Introduction

The aim of this document is to show you how to make the best use of Microsoft Word when writing a thesis (or other long document). Some features are only dealt with in brief in these notes and you may need to work through some of the Microsoft Word: Advanced Topics to gain a deeper understanding of how they work.

To gain full advantage of the training, it’s important that your thesis has been prepared in the correct manner, as described in the notes Microsoft Word: Starting a Thesis. These make use of a user-defined thesis template, which complies with the Rules for the Submission of Theses for Higher Degrees. Whether or not you have followed those notes, you must have used Heading styles and Captions throughout your thesis in order to be able to generate a Table of Contents and Table of Figures or Tables.

To practice finishing off a thesis, this document uses a set of example files. Try these first before applying the techniques to your own thesis. The example files are held in the D:/Training/thesis folder on the lab PCs and they can also be downloaded by clicking on the links provided on the web page version of the document.
Controlling the Layout

When you've virtually finished writing your thesis (or at least a chapter), try fitting the text onto the pages. Inevitably things never fit as you would like them to but there are several steps you can take to improve the layout. The following should give you some ideas of how to control layout.

Note: the example files and template can be downloaded from the WWW via links in this document (best to save first and then open).

1. Open the Start menu and choose My Computer
2. Double click on Data (D:) then double click on the Training folder
3. Finally, double click on the thesis folder, select the file Chapter1.docx and press <Enter> to open it
4. Begin by adding the [Print Preview and Print] button to Word's Quick Access Toolbar (click on the down arrow on the right of the bar and turn on Print Preview and Print)
5. Click on the new button to see the current layout (all 3 pages – use the scroll bar or click on [Next Page] to move down) then press <Esc> or click on the HOME tab to resume normal working

You should have noticed that the chart doesn’t fit on the first page, leaving a large empty space. Here are some suggestions to rectify this and similar problems you may have with your own thesis:

- Rephrase sentences or re-write paragraphs completely to shorten the text
- Reduce the right margin slightly so that a few more characters fit onto each line
- Use hyphenation so a long word at the start of a line partly fits on the previous one
- Suspend Widow/Orphan control to allow single lines of a paragraph on a page
- Reduce the bottom margin or footer slightly so that an extra line fits onto each page
- Amend line spacing or space between paragraphs by a fraction to gain an extra line
- Squash up a list or table by adjusting line spacing and/or space between paragraphs
- Decrease the size of a diagram so that it occupies less space
- Alter the horizontal spacing (on the CHARACTER SPACING tab in the Font dialog box)

Try out some of the above, on the example file:
1. Reword the first paragraph so that it fits onto just two lines (eg delete the word notes on the first line or rephrase the second sentence to read It uses a special …)
2. Note that the chart now fits onto the page then press <Ctrl z> to [Undo] the typing
3. Click on the [View Ruler] button at the top of the vertical scroll bar (or on [Ruler] on the VIEW tab)
4. Widen the first paragraph slightly by moving the mouse cursor onto the [Right Indent] button on the far right of the Ruler and drag it one step further right

Note: A slight adjustment like this won’t show unless your text is justified (stretched to be straight on the left and right). If yours is then you need to apply step 4 to all the paragraphs on the page.

5. Again, the chart fits - press <Ctrl z> to [Undo] the right indent
6. Reduce the spacing between the second paragraph and numbered list - click in the second paragraph to reset the typing position then click on the Paragraph Settings group arrow on the HOME tab
7. On the Indents and Spacing tab, under Spacing, set After to 0 pt - press <Enter> for [OK]
8. Once again, the chart fits - press <Ctrl z> to [Undo] the spacing
9. Click on the chart caption Figure 1 then repeat steps 6 and 7 and also change Line spacing to single
10. Press <Ctrl z> to [Undo] the change
11. Next try resizing the chart - click on the chart to display the handles then move to the PICTURE TOOLS FORMAT tab and gradually reduce the [Height] in the Size group until the chart fits onto the first page

This is perhaps the easiest way to fit a diagram exactly onto a page. Needless to say, this particular example is somewhat contrived but, hopefully, it has given you some ideas as to how to fit text onto pages.
12. Next, move down to the first paragraph in section 1.2 Adding References and, near the end, click between the c and a of the word automatically

