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Author's Note

This handbook is the result of ten years helping students figure out how to make MS Word do what you need it to do. As a convert from Word Perfect, this was a challenge. I spend hours each semester trying to help students achieve the final result necessary, one of the most nerve-racking periods of their lives, so finding a way to make it easier for you is as important to me as it is to you.

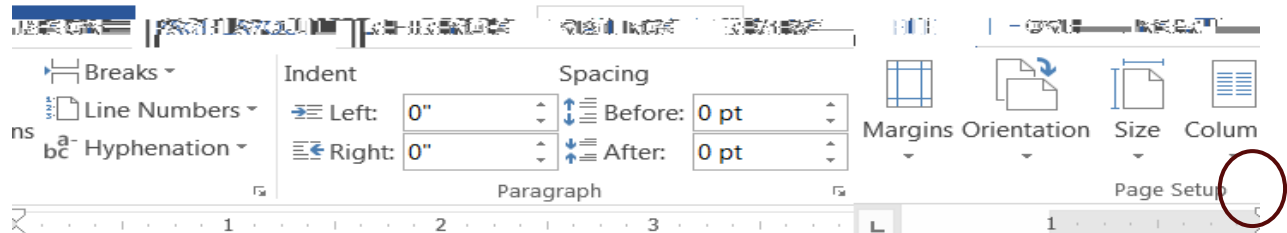
This is a HowTo Tutorial, not a rule book. The contents of this handbook should in no way replace using the Graduate School Formatting Manuals for the Master's Thesis, Doctoral Capstone or Doctoral Dissertation. http://www.unco.edu/grad/new_current/resources/index.html

Overview of Microsoft Word Settings

The best results are achieved when you set basic document settings before you start writing. That isn't always possible, and if you don't work on the format until right before turning your manuscript in for approval, be VERY sure to save the successful edits with a new name so that you always have the original to revert to if something goes really wrong.

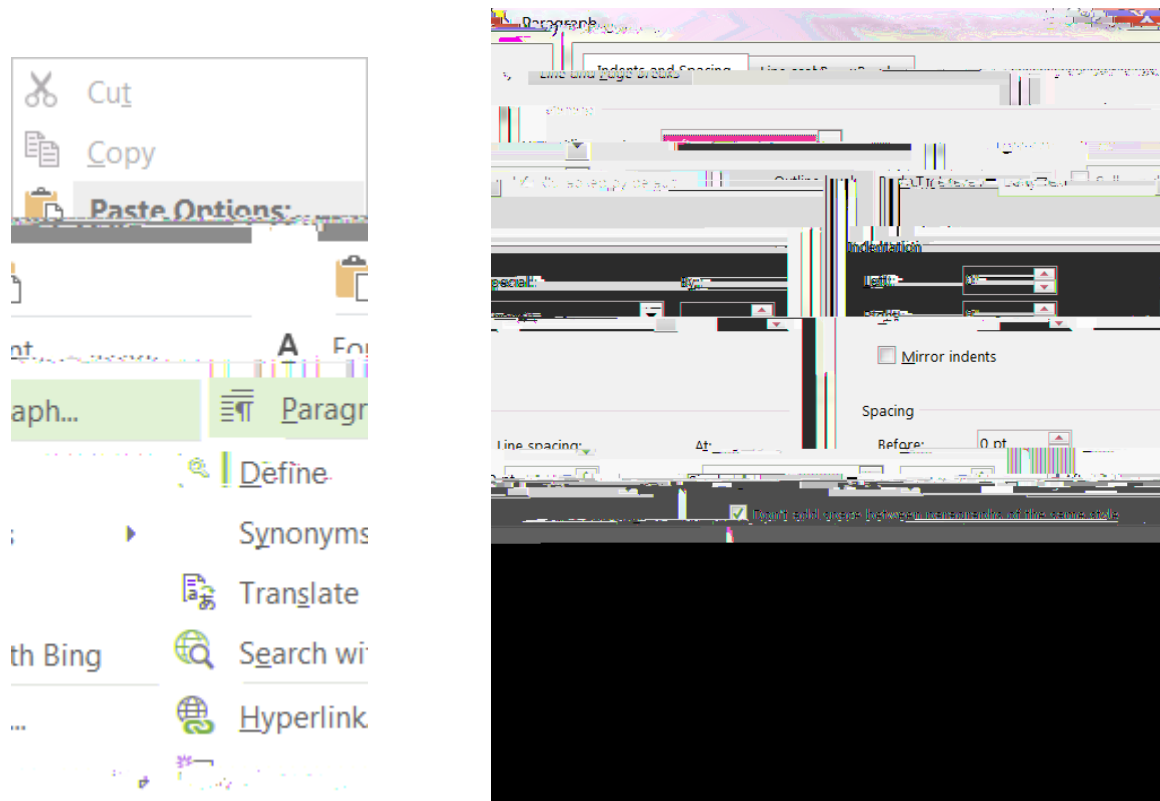
Play with the settings in a test document and get familiar with what MS Word settings do before trying to implement changes in your manuscript. If you're using a document that has text already, in most cases, you can highlight sections and change settings throughout. Such as the Margins, highlight the entire document and set the margins rather than doing it chapter by chapter. If you're playing around with line spacing, work in smaller chunks, or if you choose to revise the full document at one time, plan to go back and reset the single spaced sections.

