



University of  
**Salford**  
MANCHESTER

# Formatting your dissertation/thesis

Using Word tools to produce  
professional documents  
to maximum effect



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## Introduction

Word processing a large structured document like a dissertation or thesis is a demanding task, and many find it more time consuming and stressful than they anticipated.

This guide focuses on a number of *Microsoft Office Word* tools which can save you lots of time, allow you to work more effectively and reduce your anxiety levels.

- This guide assumes a basic knowledge of *Word*
- This is not a comprehensive guide to *Word* – it concentrates on selected key tools

## Your School handbook

Just as the University provides regulations which govern the assessment of a dissertation /thesis, there are other elements to consider. Read your School handbook closely to check for any specifications which you are required to follow. Here are just some of the things to consider:

- Which font type, font size and line spacing, margin widths, to apply
- Page numbering specifications
- The order of the ‘front matter’ – the pages which must be included before your main content begins, e.g. Abstract, Acknowledgements, Table of contents, etc.
- Is it to be bound? What margins should you use?
- Are there specific chapters that must be included?
- Word limit: maximum and minimum. Does it include the words in your abstract, tables, reference list and appendices?

If your School handbook/your tutor/supervisor, does not specify certain elements, such as font type, then you use your own judgement – but remember that you are creating a serious academic document, not a promotional brochure.

*It is your responsibility to check that your dissertation/thesis complies with University and departmental regulations and standards*



# Managing your files

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## 1 Single or multiple files?

Have you decided if you are going to create a single file, or create several smaller files which you will merge into one at the end of the process? It is a personal decision, there are advantages and disadvantages to both approaches.

### 1.1 A single file?

It is extremely useful to have all of your content available within one file. Some people feel that one large file can become cumbersome and difficult to navigate. However, *Word* provides some tools that are ideal for big documents. The *Navigation pane feature* (see page 24) is an excellent tool for quickly navigating around your document and for viewing the structure of it too. The *'Split Window'* tool (see page 27) allows you to simultaneously view two separate areas of your document – ideal for comparing, checking and editing document content.

**Creating backups:** You need to be especially vigilant about creating backups of your work, when all of your work is saved within one file.

### 1.2 Several smaller files?

Some people find it more manageable to create individual files, e.g. for each chapter. When you have finished writing up you will need to assemble the files into one 'master' document, taking care to ensure that all elements and formatting are as you wish.

Take care to save all of the files together so that you are able to access them all – just in case you need to check or compare information as you continue to work on it.

**Creating backups:** You still need to be vigilant about creating backups of your work.

### 1.3 Keeping your file/s safe and secure

#### Naming your file/s

So many of us lose track of which document version is the 'right' version. Creating meaningful file names saves you time – if you can identify versions more easily then you can retrieve the right file more quickly.

A simple but effective method is to include the date within the actual file name. By typing the date 'back to front' you will find that when viewing the filenames they are listed in chronological order.

The date YYYY-MM-DD is followed by *the rest of the filename...*

See examples below:

Working with a single file?	Working with multiple files (for combining later?)
e.g. 2016-04-04 Filename	2016-04-04 ChapterTwo
2016-03-31 Filename	2016-03-31 ChapterTwo
2016-03-26 Filename	2016-03-26 ChapterOne
2016-03-26 Filename	2016-03-26 ChapterOne

### Save your work regularly

It's so easy to forget to click on the *Save* button, but do try to get into the habit of saving your work every 15 minutes or so.

### Backing up your document

Creating backups of your vital work is essential.

This means having more than one copy, and in more than one place.

If you only save your work to your laptop and its hard drive becomes corrupted – or if your files only exist on a pen drive, which you accidentally leave on the bus – then all of your hard work would be lost... So, develop a backup habit right now, and stick to it.

### Your file storage area at Salford University

As a Salford University student you have 1 Gigabyte<sup>1</sup> of file storage on the University network, where you can save your files. It's known as your F: drive. It's available via University PCs and you can access it off campus too. In addition, all files are backed up overnight so, if disaster strikes, a previously saved version is retrievable.

### Summary

- Devise a file naming convention, ideally incorporating a date
- Save your work regularly as you are working on it – every 15 minutes
- Create a folder named BACKUP and regularly save your backup copies there
- Make copies in several places: your F drive, pen drive, Office 365 cloud

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<sup>1</sup> Correct at June 2016



# Formatting your document

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## 2 What are the requirements?

There are some conventions that guide the structure or order of a dissertation/thesis. The first thing you should do, is to check your School handbook for the exact requirements of your dissertation/thesis.

### 2.1 An example of the order of a dissertation/thesis

An example of what may be required and a typical order of appearance.

#### Dissertation

1. Title Page
2. Declaration
3. Acknowledgments/Dedication
4. Abstract
5. Table of Contents
6. List of figures (if applicable)
7. List of tables (if applicable)
8. List of abbreviations (if applicable)
9. Chapters or equivalent
10. Appendices
11. List of references

#### Thesis

1. Title Page
2. Table of Contents
3. List of tables (if applicable)
4. List of illustrations (if applicable)
5. Acknowledgments/Dedication
6. Declaration
7. Abbreviations (if applicable)
8. Abstract
9. Chapters or equivalent
10. Appendices
11. List of references
12. Bibliography (if supplied)
13. Index (optional)

## 2.2 Page formatting – paper size, margins, page numbering

### Standard choice for academic documents

<b>Paper size</b>	A4
<b>Printing</b>	Single sided
<b>Margins</b>	The <i>Word</i> default is 2.54cm for top, bottom, left and right margins. Your School handbook should advise you on margin settings if you need to change margins for binding.
<b>Page numbering</b>	Usually displayed in the centre of the footer of each page. Unless it is not specified in your School handbook, you can choose to insert it in the header or footer area, with center or right alignment.
<b>Different Page numbering sequences</b>	No numbering on cover page The ‘front-matter’ pages display small Roman numerals, i,ii,iii, etc. Main document, including your References and Appendices, displays its page numbers as standard Arabic numerals: 1,2,3, etc. See ‘Section breaks’ (page 40)40 to achieve these changes.

## 2.3 Paragraph formatting – fonts, font sizes, and line spacing

### Standard choice for academic documents

<b>Fonts</b>	Times New Roman
<b>Font size</b>	12pts
<b>Font Alignment</b>	Use Left alignment for text, unless instructed otherwise
<b>Line spacing</b>	1.5 or 2.0 (double-line) line spacing for main body text The ‘front-matter’ pages such as the Abstract, Acknowledgements, etc. and footnotes and indented quotations are usually single-line spaced, but check your School handbook for guidance.

### 3 Page formatting

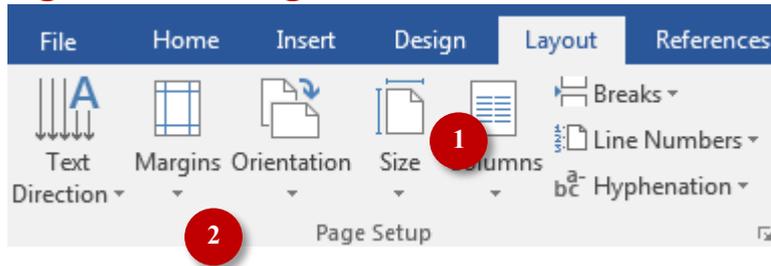


Figure 1: Margins & Size buttons in the Page Setup group

#### 3.1 Paper size

##### To view/change paper size

- From the **Page Layout** tab on the *Ribbon*, select **Size** [1] in the *Page Setup* group.
- Ensure **A4** is highlighted. Select it, if it is not.
- Click on **OK** to save any changes.

#### 3.2 Margins

Word's default for top, bottom, left and right margins is 2.54cm. Check your School handbook in case you need to make allowances for the binding of your document.

##### To view/change margins

- From the **Page Layout** tab on the *Ribbon*, select **Margins** [2] in the *Page Setup* group.
- Increase/decrease the margins on the *Margins* tab [3], via the arrows, or type directly into the boxes.

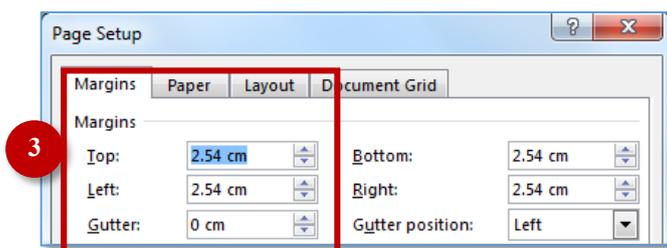


Figure 2: Change your margin settings in the 'Margins' tab

- Click on **OK** to save your changes.

**Already inserted 'Section breaks' to your document?** To apply margin changes to whole document – from the *Margins* tab, select **Whole document** in the '*Apply to*' area of the dialog box.

## 4 Using Styles

A style is a predefined set of text formatting attributes which affect how text looks. For example, apply the *Quote* style to selected text and it will be italicised, double-indented with single-line spacing.

You can modify a style *to suit your requirements* at any time, and all characters or paragraphs formatted with that particular style are automatically updated to reflect the changes.

### They are essential to your document because...

- They keep formatting consistent throughout the document
- You can create and apply your own styles
- Enables time-saving features, such as an automatic table of contents, navigation pane, cross referencing and multilevel numbering

### 4.1 The 'Normal' style

Every time you begin typing in a new *Word* document, you are already using a style called *Normal*. It formats the text you see – the font, size, colour, etc. – according to how the style has been defined.

### 4.2 Modifying the 'Normal' style

On Salford University computers, the *Normal* style uses *black Calibri font, 12 pts*.

If your School handbook specifies Times New Roman, 12pts, 1.5 or 2.0 line spacing, etc. then you can 'modify' the *Normal* style and the changes will apply to all of the text in your document.