13. Move to the INSERT tab and click on [Symbol] then choose More Symbols...

14. Click on the Special Characters tab then double click on Optional Hyphen – press <Esc> for [Close]

Word uses the hyphen to split the word and, in doing so, it saves a line and the text looks much better. By inserting an optional hyphen, the hyphen will disappear if you happen to make further corrections to the paragraph later on. You then don’t have to proof read your work to delete any hyphens that are no longer needed. Note that you can use <Ctrl - > to type this in from the keyboard – try this next:

15. Press <Ctrl z> to [Undo] the hyphen then press <Ctrl - > - the hyphen is added again

Tip: If you like hyphenation, you can turn it on for the whole document – go to the PAGE LAYOUT tab, click on [Hyphenation] then choose Automatic. Set Hyphenation Options… to suit your needs.

The above exercise should have shown you how very minor changes can have a big impact on the page layout. Sometimes, several adjustments are needed to fit text to the pages.

Controlling Page Breaks

If you scroll down the document you’ll find the References heading is now at the foot of page 2. This would look better on the next page. To force a paragraph onto a new page, don’t be tempted to press <Enter>. This produces a soft page break, which will move up and down as the text before it changes. If you press <Ctrl Enter> instead then you create a hard page break, which never moves.

1. Click at the start of the heading References to set the typing position and press <Ctrl Enter>

Tip: To leave a blank page in your text for photographs or something similar, press <Ctrl Enter> twice. You then have an empty page, already numbered in sequence with the rest of the text.

When inserting hard pages, start at the beginning of each chapter and gradually work your way through it. When you reach a critical position, insert a page break then examine the text before it to see how that fits on the pages. If the section is slightly too long (ie just a few lines spill onto the last page before the break), you might like to spend a little time getting the text to fit exactly, as you saw in the first exercise. If the last page in the section is just a little on the short side, you can consider doing the reverse of the above to distribute the text more evenly across the pages.

Don’t spend too long fixing page breaks if it’s likely the text will need redrafting or correcting in the future - you’ll only have to take out the breaks and reset any changes made to the margins, spacing etc. Also, it’s quite possible that when you reach the next critical position and try to insert another hard page, you’ll find it impossible to fit that section neatly onto the pages anyway. In such cases you might have to abandon the first break completely and start again.

Inserting Section Breaks

Another type of break is a section break. This is particularly useful when you have a wide diagram or table to include in your thesis. Word treats each section as though it was a separate document, with its own page setup. This allows you to include landscape (sideways) pages in an otherwise portrait (upright) document. To see how this works, place the chart on a separate landscape page:

1. Click at the start of the paragraph at the top of page two (ie before Note how the caption...)

2. Move to the PAGE LAYOUT tab and select [Breaks]

Note that you can insert a Page break this way. Note also Column break - this would be needed if you were being really clever and producing your thesis in a 2-column layout (like a newspaper). When using columns, you may also need to make use of a Continuous section break to switch between two columns and just one (eg for a table or figure) on the same page.

3. Under Section Breaks select Next Page
4. To see the section indicator, right click on the Status Bar (below the text) and turn on Section.
5. Next, move up to the start of the line with the caption Figure 1 ... and repeat steps 2 and 3.

Tip: It's always a good idea to insert two section breaks like this. In this way, the third section will retain the original page setup settings of the first, leaving you free to change just those for the section in-between. You can always see which section you are in from the information on the Status Bar. Currently you should be on Page: 2 of 4 in Section: 2.

6. Still on the PAGE LAYOUT tab, choose [Orientation] then Landscape (just for Section 2) - the margins are adjusted automatically for you and the left binding margin has moved to the top.
7. Click on the [Print Preview and Print] button on the Quick Access Toolbar to see the result – scroll up and down through the pages.
8. Press <Esc> or click on the HOME tab to return to your document.