Other tabs have shortcuts which give similar options that are available in other tabs or fuller options, such as the Page Layout gives shortcuts but not as many options for the Paragraph spacing. You can get to the full Paragraph settings by clicking on the small arrow in the lower right hand corner of the paragraph setting from the Home tab...



or the Page Layout tab or with the right click of the mouse.

... or the Page Layout tab or with the right click of the mouse. Both will bring up the window shown on the right.



Throughout this Handout you will find a few styles of bullets used to direct you to specific information.

Arrows are Instructions

- Bullets are GS Rules or comments

SETTING UP A DEFAULT DOCUMENT

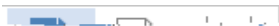
Margins

- Entire document must have these settings from the title page through the appendices exceptions!
- Landscape pages the “top” of the landscaped page will be the “left” margin setting (More on how to format Landscape Pages later) Any figure or table that is too wide for the Portrait layout must be set as a Landscape layout page in the electronic document so that readers do not have to turn the book or electronic device to read it.
Go to Page Layout tab
1.5” Left, 1” top, right and bottom

Page Breaks and Section Breaks

Page Breaks

Use "Page Breaks" prior to the first page of each section (such as at the end of the Table



Section Breaks

Use

Paragraph Settings

The most common mistake I see is that the author starts out with the correct settings as chapters or sections are added (or moving from one computer to another) the settings change. Watch these settings throughout the document, but especially above and below headings. If spacing looks larger above a heading than above others, highlight the section to include the last words of the previous paragraph through the first words of the next paragraph below the heading, and right click to open the paragraph settings. Some "styles" add extra space. (see tips for style modification later) Check:

- Double space throughout dissertation except for quotes longer than 3 lines. Research questions
- ALL paragraph indents should be ½ inch.

Widowed and Orphaned L

Adding

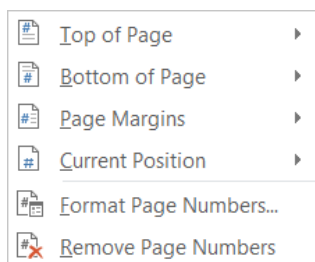
- *Remainder of Preliminary Section* –numbering will automatically continue sequentially in lower case Roman numerals in the footer until you set a new section break. (Hint: insert Page Breaks at the end of each of these: the Abstract, Acknowledgments, Table of Contents, List of Tables, List of Figures, and at the end of every other etc. so the start of each will always stay in the same place on the page 2" from top) a Section Break at the bottom of the last page of the preliminary section (right before page 1 of thesis, capstone or dissertation)
- *Check font style and size* - This is when, if the font style is different than your manuscript, you would doubleclick to select the numeral in the footer (on first page), and change the font style and size. (Arial or Times new Roman size 12 are the recommended styles). This will change everything in that footer throughout the section.

