System will prompt –
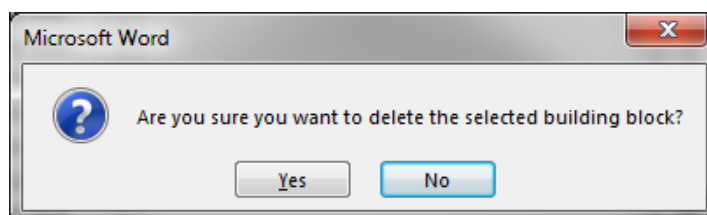
6 Click **<u>Y</u>es**

7   Delete any others and then click on **Close**

5   AutoCorrect

AutoCorrect is not unlike AutoText in that it is used to store frequently used text that is to be recalled for use in any document. But its main difference is that it **automatically** replaces common misspellings, abbreviations and words that are complicated to spell (unless you opt to switch the facility off).

Word comes with its own set of default AutoCorrect entries that you can delete, change or add to.

a.   Creating an AutoCorrect entry

1   Choose the **File** tab, then **Options**

2   Click on **Proofing** at the left, then **Autocorrect Options**
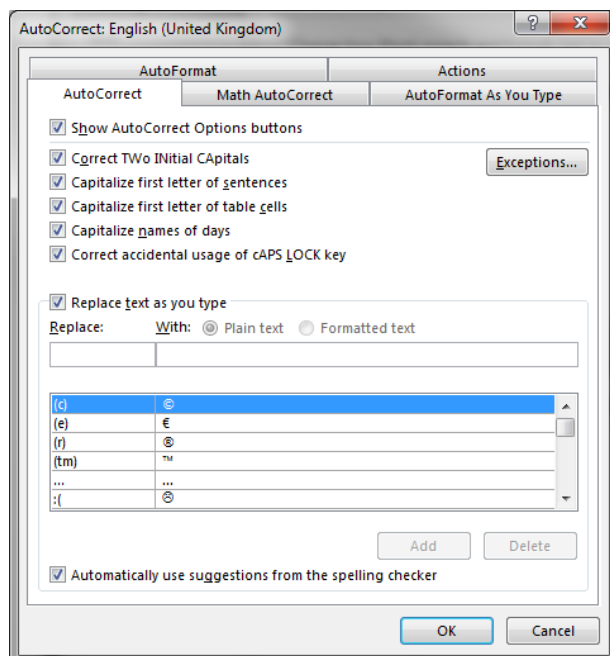
3   Make sure **Replace text as you type** check box is ticked

4   In the **Replace** box, type the incorrect spelling or abbreviation, e.g. 'Univresity' or 'GUCS'

        (an entry name can be up to 31 characters and must not contain any spaces)

5   In the **With** box, type the text that will automatically replace the text in the Replace box, e.g. 'University' or 'Glasgow University Computing Service'

6   Click **OK**

b.   Using an AutoCorrect entry

If you type a word incorrectly and its correction is stored under AutoCorrect, as soon as you hit the spacebar the system will correct the spelling

If you have entered an abbreviation, as soon as you hit the spacebar the system inserts the information in full

c. Changing an AutoCorrect entry name or contents

1   Choose the **File** tab, then **Options**

2   Click on **Proofing** at the left, then **Autocorrect Options**

3   To change the name of an AutoCorrect entry, select the name from the list

4   Click the **Delete** button

5   Type a new entry name

6   Click the **Add** button and choose **OK**

     or

     To change the contents of an AutoCorrect entry, select the name from the list, then select the entry in the **With** section

7   Type the new entry

8   Click on **Replace** and choose **OK**

d. Excluding abbreviations and capitalised items from automatic correction

1   Choose the **File** tab, then **Options**

2   Click on **Proofing** at the left menu, then **Autocorrect Options** from the pane on the right

3   Click **Exceptions**
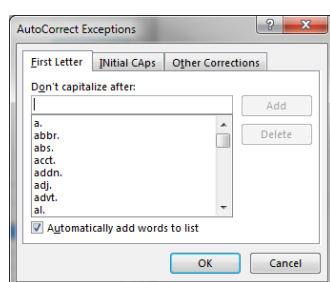
4   To exclude abbreviations or capitalised terms from automatic correction, click the **First Letter** tab or the **INitial CAps** tab

5   Type the abbreviation or term in the **Don't capitalise after** box or **Don't correct box**

6   Click **Add**, and then click **OK**

     Note: To automatically add AutoCorrect exceptions, select the Automatically add words to list check box in the AutoCorrect Exceptions dialogue box. Then, when Word changes something you don't want

corrected press BACKSPACE and type over the correction. Word automatically adds the word to the exception list

e. About Styles

A style is a set of stored character and paragraph formatting commands that can be applied to text with a simple command (e.g. font type and size, paragraph alignment, line spacing, indenting, borders). You can create styles for each element of your document (e.g. titles, headings, body text etc.).

Paragraph styles format whole paragraphs of text, such as headings or body text. Character styles format specific words and phrases, such as page numbers and text you want to emphasise.

As described previously, for every new document created without choosing a template, the system uses a blank document template (**normal.dotm**). This contains the following predefined styles, which you can readily access from the **Quick Style Gallery** in the **Styles** group, on the **Home** tab:
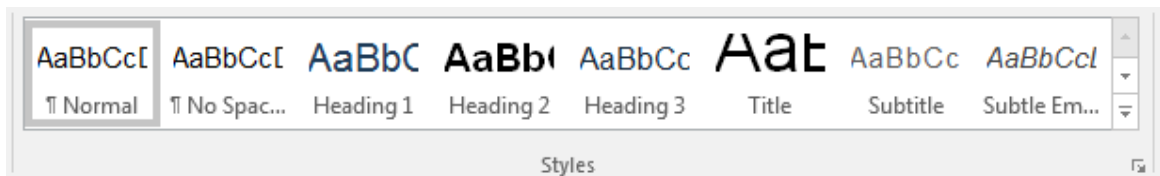
You can add new styles to a document template or to the default template, in addition to the standard styles provided by Word.

Advantages:

- Once you have set up styles, it is quick and easy to format a document
- They provide consistency for documents of the same type
- Any design changes at the last minute, can be applied to every paragraph in a document with that particular style attached
- Use of styles enables a Table of Contents to be easily produced (and updated if necessary) once the document has been completed

f. Applying Styles

From the Quick Style Gallery:

Click the style you are looking for from this list, or use the scroll bar to get to it

Note: if you hover over a style, the text in which your cursor is located will momentarily take on the format of that style, before you have selected it, allowing you to make the decision if it is right for the text (this is known as live preview) – this only works in Print Layout view

You can also apply a style by a shortcut key, which you assign

From the Apply Styles box:

1   Choose **Home** tab, **Styles** group, ⊽ arrow on the Quick Style Gallery scroll bar

2   Choose Apply Styles (⚘ Apply Styles...)

3   The following appears floating –
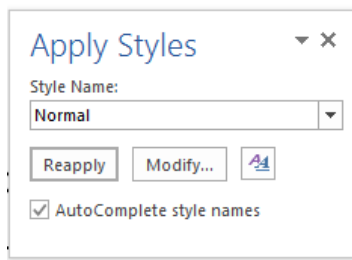
4   You can choose a style from the drop down list and it will apply to the text your cursor is in
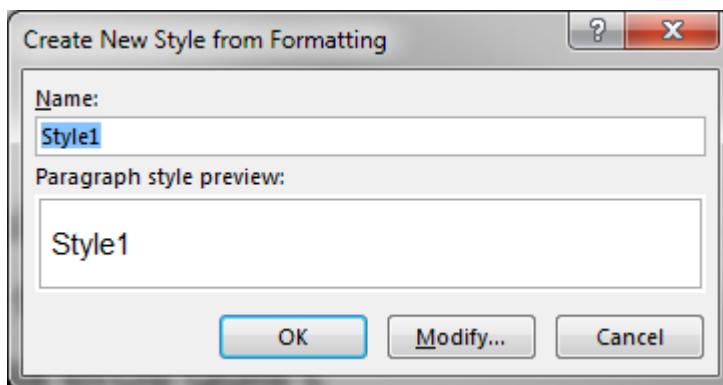