Tip: If possible, avoid landscape pages. Place a diagram on portrait pages then rotate it 90°. You may need to cut the diagram and then paste special as a picture. If you have a wide table, rotate the text through 90° so that it fits onto the portrait page. You would also need the caption so that it will appear in your Table of Figures or Tables. Firstly, add a caption, as normal. Then, if you want it sideways, select it and cut it. Finally, insert a text box and paste in the caption. Change the [Text Direction] and set [Shape Outline] to No Outline then move the box to the required position on the page.

**Controlling Graphics**

When you insert a graphic (eg Excel chart, clip art or picture file) into a document, the default way it is linked to the surrounding text can vary. It’s important to know what’s happening so you can deal with any problems. There isn't space here to explain everything - see Microsoft Word: Graphics for further information.

1. Click on your chart - handles appear on the border and the PICTURE TOOLS FORMAT tab appears.

There are two important aspects which you now need to understand. These are how the picture is positioned relative to the surrounding text and how the text wraps round it.

2. Move to the new tab then click on the [Wrap Text] button and note the current Wrapping style setting (here, In Line with Text – if ever you have a problem with a picture, choose this setting).

This means that the picture is treated like a character in a line of text. Fortunately, the picture was placed on a new line (ie in its own paragraph) so it shouldn’t move around. This isn’t always the case and you might need to change the wrapping:

3. Still in [Wrap Text], click on [More Layout Options...] then on the Position tab and note the settings here are greyed out - they can’t be changed.

4. Move back to the Text Wrapping tab and change the Wrapping style to [Top and bottom] (this would separate the text from the chart).

5. Click on the Position tab again and note the settings can now be changed.

You should find that the chart lies at a Horizontal Absolute position 0 cm to the right of a Column and a Vertical Absolute position 0.41 cm below a Paragraph. By changing the options you can, for example, centre a picture in the middle of the page or fix it at a specific position.

6. Change the Horizontal position to Alignment and the settings here are activated.
7. Don’t change any settings - press <Esc> or click on [Cancel] to close the Advanced Layout dialog box.
8. To check the layout precisely, move to the VIEW tab and click on [One Page] in the Zoom group.
9. Resize the chart to fit the available space (keep within the margins) by dragging out a corner handle or using [Shape Height] or [Shape Width] on the PICTURE TOOLS FORMAT tab.
10. Finally, press <Ctrl e> to [Center] the chart on the page.

If you overstretch the chart a second landscape page will appear - watch out for this and reduce the size of the chart if it happens to you.
Problems with Section Headers and Footers

The big problem in having a landscape page is the header and footer. Ideally, these need to be turned sideways and placed on the left and right. Sadly, it’s quite an effort to do this, as you will see next.

You have to be very careful when editing headers/footers, however, as the settings for all the sections are linked by default. If you delete the page number for section 2 then it will also remove it in sections 1 and 3. This frequently confuses people as they aren’t aware how the system works. The answer is to unlink the surrounding sections before you alter the header/footer for section 2.

1. Press <Page Down> to move into section 3
2. Double click on the page number to edit the footer
3. On the new HEADER & FOOTER TOOLS DESIGN tab, click on the [Link to Previous] button (the one already highlighted)
4. Now click on the [Go To Header] button and repeat step 3 (if asked reply [No] to Delete Header)
5. Next, click on the [Previous] button to move to the section 2 header
6. Click on the [Link to Previous] button to cut linkage to your first section
7. Click on the [Go To Footer] button and repeat step 6

It is now safe to change the page numbering on the landscape page and edit/delete any text in the header/footer. To reposition the page number:

8. Drag through the page number then press <Ctrl x> to Cut it to the Clipboard
9. Move to the INSERT tab, click on the [Page Number] button and choose Page Margins
10. Choose Vertical Left then drag through the new page number press <Ctrl v> to [Paste] in your own – the page number appears in a text box on the left of the page
11. If you have an extra line, press <Backspace> to delete it (take care not to delete the page number)
12. Move to the DRAWING TOOLS FORMAT tab then click on the [Text Direction] button and choose Rotate All Text 90° the page number should now be correct
13. If your page numbers are not on the right, drag the top handle of the text box up to the line marking the header then press <Ctrl e> for [Middle Align] or <Ctrl L> for [Align Text Left], as appropriate
14. Finally, double click on the chart to close the Header/Footer and revert to normal typing mode

Note: the text box is part of the footer. To edit it, you have to first activate the footer.