Skip down to the next section on Unlink Page Numbering, then come back to Body of Thesis, Capstone or Dissertation.

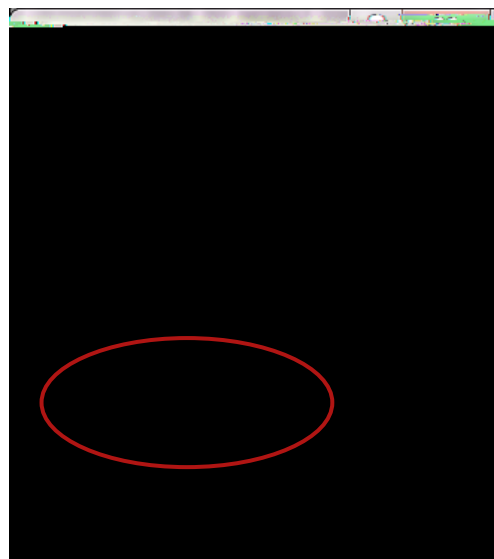
Body of Thesis, Capstone or Dissertation

Page 1 of the Chapters, you're going to cover numbering with number 1, Arabic numeral, top right of the page. (inside the page header) (Hint: If you insert the page numbering before Unlinking, you will need to go through the Format the Page Numbers step again.)

Once you select top of page, it brings up another window offering to place in the left, middle or right top of page. Select the top right which they call "Plain number 3"

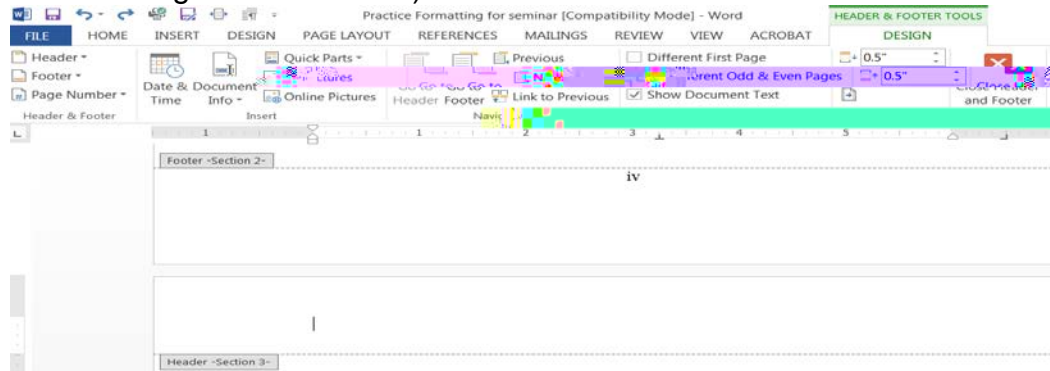


Then go back to Format Page Numbers
 This time you need to select the Arabic
 Numbering 1, 2, 3
 Do NOT select continuous, choose Start at: 1



Unlink Page Numbering.

- Necessary between the Preliminary section of a thesis and Chapter 1 of the thesis.
- To do this, you will need to click so you are inside the header or footer, (Hint: Once you click inside the header it will open a new tab called "Header and Footer Tools" on the right of the ribbon.)