You can bring up the Styles task pane at any time, by clicking the **button** to the right of the Apply Styles box. You can also get it by clicking the Dialogue Box Launcher on the Styles group

g.   Creating Styles

Quick Method

1   Type text and format it the way you want it

2   Select the paragraph

3   Click on the Quick Style list scroll bar

4   Choose Create a Style

5   Name the style –

6   Click **OK**

7   The style will now be located on the Quick Style Gallery

Longer Method which allows saving to a template

With this method you can either open the template and create the styles or create them in a document based on the template, making sure to click **New documents based on this template** in the **New Style** dialogue box

1   Open or create the template/document to hold the styles

2   Make sure the Apply Styles box is visible

3   Click the ▣ button to bring up the Styles Task pane
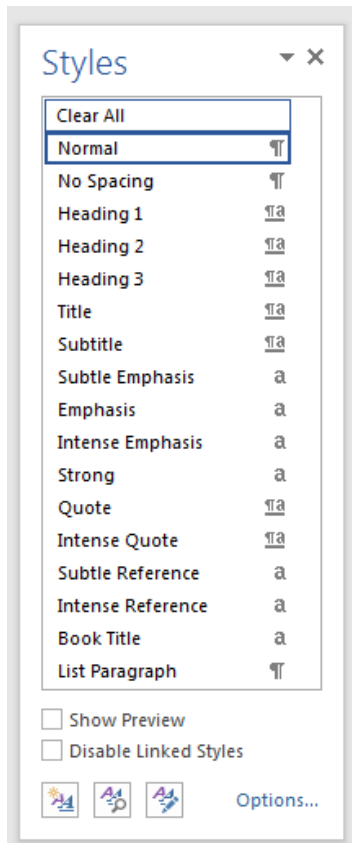
4   Click ▣
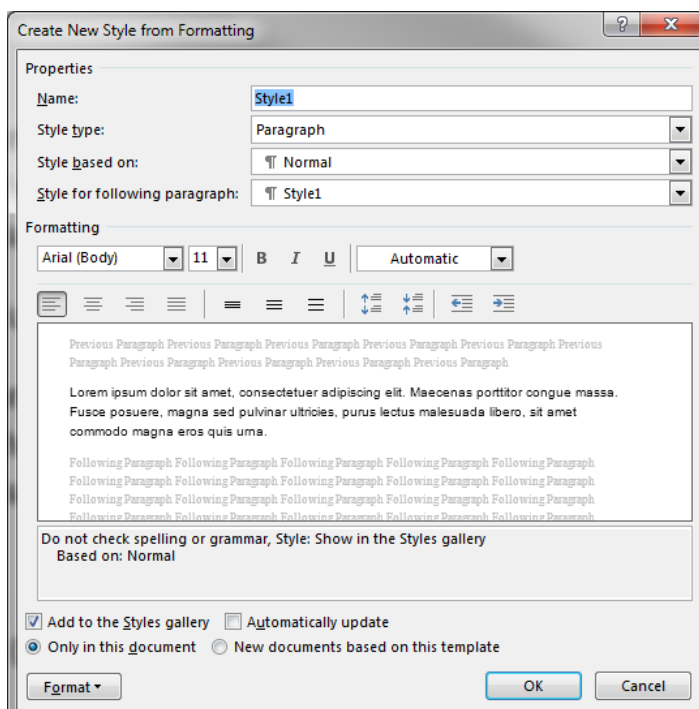
5   Decide:

- The name you wish to give this style
- If the style type is Paragraph, Character, Linked (paragraph and character), Table or List
- Which other style this style is to be based on
- The style of the paragraph to follow this style
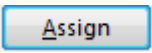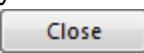
> Style names can be up to 253 characters in length, but cannot contain a backslash (\) braces, ({}) or semicolon (;)

6   Remember to click `New documents based on this template` if you are not in the template itself, doing so will instruct Word to modify the original template. You will be asked when you come to save this document wether you wish to save the cahnages to the template.

7   If you want to **Add to the <u>S</u>tyles Gallery**, make sure this option is checked (that is the default)

8   Use the options provided from the Format drop down menu to define or modify as appropriate:
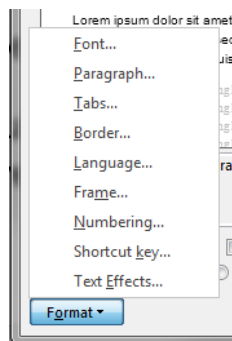
9   If you want to assign a shortcut key to the style, choose **Shortcut <u>k</u>ey**, press the key combination you wish to assign to the style – if it is unassigned to any other command, click `Assign` and then . `Close`

An example of the dialogue box with a shortcut key set up for Heading 4:
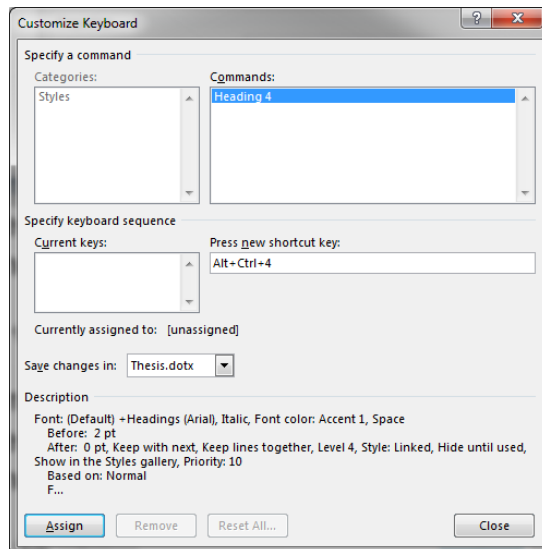
10   Click **OK** once all choices have been made

11   Repeat 4-8 for all other new styles

h.   Editing Styles

You can either open the template and make the style changes or make the changes in the current document and click in the Modify Style dialogue box

1   From the Styles Task pane:
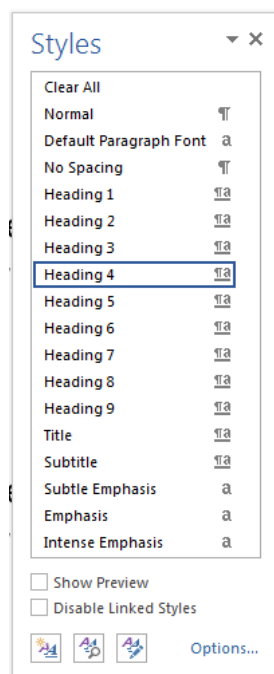
2   Click the drop down arrow beside the style you wish to change and choose **Modify**
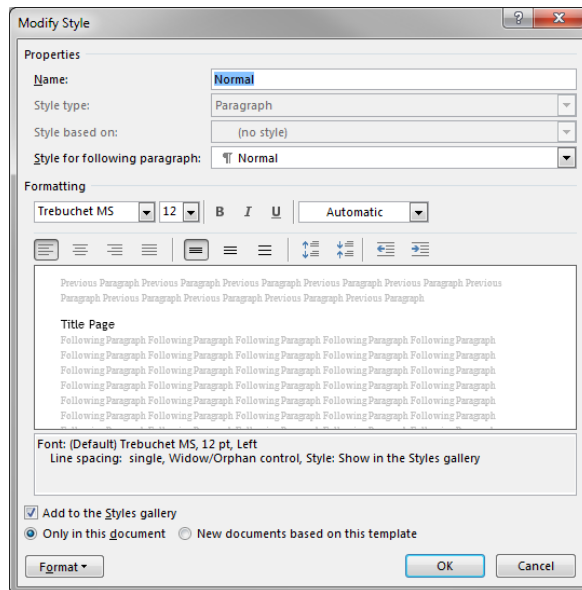
3   Use the options provided from the **Format** drop down menu to modify as appropriate
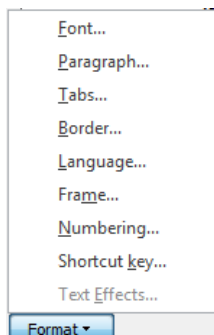
4   Click **OK**