15. Repeat steps 8 to 14 for any text held in the header

Tip: Don’t forget that the Rules state that you can have a diagram on the page facing the text. If you choose this option then you don’t have the problems with page numbers etc at all.

Dealing with Split Cells in a Table

Whenever you insert a table, you should watch out for cells splitting at page breaks. This is relatively easy to cure. Try adding a table at the end of the first page:

1. Use <Page Up> to move to page one then, on the VIEW tab, set [Zoom] to Page Width
2. Turn on the Style Pane by moving to the HOME tab, clicking on the Styles group arrow and double clicking on the top bar of the pane to anchor it to the right of the text
3. Move the typing position immediately after the full stop following the text Table of Figures at the bottom of the page (check the Style is not set to Caption; if it is, press <left arrow>)
4. Press <Enter> for a new line
5. Move to the INSERT tab, click on [Table] and create a 3x1 Table (1 row by 3 columns)
6. Next, move to the REFERENCES tab then click on [Insert Caption]
7. Change the Label: to Table (if necessary) then press <Enter> for [OK]
8. Type in some text for the Caption: (eg Split Table Problems)
9. In the first cell of the table, type a word then press <Tab> three times - a second row appears
10. In the first cell of row two, type one line of text then again press <Tab> three times
11. In the first cell in row three, type in three lines of text – you’ll find the cell no longer fits on the one page and the row splits across the page boundary (continue typing the three lines)
12. Move to the TABLE TOOLS LAYOUT tab then on the [Properties] button – a dialog box appears
13. Move to the Row tab and turn off Allow row to break across pages

Having set this option for your second row, any further rows you add will keep the same setting.
14. Next, click on the [Previous Row] button and repeat step 12 (then repeat this for row 1 as well)
15. For this top row, turn on the Repeat as header row at the top of each page option then click on [OK]

The top heading row should now be repeated on both pages, while the third row is no longer split across the page boundary. Note that you can have more than one row as a header row if you need to.

Warning: If you find the header row doesn’t repeat, check that Text wrapping (on the TABLE tab) isn’t set on.

The table would look better if the text wasn’t so widely spaced (currently, it’s double-spaced). By using the table text style created in part 1 of the course (and stored in the template), this can be squashed up a little:
16. Click on the Table Select button (which appears immediately above a table) or use the [Select] button on the TABLE TOOLS LAYOUT tab and choose Select Table
17. Choose Table Text - the table should fit onto a single page but a blank page may have appeared
18. Move to the HOME tab then click on the [Show/Hide Paragraph] ([¶]) button in the Paragraph group – you’ll find the section break is causing the problem
19. Move the typing position to the right of the table (outside it) and press <Delete> once
20. Turn off [Show/Hide Paragraph] – but note that this can be a useful aid in sorting out problems
21. Finally, make the top row a proper heading – select it by clicking once to the left of the row then press <Ctrl b> for [Bold] followed by <Ctrl e> for [Middle Align]

The above exercise was to demonstrate how to stop cells splitting - if you have already created some tables, you can apply these settings to the whole table by first selecting it before changing the row properties. However, it’s much better if you can fit the whole table onto the one page anyway (eg by reducing the spacing or font size).

Remember that the Rules allow you to remove it completely from the text and place it on the page opposite.
Footnote Placing

Users often have problems with footnotes. A footnote must appear in full on the same page as the footnote indicator in the text. If you have a very long footnote, or one which is referenced near the bottom of the page, then both the footnote and the line of text may move onto the following page, leaving a large gap on the page before. To see this happen:

1. Move the typing position into the first cell of the second row in the table
2. Move to the REFERENCES tab then click on the [Insert Footnote] button
3. Start typing a footnote - when it spills onto a second line, the whole table moves to a new page!

Note: If you want to change the way the separator looks (eg make it shorter/longer or a dashed/dotted style) then follow the instructions in the Word 2010 version of these notes.

Not all footnote problems are easy to fix. Sometimes the solution is to insert a new page either at the start or end of the line containing the footnote indicator.