The quickest way of finding *Styles*, and the *Normal* style [1], is in the *Styles gallery* on the *Home* tab.

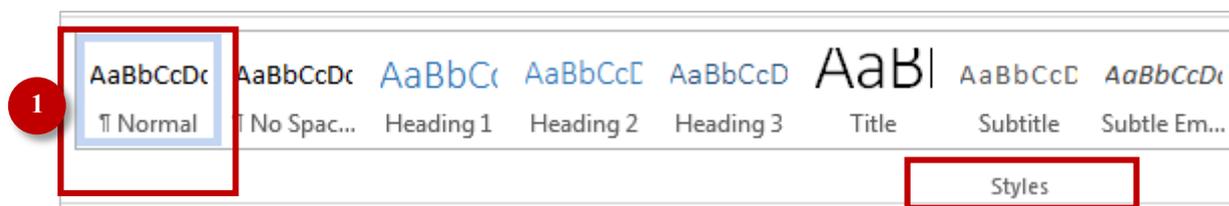


Figure 3: Styles Gallery/ group on the Ribbon – the 'Normal' style button is selected

### To change the 'Normal' style

- On the **Home** tab, in the **Styles** gallery, **right-click** on the **'Normal'** button.
- Choose the **Modify** option, and the *Modify Style* dialog box is displayed.

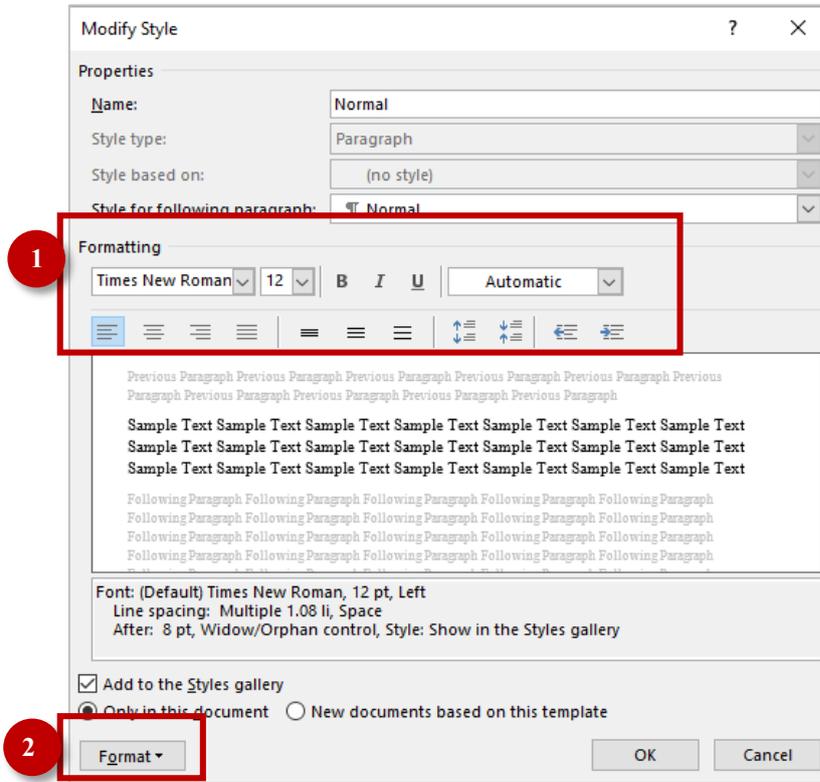


Figure 4: Change to the attributes of the Normal style via the 'Modify Style' dialog box

- In the *'Formatting'* section [1] select **Times New Roman** from the *Font* list.
- Ensure the *Font size* is **12 points**, and the *Colour* is **'Automatic'** (i.e. black).
- To change line spacing, click on the **Format** button [2] at the bottom of the box, and select the **Paragraph** option.
- In the *Line Spacing* area [3], choose **1.5** or **2.0 (Double)** as required. Click **OK**.

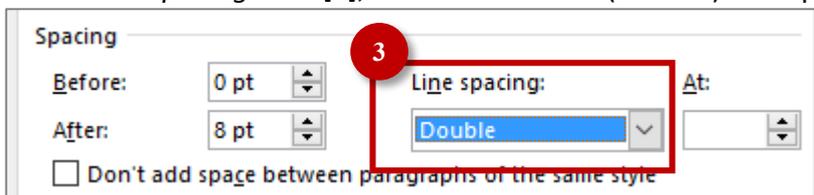


Figure 5: The 'Spacing' area of the Paragraph dialog box for applying space before and after paragraphs

- Click the **OK** buttons to save your changes and exit the dialog boxes.

## 4.3 Heading styles

The purpose of the chapters, sections and subsections within your document are to provide a clear structure for your content, and they need to be clearly indicated by the use of headings.

*Word* actually provides up to nine levels of *heading styles* to help you to create a hierarchical structure. It is your decision how many heading levels your document requires, but most dissertations/theses don't exceed four heading levels.

### What do the levels of the heading styles represent?

The first three heading styles are visible in the *Styles* gallery on the *Home* tab.

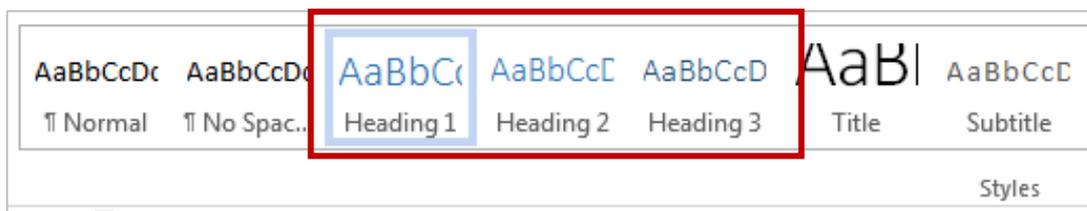


Figure 6: First three Heading styles are shown in the Styles group

**Heading 1** – apply this style for the highest level of headings in your document.

It is the equivalent of 'Chapter one', Chapter two, etc.

**Heading 2** – apply this style for your document's sub-headings

**Heading 3** – apply this style if your document's sub-headings have further sub-headings

## 4.4 Applying a heading style

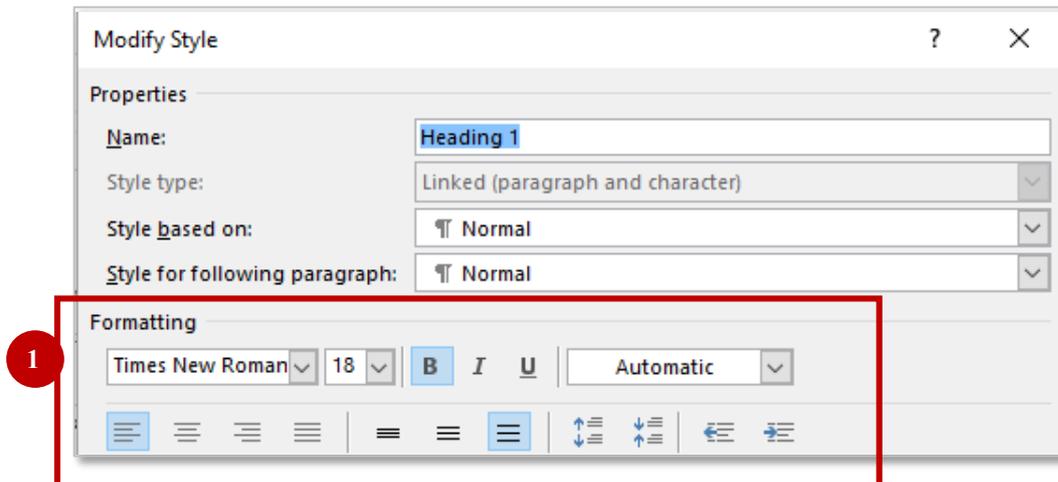
- Select, or type, the first heading in your document, e.g. Chapter 1.
- Click on the relevant **Heading Style** button for your document title.  
You need to decide which level of heading style is required...
  - if it is a top level heading, apply the **Heading 1** style
  - if it is a sub-heading, then apply **Heading 2** style
  - if it is a sub-heading of the Heading 2 level, apply the **Heading 3** style

Don't worry about how the headings look right now. At this stage it's more important to simply apply the correct style level to your headings.

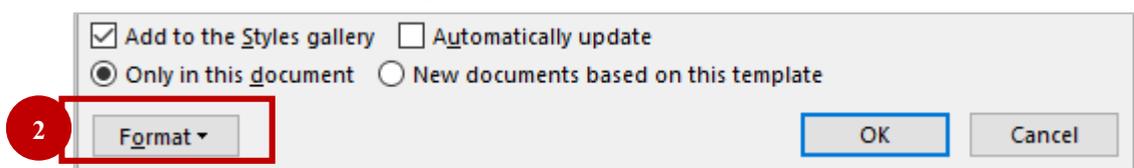
**Already typed up your dissertation/thesis?** Then simply click in each of your existing headings, and apply the relevant heading style to each of them.

## 4.5 Modifying a heading style

- Right-click a **Heading Style** button in the *Styles Gallery*: e.g. Heading 1.
- Choose **Modify** to display the *Modify Style* dialog box.



- Make the formatting changes in the Formatting area [1]:
- Click on the **Format** button [2], and select the **Paragraph** option from the list.



- Apply paragraph '**Spacing**' [3] to your headings using the arrow buttons to increase/decrease, or type directly into the '**Before**' and/or '**After**' boxes.