5   Repeat 2-4 for all other style entries requiring change

    You can also right click on a style in the Quick Style gallery and choose Modify to edit a style

i.   Deleting Styles

From the Styles pane

1   Click the drop down box on the style in the Styles Pane
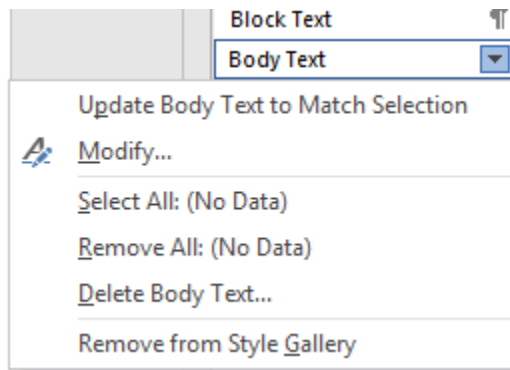
2   Click on the **Delete <StyleName>** command from the prop down menu.

3   You cannot delete any standard styles (e.g. Normal or Heading 1), only those added by you

Using the Styles Manager

1   Make sure the Styles Task pane is on

2   Click the (manage styles) button
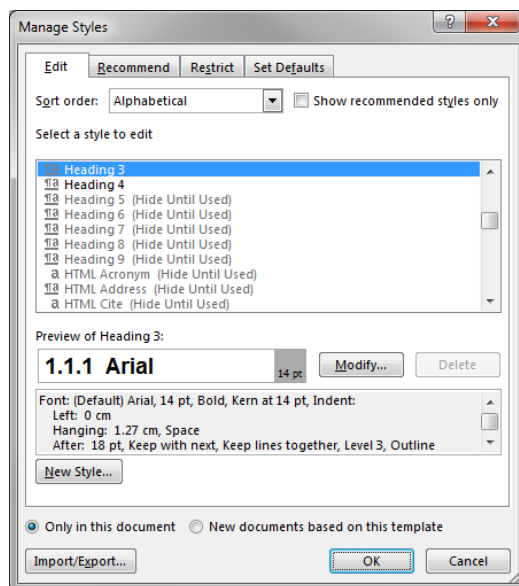
3   Click on the relevant style, then choose **Delete**
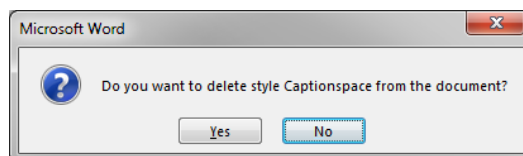
4   Choose **Yes**

5   Repeat 2-4 for any further deletions

j.   Renaming Styles

1   Make sure the Styles Task pane is on

2   Click the drop down arrow beside the style name you wish to rename
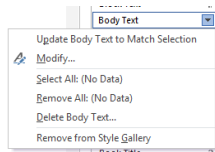
3   Click on **Modify**

4   In the **Name**: box type the new name for the style

5   Click **OK**

k.   Printing a Style Sheet

1   Choose **File** tab, then **Print**

2   Under **Settings**, click the arrow beside **Print all Pages**

3   Under **Document Info**, choose **Styles**

4   Click **Print**

l.   Replacing one Style with another
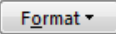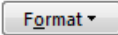
1   Choose **Home** tab, **Editing** group, **Replace** option
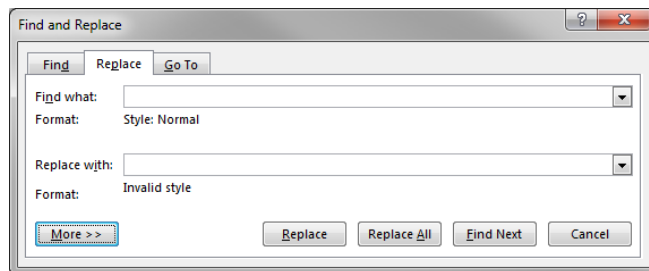
2   Click the **More >>** button, if the dialogue box is not fully expanded
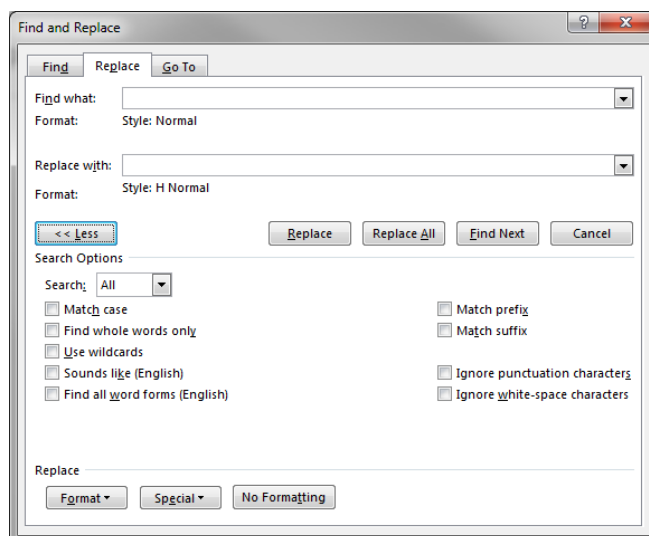
3   For the contents of the **Fi<u>n</u>d what** box, click on [Format ▾] and choose **Style**

4   Choose the style you wish to find from the list and click **OK**

5   For the contents of the **Replace w<u>i</u>th** box, again click on [Format ▾] and choose **Style**

6   Choose from the list the style you wish as a replacement and click **OK**

7   Click on **Replace A<u>l</u>l**

m. To view styles on each paragraph of your document

1   Choose **File** tab, **Options**

2   Click **Advanced**

3   Under **Display** in the **Style area pane width in Draft and Outline views** box type 2cm

Display

Show this number of <u>R</u>ecent Documents:	25
Show <u>m</u>easurements in units of:	Centimeters ▾
Style ar<u>e</u>a pane width in Draft and Outline views:	0 cm
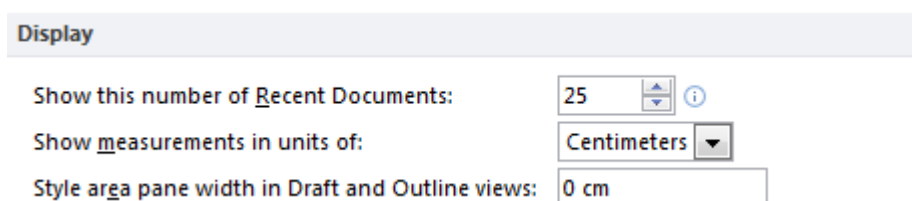
4   Click **OK**

6 The Navigation Pane

In Word 2010 onwards there is a feature called the Navigation Pane that makes it very easy to move around complex documents.

