



University of  
**Salford**  
MANCHESTER

# Formatting your dissertation/thesis

Using Microsoft 365 Word for Windows  
tools to produce professional documents  
to maximum effect



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# INTRODUCTION

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

This handbook focuses on *Microsoft 365 Word* tools which can save you time and allow you to work more effectively. Its instructions and screenshots are based on *Word for Windows*.

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

## 1 Your School handbook

There is no single university set of specifications for formatting a dissertation. It can differ across the Schools, and sometimes within schools too. Your first action is to access and read your School handbook to check for any specifications which you are required to follow for the formatting of your dissertation.

- Undergraduate students should find it on your programme site in Blackboard
- Postgraduate research students should look on the [Postgraduate Doctoral Hub](#)

Here are just some of the elements you should confirm:

- Font and Font Size.
- Line Spacing and Margin widths.
- The order of the ‘front matter’ – the pages which must be included before your main content begins. Example: Title page, Table of contents, List of Figures, etc.
- Are there specific chapter sections that must be included?
- Word limit: What is the maximum and minimum number of words? Does that include the words in your abstract, tables, reference list and appendices?

This handbook provides general guidance only for formatting your dissertation/thesis. If you are unable to find your School handbook – or if it does not specify certain elements – then contact your School office, lecturers or supervisors for further advice.

For guidance on referencing visit the Skills Referencing web pages at [salford.ac.uk/skills/referencing](https://salford.ac.uk/skills/referencing)

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

## 1.1 The structure of a dissertation/thesis

In the table below you will find an example of the structure of a dissertation and thesis; what may be required and a typical order of appearance.

Remember to look at your School handbook to check for any specific instructions.

### Dissertations and Theses

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

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

The following is standard guidance for dissertations and theses. **Always be guided by your School handbook, as it may set out different requirements.**

### Page formatting options 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. You may need to change margin settings if printing your work.
<b>Page numbering</b>	Page numbers can be in the centre or right-hand corner of each page, top or bottom, but must be consistent throughout your work.

### Page formatting options for academic documents

- Pagination:** • No page numbering on title page.
- Different Page numbering sequences**
- The ‘front-matter’ pages display small Roman numerals, i,ii,iii
  - Main document, including your References and Appendices, displays its page numbers as standard numerals: 1,2,3, etc.

See ‘Inserting page numbering with Section Breaks’ for guidance on how to achieve these changes in formatting your page numbering.

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

### Standard choice for academic documents

- Fonts** The typeface must be clear and legible.
- Does your School Handbook specify a San serif font such as Arial or Calibri? Or a serif font such as ‘Times New Roman’? (Serif fonts have small lines at the ends of characters, San serif fonts do not). If in doubt, ask your tutor or supervisor.
- Font size** 12pts
- Font Alignment** Use Left alignment for text, unless instructed otherwise.
- Line spacing** 1.5 or 2.0 (double-line) line spacing for main body text.
- Indented quotations or footnotes should be single spacing. Content within tables can be single spacing.

# MANAGING YOUR FILES

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## 2 Saving your work

Before you begin writing up you should carefully consider:

- Where you are going to save your files.
- Where you will save backup copies of your important files
- How are you going to name your files in an effective way.

### 2.1 Microsoft OneDrive

Digital IT Services recommends that you save your university work to your *Microsoft 365 OneDrive* account. As a Salford University student, your *OneDrive* account gives you one Terabyte of secure file storage in which to store your files.

It offers the following benefits:

- *OneDrive* gives you one Terabyte of secure file storage with.
- *OneDrive* automatically saves the changes you make as you edit your files.
- *Its Version History* feature allows you to open and restore earlier versions of your document.

However, if you decide to save your work to, for example, the desktop of your computer or laptop then remember to click on the *Save* button every 15 minutes or so.

### 2.2 Backing up your work

Even when saving your work to your university *OneDrive* account, it is still essential to create backup files of your vital work. This means having more than one copy, and in more than one place. Options include creating backup files on the C drive of your personal device, on a USB stick (also known as pen drive) and an external hard drive.

If you only use one method to save your work... your device hard drive becomes corrupted, or you accidentally leave your USB stick on the bus... then all your hard work would be lost... So, develop a backup habit right now, and stick to it.

## 2.3 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.

### 2.3.1 A single file

It is extremely useful to have all your content available within one file, but some people feel that one large file can become cumbersome and difficult to navigate. However, *Word* provides viewing tools that are ideal for large documents. For example, you can use the interactive *Navigation Pane* (see page 19) to quickly navigate around your document via the headings within it. The '*Split Window*' tool (see page 23) allows you to simultaneously view two separate areas of your document – ideal for comparing, checking and editing your work.

### 2.3.2 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 content and formatting are correct.

## 2.4 Naming your file/s

It can be easy to lose track of which document version is the most up to date. Creating meaningful file names is an efficient way of working and will save you time in the long run.

A simple but effective method of naming files is to include the date within the actual file name. By starting the filename with the year, month and date you will find that the filenames are listed in chronological order.

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

For example: *2025-04-04-Thesis Main*

See examples in the table below:

	<b>Working with a single file?</b>	<b>Working with multiple files (for combining later?)</b>
e.g.	2025-04-04-Thesis	2025-04-04 - Chapter One
	2025-03-31-Dissertation	2025-03-31 - Chapter Two
		2025-03-26 - Chapter Three

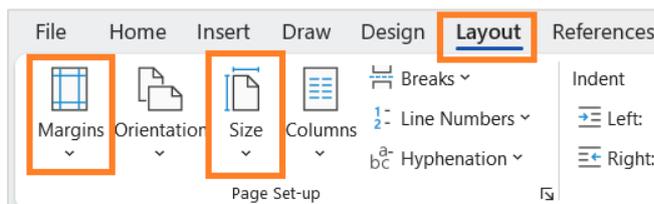
# FORMATTING YOUR DOCUMENT

This section of the handbook now focuses on using Microsoft Word to format your dissertation or thesis.

## 3 Page formatting

Options to check and change the paper size and page margins of your document can be found in the Page Set-up group on the Layout tab.

Figure 1.



### 3.1 Paper size

#### To view/change paper size

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

### 3.2 Margins

The *Word* default for top, bottom, left and right margins is 2.54cm. Does your School handbook require you to change your margins?

#### To view the margins

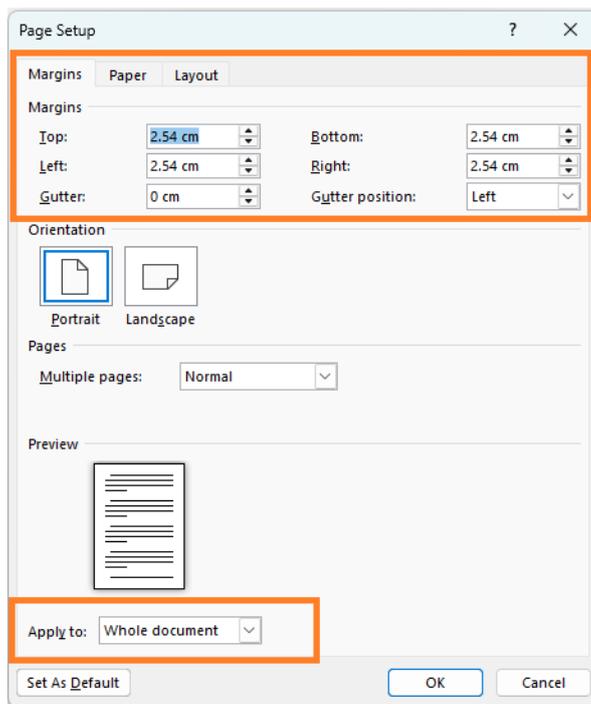
- Select the **Layout** tab on the *Ribbon* and choose **Margins** in the *Page Setup* group.
- Word's pre-set margins will be listed, including the 'Normal' margins of 2.54cms.

#### Changing the default margins to custom margins

- Select the **Custom Margins** option.

- Enter any new required measurements into the relevant *Margins* boxes. Use the arrows to increase or decrease the margin settings, or type directly into the boxes.
- Ensure the **Apply to:** box shows *Whole document* so that the new margin settings are applied throughout your document.
- Click on **OK** to save your changes.

Figure 2.



### 3.3 Inserting Page numbering

Page numbering is being covered later in 'Inserting page numbering with Section Breaks', because you will need to use Section Breaks to apply different page number formatting for your dissertation/thesis.

## 4 Using Styles

A style is a predefined set of text formatting attributes which affect how text looks. Word offers a range of in-built styles which you can apply to your text, and you can create your own styles.

You can modify styles to suit the *requirements of your document* at any time and other instances of the style in the document will update to the new formatting.

### Why are styles important to your document?

- They keep formatting consistent throughout the document.
- They enable time-saving features, such as an automatic table of contents, the Navigation Pane, and multilevel numbering.
- They improve accessibility and navigation for screen readers.

### 4.1 About the 'Normal' style

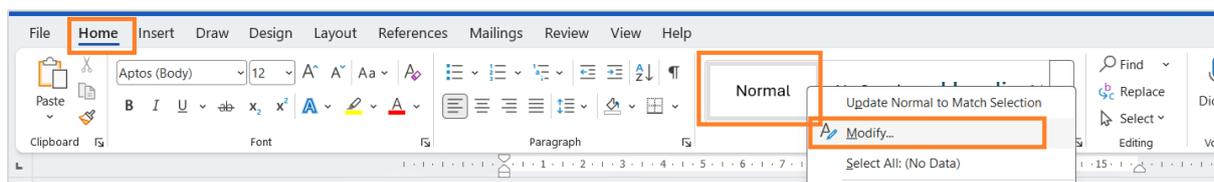
As you type text into a new document, it automatically uses a style called '*Normal*'. It formats the text you see – the font, size, colour, etc. – according to how the style has been defined on the computer or laptop you are using.

