

*Queen's Thesis Templates*  
*MS-WORD 2003*

*A Student Guide*



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# *Queen's MS-WORD(2003) Thesis Templates - Guide*

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# Queen's MS-WORD(2003) Thesis Templates - Guide

## Introduction

IT has developed templates for use when writing your thesis. The point of these templates is to try to let you forget about the formatting of your thesis, and focus on the writing. But in order to do that, you must first understand what formatting is expected, and what the easiest way to achieve that formatting is.

This web site is structured as a tutorial to guide you through the process of creating your thesis in Microsoft Word. Some time spent up front to learn the skills to create such a structured document will save you hours and hours of mindless re-formatting your document before it is time to hand it in.

Using these templates from the first paragraph that you write, and understanding the use of styles, will help in you in achieving a consistently formatted document, and will allow you to generate a table of contents and list of figures with page numbers automatically. Formatting inconsistency and mis-numbered table of contents are two of the most common errors - so understanding the templates before you start writing will save you effort in the long run!!

## Step 1: Decide which Template you need

✚ **Know which Template you want? Go to [Step 2: Downloading the Templates](#)**

## Main

All Word users will need the main template: [queen's thesis word.dot](#). It contains all the required thesis sections, formatted according to Queen's Thesis formatting specifications [General Forms of Theses](#), including the "Front Matter" (Title page, table of contents, List of figures, approval pages, etc). It contains preformatted settings for numbered chapters and sections, switching between portrait and landscape page format, fonts, etc. The correct margins and line spacing are set up for you, as well as page numbering.

**NOTE:** *If you have already written your thesis **without** using the templates, you load your thesis into this template to ensure the correct formatting.*

## Chapter

If you are planning to prepare your chapters as separate files, the recommended approach (see Step 2), you will need this template: [Thesis-chapter.dot](#). It contains preformatted settings for numbered chapters and sections, switching between portrait and landscape page format, fonts, etc. The correct margins and line spacing are set up for you, as well as page numbering.

## Thesis chapters prepared without the thesis templates

If you have already written your thesis without using the templates:

- Install the Chapter Template ([Step 2](#) below).
- Paste the text from each chapter into the template until all the chapters have been entered.
- Save the file.

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- Install the Main Template and follow the steps in [Step 7](#) to complete the rest of the thesis.

### Step 2: Downloading the templates

✚ **Got the Template Downloaded? Go to [Step 3: Guidelines](#)**

There is a main template for your front matter (Approval page, table of contents, etc.), and a template for your chapters. You can simply ignore the front matter template until you need it ([see step 7](#)), but use the chapter template to compose each of your chapters. If you have already composed your thesis without the templates, go directly to [step 7](#).

### Chapter Template

#### Why Use the Chapter Template?

Writing and editing one or more chapters in a separate document is much simpler and less unwieldy than trying to work on your whole thesis in one document, before it is complete. Reordering chapters before they have been compiled into a complete thesis is infinitely easier. The longer your thesis becomes, the more potentially complex it may become to edit and the longer it may take to make changes. Finally, mislaying a single chapter is probably much less traumatic than losing a copy of the whole thesis.

#### Install

Go to the E-thesis Web site: <http://www.queensu.ca/etheses/>.

- 
- To Download the Chapter Template, right-click [Thesis-chapter.dot](#), and choose "Save Target As" or "Save Link As".
- Save the file to the Desktop, onto a USB key, into My Documents, or wherever you can locate the file again.

#### Use the Chapter Template

- Locate the file saved in the install through My Computer or Windows Explorer (DON'T OPEN WORD). Double-click on it (or Right Click and choose New).
- Word should open with a new document based on the template.
- If a box pops up asking whether to **Enable or Disable Macros**, select **Enable**.
- Click **File**→**Save**. Give the file a unique name (i.e. Chapter 1.doc). *Make sure to save the file as a document file (.doc) not a template (.dot)*

#### TIP: DOC vs. DOT

A Word template is used as a base for a new Word document. It has a different file extension than a normal Word document (a .dot file, not a .doc file). ***It is important that you create a Word document based on the appropriate template BEFORE you start typing.*** Be sure to follow the steps listed under "Use the Chapter Template." If you have questions, contact the QSpace Coordinator ([qspace@queensu.ca](mailto:qspace@queensu.ca)).