Activating the Navigation pane:

1   Select the **View** tab

2   From the View ribbon, click the check box marked **Navigation Pane**
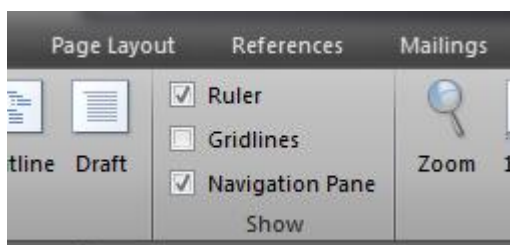
the Navigation Pane will appear on the right hand side of the view.

3   Click on the Headings on the pane (Note that these headings have appeared because you have been using styles) to navigate to that place in your document.
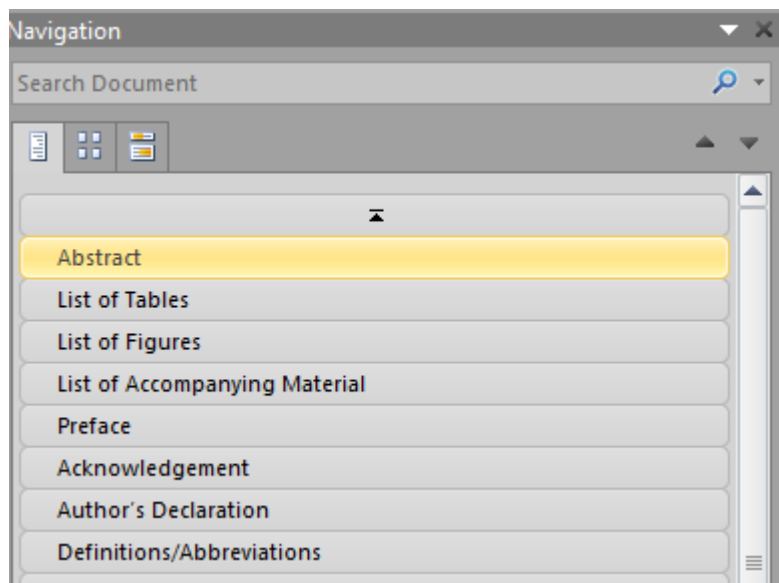
4   You can also drag Headings in the navigation pane up and down to reorder your document. The subheadings and text that belong to that heading will move as well.

7   Numbering of Heading Styles

You can apply numbering to heading styles in your work.

1   Make sure the styles are set up as you would like them

2   Choose **Home** tab, click the drop down arrow on the multilevel list button

3   Click a numbering format that is linked to the Heading 1-9 styles:
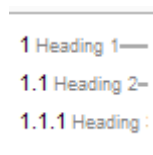
All heading styles (1-9) will now be numbered as you type, or for text already typed, using styles. Should you move text around in outline or through drag and drop, the numbering will automatically re-adjust. If you opt to remove numbering from any of the heading styles (1-9) the numbering will be removed only from the individual style chosen and not all, as opposed to the process when applying numbering initially.

To customise numbering:

1   At the end of the file (template) on a blank line apply multilevel list numbering as above

2   Choose **Define New Multilevel List**

3   At **Click level to modify:** Choose **1**
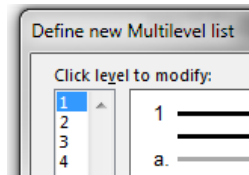
4   Change to add "Chapter" before the figure 1
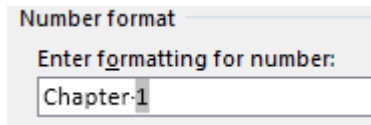
5   Click **OK**

8   Headers and Footers

A header is text and/or graphics that is formatted to appear in the top margin of every printed page of a document, or on a particular section. A footer is text and/or graphics that is formatted to appear in the bottom margin of every printed page of a document, or on a particular section.

Headers and footers help the reader identify the document or locate a chapter, section or topic and usually echo a chapter title, heading or page number.

Each section in a document can have its own set of headers and footers and you can format different headers and footers for odd or even pages.

As headers and footers are printed in the top or bottom margin area of your document Word automatically increases them, if necessary, to make room for headers and footers that don't fit into the margins specified. Page setup is preset to print the first line of a header 1.25cm from the top of the page and the last line of a footer 1.25cm from the bottom of the page. Word also defaults to using the same header or footer for subsequent sections in a document, unless otherwise specified.

Headers and footers can be displayed by going to the Insert tab, Header & Footer group, Header and choosing Edit Header, or when in print preview, print layout and full screen reading mode.

a. The Header/Footer Toolbar
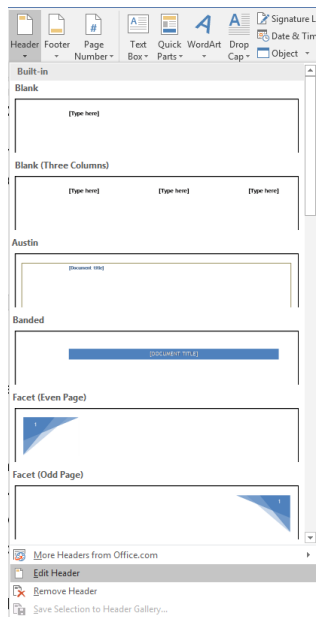
If you choose the **Insert** tab, **Header & Footer** group, **Header**, **Edit Header** option, text in your document will become greyed out, the cursor will be sitting in the Header which has a blue broken-line border below it.

Alternatively, if you are in the Normal View, you can edit a header or footer by double clicking the header or footer you wish to edit with your mouse.

The footer also has up to two grey boxes:
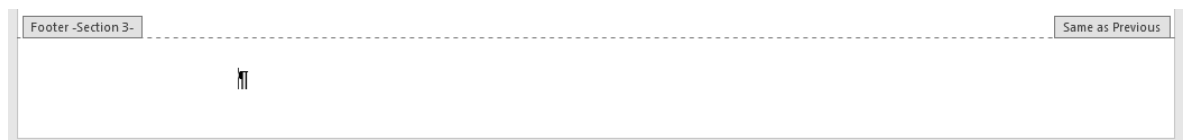
- On the left the grey box tells you if it is a header or footer that you are currently editing, You are also (if you have more than one section in your document) given the section number of our position in the document.
- On the right there may be a grey box (if you have more than one section in your document) to tell you that this Header or Footer is the **Same as Previous** if this is here, edits to this sections Header or Footer will also affect the section before and vice versa.

Headed up Header & Footer Tools, a new Design tab appears:
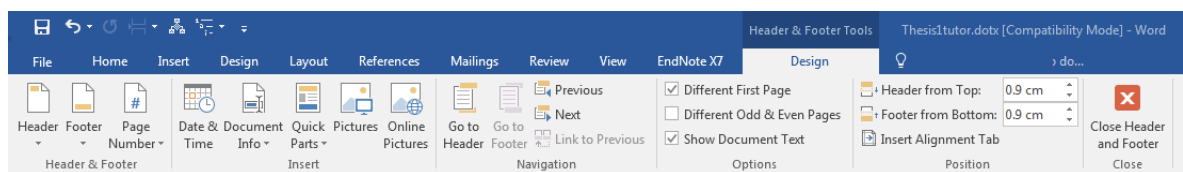
The relevant buttons and any drop down menus are:
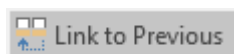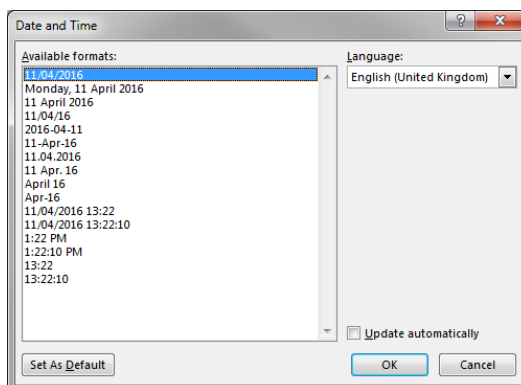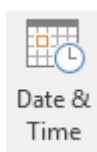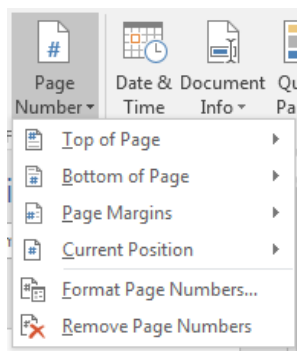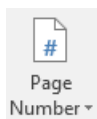
 Link to Previous
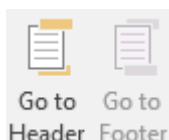
 Switch between Header and Footer
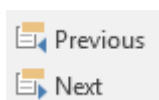
 Go to Previous Header