Remember, if your School handbook specifies different formatting requirements then you can 'modify' the Normal style and the changes will apply to all of the text in your document.

#### 4.1.1 Modifying the 'Normal' style

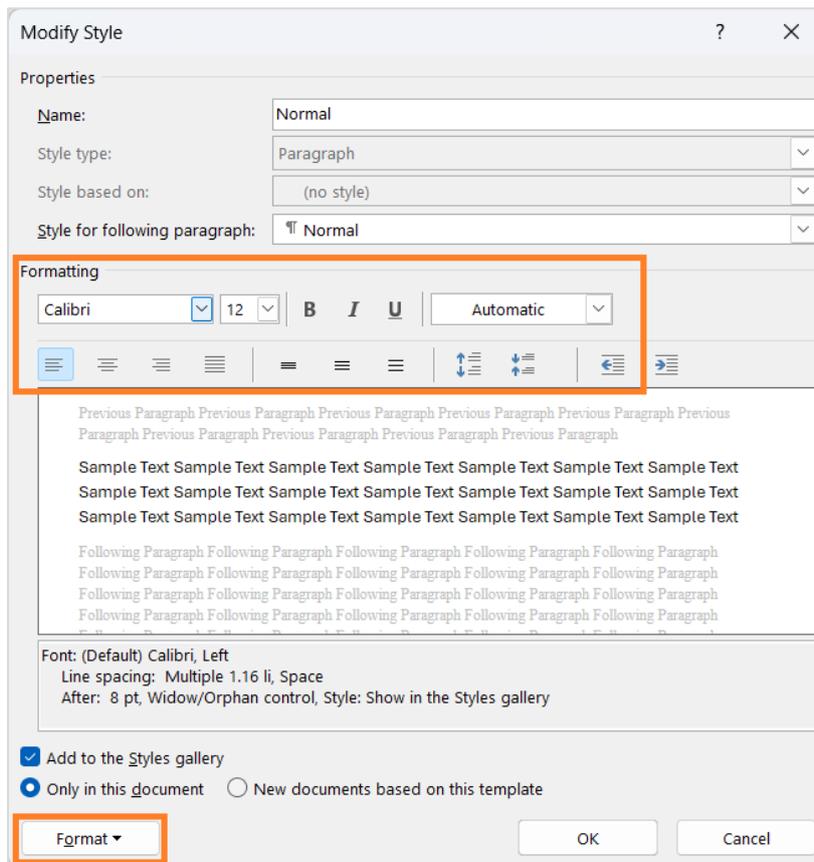
- On the **Home** tab, in the **Styles** gallery, **right-click** on the '**Normal**' button.
- Choose the **Modify** option.

Figure 3.



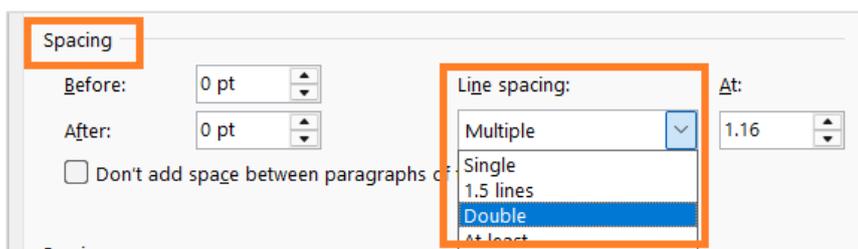
- In the '*Formatting*' section, select your required font. Example: *Calibri*.
- Ensure the *Font size* is **12 points**.
- The *Colour* should be '**Automatic**' (i.e. black).
- Use Left Alignment for your text, unless instructed otherwise.

Figure 4.



- To change line spacing select the **Format** button and select the **Paragraph** option.

Figure 5:



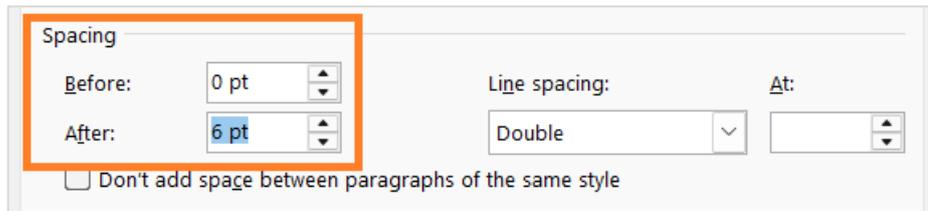
- In the *Spacing* section of the Paragraph box, change *Line Spacing* to **1.5** or **Double (2.0)** as required. [See Figure 5:].
- Click **OK** to save your changes.

### Use Paragraph Spacing instead of pressing the Enter key

This is a recommendation so you can skip it, but... Paragraph Spacing lets you control the space before and after headings and paragraphs, creating a more consistent document. Instead of pressing **Enter** to add blank lines—which often leads to unevenly applied spacing—apply **6 pt After** spacing to your paragraphs for a more professional look.

If you have already used the Enter key in your document to produce blank lines, delete them after applying Paragraph Spacing to see the true, consistent layout.

Figure 6:



- In the *Spacing* section of the Paragraph box, change the values in the 'Before' box and/or 'After' box as required.
- Click the **OK** buttons to save your new settings and to exit the dialog boxes.

## 4.2 Headings and Heading Styles

Headings and sub-headings are used in a dissertation or thesis to improve their readability and structure by dividing the text into logical, manageable sections. A clear logical structure helps the reader to navigate complex information more easily and understand the overall arguments. For you, the writer, they can help you remain focused on the purpose of each section.

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

Heading styles are available in the *Styles* group on the *Home* tab.

Figure 7:



Headings 1, 2, and 3 in *Word* create a hierarchical structure for your document. Heading 1 is the highest level of headings in your document. The levels create a nested structure, with each lower level breaking down the content of the level above it. Applying these styles automatically formats the text but, like the Normal style, you can modify their appearance at any time. It is your decision how many heading levels you use in your document, but most dissertations/theses don't exceed four heading levels.

**Heading 1** – apply this style to the main sections in your document. Think of it as the equivalent of 'Chapter one', Chapter two, etc.

**Heading 2** – apply this style for sub-headings within Heading 1.

**Heading 3** – apply this style for sub-sections within Heading 2.

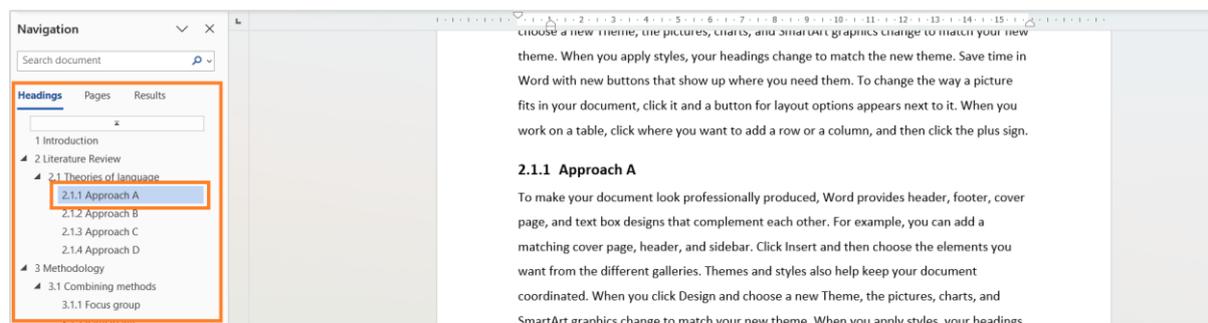
## 4.2.2 Applying a heading style

- Select, or type, the first heading in your document. Example: Chapter 1.
- Click on the relevant **Heading Style** button for your document title from the Styles group on the Home tab.  
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.
- The formatting of your headings will change – colour, font size, etc. Do not worry about that right now. You can modify the heading styles later. At this stage it's more important to just apply the correct style level to your headings.

Already begun typing up your dissertation/thesis? Then simply click in each of your existing headings and apply the relevant heading style to each of heading.

**NOTICED THE NAVIGATION PANE?** As you apply heading styles to the headings in your document the *Navigation Pane* will appear. (You can also find it in the *Show* group in the *View* tab). This brilliant tool displays your heading titles as clickable links to take you to the relevant 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.

Figure 8.

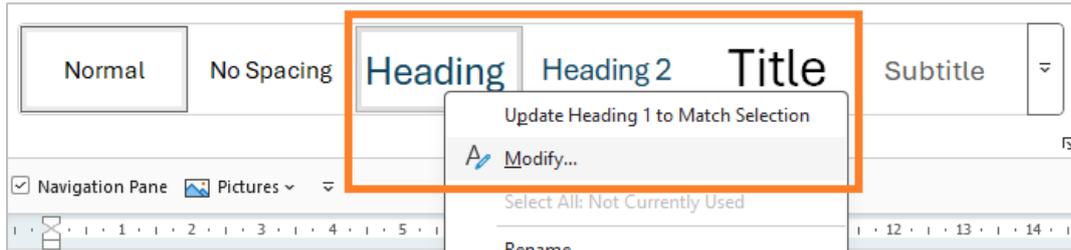


Find out more about the Navigation Pane in the Navigation and View section (see page 19).