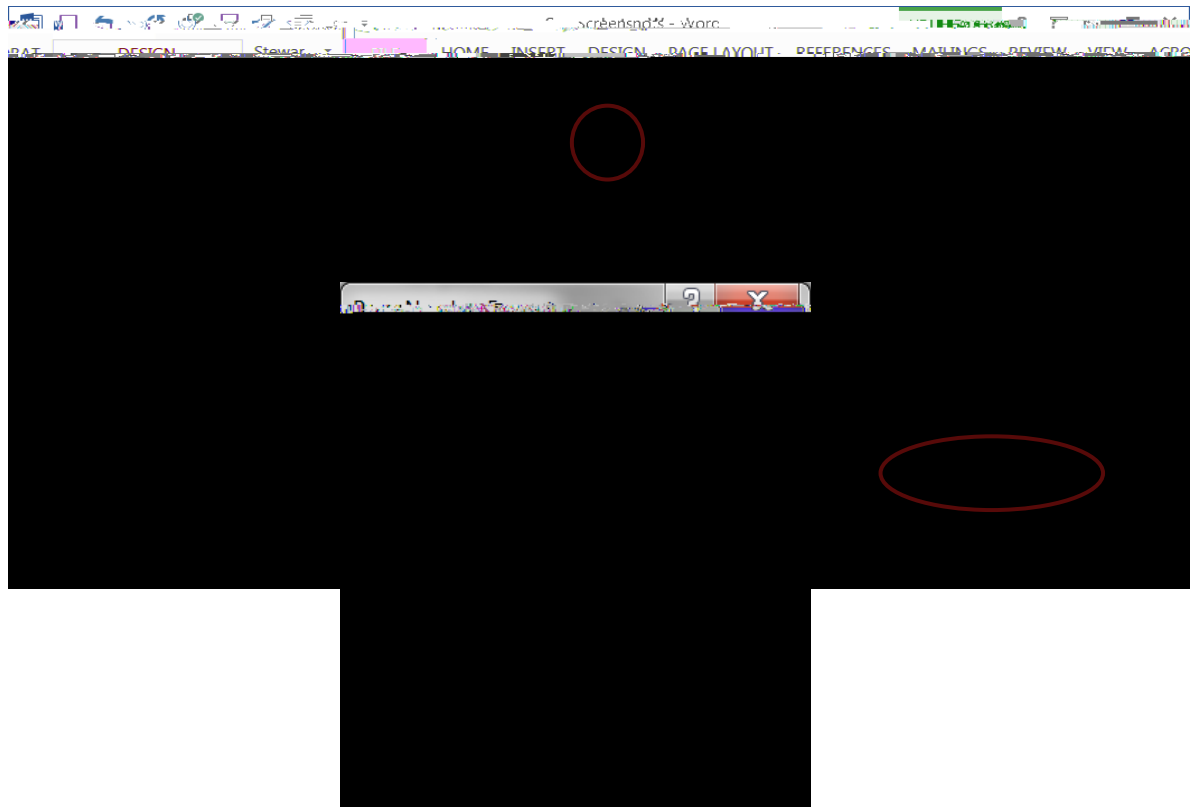


Select UNLINK to Previous in the Navigation section. Hover over the icon to see if it's set as Link or Unlink. If it's Unlinked, it will not show anything in on the header on the next page (where the example says "Same as Previous")

Go to "Format page numbering"

Use "Start at: [page number]" when you are going to start over with a different page number (such as page 1 for the first page of Chapter 1)

Use "Continue from previous section" ONLY in the case of the page in the middle of the document. (such as a landscaped table in chapters)

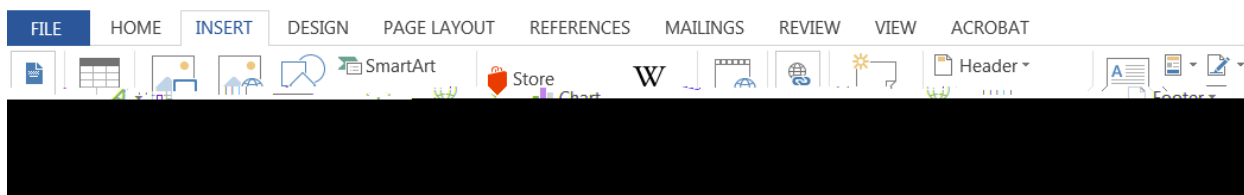
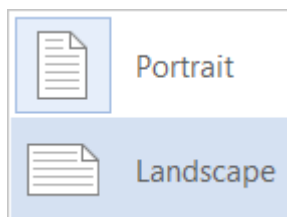


Landscaped Pages.

At the bottom of the previous page, insert a new section and Unlink from Previous section.