Go to Next Header
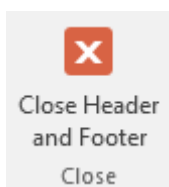
 Close Header and Footer and return to the document

You can also double click on the document text to do this

You can type and format as much text as you wish, including page numbers, date or time, if necessary and switch to the footer to do the same.

b. Altering Header/Footer setup
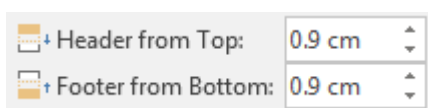
 Using the **Options** on the **Design** tab you can change the positioning of the Headers and Footers on the page

You can also specify:

- Different Odd & Even Headers and Footers
- Different First Page for Headers and Footers

c. Adding fields to Headers

Rather than modify the header or footer manually so that it has the correct chapter titles in the headers or footers we can do this automatically using **Fields, Fields** can also be used to automatically add other document properties such as Author names or the Title of the document.

1   On the **Header and Footer Tools / Design** tab click drop down arrow on **Quick Parts**

2   Choose **Field**

3   Choose **Styleref**
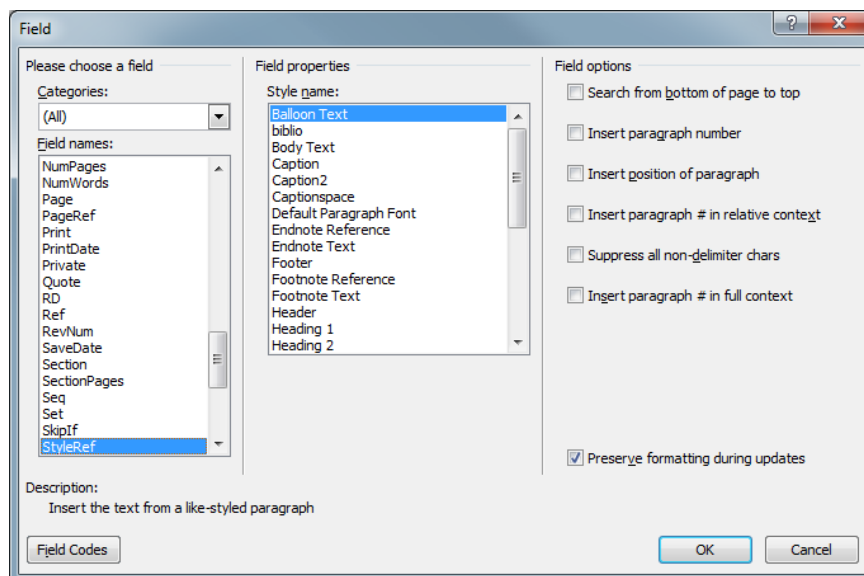
4   Select the style you wish to insert, e.g. **Heading 1**

5   If customised numbering has been done to insert the words "Chapter X" you can then tick Insert paragraph number in the Field options, just to insert this into the header, you will have to insert the StyleRef field twice, once for the numbering and again for the chapter title.

If you choose Heading 1 with no options you will just get the text of the Heading 1 style added (may not be the best option if the heading is 2 or more lines long)

9   Footnotes/Endnotes

Footnotes can be applied throughout your document and can be placed either beneath the text or at the bottom of each page. Endnotes can be placed either at the end of each section or at the end of the document.

a. Creating a Footnote/Endnote

1. At the point in the text where you wish to place either a footnote or endnote reference:

   Choose **References** tab, **Insert Footnote** AB¹ Insert Footnote or **Insert Endnote** [i] Insert Endnote

2. If you want to see all choices regarding footnotes or endnotes, click the Footnotes Dialogue Box Launcher 🗔

   Footnote and Endnote

   Location
   - ◉ Footnotes: Bottom of page ▾
   - ○ Endnotes: End of document ▾

   Convert...

   Footnote layout
   - Columns: Match section layout ▾

   Format
   - Number format: 1, 2, 3, ... ▾
   - Custom mark: [   ]   Symbol...
   - Start at: 1 ▴▾
   - Numbering: Continuous ▾

   Apply changes
   - Apply changes to: This section ▾

   [Insert]   [Cancel]   [Apply]
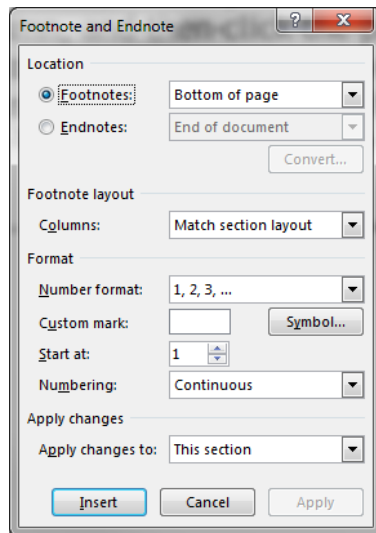
3. Decide on either footnote or endnote and its placement in the document.

4. Choose the **Number format** you wish Word to autonumber using.

   (Do not use **Custom mark**, as Word would be unable to determine the order sequence should you move paragraphs containing footnotes around)

5. You should press the **Symbol** button only if you wish to choose a special symbol for a custom mark

6. You can alter which number to start on and whether the numbering is continuous, starts again on each new page or only at each new section

7. You can opt to apply the changes to the whole document or a particular section

8. Once you click Insert a superscripted number will appear at your cursor point and a new window will open at the bottom of the screen (if you are in Draft view. In Print Layout view your cursor will simply jump to the bottom of the page)

   document and focus on the text you want. If yo

   you·reach·the·end¹,·Word·remembers·where·you

   device.¶

   ¶

   ―――Section Break

   ◄

   Footnotes All Footnotes ▾

   ¹·This·feature·is·available·in·the·Word·2016·product¶

   ―
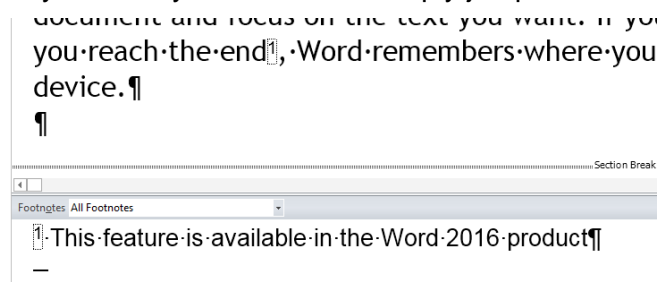
9. Tab and type the text of the footnote/endnote

10   At the drop down list on the Footnote pane you can select
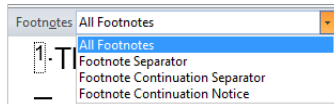
and change any of these options or return them to the default

11   Click anywhere in the text window and carry on with the body of your document

12   When you next require a footnote/endnote inserted, click the relevant button on the References tab (or use the shortcut keys listed at the start of this section) and if you chose Autonumbering it should insert the next consecutive number for you
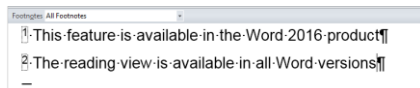
13   Repeat and once complete close on the Footnote Window bar

b.   Deleting a Footnote/Endnote

1   In the document text select the reference mark for the footnote/endnote you wish to delete

2   Press the **Delete** key

Both the reference mark in your document and the associated text in the footnote window will be deleted. If you are using automatically numbered footnotes/endnotes, Word will renumber those remaining.