## 4.2.3 Modifying a heading style

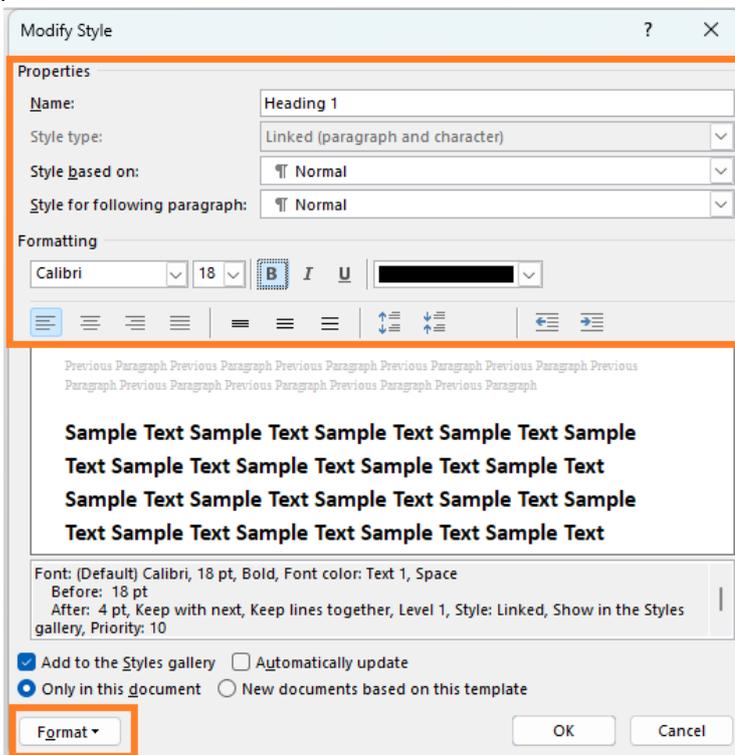
- Right-click the **Heading 1** button in the *Styles Gallery*.
- Choose **Modify**. [See Figure 9.]

Figure 9.



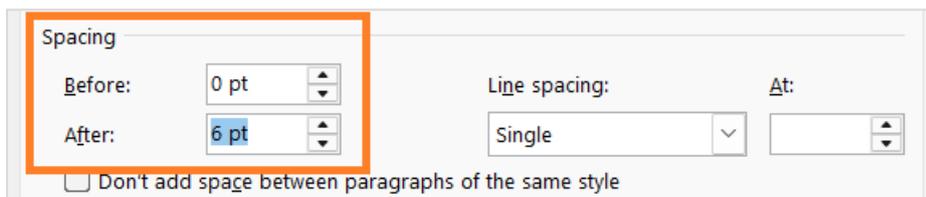
- Make the necessary formatting changes for the Heading 1 style in the *Formatting* area. Example: Font type, Font Size, Bold, change colour to Automatic (black) and text alignment. [See Figure 10.]

Figure 10.



- Remember changes for Paragraph Spacing and Line Spacing can be made via the **Format** button and choose the **Paragraph** option. (Headings in your document should use single line spacing).

Figure 11.



- Click the **OK** buttons to save your changes.

### 4.2.4 Suggestions for font sizes and paragraph spacing for heading styles

To show the hierarchy of headings more clearly, it is standard practice to use different font sizes for each heading level. The font sizes below are suggestions only. Use your judgement according to which font you are using.

**If using Calibri font \*\***

	Heading 1 – H1 *	Heading 2 – H2	Heading 3 – H3	Heading 4 – H4
<b>Font</b>	18 pt, Bold	16 pt, Bold	14 pt, Bold	12 pt, Bold
<b>Paragraph spacing</b>	Before – 0 pt After – 12 pt	<i>Before</i> – 12 pt <i>After</i> – 6 pt	<i>Before</i> – 12 pt <i>After</i> – 6 pt	<i>Before</i> – 12 pt <i>After</i> – 6 pt

\* Heading 1s are typically displayed at the top of a page, so paragraph spacing above it is not required.

\*\* If using Arial, the same settings work nicely or reduce by 1 pt if you want a tighter look.

### 4.2.5 Creating your own heading styles

You can create your own style to list ‘Acknowledgements’, ‘Abstract’, etc. in your Table of Contents, without them being numbered. Here is how you can do it.

- Click on the **Styles dialog box launcher** [1].
- From the *Styles pane* [1], click on the **New Style** button [3].

Figure 12.

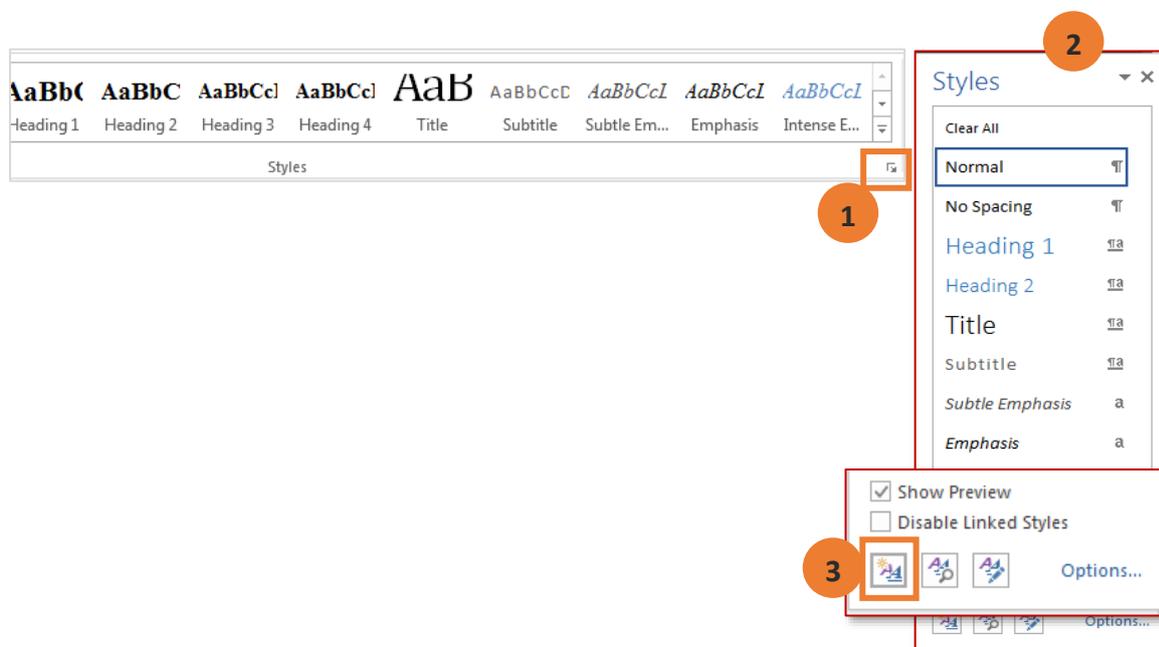
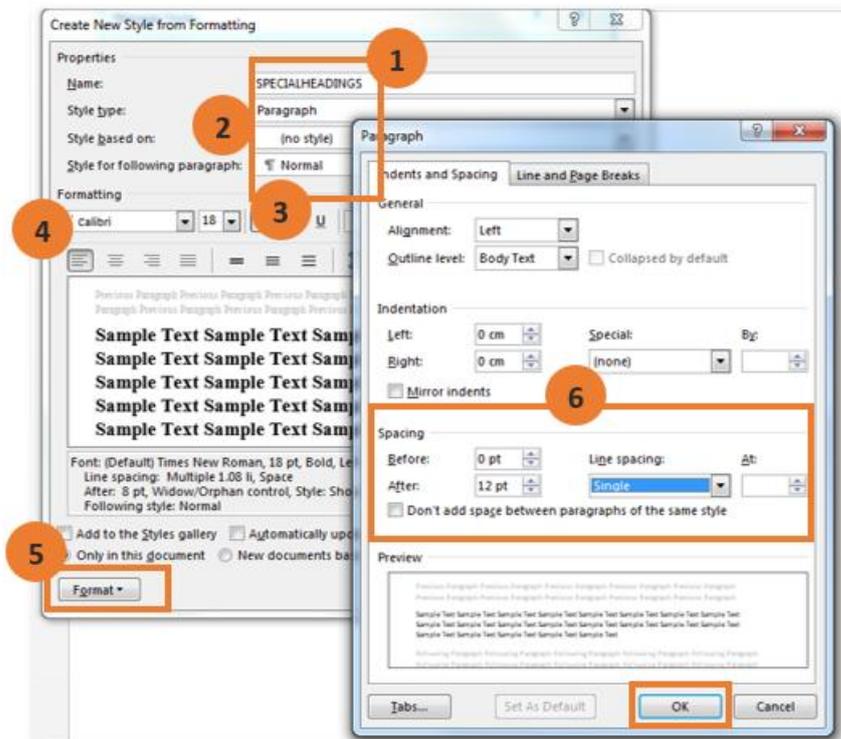


Figure 13.



- From the 'Create New Style from Formatting' box, give your new style a name. Example: Special Headings'. [1].
- For 'Style based on', select **(no Style)** [2] located at the top of the list.
- At 'Style for following paragraph', select **Normal** [3].
- Apply the same formatting that you applied previously to your Heading 1 style [4].
- Click on the **Format** button [5] to access the **Paragraph** box, where you can amend Paragraph 'Spacing' and 'Line spacing' as required [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 at the beginning of your document.

### 4.3 Option to number headings and subheadings

Some School handbooks may specify that headings are numbered. Applying Multilevel numbering to your headings and subheadings emphasises the hierarchical structure of a document and aids readability too. Another benefit that you may appreciate is that *Word* can automatically include the chapter number in your captions (Figure 1.1, 1.2, etc.).