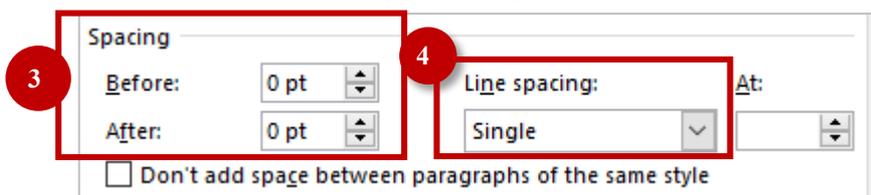


Figure 7: The various options within the 'Modify Style' dialog box: formatting and Paragraph

- Change the *Line Spacing* [4] to '**Single**'. (Heading 1s don't require 2.0 line spacing).
- Click the **OK** buttons to save your changes.

### Paragraph spacing explained

It allows you to specify how much space there is before and/or after your headings. Creating space above and below your headings makes them more visible and your pages less cluttered. Changing it via your heading styles ensures consistency.

- APPLY THIS TO HEADING 1 STYLE ONLY**  
Ensure top level headings (Heading 1) always begin at the top of new page.



Figure 8: Select 'Page break before' to the Heading 1 Style

- Within the *Paragraph* dialog box, select the '**Line and Page Breaks**' tab [1].
- In the *Pagination* area, select the '**Page break before**' box [2].
- Click the **OK** buttons to save all the changes you've made. All headings in your document with a Heading 1 style applied to them will be updated. Each instance of Heading 1s will begin at the top of a new page.

### Suggestions for formatting your heading styles

	Heading 1	Heading 2	Heading 3	Heading 4
Using Times New Roman font				
<b>Font</b>	18pts, Bold	16pts, Bold	14pts, Bold	12pts, Bold
<b>Paragraph spacing</b>	Before – 0pts After – 12pts	<i>Before</i> – 18pts <i>After</i> – 12pts	<i>Before</i> – 18pts <i>After</i> – 6pts	<i>Before</i> – 12pts <i>After</i> – 0pts

\* If your Heading 1s are set at the top of a page, paragraph spacing above it is not required.

### Tip: Apply paragraph spacing to your 'Normal' style too

You should NOT use the *Enter* key to create space between paragraphs – it often results in inconsistency. Modify the paragraph spacing of the 'Normal' style instead. Apply 6pts or 12pts 'after' paragraphs to create the same effect, but in a more controlled, consistent way. Already used the *Enter* key? Just delete any extra lines in your document.

## 4.6 Creating your additional heading styles

*What if... you want the headings on your front matter pages – Acknowledgements, Abstract, etc. – to look the same as your top level headings, but you don't want them to be numbered or appear in your Table of Contents. You can create your own style to handle this.*

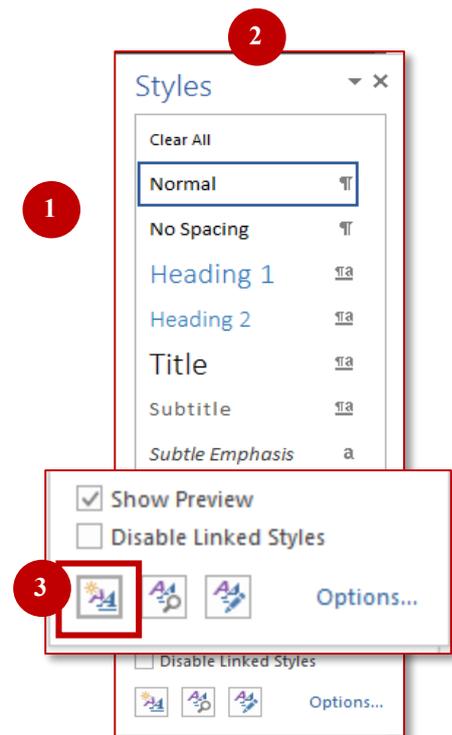


Figure 9: Creating a new style via the Styles pane

Let's open up the *Styles pane* to access the 'New Style' button:



- Click on the **Styles dialog box launcher** [1], to open the *Styles pane* [2]
- Click on the **New Style** button at the bottom of the *Styles pane* [3]
- Within the 'Create New Style from Formatting' dialog box (see Figure 10)
  - Give your new style a meaningful name [1].  
e.g. SPECIALHEADINGS (no spaces in its name)
- For 'Style based on' select **(no Style)** [2] located at the top of the list, so that the new style is not associated with another style, e.g. Heading 1.
- At 'Style for following paragraph', select **Normal** [2].
- Select the same formatting that you applied previously to your Heading 1 style [3].

- Click on the **Format** button [4] to access the **Paragraph** box, where you can amend paragraph 'Spacing' and 'Line spacing' as required [5].
- Select the '**Line and Page Breaks**' tab, and in the *Pagination* area, select the '**Page break before**' box [6].
- Click the **OK** buttons to save all the changes you've made.
- Your new style will appear in the *Styles Pane*, and *Style Gallery*, and you can now apply it to the relevant headings within your document.

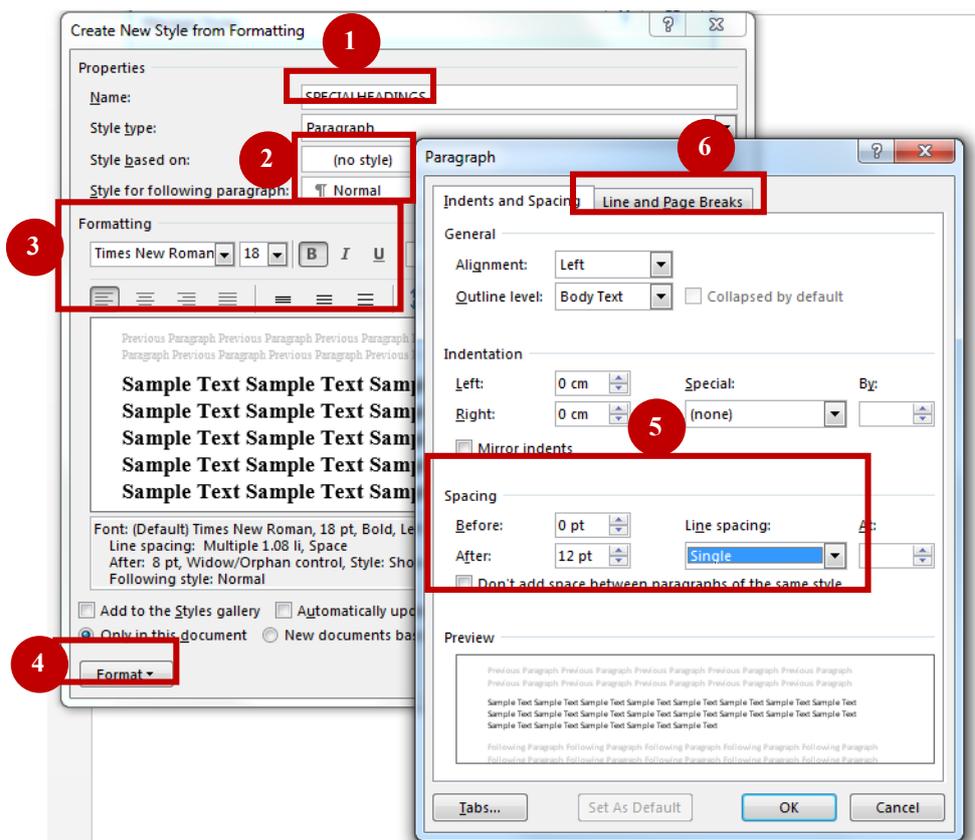


Figure 10: Creating a new style

## 4.7 Viewing heading styles via the Navigation pane

Once you begin applying heading styles to your document headings you will be able to access this excellent navigational tool. It displays your heading titles as links – click on one and you move immediately to that part of the document.

It also provides an at-a-glance view of the structure of your document, helping you to organise your content as you work.

### To use this feature

- Click the **View** tab on the *Ribbon*, and select **Navigation Pane** in the *Show* group. Your document headings will be displayed on the left of the screen [1].
- Click on a **heading link** to navigate to that part of the document.



Figure 11: the Navigation pane on the left of the screen lists all headings, & subheadings in a document

### Reorganising content via the Navigation pane

You can reorganise your content with ease by using click and drag to move content around via the Navigation pane.

### To use this feature

- Click and drag a heading on the Navigation pane to a new position in the list. As you drag the mouse a thick moveable line will appear.
- At the new position in the Navigation pane, release the mouse button. The heading – **and all content within its area**, text, charts, tables, and so on —have moved to a new location within the document.

Find out more about the Navigation pane (see page 24)

## 5 Numbering with Multilevel lists

When you apply simple numbering to a list of items you will typically list them in a particular order; in order of importance, chronologically, etc. When you apply ‘multi-level numbering’ the hierarchical order is made clear and obvious.

### 5.1 Numbering simple lists

- Type your list of items and then highlight it.
- Select the **Multilevel List** button and choose a numbering style.
- To create a level 2 item (i.e. 1.1, 1.2 etc.), click in front of the item and press the **Tab** key, or select the **Increase Indent** button in the *Paragraph* group.

Type a list	How to apply...	Multilevel numbering applied
Fruits Apples Oranges Bananas Strawberries Vegetables Carrots Cabbage Cauliflower	<ul style="list-style-type: none"> <li>■ Select the list items</li> <li>■ Select <b>Multilevel list</b> from Home tab</li> </ul>  <ul style="list-style-type: none"> <li>■ To indent, click in front of an item &gt; use the <b>Tab</b> key or <b>Increase Indent</b> button</li> </ul>	1. Fruits 1.1. Apples 1.2. Oranges 1.3. Bananas 1.4. Strawberries 2. Vegetables 2.1. Carrots 2.2. Asparagus 2.3. Cabbage 2.4. Cauliflower

### 5.2 Multilevel numbering for document headings

Some School handbooks may specify that headings are numbered. Numbered headings emphasise the hierarchical structure of a document and aid readability too. See the example below.