10 Inserting Pictures and Text

a.   To insert a saved picture (e.g. jpg) into your Thesis

1   Insert a blank line at point where you wish to position the graphic

2   Ensure that this line is in **Normal** style

3   Choose **Insert** tab, **Pictures**

4   Browse for the relevant jpg file, then click **Insert**

b.   To insert a saved object (e.g. spreadsheet) into your Thesis

1   Insert a blank line at point where you wish to position the graphic

2   Ensure that this line is in Normal style

3   Choose **Insert** tab, **Object**

4   Click **Create from File** and then browse for the relevant object, then click **Insert**

Show document content

☐ Show background colors and images in Print Layout view

☐ Show text wrapped within the document window

☐ Show picture placeholders ⓘ

To cover your pictures/objects and save memory choose File, Options, Advanced and under Show document content check Show picture placeholders

11 Captions for tables, figures and equations

You can add a caption to a table, figure, equation, or other item when you insert it into your document.

a. Adding captions

1   Select the item you want to add a caption to

2   Choose **References** tab, **Insert Caption**
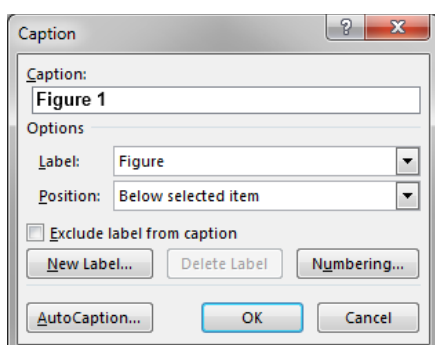
3   Select the options you want

4   Beside the figure number insert a dash then type in the relevant caption for the graphic

5   Click **OK**

Captions are inserted as fields. If you see an entry that looks something like {SEQ Figure * ARABIC} instead of text, the field codes are being displayed instead of field results. To see the field results, right-click the field code, and then click Toggle Field Codes on the shortcut menu or go to the File Menu, Options, Advanced, Show Document content and uncheck Show field codes instead of their values

b. Include chapter numbers in captions

You can include chapter numbers in captions for example, 'Table 1-A' is a caption that includes the number of the chapter in which it occurs.

1   Make sure that chapter headings are formatted with one of the nine heading styles that come with Word. You must apply a unique heading style to chapter headings before you can attach some numbering to the styles. For example, if you use the Heading 1 style for chapter headings, do not use the Heading 1 style for any other text in the document

2   Choose **Home** tab, click the drop down arrow on the multilevel list button

3   Click a numbering format that is linked to the Heading 1-9 styles
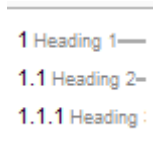
4   Select the item with the caption that you want to add a chapter number to

5   Choose **References** tab**, Insert Caption**

6   Click **Numbering**

7   Select the Include chapter number check box, and then select the heading style you applied to the chapter headings
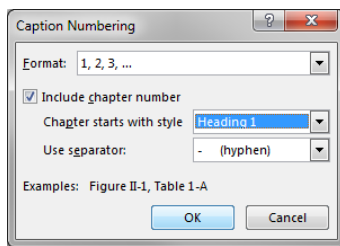
8   Select the symbol you wish to separate the chapter number from the figure number

9   Click **OK**, **OK**

c.   Change labels in all captions of the same type

1   Select the caption label you want to change, for example, 'Table 2'

2   Choose **References** tab, **Insert Caption**

3   The label you want to change appears in the Caption box

4   Click **New Label**

5   In the **Label** box, enter the label name you want, for example, Slide

6   Click **OK**, **OK**

d.   Change the number format for captions

1   Select the caption that includes the number format you want to change

2   Choose **References** tab, **Insert Caption**

3   Click **Numbering**

4   In the **Format** box, click the number format you want

5   Click **OK**, **OK**

12 To combine all chapters of the Thesis

1   Create a document using **thesis1** template (containing the front and end pages)

2   Choose **File Tab**, **Save As** and save it as, e.g. **complete thesis.docx**

3   Select the text which says **text of any chapter** (before the section break and the appendices page, etc.)

4   Choose **Insert** tab, **Object**, **Text from File** and insert the document containing Chapter 1

5   You then require a section break before inserting the next chapter, choose **Layout** tab, **Breaks** and under **Section Breaks**, choose **Next Page**

6   Your cursor will now be sitting between 2 section breaks

7   Repeat from d) to f) until all chapters of the thesis have been inserted

8   Re-save the file

13 Creating a Table of Contents

If you have used styles throughout your document, you can very easily create a Table of Contents.

1   Position your cursor at the relevant point in the document

2   Choose **References** tab, **Table of Contents** group and drop down arrow on

3   You can opt **for Automatic Table 1 or 2** or choose **Manual Table**, which you populate yourself!

4   You can also choose **Custom Table of Contents**

5   The system offers to show heading levels 1-3. Change this if required at Show levels.

6   Choose the format for the Table of Contents and then click OK (I would recommend that you opt for **From template**, to allow you to edit the TOC styles to your own specification, saving the changes to your Thesis template, if required)

To update a Table of Contents after perhaps moving sections of text around press F9 or choose Update Table

b.   Outline View

Once you have created a document using styles you will find outline view makes it much simpler to manipulate large sections of text. You can also type documents in outline view.

To put your document into outline view, choose **View** tab, **Outline**, from the **Views** group. A new Outlining tab appears:
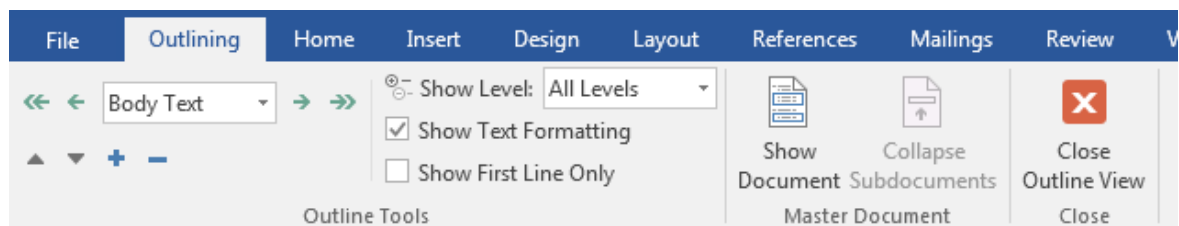
⟪	promotes to Heading 1
⟫	demotes to Normal style
←	used to promote the heading levels (could use Tab also)
→	used to demote the heading levels (could use Shift Tab also)
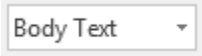
You can also promote and demote paragraphs by dragging the symbol at the left of the heading (e.g. ⊕)

Body Text ▾	allows you to choose style level, i.e. Level 1 = Heading 1
▲ ▼	used to move heading paragraphs and their associated body text (only when they are collapsed) up or down through the document
✚ ━	used to either display (expand) or hide (collapse) associated text attached to heading styles
Show Level: All Levels ▾	used to collapse the document to show either heading 1, headings 1 and 2, headings 1, 2 and 3 and so on, or return to displaying the full document
☐ Show First Line Only	when ticked shows only one line of body text under a heading
☑ Show Text Formatting	when ticked shows the formatting of a style
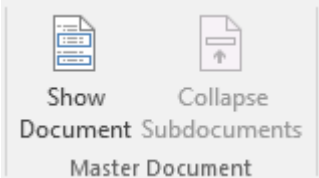
The text itself has symbols beside it, e.g.

