

Microsoft Word 2013™

Finishing a Thesis (Level 3)

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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

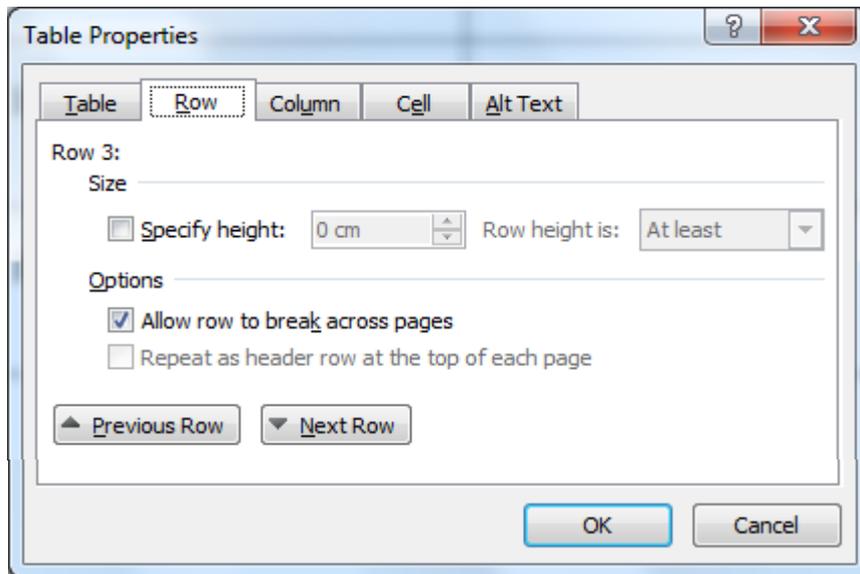
Tip: Don't forget that the *Rules* state that you can have a diagram on the page facing the text. If you choose this option then you don't have the problems with page numbers etc at all.

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 **<Enter>** for **[Insert]**
12. Next, using the **<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 **<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** – **don't delete the references for the last chapter**
15. Finally, press **<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 **<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

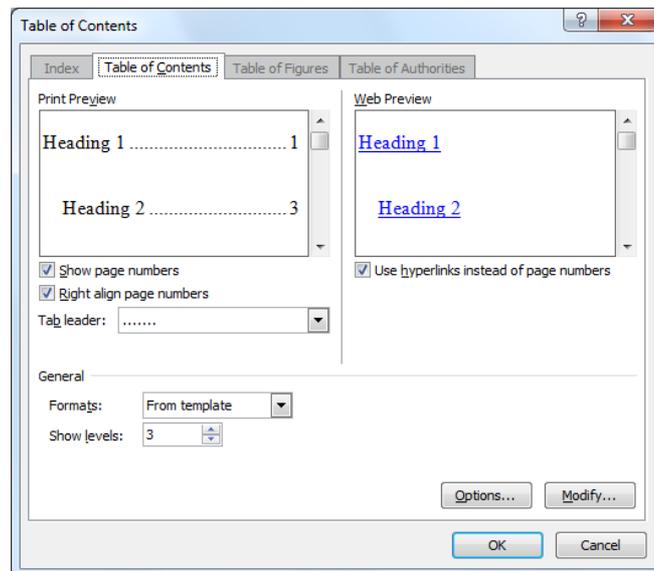
1. Click at the start of the *References* heading (remove any page break before it - press **<Backspace>**)
2. Move to the **PAGE LAYOUT** tab, click on **[Breaks]** and choose **Section Break Next Page**
3. Next, change the style for *References* to **Heading 1** then click on the **[Numbering]** button 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 **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 **<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 **<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.

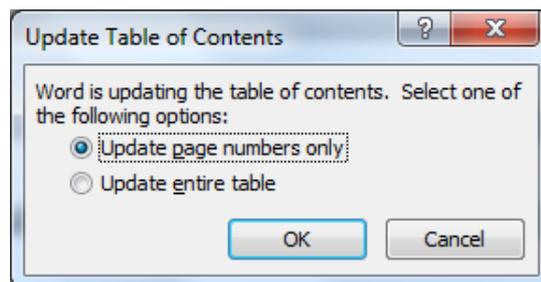
3. Press <Enter> for [OK] - the table of contents appears

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