1. Heading
  - 1.1. Heading
  - 1.2. Heading
    - 1.2.1. Heading
2. Heading
  - 2.1. Heading
  - 2.2. Heading
  - 2.3. Heading

## 5.3 Applying multilevel numbering

### To use this feature

- Click into any document heading which has a Heading 1 style applied to it
- Click the **Home** tab on the *Ribbon*, and select **Multilevel list** [1] in the *Paragraph* group.

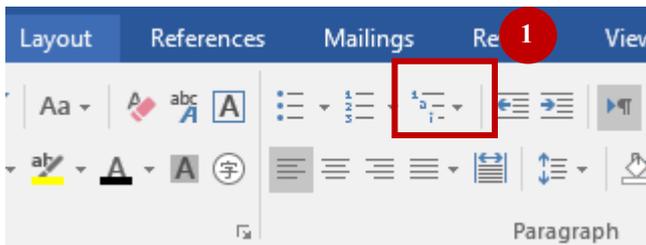


Figure 12: the Multilevel list button in the Paragraph group

- **ESSENTIAL STEP:**  
Choose the thumbnail that displays the '**Heading**' style name within it, as shown below [2].

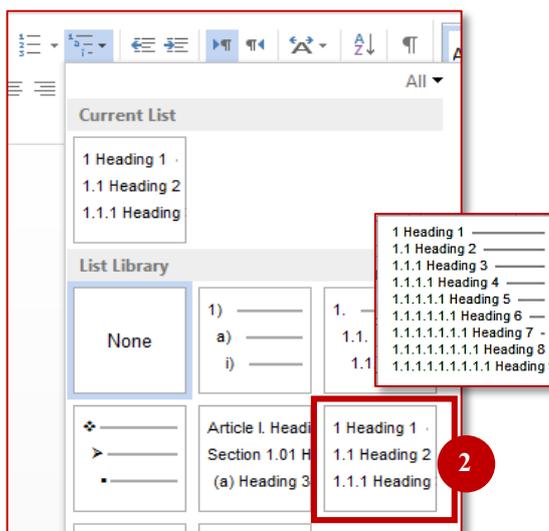


Figure 13: Multilevel numbering

Look at the *Navigation Pane* to check that multilevel numbering has been applied to your headings.

## 5.4 Modifying numbered headings

It is possible to change the appearance of numbered headings. Some people want to prefix their top level headings with the word 'Chapter', or amend the indentation of the number and heading text.

### To modify

- Click in your first occurrence of a Heading 1 style in your document
- From the **Home** tab on the *Ribbon*, select **Multilevel list** in the *Paragraph* group.
- Select the **Define New Multilevel List...** option.
- Click the **More** button (bottom left of the dialog box) to view more options.

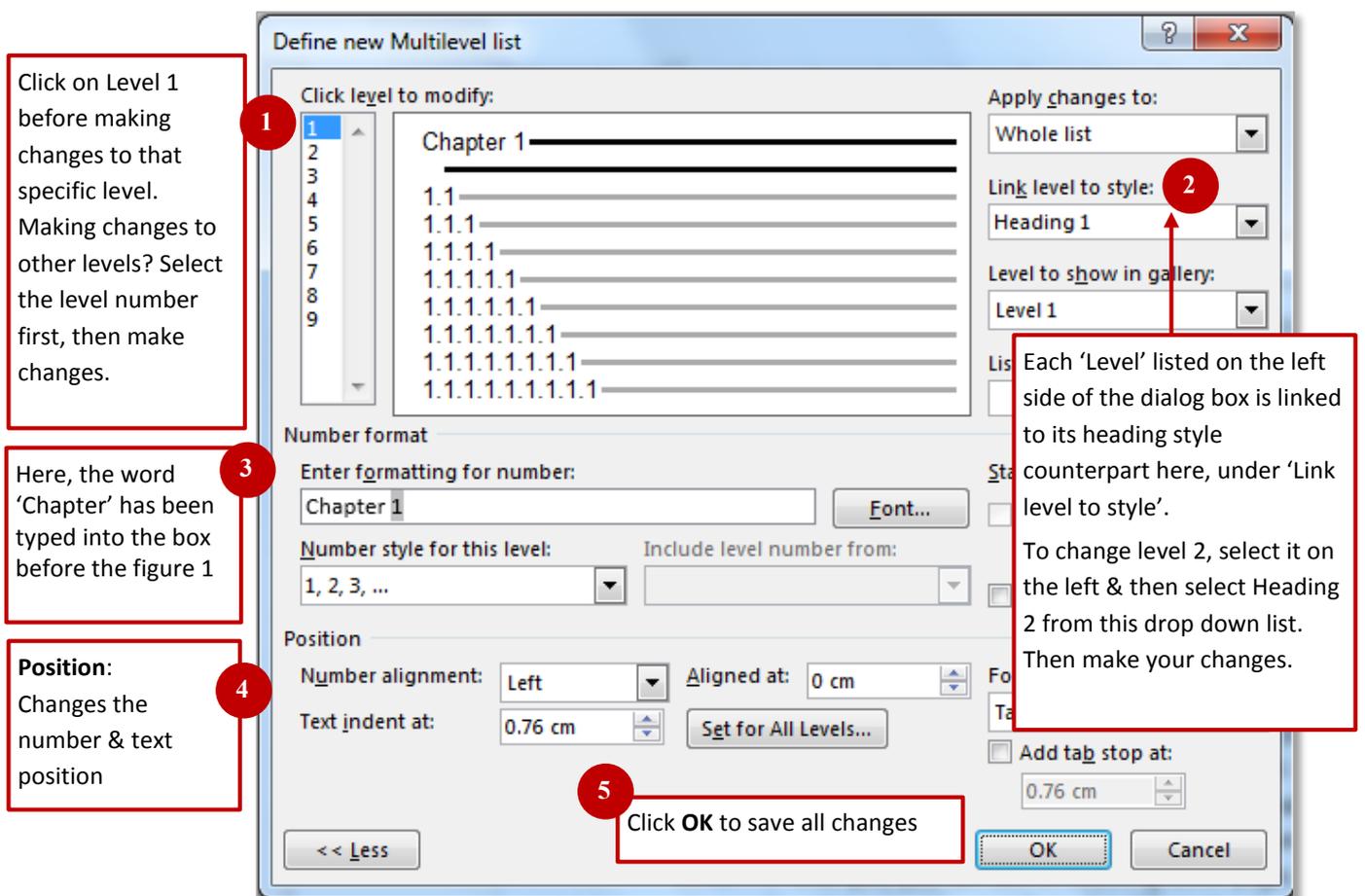


Figure 14: Modifying numbered headings

### Want to add the word 'Chapter' as a prefix to Heading 1 style?

- Ensure that Level 1 is selected at '*Click level to modify*' [1], and that '*Link level to style*' [2] is displayed.
- Click in front of the 'greyed out' number 1 field that appears within the '*Enter formatting for number*' box [3].
- Type the word '**Chapter**' and press the **Spacebar**.
- Click **OK** if changes are complete.

### Want to change the number and text position of the different heading styles?

- Selecting a heading level in the box. e.g. level 2.
- At the *Position* area of the dialog box [4], edit the **Aligned at:** box to change the position of the number. Click in the **Text indent at:** box to change the position of where the text will begin.
- Repeat this process for any other heading levels in your document that you want to change.
- Click **OK** if changes are complete.

### Want to remove numbering from headings?

If you decide that you no longer want to have numbered headings:

- Within the **Define New Multilevel List** dialog box, click on Level 1 in the list and in **Link level to style** select the **(no style)** option.
- Repeat this process for all other heading levels in your document.
- Click **OK** to save your changes.

# Navigation & View

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## 6 Navigating around your document

Whether you are working with one single master file or multiple files, there are *View* and *Navigation* pane tools to help work more effectively with your content.

### 6.1 Using the Navigation pane

Instead of scrolling around your document to find the content you need you can use the *Navigation* pane to browse by 'Headings', 'Pages' or search 'Results'.

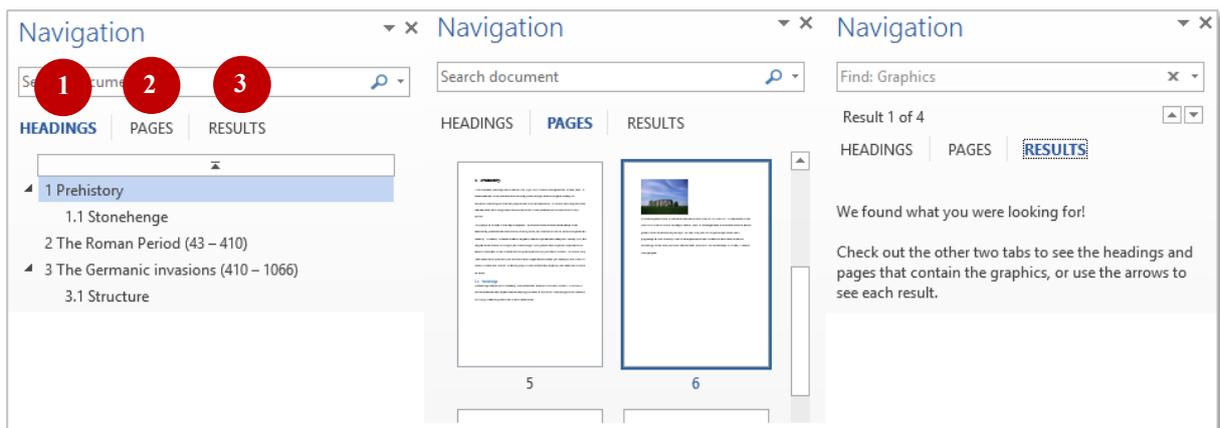


Figure 15: see the Navigation pane on the left - listing all headings, & subheadings in a document

- Click **Headings** [1] : To jump to a heading in your document, click that heading in the pane (you must have applied heading styles). It also provides a view of the structure of your document as you work, helping you to organise your content.
- Click **Pages** [2] : Then click a thumbnail image to jump to that page.
- Click **Results** [3] : Search for a word in your document and see how if any matches are highlighted for your attention.