Perhaps the best advice is not to make your footnotes too long and avoid having two or more very close together (in case they are both positioned on the same line of text or, as here, in a table cell which can't be split). You could, of course, consider using endnotes instead.

Completing your Thesis

Once you have finished writing and editing the chapters of your thesis, you can bring them all together to create things like your Table of Contents and Bibliography. You can also create these extra pages using special fields in a new document (see Further Help and Tips at the end of these notes) but this can prove problematic. It's usually much simpler to amalgamate all the individual chapters into a single file, leaving copies of the component files as backups just in case things go wrong.

First, save your changes to Chapter 1:

1. Press <Ctrl s> or click on [Save] and save the current document
2. Close the file – press <Ctrl F4> or move to the FILE tab and choose Close

Creating a Final Document

You now need to bring all your chapters together into a single new file and add the introductory pages:

1. Move to the FILE tab and choose Open
2. Check you are opening a file from the thesis sub-folder in Training on Data (D)
3. Select master.docx (the special document created in the Starting a Thesis course) then press <Enter> for [Open]
4. Move to the FILE tab, choose Save As and give a File name: of final - press <Enter> for [Save]

Note: If you have created a special thesis template, use that instead.

Your final document can include a title page and all the supplementary pages to your thesis, eg your table of contents, acknowledgements etc.

5. Click on the [Heading 1] style in the Styles pane (Chapter 1 appears) then click on [Numbering] to remove Chapter 1 and type in Table of Contents then press <Enter>

Tip: So long as the style of a paragraph is set to a Heading (or caption) it will appear in the Table of Contents (or Figures/Tables/etc) - if you find extra text or blank lines in your TOC, check the style of those paragraphs.

6. Press <Ctrl Enter> then repeat step 5 but type List of Figures
7. Repeat step 6 but for your List of Tables (and again for Acknowledgements if you want)
8. Move to the PAGE LAYOUT tab then click on \[Breaks\] and choose Section Breaks Next Page

This section break separates your introductory pages from the chapters and will be used later to set up different page numbering. Next you need to add your component chapter files:

9. Move to the INSERT tab and click on the down arrow attached to \[Object\] - choose Text from File...

10. Check you are opening a file from the thesis sub-folder in Training on Data (D:)

11. Select Chapter 1.docx then press \(<\text{Enter}>\) for [Insert]

12. Next, using the \(<\text{Backspace}>\) key, delete the references and the References heading

In the example files you’re using, each chapter has a different header. To maintain this you need to replace the Page Break with a Section Break. If you don’t have different headers in your thesis, ignore step 13.

13. Press \(<\text{Backspace}>\) again to remove the page break then move to the PAGE LAYOUT tab, click on \[Breaks\] and choose Section Breaks Next Page

You would now continue adding further chapters following steps 10 to 13 (or 12) until you reach the final chapter - here you only have two chapters. For this:

14. Repeat steps 9 to 11 but select Chapter 2.docx – \(\text{don’t delete the references for the last chapter}\)

15. Finally, press \(<\text{Ctrl a}>\) to select the whole document then right click and choose Update Field - to update any caption numbers and cross-references – \[Print Preview and Print\] also updates fields

Your final document should now include all your chapters - save it in the thesis folder:

16. Press \(<\text{Ctrl s}>\) (or use \[Save\]) to save your changes

Inserting a Full List of References

You are now in a position to create a complete list of your references. If you

1. Click at the start of the References heading (remove any page break before it - press \(<\text{Backspace}>\))

2. Move to the PAGE LAYOUT tab, click on \[Breaks\] and choose Section Break Next Page

3. Next, change the style for References to Heading 1 then click on the \[Numbering\] button on the HOME tab to remove Chapter 3

4. Click on \[Link to Previous\] to isolate this section from those before then double click on the words in the Header and type \text{References} then \[Close Header and Footer\]

5. Move to the ENDNOTE tab and \[Go To EndNote\]

6. Open the File menu and choose \[Open\] then Open Library and open the file refs.enl

7. Finally, move back to Word and click on \[Update Citations and Bibliography\]

Your full list of references should appear. If you don’t have any references in your final chapter, you’ll have to type in the References heading yourself (then continue as step 1). You may have to wait for a minute or so before the new list of references appears.