#### Example of Multilevel numbering for headings and subheadings

1. Introduction
  - 1.1. Heading
  - 1.2. Heading

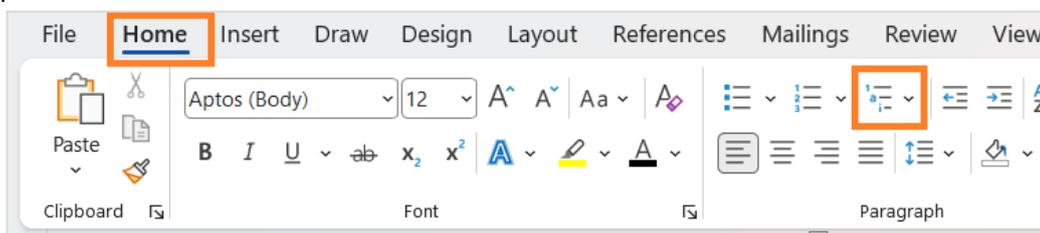
- 1.2.1. Heading
- 2. Background
  - 2.1. Heading
  - 2.2. Heading

**Note:** Not everyone needs this type of numbering; if your discipline doesn't require it, you can skip this section if you wish.

## 4.4 Applying multilevel numbering

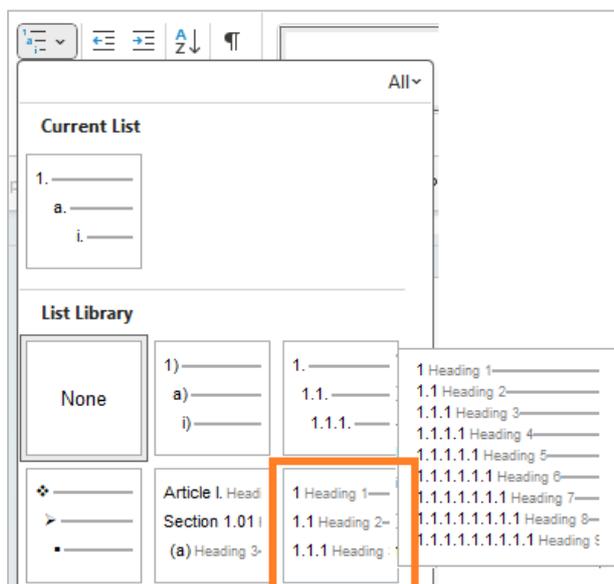
- Click into any document heading which has a Heading 1 style applied to it.

Figure 14.



- Select the **Home** tab on the *Ribbon* and select **Multilevel list** in the *Paragraph* group.

Figure 15.



- **ESSENTIAL STEP:** Choose the button that displays the word **'Heading'** within it, as shown in Figure 15. A quick glance at the *Navigation Pane* will immediately confirm that multilevel numbering has been applied correctly to the headings in your document.

## 4.5 Option to modify your numbered headings

It is possible to change the appearance of numbered headings. Some people like 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 16.

Click on Level 1 before making changes to that specific level. Making changes to other levels? Select the level number first, then make changes.

Here, the word 'Chapter' has been typed into the box before the figure 1.

**Position:** Changes the number & text position

Each 'Level' listed on the left side of the dialog box is linked to its heading style counterpart here, under 'Link level to style'. To change level 2, select it on the left & then select Heading 2 from this drop-down list. Then make your changes.

Click OK to save all changes

#### 4.5.1 Want to add the word 'Chapter' as a prefix to the 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** on your keyboard.
- Click **OK** to save changes.

#### 4.5.2 Want to adjust the number and text position of heading styles?

- Select 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.
- Click **OK**.

#### 4.5.3 Want to remove numbering from all 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.

## 4.6 Inserting Page Breaks

A Page Break forces the text after the break to begin on a new page. They are perfect for ensuring your chapter headings stay at the top of a page and don't start moving about the page as you edit your document.

### Use Page Breaks to:

- ✓ Start chapter headings on a new page.

Example: Introduction, Methodology, Literature Review, etc.

- ✓ Separate front matter and end matter:

Example: Title page, Table of contents, List of Figures, etc., References and Appendices.

- ✓ Keep headings and subheadings tidy:

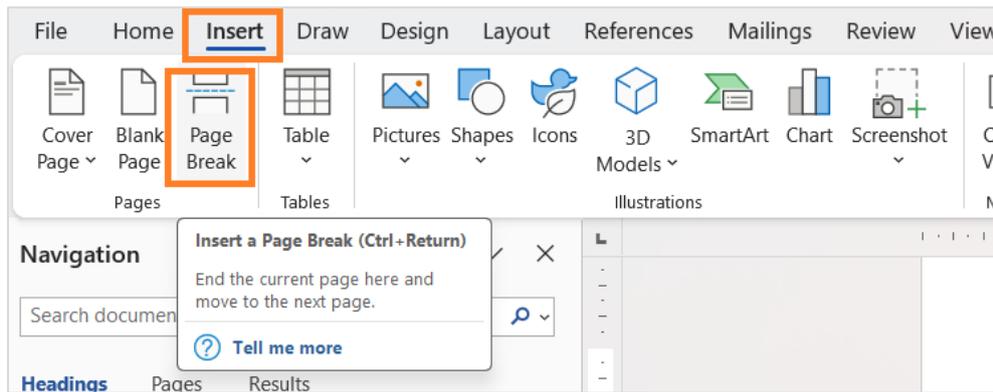
Example: Insert a page break before a heading if it risks sitting alone at the bottom of a page.

⚠️ Avoid using repeated Enter key presses to force spacing: This can create formatting problems later as you continue to edit your document. Page Breaks keep your headings where you want them, even as you continue to edit.

### How to Insert a Page Break

- Position your cursor at the point where you want to insert the page break.
- Go to the **Insert** tab and select **Page Break**.

Figure 17.



# NAVIGATION & VIEW

## 5 Navigating around your document

Whether you are working with one single master file or multiple files, the *View* and *Navigation Pane* tools can help work more effectively with your large document.

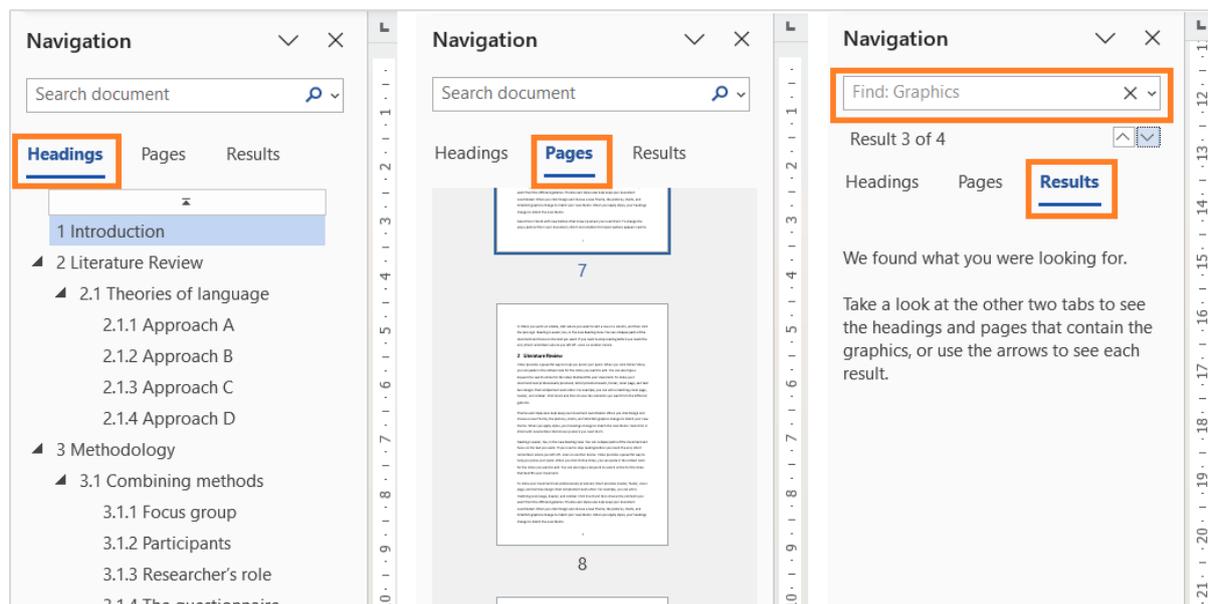
### 5.1 Using the Navigation Pane

When you start to apply heading styles to your document, Word will automatically display the *Navigation Pane*. Your headings and subheadings are listed in its default view, so you can see the overall structure of your document. Instead of scrolling around your large document to find the content you need, you can click on any heading and be taken to that part of the document.

- 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.
- Click on a **heading link** in the Navigation Pane to jump to that part of the document.

The screenshot below depicts the three ways of using the Navigation Pane: via 'Headings', a 'Pages' view or view the 'Results' of a search you have undertaken.

Figure 18.



- **Headings:** Use this default view to navigate to a section in your document by clicking on its heading.
- **Pages:** View thumbnails of the pages in your document. Select one to jump to that page in your document.
- **Results:** Search for a word/s, images, or tables in your document. Any matches are highlighted for your attention.

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

## 5.3 Search within the Navigation Pane

- To find text in your document, enter your word or phrase in the ‘Search document’ box.

Figure 19.



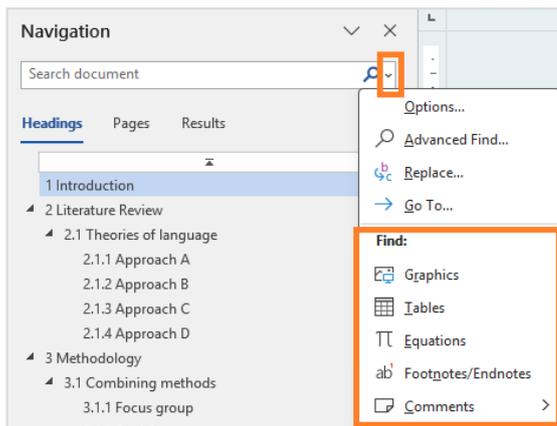
## 5.4 Finding graphics, tables and equations

You can use the *Navigation Pane's Search* tool to find any graphics, tables and equations.