### 6.2 Other Navigation pane options

Right-click on a link in the *Navigation* pane and look at the options. Here are some:

- **Expand All** – to display all headings
- **Collapse All** – to display only heading 1 level
- **Delete** – Beware! Choose this option and ALL content within that area will be deleted
- **Show heading levels** – control how many levels are displayed in the Navigation pane

### 6.3 Search within the Navigation pane

- To find text in your document, enter your search term in the 'Search document' box.



Figure 16: Search for text in your document

### 6.4 Finding graphics, tables and equations

You can also use the *Navigation* pane *Search* tool to find any graphics, tables and equations. Ideal for when you need to find a specific table in a 100 page document!

To use this feature

- Click on the arrow within the 'Search document' box [1].
- Select **Graphics**, **Table** or **Equation** [2] from the list. Any matches are highlighted in the Navigation pane
- To go to a match simply click on its link

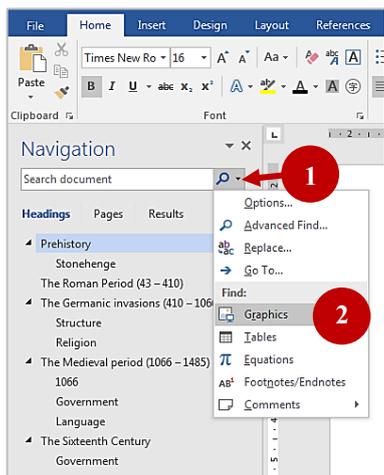


Figure 17: Use the Search tool within the Navigation pane to look for graphics, tables & equations

## 7 Viewing your document as you work

### 7.1 Zooming in and out

The Zoom tool allows you to change how much of your document you can see on the screen, so you can *zoom in* to see an item in more detail and *zoom out* for a visual overview of your whole document.

To use this feature

- Find the *Zoom slide* on the status bar at the *bottom right corner of the window*
- Drag the small rectangular bar up or down the slider, or use the *Plus* or *Minus* button, or click on the *Zoom %* figure to produce a dialog box for further options. (It's also available via **View** tab > **Zoom** group).



Figure 18: the Zoom slider

The *Multiple Pages* option on the **View** tab is useful to looking a viewing multiple pages on screen.

### 7.2 View two documents side by side

If you need to compare information across two documents, you don't have to switch back and forth between the documents – you can use 'View Side by Side'.

- Open the two documents and click on the **View** tab.
- Click on **View Side by Side** in the *Windows* group.  
The *Synchronous Scrolling* button will automatically switch on. It allows you to scroll the two documents at the same time – very useful for comparing documents line by line. If you don't want to use this feature, just click on its button to de-select it.

## 7.3 Split window

This tool splits your document window so that you can view and edit different parts of the document at the same time. It's ideal for when you need to compare or check information in another part of the document.

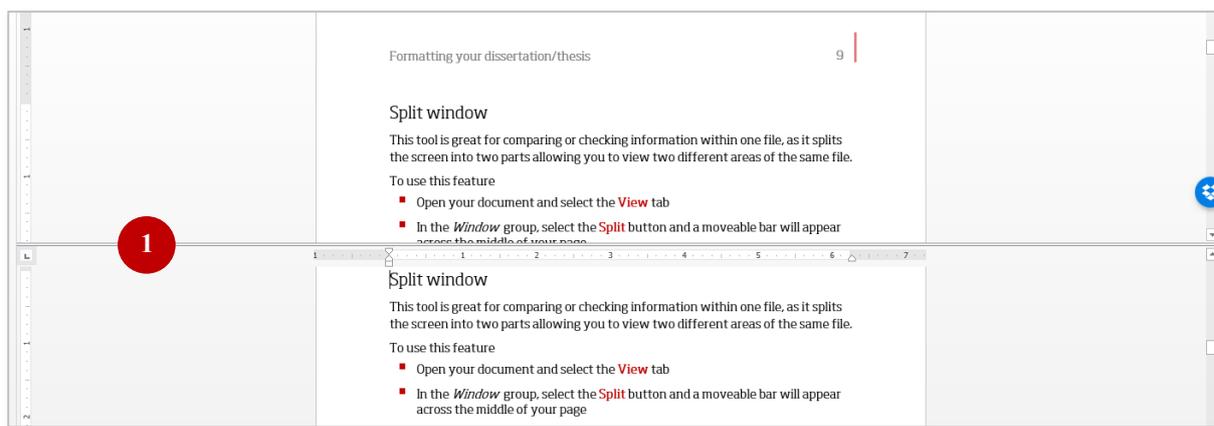


Figure 19: Select the 'Split' tool and a moveable bar will appear across the middle of the page

### To use this feature

- Click the **View** tab on the *Ribbon*, and select the **Split** button in the *Window* group. A moveable split bar [1] will appear across the middle of your page and the document window is split into two panes. Now you can scroll up and down in each pane to view different parts of the document at the same time.
- To move around and edit the top part of the document simply click into it to make it the active part of the window.
- Move up and down the document using the usual options: your mouse wheel, scroll bar, Page Up & Page Down keys, etc. Notice how the bottom part of the page does not move, whilst you are moving or editing around the top part. Any changes you make are applied to the whole document.
- To activate the bottom part of the document, just click into it.
- Remove the *Split* by clicking on the **Remove Split** button on the **View** tab. Or just click and drag the Split bar to the top or bottom of the document area.
- To adjust the position of the Split bar in the window, position your mouse pointer on the bar, and when your pointer changes to a Resize shape you can click and drag the bar up or down.

## 7.4 Displaying formatting marks with Show/Hide feature

The *Show/Hide* feature displays hidden formatting symbols. When using page layout features such as page breaks and section breaks, *Show/Hide* can help you locate their exact position in your document – very useful for fixing layout issues.

To use this feature

- From the *Home* tab, select the **Show/Hide** button [1] in the *Paragraph* group.

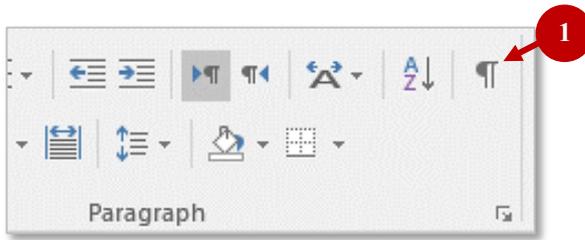


Figure 20: the Show/Hide button

It is very strange when the hidden characters first appear in your document.

### Common formatting marks

Paragraph marks	¶
Tabs	→
Spaces	.
Pagination breaks	<p>.....Page Break.....¶</p> <p>.....Section Break (Next Page).....</p>

Tip: The keyboard shortcut for switching between *Show/Hide* view is to press the **Ctrl** and **Shift** key together then press **8**.

# Working smarter with 'References' tools

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## 8 Table of contents

When you apply heading styles in your document you can create an automatic table of contents. It lists your headings with their page numbers and acts as a navigational tool too. Click on an entry and jump to the heading in the document.

### Why use them?

- It saves you typing out the information!
- No more repeatedly checking that headings and page numbers are correct
- 'Update' anytime to display correct headings and page numbering

### 8.1 To insert a Table of Contents

- On the **References** tab, in the *Table of Contents* group, click **Table of Contents**.
- Select **Automatic Table 1** or **Automatic Table 2**.  
Your *Table of Contents* will display 3 levels of headings. Need more levels? Then you need the '*Custom Table of Contents*' option - see 8.3.

### 8.2 To update the Table of Contents

You must remember to update the *Table of Contents* when you have added, deleted or changed a heading in the main body of your document.

- Click on the **Table of Contents** to select it. It will be highlighted in grey.
- Click on its '**Update Table**' button, at the top of table.
- Select '**Update entire table**' (updates both headings and page numbers)
- Click **OK**.

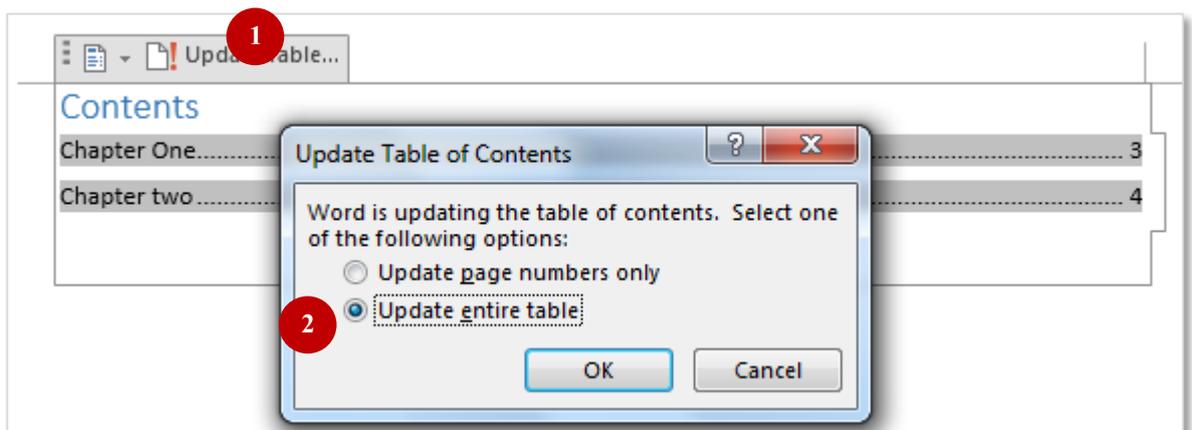


Figure 21: Updating your Table of contents.