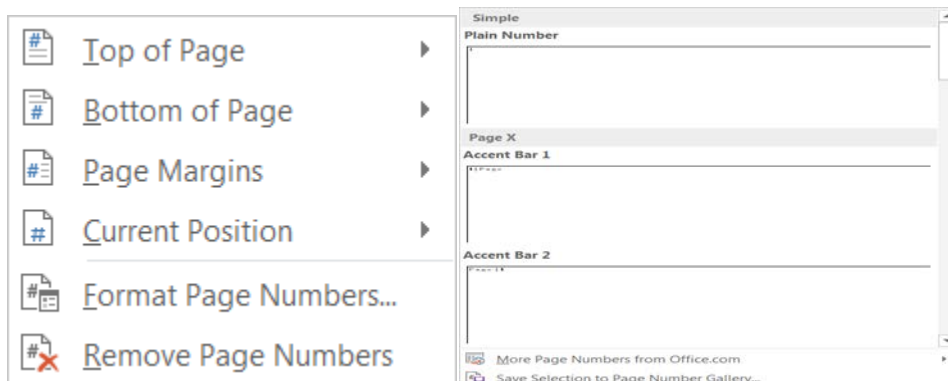
Page Layout- change to Landscape.

The page number should be moved to the same position as it is on the printed portrait pages. This is a 2-step process in most cases.



Adding the new page location.

Create a text box, move it to the correct position in the right of the landscaped page. Insert a page number inside the box, either manually or using the Page Number feature, be sure to select “current position” – then Plain Number



Resize the text box as tight as you can so it doesn't cover up any of your text when it's moved.

Remove the border around the text box.

Turn the text within the text box so it reads the same direction as the portrait pages.

Click in the text box, a new click Tab “Drawing Tools” will appear to format the text.



Covering the number in the wrong location.

- This can also be used in the preliminary section if you don't insert section breaks.
- Insert Text box close to the location but IN THE DOCUMENT, not in the header or footer
- Move the text box to cover the page number. If it is totally in the header or footer it will cover the page numbers on every page. When it is placed in the document, it only covers the number on that one page.