## Queen's MS-WORD(2003) Thesis Templates - Guide

- Start typing!

### Step 3: Read the Guidelines

✚ **Read the Guidelines? Then go to [Step 4: Why Style Matters](#)**

The School of Graduate Studies and Research (Grad Studies) has specific guidelines for the formatting and layout of your thesis. It's worth the time to read & print these guidelines.

They are available on the Grad Studies web site in a document entitle: [General Forms of Theses](#)

### Step 4: Styles & Macros

✚ **Understand the value and importance of styles and macros? Go on to [Step 5: Where should I save my files?](#)**

Many of the automated features in Word require that you use styles. For example, the Table of Contents or the List of Figures can only be generated automatically if you use styles consistently. The styles and functions required to perform certain basic thesis activities, such as generating numbered chapters or changing paging formats, have been automated for you in macros.

### What is a style?

A style is a set of formatting characteristics stored together that can be applied to text. A style can apply several formats in one quick step. For example, without styles to format a heading, you would select the text and then change the font size to 14 pt, turn on bold, turn on italics, and then adding spacing above and below it. With styles, you would select the text and then choose the Heading 1 style from the style drop down box - all of the formatting would be applied together in one step.

All the styles you'll need for your thesis are part of the template, and you can modify them to suit your preferences. The Graduate Studies guidelines do not layout specific formatting for your fonts and headings. So you can override any of these styles in the template with your own formatting. A guide to modifying and using styles is available in [Step 6 - Writing](#).

### Styles will keep your formatting consistent

The Grad Studies Guidelines specify that: *“The type of font, font size, footnote/reference method, pagination, margins, and any other aspects of production are to be consistent throughout the thesis”*. Using styles will help ensure that consistency throughout your document.

With styles, your formatting is laid out before you start typing. All you need to think about is where the text belongs in the overall structure of the document - not how to apply a particular formatting attribute.

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Have you ever been working on a document, and you're about to start a new section. Then you try to remember what the previous section heading looks like. Was the font Times New Roman or Arial? Was it 12 pt and bold? Or was it 14 pt and italics? Instead of guessing what the previous section heading looks like, or having to scroll through the document to look at it, you can use styles. It's a section heading? Then apply the Heading 2 style. It's a chapter heading? Then apply the Heading 1 style. Then all of the headings will look consistent.

### **Styles will help generate a table of contents (with page numbers) automatically**

IF YOU USE TEMPLATE STYLES, the Table of Contents on the Main template will automatically pick up the text with the Chapter title, Appendix, Section heading and other heading styles, and show the page number that it falls on.

### **Styles will help you navigate your large document.**

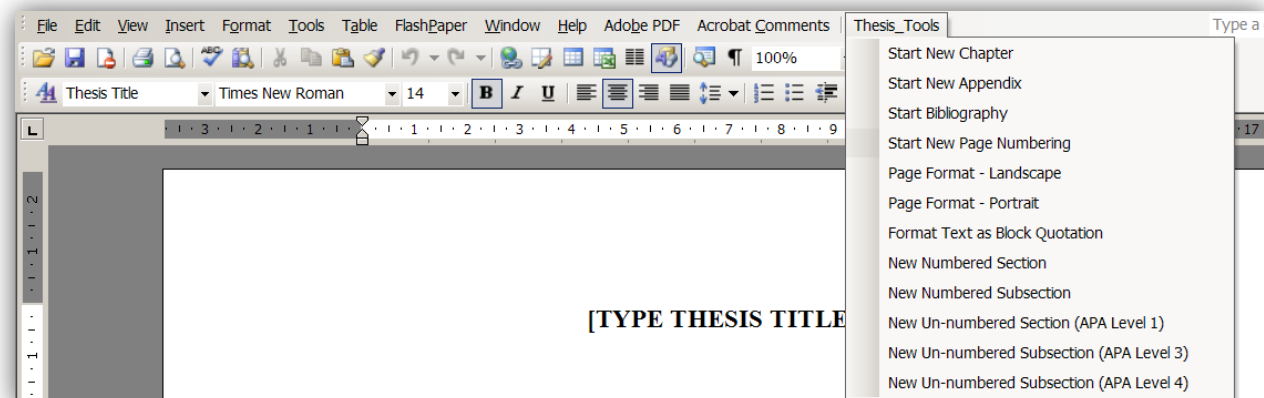
If you use styles, the Document Map feature will help you navigate your document. To try this feature:

- From the menu, choose **View --> Document Map**
- The panel on the left hand side should show all of the headings (all text formatted with a heading style).
- Click on a heading to navigate to that point in the document.
- Choose **View --> Document Map** to turn it off.