**Tip:** Other ways to update your *Table of Contents* include:  
Right-click on the table and select '**Update Field**' OR press **F9** on the keyboard OR the '**Update Table**' button in the *Table of Contents* group.

### 8.3 Creating a custom Table of contents

Use the '*Custom Table of Contents*' option if you need to display more than three levels of headings, and/or if you want to modify the appearance of the *Table of Contents*.

- On the **References** tab, in the *Table of Contents* group, click **Table of Contents**.
- Select **Custom Table of Contents**, near the bottom of the list to display its dialog box.

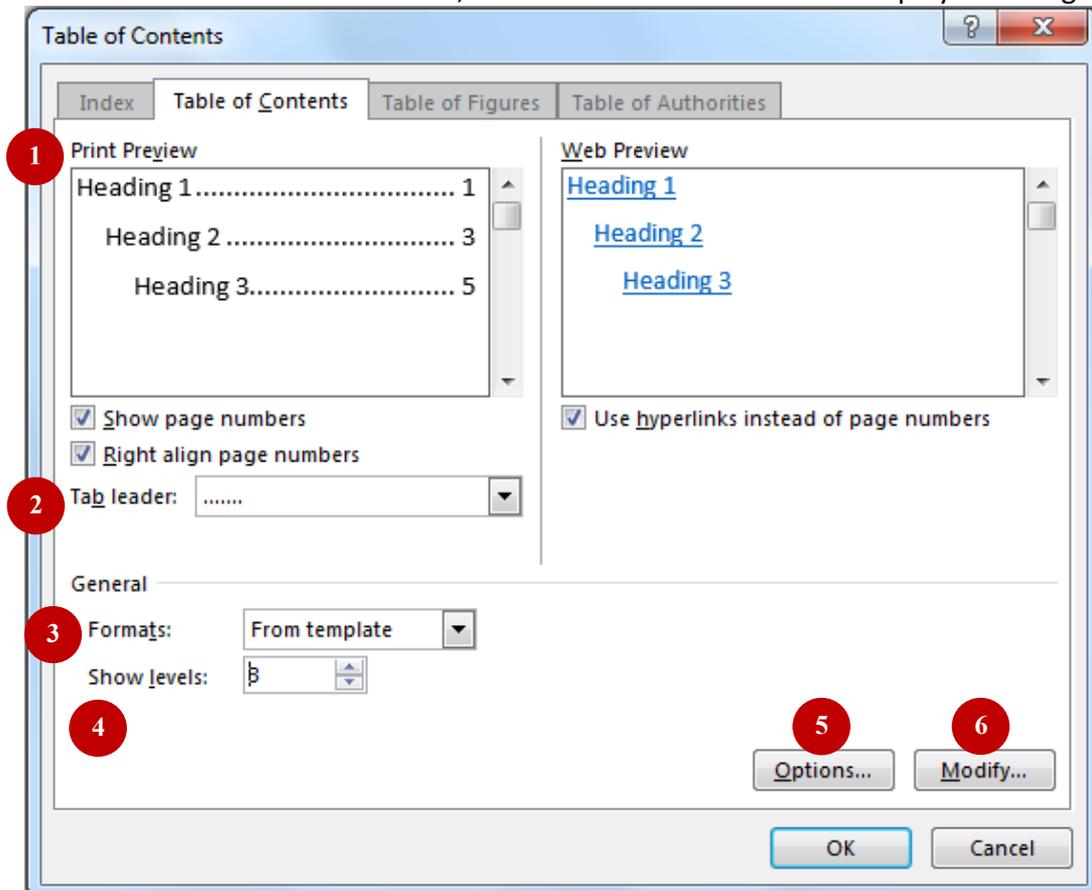


Figure 22: Customising your Table of Contents

Some of the options explained...

<b>Print/Web Preview</b> [1]	Shows the effect of current selection: Displaying 3 headings levels, with dots for Tab Leader & the 'From template' Format.
<b>Tab leader</b> [2]	Choose between a variety of dots/lines. Select an option and see the effect in the ' <i>Print Preview</i> ' window.
<b>General – Formats:</b> [3]	A small number of different formats. Select an option and see the effect in the ' <i>Print Preview</i> ' window.
<b>General – Show levels:</b> [4]	It shows 3 levels of headings by default (see the preview in the screenshot. Use arrows to increase/decrease.
<b>Options</b> [5]	You can create a <i>Table of Contents</i> using your own heading styles. To ensure they are included select the entries via the Options button
<b>Modify</b> [6]	<p>If you use the 'From template' Format you can make modifications to font type, font size, line spacing, etc. TOC1 represents Heading 1, TOC2 represents Heading 2, TOC3 represents Heading 3, and so on.</p> <p>Each is a separate level so if you wanted to make changes to a few level you would have to apply changes to them individually.</p>

- Make your changes and click on **OK**.

## 9 Captions for figures, tables and equations

A caption is a numbered label that you can add to an object in your document; such as a diagram, chart or table. It contains a *label* such as *figure*, *table* and *equation*, and an automatically applied *number* which is updated as you add, move or delete captions. You can also add a description within the caption.

Use captions for all of the figures, tables and equations, within your document.

Do not type them out manually... or you'll miss out on time-saving features:

Why use them?

- It will automatically number your figures in consecutive order
- They will have a consistent appearance as they use a style called 'Caption'
- You can create an automatic listing for them (just like a table of contents)
- As you add, move, delete captions you can easily update the listing

### 9.1 Applying a caption

- Select the **figure**, **table** or **equation** that you want to add a caption to.
- On the **References** tab, in the 'Captions' group, click **Insert Caption**. The label and number will be displayed.
- Choose the correct label [1] for your object: *figure*, *table* or *equation*.
- Click after the number in the 'Caption' box and add a description [2].
- Click **OK**.

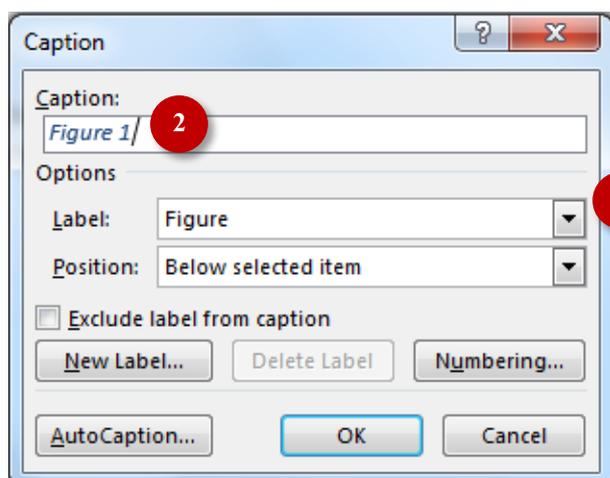


Figure 23: the Caption dialog box

- Repeat for all other **figures**, **tables** or **equations in your document**. When applying new captions *Word* will automatically update the caption numbers.

## 9.2 Deleting a caption

- Select the caption and press the **Delete** key on your keyboard
- If you find that a caption is not displaying the correct number then right-click on the Caption number and select the 'Update field' link

## 9.3 Updating incorrect caption numbering

When adding new captions *Word* automatically updates the caption numbers, but if you delete or move a caption you will need to update them manually.

The following guidance selects all of the document, and updates all of the field codes in the document – tables of contents, figures, etc. as well as your captions.

- On the **Home** tab, in the 'Editing' group, click **Select** and then '**Select All**'. Or use the keyboard shortcut **Ctrl + A**. The entire document is selected.
- Press the **F9** key on your keyboard, or right-click and select '**Update Field**'.
- Select '**Update entire table**' so that headings and page numbering is updated.
- Click **OK**.

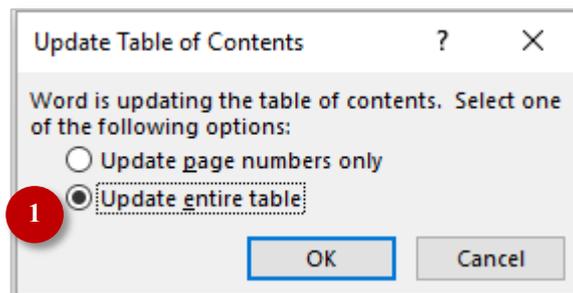


Figure 24: Updating fields in your document

## 9.4 Including chapter numbers in your captions

It is possible to display captions that reflect the numbering of your chapter headings: e.g., figures in chapter 1 would display as *Figure 1-1* and *Figure 1-2*, etc.

To do this:

- Within the 'Caption's dialog box, create your caption in the usual way, but then click on the 'Numbering' [1] button. (See Figure 25)
- Select the box named 'Include chapter number' [2].
- Choose a separator [3], such as a hyphen.
- Click on **OK**.