Inserting a Table of Contents

You are now ready to add your Table of Contents etc.

1. Press \(<\text{Ctrl Home}>\) to move to the top of your final document then position the insertion point at the start of the blank line after the heading Table of Contents (press \(<\text{down arrow}>\))

2. Moves to the REFERENCES tab then click on the \[Tables of Contents\] button and choose Custom Table of Contents... at the foot of the pop-up menu
The default setting on the *Table of Contents* tab is to include headings up to level 3 - if you want to change this, alter the *Show levels:* setting. You can modify various other settings, if you need to.

3. Press <Enter> for [OK] - the table of contents appears

Sadly, the page numbers aren't quite right. Numbering begins from your *Table of Contents*, not *Chapter 1*. You need to reset the numbering for the first two sections:

4. Move to *Chapter 1* (click on the heading in the Navigation Pane or use Ctrl click in the *Table of Contents*)
5. On the *INSERT* tab click on [Page Number] in the Header & Footer group and *Format Page Numbers*...
6. Set *Page numbering* to *Start at: 1* then click on [OK] to enforce this change
7. Now press <Ctrl Home> to move to your introductory pages and repeat step 5
8. At step 6, change the *Number format:* to Roman numerals (i, ii, iii, ...)

Your page numbering should now be correct - it's time to update your *Table of Contents*:

9. Right click on the block forming the *Table of Contents*
10. From the short-cut menu select *Update Field* - the following window appears:

11. Here, select *Update page numbers only* as you have just altered the page numbers; choose *Update entire table* if you have made changes to the headings - press <Enter> for [OK]

**Inserting a List of Figures/Tables/etc**

Now add your *List of Figures*:

1. Click on *Table of Figures* in the *Navigation Pane* then move to the start of the blank line after the heading
2. On the *REFERENCES* tab click on the [Insert Table of Figures] button
3. On the *Table of Figures* tab, reset the *Caption label:* to *Figure*, if necessary
4. Press <Enter> for [OK] - the table of figures appears
5. Repeat steps 1 and 2 for your List of Tables
6. Change the Caption label: to Table, if necessary, then press <Enter> for [OK]

You could now go on to add a List of Maps etc in the same way.

7. End by saving your final document - press <Ctrl s> for [Save]

**Note:** If your Table of Figures etc stretch over a single page then you will need to update your Table of Contents again, so that the introductory pages which follow are correctly numbered.

### Creating a Title Page

The one remaining task is to create a Title Page for your thesis. The Rules for the Submission of Theses for Higher Degrees state that the thesis must contain a title page headed "UNIVERSITY OF READING", and giving the following information:

- Title of thesis
- Degree for which thesis is submitted
- School(s) or Department(s) in which work has been carried out
- Candidate’s name
- Date of submission, ie month and year

To create the Title Page:

1. Press <Ctrl Home> to move to the very top of your document
2. Move to the PAGE LAYOUT tab, click on [Breaks] and choose Section Breaks Next Page
3. On the second page, click on the INSERT tab then the [Footer] button followed by Edit Footer
4. Turn off the [Link to Previous]
5. Next, click on the [Page Number] button, choose Format Page Numbers... to Start at: to 1
6. Now that the sections are unlinked, click on [Previous] and <Delete> the page number on the title page then [Close Header & Footer]
7. Press <Enter> to move down the page to where you want your title page to start
8. Choose an appropriate heading style (or set up the justification, font, font size, bold etc explicitly) then type UNIVERSITY OF READING

If you want to include the University Identity (shield):

9. Press <Enter> to move down the page to where you want the identity to appear
10. Next, load up a web browser (Internet Explorer or Google Chrome) and go to any page showing the University Identity
11. Move back to Word then go to the INSERT tab and choose [Screenshot] then Screen Clipping – the screen will switch back to the web
12. Using the mouse, draw a rectangle to enclose the Identity then release the mouse button – the identity should appear on your Title Page.
13. Using the corner handles provided, increase the size of the Identity (but you mustn’t distort the shape)
14. Next, repeat steps 6 and 7 but type in a title for your thesis
15. Continue, as in step 14 for the other required elements
16. [Print Preview & Print] your page to check the overall layout
17. Move back to your work, make any adjustments by removing or adding extra lines then repeat step 8
Final Corrections

You may think that your thesis is now complete and ready for printing, however it's always worth checking through to make sure everything is correct. This particular piece of work one mistake, despite the care taken to put it together. If you look at the list of references, you will find that Driscoll appears twice (look closely and you'll see a subtle difference - one has a colon missing in the title).