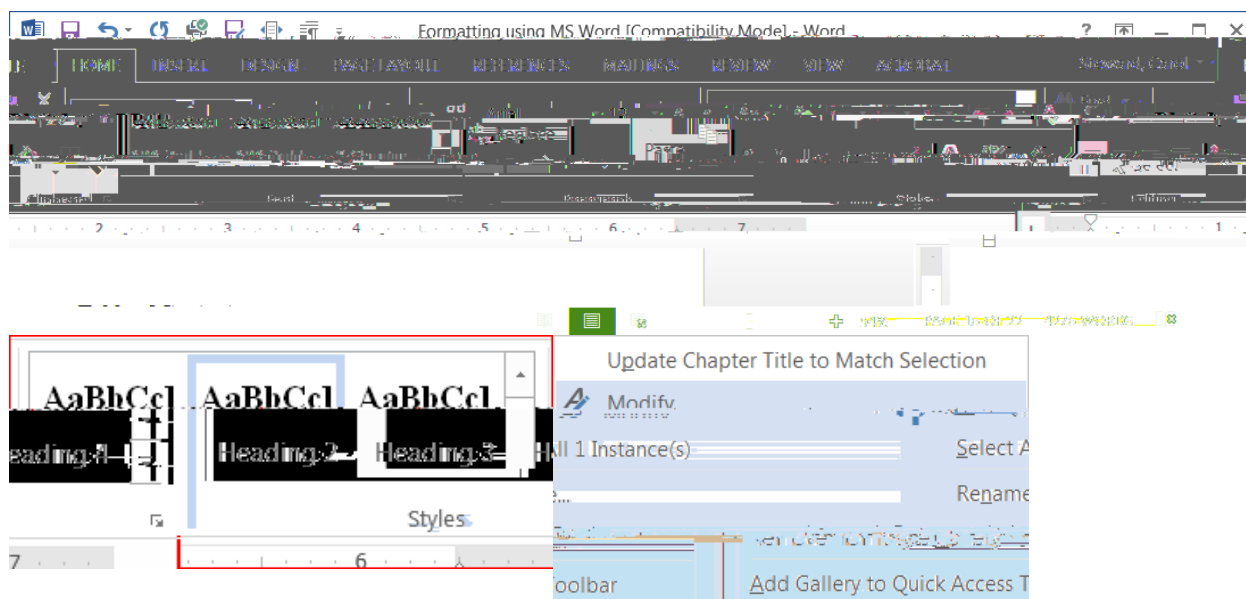
EXAMPLE OF A LANDSCAPE PAGE LAYOUT

Table 1

Table of Contents

Automatic Table of Contents

To utilize the “Automatic Table of Contents” Feature, you must use the Styles gallery on the Home tab to set your heading format in the document (Hint: This works best if it's added BEFORE you have the dissertation written and diligently update as you write. AGAIN, test this feature in a TEST document if you're doing it after the writing is complete, it will test your patience Do NOT try this at the 1st hour before your final manuscript is due to the Graduate School. This takes time to set up and it's tedious work but may be worth the tradeoff when it comes to creation and constant updates of the Table of Contents. (Hint: Even with the Styles set, you will need to adjust the format and design of the Table of Contents as the last step before turning it in -for example, don't leave bold font and italics in the table of contents)



Using and Modifying Styles. Label all of your chapter titles headings (e.g. “Chapter #” and “Introduction, or Review of Literature”) in the style Heading 1 (or Chapter, but however you choose to do it, you MUST keep track of what "level" it "should be" because setting styles does "update" format in the document as well as in the Table of Contents, you MUST make sure you've modified all levels to match the style manual you are using. (Hint: Don't rename the style, just keep track of which YOU are using as Chapter title, Subheading 1, 2, 3, etc. Keeping the names MS Word uses will make the setting of the final Table of Contents easier.)

Changing properties of a style. For Heading 3 I wanted it to match up with APA format, So I changed:

Font to match size, style (Times New Roman) and Color to black
I removed the extra space

For paragraph heading ending in a Period (APA level 3) make sure you select ONLY the words – do not include the period or it will set all of the paragraph in the style and include it all in the Table of Contents.

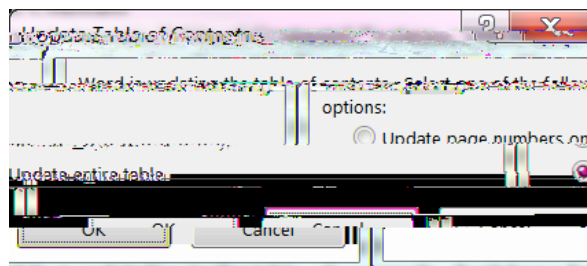
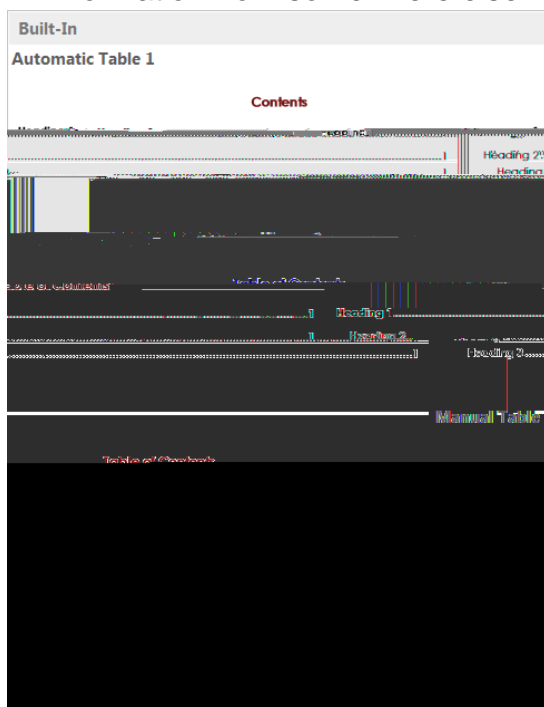
You can make adjustments at any time, click the automatically update, and it will update ALL of this style.