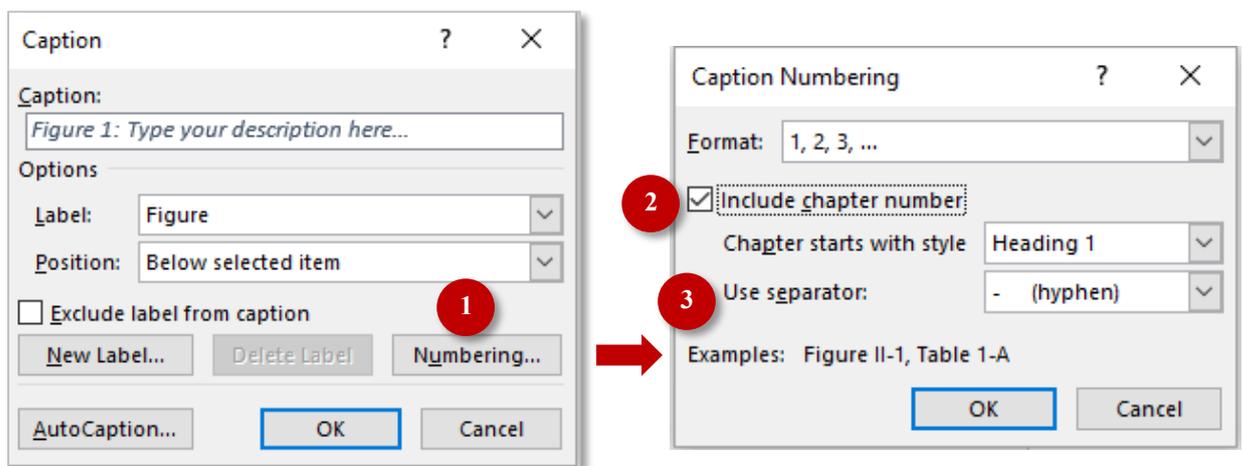


Figure 25: Caption numbering dialog box

### Tips

- By default, captions for figures are placed below each figure and captions for tables are placed above each table. It is advised to keep this default.
- Caption formatting is set by the 'Caption style'. You can change its attributes if you wish. The default font size of 9pts is standard and acceptable.

## 10 Lists for figures, tables and equations

By applying the 'Caption' tool to the figures, tables and equations in your document, you can create automatic content lists for them.

### 10.1 To insert a 'Table of Figures'

- Click in your document where you want to display your *Table of Figures*.
- On the **References** tab, in the *Captions* group, and select **Table of Figures**.

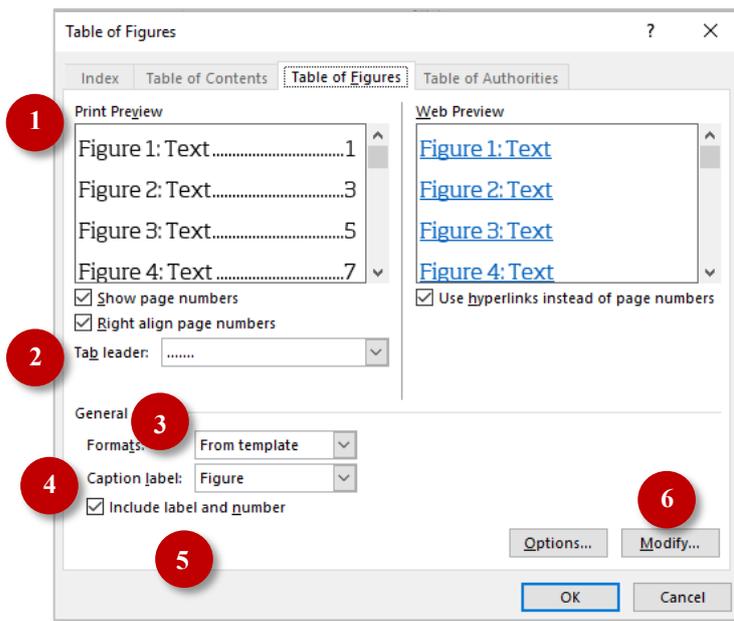


Figure 26: Table of Figures dialog box

Some of the options explained...

<b>Print/Web Preview [1]</b>	Shows the effect of the selection you make
<b>Tab leader [2]</b>	Choose between a variety of dots/lines
<b>General – Formats: [3]</b>	A small number of different formats
<b>General – Caption label: 4]</b>	Choice of Figure, Table & Equation
<b>General – Include label and number [5]</b>	Selected by default, it includes the label (e.g. 'Figure ' & its corresponding number
<b>Modify [6]</b>	The 'From template' Format can be modified - font types & sizes, line spacing, etc.

- Make your changes and click on **OK**.

### 10.2 To insert a List of Tables

- Click in your document where you want to display your *List of Tables*.
- On the **References** tab, in the *Captions* group, select **Table of Figures**.
- From the dialog box, select '**Table**' from the *Caption label* area.
- Click on **OK** to save your changes.

### 10.3 To insert a Table of Equations

- Click in your document where you want to display your *Table of Equations*.
- Click on the **References** tab, and select the **Table of Figures** button in the *Captions* group.
- From the dialog box, select '**Equation**' from the *Caption label* area.
- Click on **OK** to save your changes.

### 10.4 To update a list

- Click within the list to select it. It will be highlighted in grey.
- From the **References** tab, select the **Update Table** button in the *Captions* group.
- Select '**Update entire table**' (updates both caption text and page numbers)
- Click **OK**.

Tip: Other ways to update these automatic lists include:

- Right-click on the list and select '**Update Field**' OR press **F9** on the keyboard.

## 11 Footnotes

Footnotes are used to provide explanatory information or comments that you don't want to include in the main body of the text.

Here is an example of a footnote: the end of this sentence shows a number. <sup>2</sup> Look at the bottom of the page for the explanatory footnote text.

It has two linked parts – first, the reference mark (usually a number) appears beside the text in the body of the document, and the explanatory footnote text is displayed discretely at the bottom, or the foot, of same page as the text it explains.

*Word* automatically numbers footnote marks for you, so when you add, delete, or move footnotes, they are automatically renumbered.

You can have more than one footnote on a page but make them brief and use sparingly.

### 11.1 Inserting footnotes

- Click at the exact position where you want to insert your footnote.
- On the **References** tab, in the '*Footnotes*' group, click **Insert Footnote**. The *footnote* number is automatically added at the insertion point and moves the insertion point to the bottom of the page.
- Type your footnote text into the footnote area.

### 11.2 Deleting footnotes

Be careful to delete the footnote in the correct way...

- Select the **footnote number** *in the body of the document*. DO NOT make the error of deleting the footnote at the bottom of the page, as the footnote number in the body of the document will still be displayed.
- Press the **Delete** key. The footnote elements in both parts of the page will be deleted, and all of the footnotes in your document are automatically renumbered.

**Tip:** You can search for your footnotes via the *Navigation* pane.

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<sup>2</sup> This is a footnote. Footnotes appear in single line spacing at the bottom of the page, and in a smaller font.

# Structuring your document

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## 12 Section breaks

You can change your document's structure by dividing it into 'sections' and applying different page formatting within each section. For example, section breaks allow headers and footers to display different information and page orientation to be switched to accommodate a large table of data.

Section breaks are essential for dissertations/theses, as they require different page number formatting within the document, as outlined below.

### Different page numbering styles for a dissertation/thesis

<b>Title page</b>	No page numbering
<b>Introductory pages</b> e.g. Abstract, Dedication/Acknowledgments, Table of contents, etc.	Beginning at number 1, this part of the document uses small Roman numerals, i, ii, iii, iv, etc.
<b>Main document</b> Including References & Appendices	Starting again at number 1, this part of the document uses Arabic numerals, 1,2,3, etc.

Look at the diagram below and note where the '*section breaks*' need to be placed to be able to achieve the required page number formatting within your document.

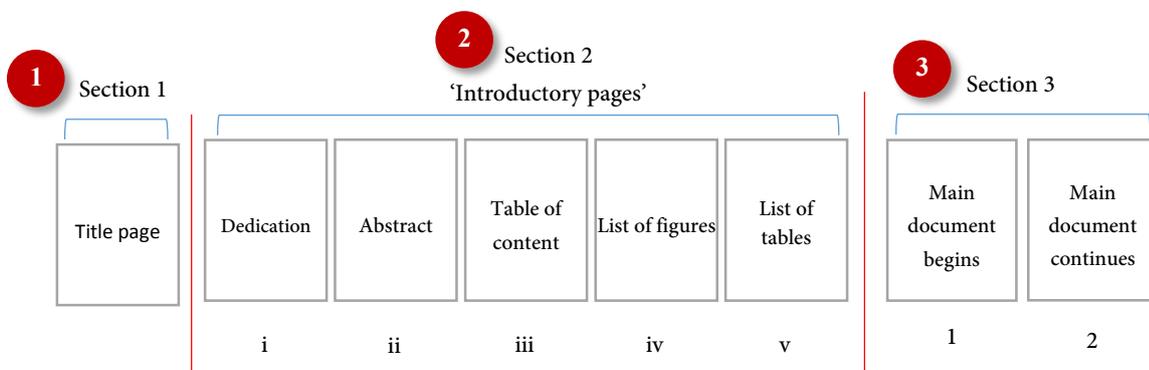


Figure 27: Inserting Section breaks

The example above shows

- 'Section 1' containing the title page without page numbering applied.
- 'Section 2' containing a number of introductory pages which begin at 1, but displays its numbering sequence in small Roman numerals.
- 'Section 3' indicating where the main document begins – it restarts at 1, and uses standard Arabic numerals for the remainder of the document.

## 12.1 Inserting a section break

To use this feature

- Click at the end of the text on your document's first page - the title page. If you have previously inserted a *Page Break* between the title page and the following page, delete it now as a *Section break* is required in its place.
- On the **Page Layout** tab, in the *Page Setup* group, select **Breaks**.
- Select **Next Page Section break** from the list in the *Section Breaks* category. You have a new section, with the cursor is positioned at the top of page 2.
- Add another **Next Page Section Break** at the end of the 'introductory pages' and just before the beginning of the main part of the document. You will now have three sections within your document.