The duplicated reference is a bug in EndNote. It serves a useful purpose here, however, as it can be used to show how you can edit text inside a generated field like the References or your Tables of Contents, Figures etc.

1. Press <Ctrl End> to move down to your list of references
2. Drag through the second (incorrect) Driscoll reference and <Delete> it

To format your references with a hanging indent:

3. Double click on any blank line separating the references
4. Move to the HOME tab and click on the [Format Painter] button on the far left
5. Drag through your reference list (the empty paragraph has the required settings)

You can make similar changes to the other automatically-generated data, though take care not to carry out an Update Field command again or any changes will be lost.

To split a long heading or caption in the Table of Contents/Tables/Figures, press <Shift Enter> for a new line (either in the actual text before you generate your Table of Contents etc or in the entries in the table itself).

Printing your Thesis

You can now start printing off your complete thesis. Before you do this, it's important to Preview it, checking for blank pages or unsightly page breaks.

1. Click on the [Print Preview and Print] button
2. Scroll steadily through your thesis, checking the layout on each page
3. When you are satisfied all is as it should be, click the arrow attached to Print All Pages and select Print Custom Range

It's not a good idea to print off all of your thesis in one go. Print short sections at a time - say, ten pages - and check that all is okay before you print the next section.

4. Enter each Page range: in turn then click on [Print] - here, you do not need to print at all, so:
5. Move back to the HOME tab to cancel the print command

Saving a PDF Copy

The University now may require you to submit a copy of your thesis in PDF format. It's very easy to do this if you are using Word 2013:

1. Move to the FILE tab, choose Save As then select My Documents
2. Change Save as type: to PDF
3. Press <Enter> for [Save]

Further Help and Tips

The following tips are worth noting:

- To get a copy of information on a web page, do a screen dump (press <Alt Print Screen>). Paste this into a new Word or PowerPoint file then use the [Crop] button on the PICTURE TOOLS FORMAT tab
to remove any unwanted text. Finally, copy the picture and paste it in to your thesis. Enlarge it as necessary but note that if you enlarge it too much, you may lose picture quality.

- Leave plenty of time to print out the final version of your thesis. Mistakes can easily occur when you are under pressure and the chances of things not running smoothly are high
- You have to be careful when editing big documents as the larger a file becomes, the more likely it is to become corrupt. Always retain original copies of each chapter in separate files.
- You can compile a Table of Contents/Figures/Tables/etc from individual files using the special rd (referenced document) field but for this you would need to number each chapter consecutively (or incorporate the chapter number into the page numbering – eg page 2-1, 2-2, etc) and cut and paste the references into a new file.

Start with a new document and add the rd fields (by pressing <Ctrl F9> and typing the field codes into the curly brackets which appear). **Note that you have to have the paragraph marks displayed** (click on [¶]). Different filename formats are shown below:

```
{rd chapter1.docx}
{rd “chapter 2.docx”}
{rd “e:\My Documents\thesis\chapter3.docx”}
```

**Note** that the file name must be surrounded by double quotes if it includes a space and that you can specify drive:\folder\filename if the files are in different folders or on different drives.

You then press <Ctrl Home> and follow this with your introductory pages as described above, adding the Table of Contents etc as you go along. Sadly, this can only be used for these pages – you would still need to sort out your references.

Don’t forget that Word has a comprehensive on-line help facility. This is available either by pressing key <F1> or by click on the [Help] button. Various guides to Microsoft Word: Advanced Topics are also available on the WWW.

1. End by closing Word (press <Alt F4> or click on the red [Close] button
2. Also close EndNote if it is running