Ideal for when you need to find a specific table in a 200-page document!

- Click on the arrow within the ‘Search document’ box.
- Select **Graphics**, **Table** or **Equation** from the list. Any matches are highlighted in the Navigation Pane.
- To go to a match simply click on its link.

Figure 20.



## 5.5 Moving content using the Navigation Pane

Want to move a section of your content to a different place in your document? You can do this via the Navigation Pane. Reorganise your content with ease by using click and drag to move content within your document via the Navigation Pane.

- Click onto a heading entry on the *Navigation Pane* and drag it 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** —will move to the new location within the document.

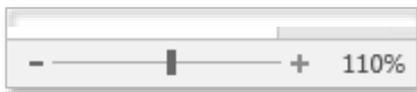
## 6 Viewing your document as you work

### 6.1 The Zoom tool

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

- Find *Zoom slide* on the status bar at the bottom right corner of the *Word* 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. (Zoom is also available via **View** tab > **Zoom** group).

Figure 21.

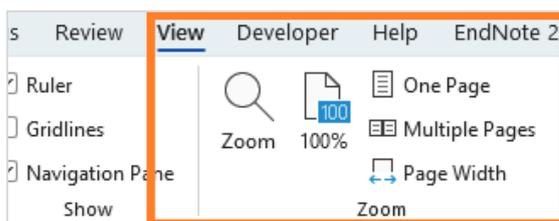


### 6.2 Multiple Pages

The *Multiple Pages* view provides an at-a-glance view of your document. You can see how formatting, images, and text flow across pages. It can help with layout planning, and spotting inconsistencies.

- From the *View* tab, find the **Multiple Pages** button in the *Zoom* group.
- You can click on the 100% button in the *Zoom* group to return a single-page view.

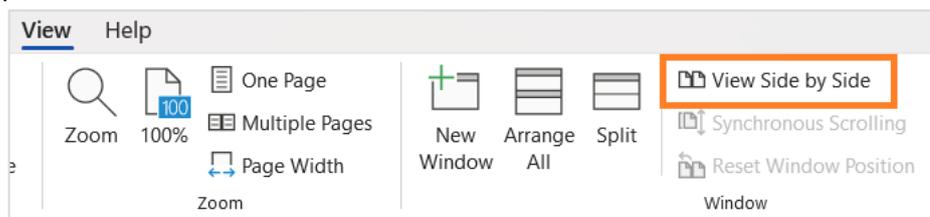
Figure 22.



### 6.3 View two documents side by side

'*View Side by Side*' displays two different documents on your screen at the same time. Helpful for avoiding constant window switching as you compare information, make edits, and check for errors.

Figure 23.



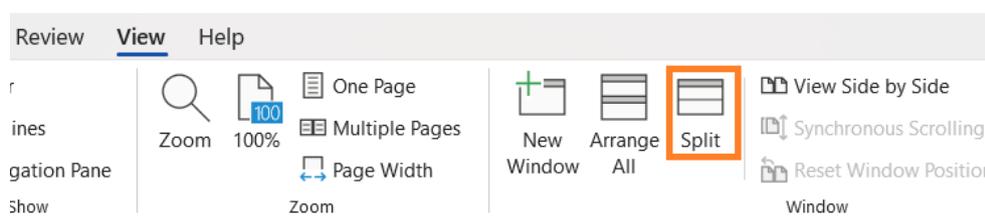
- Open the two documents and click on the **View** tab.
- Click on **View Side by Side** in the *Windows* group.

The *Synchronous Scrolling* button will automatically switch on. You can scroll the two documents at the same time – very useful for comparing similar documents line by line. You can switch off this feature by de-selecting its button in the *Window* group.

## 6.4 Split window

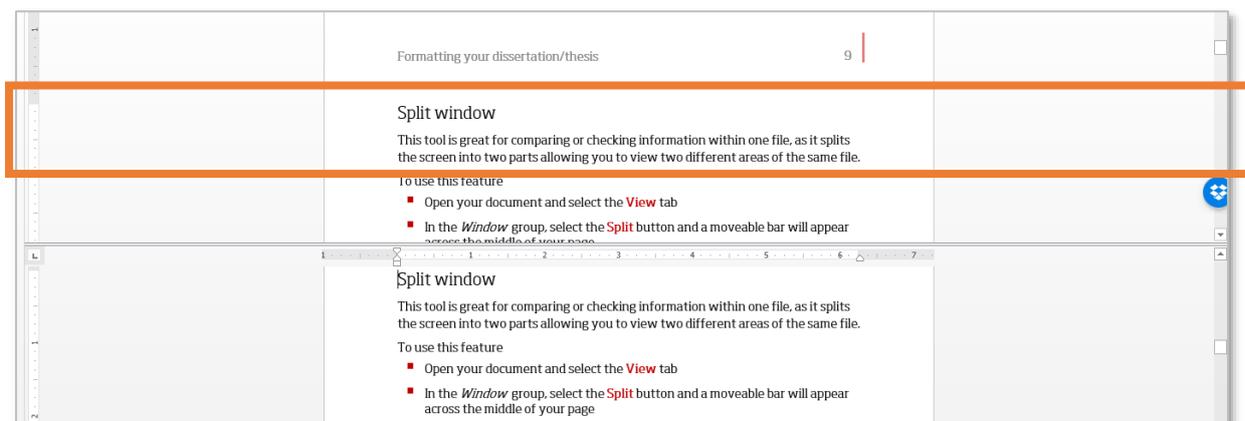
The '*Split*' view splits your document window in two, so that you can view and edit two different parts of the same document at the same time. It's ideal for when you need to compare, check or edit information in another part of the document.

Figure 24.



- Click the **View** tab on the *Ribbon* and select the **Split** button in the *Window* group.

Figure 25.



- A moveable bar appears across the middle of your page, splitting the document window into two panes. You can move the bar to adjust the height of the panes.

- Click into the top pane to make it the active part of the window. You can now move within that part of the screen and make edits. Any changes you make are applied to the whole document.
- Move up and down the pane using your mouse wheel, scroll bar, Page Up & Page Down keys, etc.
- Notice how the bottom pane does not move as you move round or make edits, until you click into it to make the bottom pane active.
- To remove the *Split* view, click on the **Remove Split** button on the **View** tab or double-click on the Split bar, or drag it to the bottom of the document area.

## 6.5 Displaying formatting marks with Show All\* feature

\* *Until recently, this feature was called Show/Hide*

The *Show All* feature displays hidden formatting symbols. When working with Page Layout features such as Page Breaks and Section Breaks, *Show All* can help you locate their exact position in your document – very useful for fixing layout issues.

- From the *Home* tab, select the **Show All** button in the *Paragraph* group. It can seem very strange when the formatting symbols first appear in your document. Click onto the **Show All** button again to hide them.

Figure 26.



### Common formatting symbols

Paragraph marks	¶
Tabs	→
Spaces	.
Pagination breaks	-----Page Break-----¶
	¶-----Section Break (Next Page)-----

**TIP:** Press the **Ctrl**, **Shift** and **8** keys together for the Show All keyboard shortcut.

# WORKING SMARTER WITH 'REFERENCES' TOOLS

## 7 Creating a 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 corresponding page numbers and acts as a navigational tool too. Click on an entry and jump to the heading in the document.

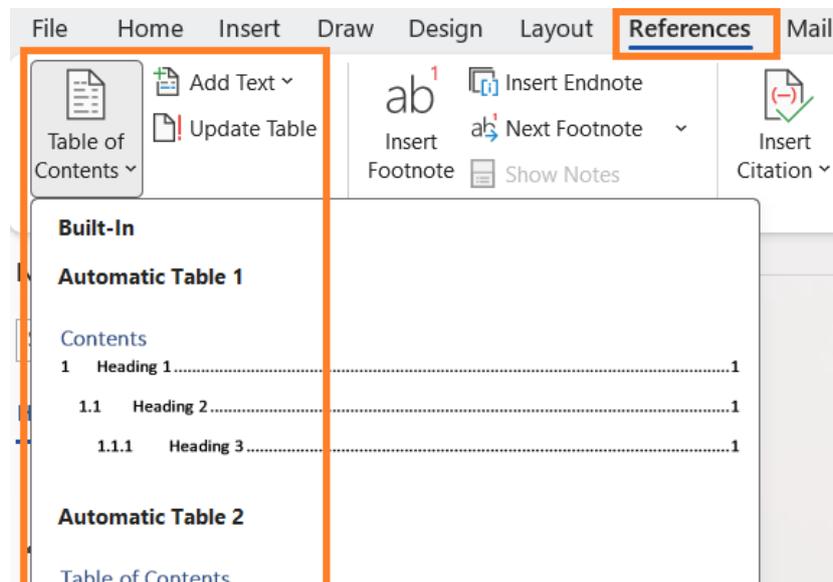
### **Why use them?**

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

### 7.1 Inserting a Table of Contents

- On the **References** tab, in the *Table of Contents* group, click **Table of Contents**.

Figure 27.



- Select **Automatic Table 1** or **Automatic Table 2**, and your Table of Contents will be added to your document. By default, the *Table of Contents* will display heading style levels 1, 2 and 3.
- Scroll up the page to see your new Table of Contents.