Inserting the Table of Contents. If you have used Heading styles in your document, (make sure you haven't missed any) creating an automatic table of contents is easy. Place your cursor where you want your table of contents to be, usually around page iv or v (Hint: once it's properly placed in the document and is "working" once you click

If you want to change which headings appear in your table of contents, you can do so by changing the number in the *Show levels* pull-down. (This is why it simplifies it to use MS Word's default options. If you create your own, you need to always use the Custom Table of Contents)

Click *OK* to insert your table of contents.

The table of contents is a snapshot of the headings and page numbers in your document. At any time, you can update it by right-clicking on it and selecting *Update field*. (Hint: if you're sure you have all chapters and headings that you want included as all 1st and 2nd level headings you can select "update page numbers". If you've revised subheadings, select "Update entire table".) Notice that once the table of contents is in your document, it will turn gray if you click on it. This indicates that it is getting information from somewhere else.



Manual Table. Manual creation of a neatly organized Table of Contents, step-by-step instructions are on the UNC Graduate School website.

<http://www.unco.edu/grad/forms/pdfs/TableOfContentsExample.pdf>

List of Tables and List of Figures

To utilize the "Automatic" lists of the titles and Figure captions, use the "Insert Caption" feature under the References tab. but a manual list can be created using the same instructions as the Table of Contents instructions above.

Centered Headings

Check centered titles or headings to be sure they're not off center (too far to the right usually) because there is a tab on the line prior to you telling word to center. This often happens

because of automatic paragraph indent setting. If you go to the beginning of the word, look to see if the arrows on the ruler across the top of the document ruler show a gap, it is inserting the Paragraph indent before the Center code takes affect. To remove it, backspace to the beginning of that line, it should erase the tab. If it does not, click on the top arrow (the Paragraph indent) and slide it to the left. Then highlight the full heading and center it again.

Heading format

Example of a blocked quotation:

Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it (Steve Jobs)

Embed Fonts

This simply means that all of the font information used to make your document look the way it does is stored in the PDF file. So no matter what fonts someone has on their computer, they'll be able to see the file as you intended it to be seen.

If you don't embed fonts, Adobe Acrobat will make its best guess at font substitution using whatever fonts are available on the reader's computer. Substitution can result in significant differences between your intended output and what the reader observes (particularly with equation or symbol fonts), so it is best to have the fonts embedded.

To embed your fonts in Microsoft Word 2007 (and 2010 or 2013):

Create your manuscript using a TrueType font. Recommended fonts include Times-Roman and Helvetica.

Click the circular Office button in the upper left corner of Microsoft Word. (FILE in the 2010/13 MS Word)

A new window will display. In the bottom right corner is a button, Word options.