## 12.2 Viewing your section breaks

When editing your document it is important to be aware of the location of your section breaks, to avoid accidentally deleting your section breaks. If you do so, it will affect the page formatting that you have applied to those sections.

To view section breaks

- Right-click on the **Status bar** (bottom of the *Word* window) and select **Section**. See how the section number is now displayed on the status bar.

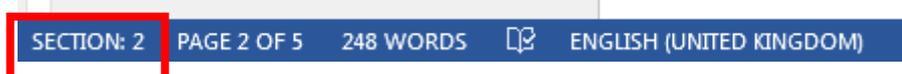


Figure 28: Section number shown in Status bar

- Click the **Home** tab on the *Ribbon*, and select the **Show/Hide** button in the *Paragraph* group and you will see where your *Section breaks* are located.



Figure 29: Viewing a Section break using the 'Show/Hide' button

**Tip: Other ways to view section breaks include:**

On the **View** tab, in the *Views* group, select **Draft**. Or press **Ctrl – Shift & 8** keys

## 13 Adding page numbering to sections

Page numbering is displayed in the header (top) or footer (bottom) area of pages. For a dissertation/thesis they are typically located in the 'centre' of the footer of the page. It is possible to display them in the header and to use 'right alignment'.

### 13.1 Viewing the footer area

To use this feature

- On the **Insert** tab, in the *Header & Footer group*, click **Footer** and choose **Edit Footer** from the list.  
Or... right-click in the bottom margin of the page and select '**Edit Footer**'  
The *Header/Footer Tools* tab is displayed on the *Ribbon*. Note how the document text appears greyed out in this *Header/Footer* mode.
- The footer area of the page displays a button called '*Footer – Section 1*'.  
**Ignore 'Section 1'** of the document, as it is the title page and it requires no page numbering].



Figure 30: Footer area within 'Section 1'

### 13.2 Inserting page numbering within sections

#### Working with section 2

- In the *Navigation* group, move to '*Section 2*' by clicking **Show Next**.
- In the footer area of the page there is a button called '*Footer – Section 2*'. [1]



Figure 31: The footer area of section 2 of the document

The '*Same as previous*' [2] button maintains a link to the previous section and will display the same footer content. As the footer of section 2 needs to display Roman Numerals, you DO NOT want it to be the same as the previous section. You need to break the link with section 1.

- On the *Header/Footer Tools* tab, in the *Navigation* group, click '**Link to previous**'. The '*Same as previous*' button (as in Figure 31) will disappear.

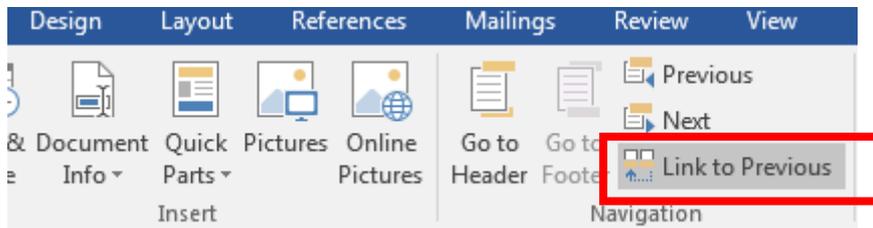


Figure 32: Click on 'Link to Previous' button to sever link with previous section

- Click **Page Number** in the *Header & Footer* group and select **Bottom of Page – Plain Number 2** (this is the 'centred' option).
- Click **Page Number** and select **Format Page Numbers...** [See Figure 33]
- In the area named '*Number format*' [1] find and select **i, ii, iii, ...** (small Roman numerals) from the list.
- In the area named '*Page numbering*' select '**Start at:**' [2] and ensure that it begins at **i**.
- Click **OK** to save your changes. You have applied the correct page numbering to section 2.

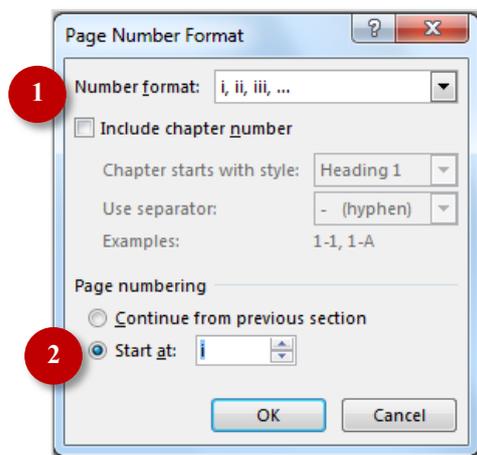


Figure 33: Select small Roman Numerals for the 'Number format' and start at i

### Working with section 3

- To move to 'Section 3', click on the **Show Next** button in the *Navigation* group. In the footer area of the page see the button '*Footer – Section 2*'. The button called '*Same as previous*' maintains a link to the previous section. You DO NOT want to link to section 2 of your document, as section 3 needs to restart at 1 and use Arabic numerals. You need to break the link with section 2.
- In the *Navigation* group, click '**Link to previous**'. The '*Same as previous*' button will disappear.
- Click **Page Number** and select **Format Page Numbers...**
- In the '*Number format*' [1] area find and select **1, 2, 3,...** (Arabic numerals)
- In the '*Page numbering*' [2] area click '**Start at:**' and ensure that it begins at **1**

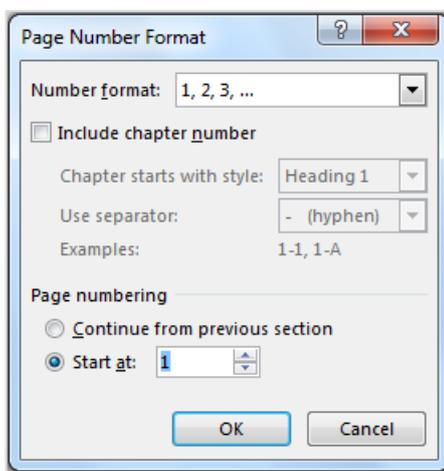


Figure 34: Select Arabic numerals for the 'Number format' and 'Start' at 1

- Click **OK** to save your changes. You have applied the correct page numbering to section 3.

### Tip

Remember to be careful when editing content around the areas where you have inserted section breaks. If you accidentally delete a section break it will undo your page formatting and affect your page numbering.

You can use the '**Undo**' button if you notice your error immediately. If you notice at a later stage switch on **Show/Hide** so that you can more easily see where you need to re-insert the missing section break and remedy any other issues.

## 14 Section breaks for changing page orientation

Section breaks allow you to change page orientation within a document. Ideal if you need to add a large table or image to your document, but it's too wide to fit on a portrait page.

To use this feature

- Position your mouse cursor at the point where you need to change page orientation.
- On the **Page Layout** tab, in the *Page Setup* group, click **Breaks** and then click **Section Breaks-Next Page**.

This will produce a new blank page in a new section, a section we want to turn around to make landscape.

### 14.1 Change the page orientation

- Click anywhere in the new page.
- On the **Page Layout** tab, in the *Page Setup* group, select '**Orientation**' and click **Landscape**.

Need to return to portrait orientation for the rest of your document?

- Click at the end of the landscape page/s.
- On the **Page Layout** tab, in the *Page Setup* group, click **Breaks** and then click **Section Breaks-Next Page**.
- On the **Page Layout** tab, in the *Page Setup* group, select '**Orientation**' and click **Landscape**.
- Now click in the new section page and change the orientation back to portrait, by selecting '**Orientation**' and clicking '**Portrait**'.

The sequence of your page numbering may be interrupted with the creation of new sections. To fix this:

- **Highlight** the page number in the *Header* or *Footer* area.
- Go to **Page Number** and select **Format Page Numbers...**
- Set *Page numbering* to '**Continue from previous section**'
- Click **OK** to save changes.

## 15 Printing documents with sections

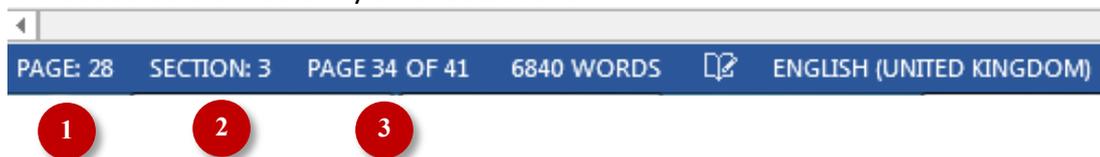
### 15.1 Printing a specific range of pages

As your document has multiple sections using different page numbering, you need to specify your printing page range differently as *Word* needs more information. When you have two instances of 'page 1' – how does *Word* know which one you want? You need to specify the page number/s and the section number for the range that you want to print.

Printing pages from a document with sections

- Right click on the *Word* **Status bar** at the bottom of the screen and select '**Formatted page number**'.

It is added as the first entry on the status bar.



[1] The formatted page number

[2] The section number

[3] The physical page number

Figure 35: Displaying 'Formatted page number' via Status bar

- Note the formatted page numbers and section numbers for printing.
- Select **Print** from the *File* tab.
- In the *Settings* area, select the **Print All Pages** button and click **Print Custom Range**.
- Enter your required range.

Here are some examples: 'p' relates to the page number and 's' relates to the section number.

s2	will print all pages within section 2
p28s3-p30s3	will print page 28 of section 3 to page 30 of section 3
p28s3,p30s3,p12s4	will print page 28 and page 30 of section 3, and page 12 of section 4

## 16 Help and support

If you need further help with formatting your dissertation/thesis please get in touch at [studentdigitalskills@salford.ac.uk](mailto:studentdigitalskills@salford.ac.uk), with a brief description of the issue/s that are causing you difficulties, so that we can arrange a 1-2-1 appointment.