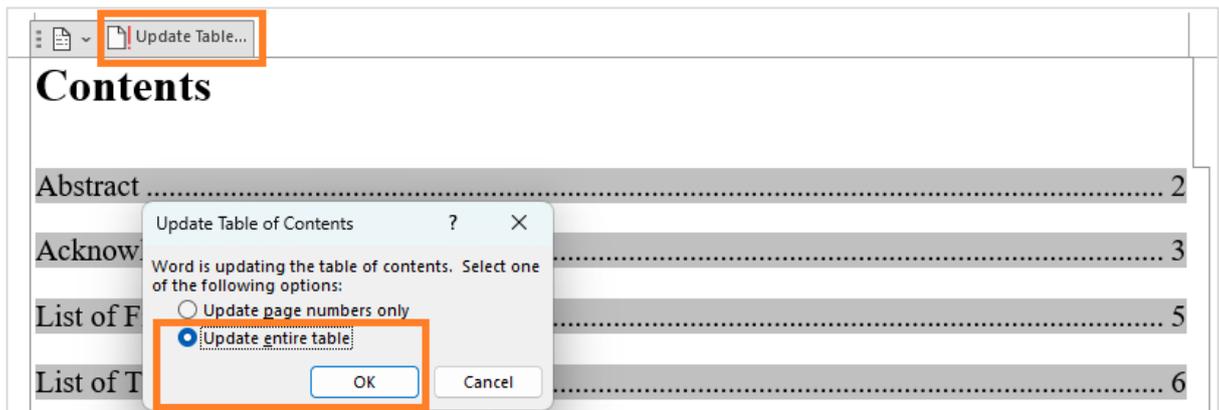
For help on displaying more than three levels in your Contents list, see section 7.3. *Creating a custom Table of contents.*

## 7.2 Updating the Table of Contents

You must update the *Table of Contents* after adding, deleting or changing headings 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 of Contents.
- Select '**Update entire table**' (updates both headings and page numbers).
- Click **OK**.

Figure 28.



**Tip:** Other ways to update your *Table of Contents* include:

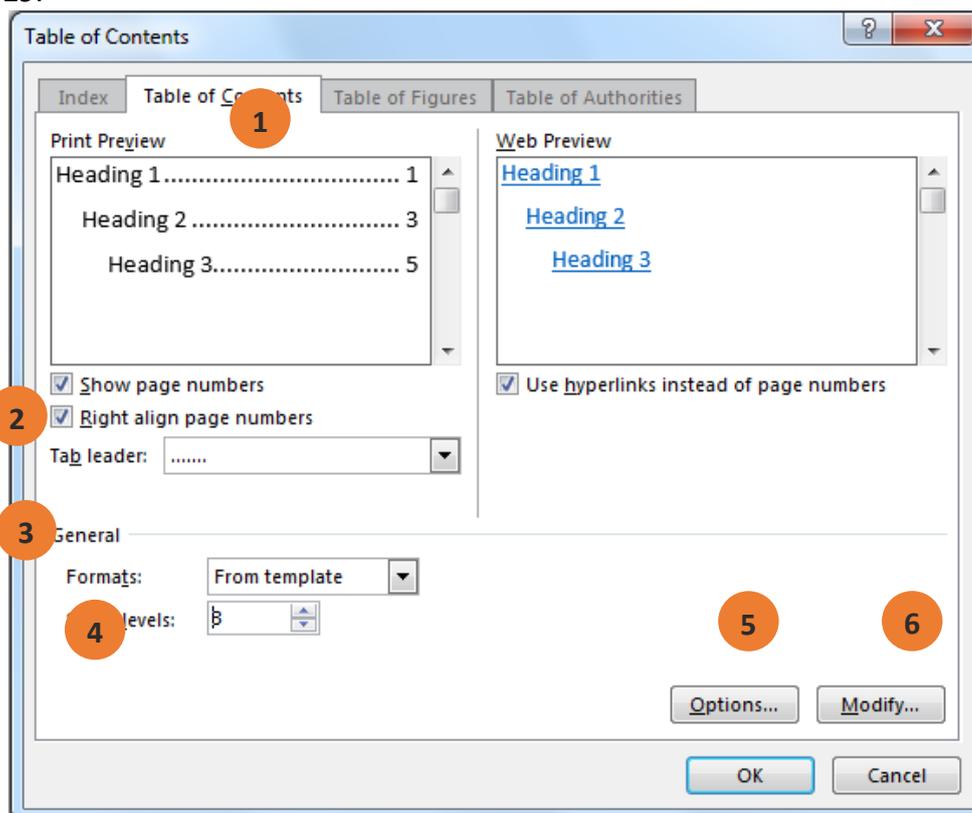
- Right-click on the table and select '**Update Field**'.
- OR press **F9** on the keyboard.
- OR the '**Update Table**' button in the *Table of Contents* group.

## 7.3 Creating a custom Table of contents

If you need to display more than three levels of headings in your Table of Contents you will need to create it using the '*Custom Table of Contents*' option. You can also use this option if you want to customise its formatting.

- On the **References** tab, in the *Table of Contents* group, click **Table of Contents**.
- Select **Custom Table of Contents**, at the end of the list of options.
- Make your changes and click on **OK**.

Figure 29.



<b>[1] Preview windows</b>	Shows the effect of current selection: Displaying 3 headings levels, with dots for Tab Leader & the 'From template' Format.
<b>[2] Tab leader</b>	A variety of dots/lines are available. Select an option and see the effect in the 'Web Preview' window.
<b>[3] General: Formats</b>	Different formats are available. Select an option and see the effect in the 'Web Preview' window.
<b>[4] General: Show levels</b>	It shows 3 levels of headings by default (see the 'Web Preview' window). Use arrows to increase/decrease.
<b>[5] Options</b>	To include your 'special headings' style in the <i>Contents</i> list, select Options, and select them from the Styles list.
<b>[6] Modify</b>	<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 TOC entry is a separate entity. To make changes to all levels you will need to modify each of them.</p>

## 8 Adding Captions to Figures and Tables

A caption is a numbered label - such as Figure 1 or Table 2 - that you can add to figures, tables, equations, and you can add a short descriptive title.

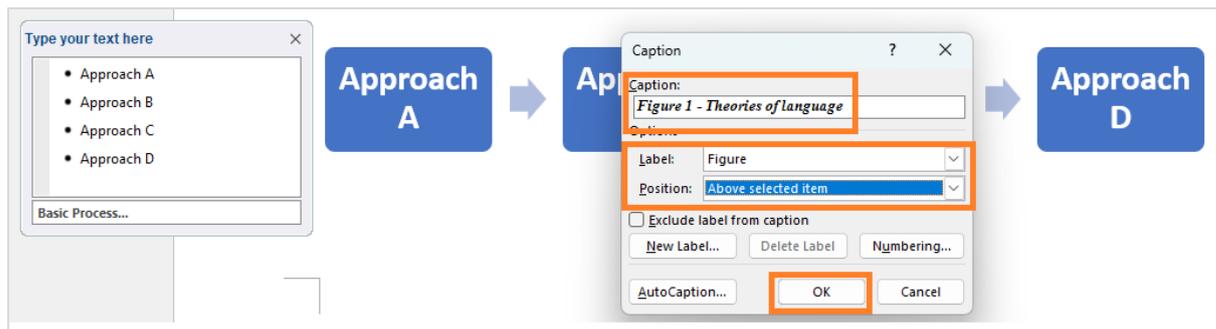
### Why use Captions?

- The Caption tool automatically numbers your figures and tables in consecutive order.
- They will have a consistent appearance, as they use a style called 'Caption'.
- You can create an automatic List of Figures and List of Tables, just like a of contents).
- As you add, move, delete captions you can update the numbered captions with a click.

### 8.1 Applying a standard caption

- Select the **figure, table** or **equation** in your document.
- On the **References** tab, in the '*Captions*' group, click **Insert Caption**. The type of caption label and number will be displayed in the Caption box.

Figure 30.



- Under the *Label* option, choose the type of label you want for your object, i.e., *Figure, Table* or *Equation*.
- Under the *Position* option, choose **Above selected item**.
- Click after the number in the '*Caption*' box and **add short descriptive title**.
- Click on **OK**.
- Repeat these steps for **all figures and tables in your document**. When applying new captions, *Word* will automatically update caption numbers in chronological order.

### TIPS

- Refer to our [Referencing webpages](#) for further advice on how to present caption information for your referencing scheme.
- *Word*'s default is to position captions for figures below each figure. For APA 7 you should position all captions **above** the objects.
- Caption formatting is set by the '*Caption style*'. You can change its formatting attributes by '*modifying*' the style as you did earlier with the Normal and Heading styles.

## WANT TO INCLUDE YOUR CHAPTER NUMBERS IN YOUR CAPTIONS?

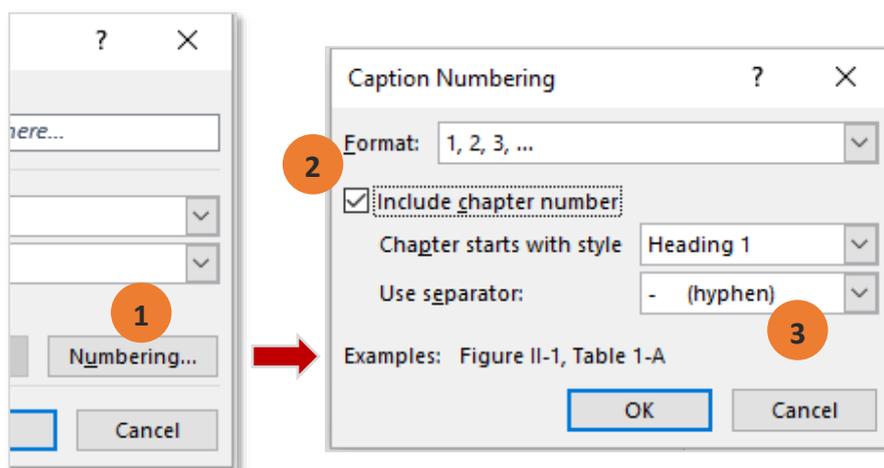
It is possible to display captions that reflect the numbering of your chapter headings.