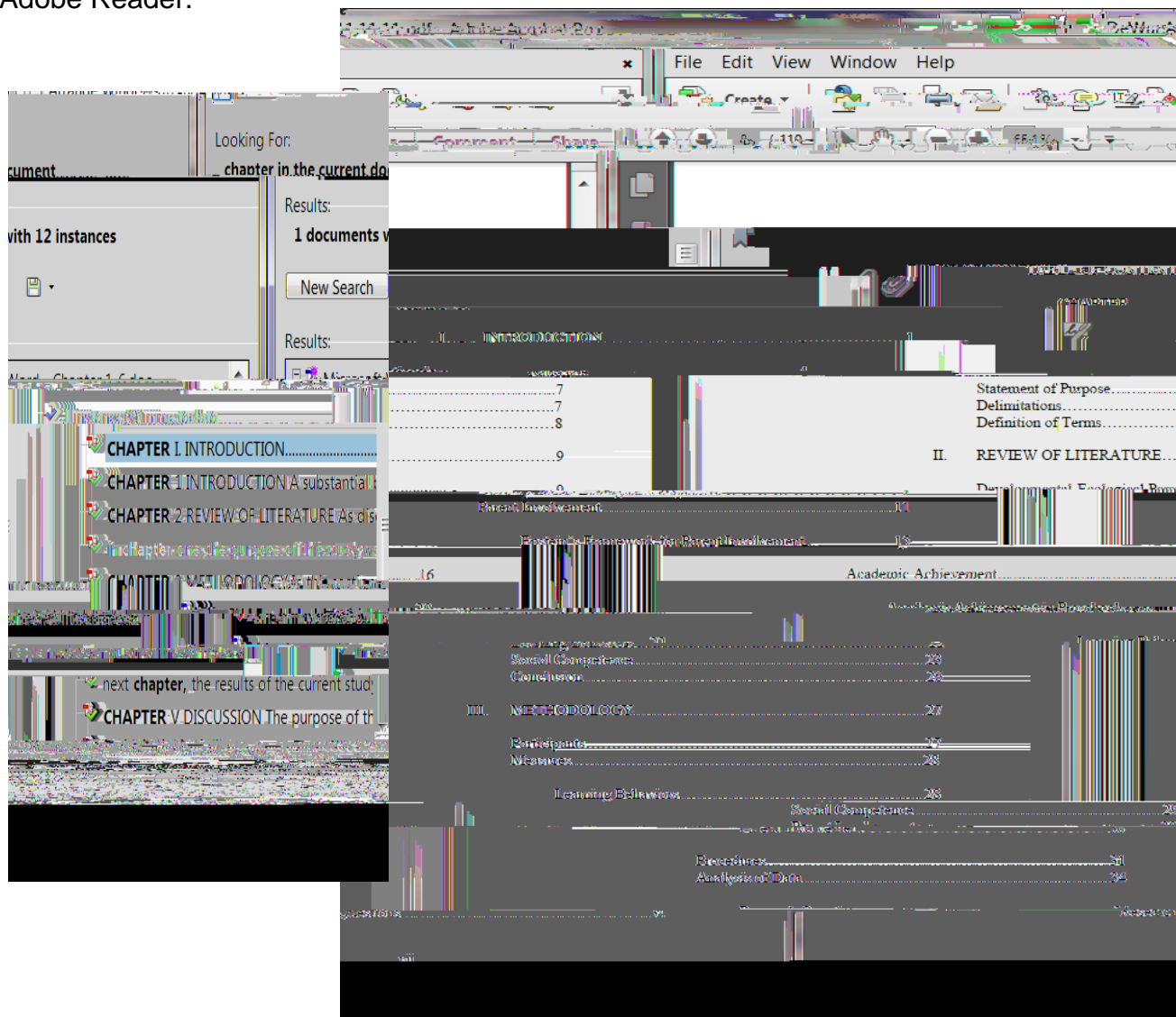
Click the Word Options button. (Options in 2010/13013):9dEt nenc ¾d outhefontf lm20(y)20(ou)-10(r-6(c)-9.9(e)-2(he)4

Appearance of your references.

- Keep the source name flush with the left margin. (only the first line if the group of authors is longer than will fit on the one line.
- Must be in correct order to meet your program requirements (most alphabetical)
- Use hanging indent for 2nd and subsequent lines of author citation.
- You may choose to use single spacing, for each group, but double space between groups.
- Don't divide a group between pages. IF it all doesn't fit on one page, move the entire group to the next page

Checking references and citations.

Find feature in MS Word works, but I still prefer the Advanced Search feature in the Adobe Reader.



Other Helpful Advice

- Thesis, Capstone & Dissertation Resources Web site
www.unco.edu/grad/current/Resources/index.html
- Learn as much as you can about your word processing program early in the process.
- Weigh pros and cons of hiring a typist– be VERY specific on what you want to pay them to edit. Plan to work hand-in-hand with the typist through the process.
- Dissertation Format Manual – Use it from proposal through dissertation to make the transition from one to the other easier and less headaches for you
- Style Manual adopted by your program –I not only check to be sure you're following the Graduate School guidelines, but your program's style requirements. If your program has