⊕ e)→Change·the·number·format·for·captions¶
   ● 1. → Select·the·caption·that·includes·the·number·format·you·
      want·to·change¶
   ● ¶
   ● 2. → Choose·Reference·tab,·Insert·Caption¶

⊕	Indicates there is subtext below the adjacent heading
●	Indicates body text
Show Document Collapse Subdocuments Master Document	Master document buttons

Note: Collapsed headings in outline mode can be printed

14 Converting the file to pdf format

In Word 2016 there is an option to save your document into a PDF format.

To create a PDF

1 Click on the **File** tab

2 From the menu that appears choose **Export**

3 Click [Create PDF/XPS]
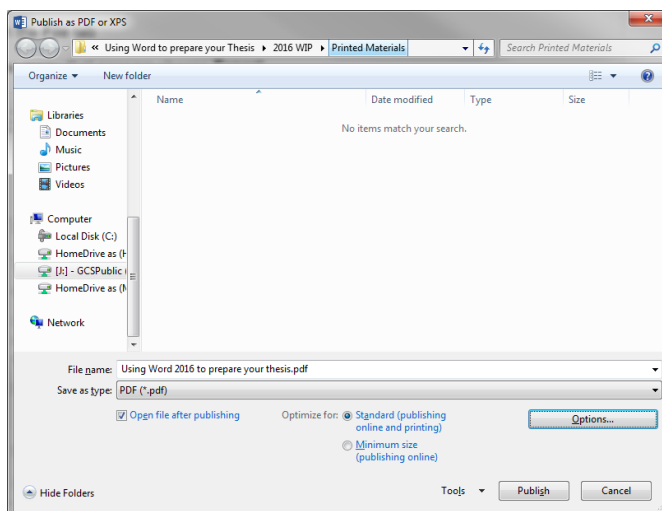
4 When the dialogue box appears, click on the **Options** button
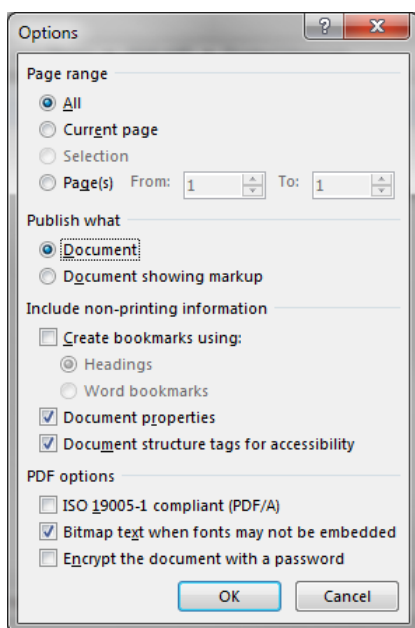
5 Select the options from the dialogue box, Make sure that under the **Publish what** section **Document** is selected

6 Name your document and then click on the **Publish** button

7 If you have left **Open file after publishing** ticked on the previous dialogue box then your PDF document should open on your machine (assuming that you have PDF reader software installed)

Note the filename format required

year - name - degree.pdf

e.g. - 2014smithphd.pdf or 2014jonesmphil.pdf

If you need to deposit two files, one complete and one with third party copyright material edited out you should give them different filenames using the following format:

Public version: year - name - degree.pdf

                                         (e.g. 2014smithphd.pdf)

Full version: year - name - degree internal.pdf

(not for public view)   (e.g. 2014smithphdinternal.pdf)

15 Tools

a. Spelling and Grammar Checker

When you use the spelling command, Word checks your document for spelling errors using a standard English dictionary. In addition to misspellings, it will also alert you to words that have been duplicated, such as 'the' 'the'. Unusual patterns of capitalisation will also be highlighted i.e. 'University', 'Document' etc.

1   From the **Review** tab look at the **Proofing** group

2   Word will check your entire document, including headers, footers and footnotes unless you select only part of your text before choosing the **Spelling & Grammar** button

3   In the case of spelling mistakes, you can choose from the options that appear in the dialogue box or type in the correct spelling yourself

4   Grammatical errors appear in green and spelling mistakes in red

b. Thesaurus

You can use the Word Thesaurus to look up a synonym (a word with the same or similar meaning) for a selected word in your document. If the word has several different meanings, you can select the meaning you want and Word will display a list of alternative words and phrases. You can also look up antonyms (words with the opposite meaning).

1   Select the word in your document you want to look up

2   From the **Proofing** group, choose **Thesaurus**
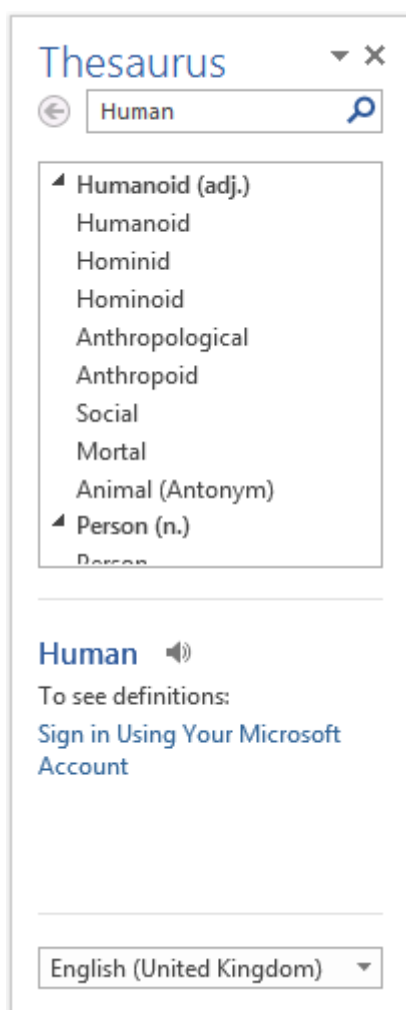
Word displays the Thesaurus dialogue box. The word you selected appears below looked up. Possible meanings for the word are listed. From here you can look up further meanings

c.   Word Count

The Word Count command will display the number of characters, words, lines, paragraphs and pages in the document. It will not, however, include text which is in Footnotes or Endnotes unless you check that box.

To run the Word Count command

1   From the **Review** tab, Proofing group choose **Word Count**
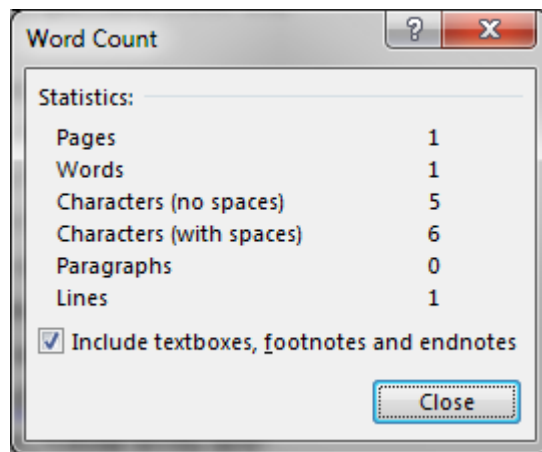
2   Word will automatically start the count and all options will only appear blackened when it is complete (the Cancel button will then change to Close)

Thesis preparation guidelines

1   Page Layout and order

Margins	Top	1.8 cm
	Bottom	1.8 cm
	Left	1.5 cm
	Right	1.5 cm
	Gutter	2.5 cm (making a total binding edge of 4.0 cm)

Pages (printing)   single or double sided on A4 paper, 70 – 100gm

Binding   in such a way that it can be opened fully, binding fixed, preferably sewn