Example: captions in chapter 1 would display as *Figure 1-1* and *Figure 1-2*, etc.

To do this:

- Create your caption as above, but from the same box click on the '**Numbering**' [1] button. (See Figure 31.)

Figure 31.



- Select the box named '**Include chapter number**' [2].
- Choose a **separator** [3], such as a hyphen or colon.
- Click on **OK** twice to set the changes.

## 8.2 Deleting a caption

- Select the caption and press the **Delete** key on your keyboard.

## 8.3 Troubleshooting - Updating incorrect caption numbering

### Updating an individual caption

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.

- If you find that an individual caption is incorrect then **right-click** on the Caption number and select the '**Update field**' link.

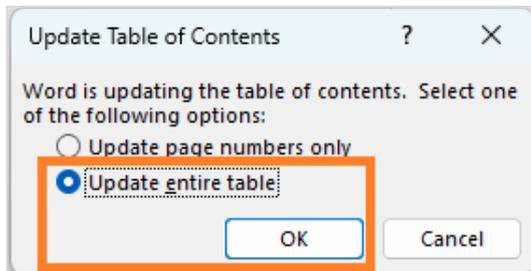
### Updating all automated elements

You can update all the automated elements in the document – Tables of Contents, Figures, Tables and Captions with the following steps:

- 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 on an automated entry and select **Update Field**.
- Word will cycle through the various automated items, select **Update entire table** and click **OK** for each one.

Figure 32.



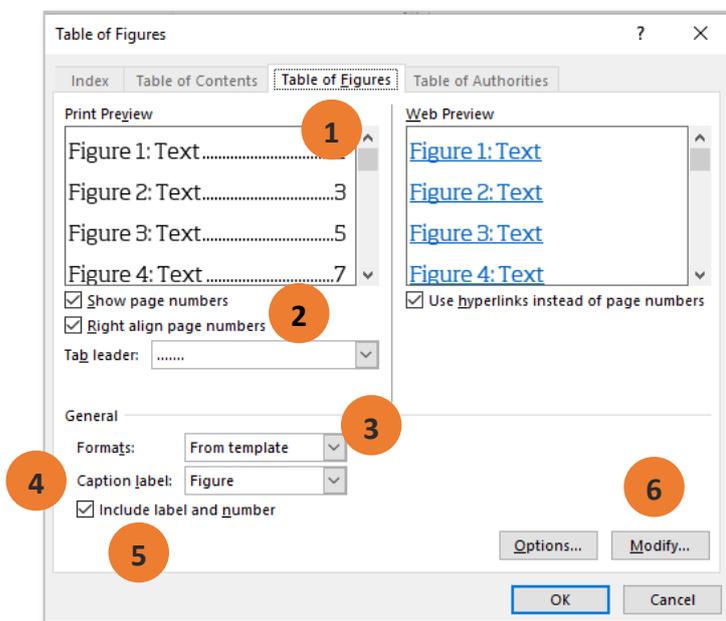
## 9 Creating automated lists for Figures and Tables

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

### 9.1 Inserting a List of Figures

- Click into your document where you want to insert your *Table of Figures*.
- On the **References** tab, in the *Captions* group, and select **Insert Table of Figures**.
- Ensure Figure is selected in the Caption label box.
- Click on **OK**.

Figure 33.



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

## 9.2 Inserting a List of Tables

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

## 9.3 Updating an automated Captions list

- Click within, e.g., the List of Figures, 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. Select '**Update entire table**' for both options.

## 10 Footnotes

Footnotes are notes that appear at the bottom of a page and are indicated in the main text with a superscript number or symbol. They are used to cite sources, add commentary, or provide extra details without interrupting the flow of the main text.

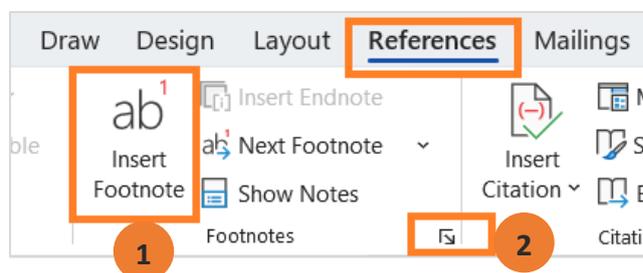
**Example:** *Word* automatically numbers footnote marks for you so when you add, delete, or move footnotes, they are automatically renumbered. <sup>1</sup>

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

### 10.1 Inserting footnotes

- Click into your document at the position where you want to insert your footnote.
- On the **References** tab, in the *Footnotes* group, click **Insert Footnote**. [1]  
The footnote number is automatically added at the insertion point and moves the insertion point to the bottom of the page.
  - To change the footnote number, click on the dialog box launcher and explore the options. [2]
- Type your footnote text into the footnote area.

Figure 34.



### 10.2 Deleting footnotes

Take care to delete the footnote in the correct way...

- Select the **footnote number** *in the body of the document*.  
DO NOT delete 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 any remaining footnotes in your document are automatically renumbered.

**Tip:** You can search for your Footnotes in your document via the Navigation Pane.

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<sup>1</sup> More about footnotes: they appear in single line spacing at the bottom of the page, and in a smaller font.



# STRUCTURING YOUR DOCUMENT

## 11 Inserting page numbering with Section Breaks

Dissertation and theses use different page number formats to indicate the different areas of the document, as outlined in the table below.

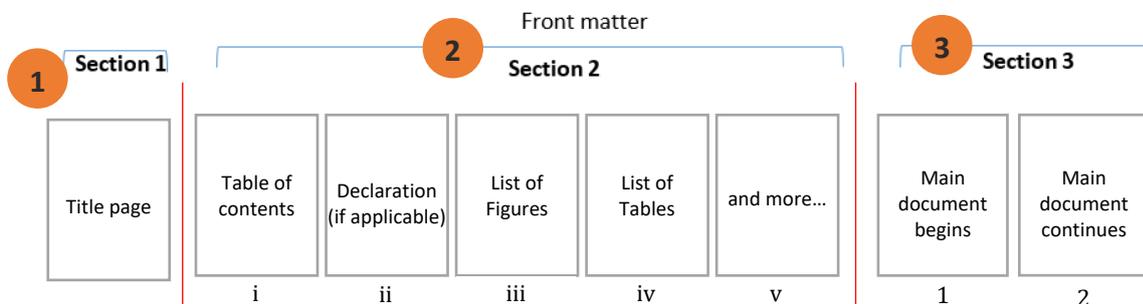
### Different page numbering formatting for a dissertation/thesis

<b>Title page</b>	No page numbering
<b>Introductory pages</b> e.g. Table of contents, Abstract, etc.	This part of the document typically uses small Roman numerals, i, ii, iii, iv, etc.
<b>Main document</b> Including References & Appendices	This part of the document uses Arabic numerals, 1,2,3, etc.

Section Breaks enable you to use different page number formats in a single document. They divide a document into distinct sections, allowing independent formatting for each section.

The instructions below show *how to position page numbers in the centre of the bottom/the footer of a page*. The diagram below shows where to insert Section Breaks to achieve the required page number formatting within your document.

Figure 35.



Section 1 containing the title page without page numbering applied.

Section 2 containing 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.

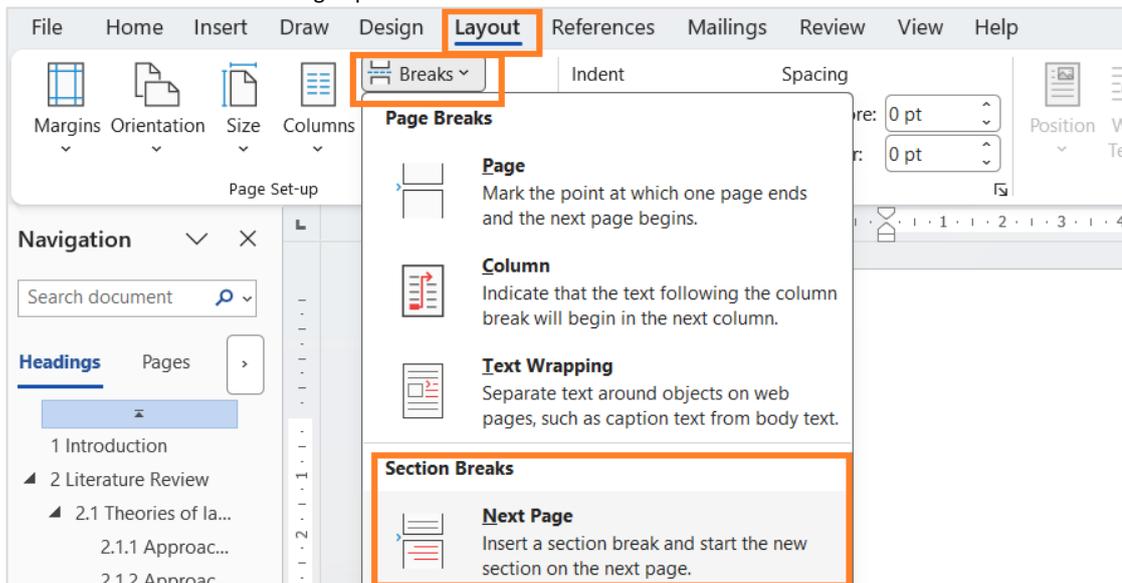
The process is split into two steps.

1. First insert the *Section Breaks*.
2. Then insert the *Page Numbering*.

## 11.1 Inserting the Section Breaks

- 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 because a Section break is required in its place. (If unsure use the Show All button in the *Paragraph* group to check).
- On the **Layout** tab, in the *Page Setup* group, select **Breaks**.
- Select **Next Page** from the list in the *Section Breaks* category. You have now added a new section, with the cursor positioned at the top of page 2.

Figure 36. Take care to select the Next Page option.



- Now position your mouse cursor **at the end of the final page of your 'introductory pages'**. Example: The Contents, Abstract, Acknowledgements, pages etc. The next page in your document should be Chapter 1.
- Following the instructions above, insert another **Next Page Section Break**. You now have three sections within your document.

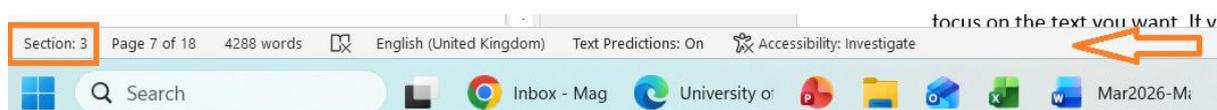
### 11.1.1 Viewing the Section Breaks in your document

When editing your work, it is important to know the location of any section breaks in your document. Accidentally deleting Section Breaks will affect the page formatting that you have applied to those sections.

#### Word's Status Bar

- Right-click on Word's **Status bar** and select **Section**. The Status bar is the grey bar at the bottom of the window. It displays page number information, word count, etc.

Figure 37: The Status bar is the grey bar at the bottom of the window.



- The Section number for your current position is now added to the Status bar, next to the Page Number information. Try clicking into another section in your document and see how the section number changes.

#### Show All feature

Remember the **Show All** button in the *Paragraph* group? [See 6.5] Switch it on to locate the exact position/s of any section breaks in your document.

## 11.2 Adding Page Numbering to Sections

Page numbering is displayed in the header (top) or footer (bottom) area of pages. Consult your School Handbook for any guidance in the positioning of page numbers. The following instructions *show how to position page numbers in the centre of the bottom (footer) of the page*.

**TIP:** Have you already inserted page numbering into your document? It is easier to remove them now and start again with these steps. Just double click into the footer area and delete them.

- Click onto the title page of your document (now located in Section 1).
- On the **Insert** tab, in the *Header & Footer* group, click **Footer** and choose **Edit Footer** from the list. Or double-click right at the bottom margin of the page.
- You are now in the *Header/Footer* mode. The *Header/Footer Tools* tab is displayed on the *Ribbon*. Note how the document text on the main page is greyed out.

#### Working with section 1

- This one is easy! Section 1 contains only the title page. Note how the footer area of the page displays a button called '*Footer – Section 1*'. As the title page does not display page numbering you do not make any changes here.

Figure 38: The Footer area within 'Section 1'



## Working with section 2

- Click on the *Insert* tab.
- 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]

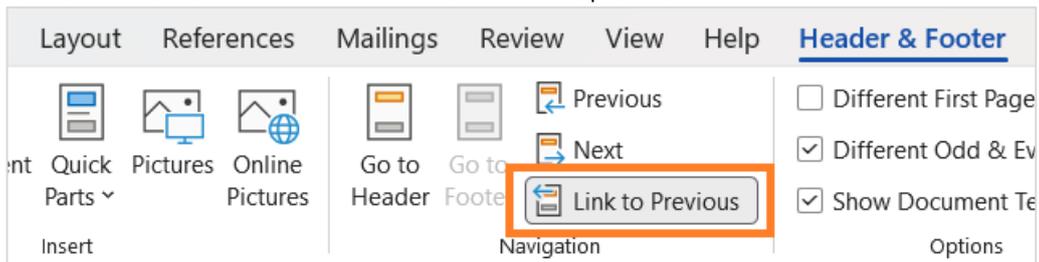
Figure 39: The footer area of section 2 of the document



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.

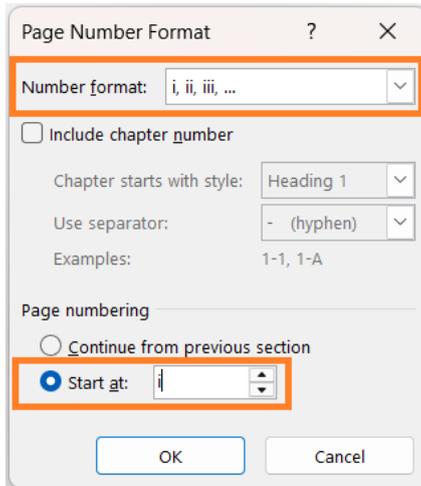
- On the *Header/Footer Tools* tab, in the *Navigation* group, click '**Link to previous**'. The '*Same as previous*' button (as in **Error! Reference source not found.**) will disappear.

Figure 40: Click on 'Link to Previous' button to break the link with the previous section.



- Click **Page Number** in the *Header & Footer* group and select **Bottom of Page – Plain Number 2** (this is the 'Centered' option).
- Click **Page Number** and select **Format Page Numbers...** [See **Error! Reference source not found.**]
- In the area named '*Number format*' find and select **i, ii, iii, ...** (small Roman numerals) from the list.
- Select **Start at** under the heading '*Page numbering*', and ensure that it begins at **i**.
- Click **OK** to save your changes. You have now applied the correct page numbering to section 2.

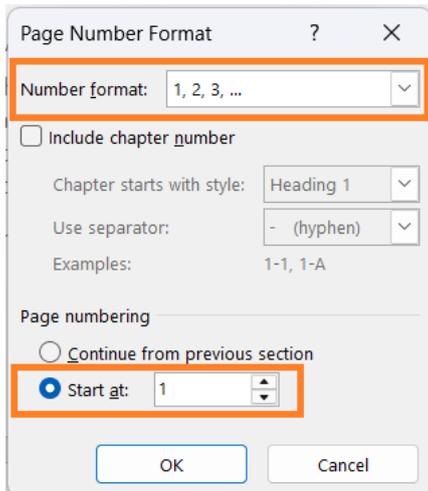
Figure 41: Select small Roman Numerals for the 'Number format' and start at i



### 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*' area find and select **1, 2, 3,...** (Arabic numerals)
- Select **Start at** under the heading '*Page numbering*', and ensure that it begins at **1**

Figure 42: 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.

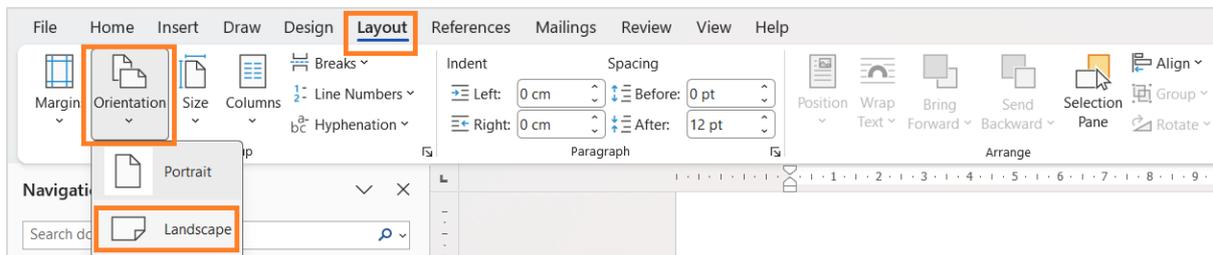
You can use the '**Undo**' button if you notice your error immediately. If you notice at a later stage switch on **Show All** so that you can more easily see where you need to re-insert the missing section break and remedy any other issues.

## 12 Changing page orientation using Section Breaks

Section breaks also 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.

- Position your mouse cursor at the point where you need to change page orientation.
- On the **Page Layout** tab, in the *Page Set-up* group, click **Breaks** and then click **Section Breaks-Next Page**. This will create a new section and move your mouse cursor to the next page.
- Select **Orientation** in the *Page Set-up* group and choose **Landscape**.

Figure 43.



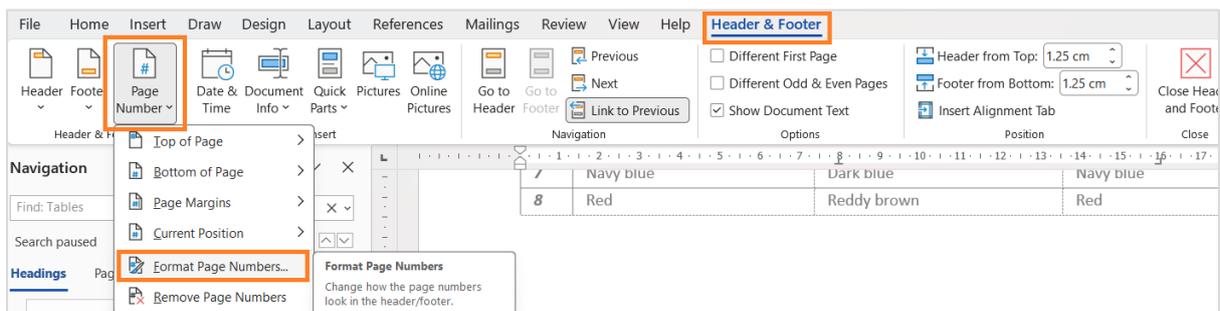
Need to return to portrait orientation for the rest of your document?

- Click at the end of the landscape page/s.
- From the *Page Set-up* group, click **Breaks** and then click **Section Breaks-Next Page**.
- As your mouse cursor moves to the next page, select **Orientation** and **Portrait**.

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

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

Figure 44.



## 13 Printing documents with sections

### 13.1 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**' from the list of options. It is added as the first entry on the Status bar.

Figure 45.



[1] The formatted page number

[2] The section number

[3] The physical page number

- 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

# HELP AND SUPPORT

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## 14 Help and support

At [Dissertations and theses guidance](#) you can find a range of help from working on your dissertation or thesis, writing a literature review and structuring your writing and, of course, formatting your work. It also provides step by step videos for the main topics featured in this handbook.

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