Thesis   divided into appropriate units, such as chapters, sections and subsections, with visual indication of the beginning of a chapter – every chapter should begin on a new page

Title Page

<div align="center">

Title of the Thesis

(total number of volumes, if more than 1 and the number of the particular volume)

Full name of Author

Any qualifications

Submitted in fulfilment of the requirements for the Degree of xxx

School of xxx

College of xxx

University of Glasgow

Month and Year of deposition to the Library

</div>

Abstract   following title page

synopsis of thesis, stating the nature and scope of work undertaken etc on its own on a single page

Table of Contents	pull out on headings with page numbers
	(to include all pages, but no reference to the title and contents pages)
Order	title page
Note: all these pages may not be required, delete as appropriate	abstract
	table of contents
	list of tables
	list of figures
	list of accompanying material
	preface
	acknowledgement
	author's declaration
	definitions/abbreviations
	text in chapters
	appendices
	glossary
	list of references
	bibliography
	index

2   Text Format

Characters	not less than 2.0mm for capitals and 1.5mm for height of lowercase x – 12 point as the base font size
Words	even space between characters and words
Paragraphs	flush left or may be justified (note: formatting issues can be encountered with justified paragraphs)
	with an additional line space between paragraphs (eg in 1½ line spacing, 3 lines (1½+1½ or 18pt+18pt) between paragraphs)
Quoted matter	indented 5mm to 10mm

	text same size as main text, but lines may be in single line spacing
Fonts	Times New Roman or Trebuchet MS for the body of the thesis
	Arial or Trebuchet MS for Headings
Line spacing	1½ line spacing
Headings	used to indicate the hierarchical structure of the text
	normally not more than 4 levels including chapter headings as first level
	each level distinguished from the other by position, typography, or both
	preceding and following space should be **not** less than the space between paragraphs
	not centred except possibly for chapter headings
Heading Numbering	If required, in the format:
	1. Heading1
	1.1 Heading2
	1.1.1 Heading3

Style Descriptions

Key –

NEW   New style

QS☑   Quick style

§   Linked style

Note: Space before 0pt, after 18pt on all heading styles

Ctrl Shift N	**Normal**
QS☑	Font: (Default) Times New Roman, 12 pt, Left, Line spacing: single, Widow/Orphan control, Style: Quick Style
	(Note: Good font to be used in consideration of dyslexic readers Trebuchet MS)
QS☑ §	**Body Text**
	Style based on: Normal
	Style for following paragraph: Body Text
	Line spacing: 1.5 lines, Space After: 18 pt
	Style: Linked, Quick Style
	Shortcut Key: **Alt Ctrl B**
QS☑ §	**Caption**
	Style based on: Normal
	Style for following paragraph: Body Text
	Font: Arial, 10 pt, Bold, Space Before: 6 pt
	Style: Quick Style
NEW	**Caption 2**
QS☑ §	Style based on: Caption
	Style for following paragraph: Body Text
	Space Before: 0 pt, After: 18 pt
	Style: Quick Style
	Shortcut Key: **Alt Ctrl 8**

Captionspace

Style based on: Caption

Style for following paragraph: Body Text

Font: Not Bold, Space Before: 0 pt, After 8 pt

Style: Quick Style

Shortcut Key: **Alt Ctrl 9**

Endnote Reference

Style based on: Default Paragraph Font

Font: Arial, 10 pt, Superscript

Endnote Text

Style based on: Normal

Font: Arial, 10 pt, Indent: Left: 0 cm, Hanging: 0.5 cm, Space After: 6 pt

Footer

Style based on: Normal

Font: Arial, 10 pt, Tab stops: 7.75 cm, Centred + 15.5 cm, Right

Footnote Reference

Style based on: Default Paragraph Font

Font: Arial, 10 pt, Superscript

Footnote Text

Style based on: Normal

Font: Arial, 10 pt, Indent: Left: 0 cm, Hanging: 0.5 cm, Space After: 6 pt

Header

Style based on: Normal

Font: Arial, 10 pt, Tab stops: 7.75 cm, Centred + 15.5 cm, Right

Alt Ctrl 1 QS☑ *§*	**Heading 1** Style based on: Normal Style for following paragraph: Body Text Font: Arial, 18 pt, Bold, Kern at 14 pt, Space After: 18pt, Keep with next, Keep lines together, Level 1 Style: Linked, Quick Style
Alt Ctrl 2 QS☑ *§*	**Heading 2** Style based on: Normal Style for following paragraph: Body Text Font: Arial, 16 pt, Bold, Kern at 14 pt, Space After: 18pt, Keep with next, Keep lines together, Level 2 Style: Linked, Quick Style
Alt Ctrl 3 QS☑ *§*	**Heading 3** Style based on: Normal Style for following paragraph: Body Text Font: Arial, 14 pt, Bold, Kern at 14 pt, Space After: 18pt, Keep with next, Keep lines together, Level 3 Style: Linked, Quick Style
QS☑ *§*	**Heading 4** Style based on: Normal Style for following paragraph: Body Text Font: Arial, Bold, Space After: 18pt, Keep with next, Keep lines together, Level 4 Style: Linked, Quick Style Shortcut Key: Alt Ctrl 4
Alt Shift P	**Page Number** Style based on: Default Paragraph Font Font: Arial, 10 pt

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Quote

Style based on: Normal

Style for following paragraph: Body Text

Indent: Left: 1 cm, Right: 1 cm, Space After: 18 pt

Style: Linked, Quick Style

Shortcut Key: Alt Ctrl Q

QS☑

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Title

Style based on: Heading 1

Style for following paragraph: Body Text

Style: Linked, Quick Style

Shortcut Key: Alt Ctrl 5

TOC 1

Style based on: Normal

Style for following paragraph: Normal

Space After: 5pt, Style: Automatically update

TOC 2

Style based on: Normal

Style for following paragraph: Normal

Indent: Left: 0.42 cm, Space After: 5pt, Style: Automatically update

TOC 3

Style based on: Normal

Style for following paragraph: Normal

Indent: Left: 0.85 cm, Space After: 5pt, Style: Automatically update

TOC 4

Style based on: Normal

Style for following paragraph: Normal

Indent: Left: 1.27 cm, Space After: 5pt, Style: Automatically update

Useful Shortcut keys

Using keyboard shortcuts can help you become more efficient when creating documents in Microsoft applications. Most keyboard shortcuts require you to use two or more keys at the same time. To use a keyboard shortcut first press and hold down the modifier key or keys (i.e. SHIFT, CTRL, ALT) and then press the corresponding standard key on your keyboard.

Function	Shortcut
Go to "Tell me what you want to do"	ALT+Q
Open	CTRL+O
Save	CTRL+S
Close	CTRL+W
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Select all	CTRL+A
Bold	CTRL+B
Italic	CTRL+I
Underline	CTRL+U
Cancel	Esc
Undo	CTRL+Z
Re-do	CTRL+Y
Spell Check	F7
Create a new document.	CTRL+N
Open a document.	CTRL+O
Close a document.	CTRL+W
Split the document window.	ALT+CTRL+S
Remove the document window split.	ALT+CTRL+S
Save a document.	CTRL+S
Insert a hyperlink.	CTRL+K
Refresh.	F9
Print a document.	CTRL+P
Open the search box in the Navigation task pane.	CTRL+F
Replace text, specific formatting, and special items.	CTRL+H

Function	Shortcut
Go to a page, bookmark, footnote, table, comment, graphic, or other location.	CTRL+G
Mark an index entry.	ALT+SHIFT+X
Insert a footnote.	ALT+CTRL+F
Insert an endnote.	ALT+CTRL+D
Change the case of letters.	SHIFT+F3
Apply bold formatting.	CTRL+B
Apply an underline.	CTRL+U
Apply italic formatting.	CTRL+I