### **What is a Macro?**

A macro is a mini-program script that instructs Word to carry out a number of activities and apply specific styles with just the click of a key. FOR EXAMPLE: The "New Chapter" macro generates a new page with a numbered chapter heading in the appropriate style, and then switches the text style for the body of the thesis to double-spaced, Times Roman (default), 11 pt text. Ready for you to begin typing.

The macros in this template are activated by selecting the relevant "Thesis Tools" menu item in [Step 6 - Writing](#).



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### List of Template Macros

<b>New Chapter</b>	Starts new chapter with next chapter number, e.g. <i>Chapter 2</i> , and sample chapter title, and position the cursor to begin entering double-spaced text.
<b>New Appendix</b>	Starts new appendix with next appendix letter, e.g. <i>Appendix B</i> , and sample appendix title, and position the cursor to begin entering double-spaced text.
<b>Insert Bibliography</b>	Starts Bibliography page with heading " <i>Bibliography (or References)</i> " and position the cursor to begin entering double-spaced text.
<b>New Page Numbering</b>	Starts new document section with new paging starting from 1 onward
<b>Landscape Page Format</b>	Starts new document section and switches from portrait to landscape paging; continues same paging. Useful for adding long charts.
<b>Portrait Page Format</b>	Starts new document section and switches from landscape to portrait format; continues same paging. Useful to switch back to standard paging after inserting a chart in landscape format.
<b>Format Text as Block Quotation</b>	Switch font to block quote style. Useful to highlight text.
<b>New Numbered Section</b>	Start new numbered section within a chapter, e.g. In chapter 3, starts new paragraph with heading "3.1. Section Title." Useful for adding numbered sections to a chapter. The section heading will appear in the Table of Contents.
<b>New Numbered Subsection</b>	Start new numbered subsection within a chapter section, e.g. In chapter 3, section 3.1, starts new paragraph with heading "3.1. 1. Subsection Title." Useful for adding a level of sections under a chapter section. The subsection headings will appear in the Table of Contents.
<b>New Un-numbered Section (APA Level 1)</b>	Start new un-numbered section within a chapter (APA style). Heading is centered. The section heading will appear in the Table of Contents.
<b>New Un-numbered Subsection (APA Level 3)</b>	Start new un-numbered subsection within a chapter (APA style). Heading is aligned with left margin. The section heading will appear in the Table of Contents.
<b>New Un-numbered Subsection (APA Level 4)</b>	Start new un-numbered subsection within a chapter (APA style). Heading is indented from left margin. The section heading will appear in the Table of Contents.

### Step 5: What about saving my files?

As you work on your thesis, it is preferable to save each chapter as a separate file, e.g. Chapter1.doc, Chapter2.doc, etc. Once you've finished each chapter, you can insert each of the files into the Main template.

It may be preferable to also save each of your figures as separate files as well. Use the chapter template to start each new figure file (so the formatting will stay consistent between files). When it comes time to assemble your thesis, you'll have a much better idea for the placement of the figures. Until then, if they are in your chapter file they will just get in the way and make the file size larger. Save the placement of the figures until the end.

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### IMPORTANT NOTE – RENAMING DOCUMENT FILES

If you want to change the name of a file, open the file and select from the menu **Edit -> Save As**. Then enter the new document name. **DO NOT RENAME A THESIS TEMPLATE DOCUMENT OUTSIDE MS-WORD. DOING SO WILL DELETE THE "THESIS TOOLS" MACROS PERMANENTLY.**

### Use QShare



is an on-line file storage, distribution and sharing solution for the Queen's community. It provides a secure, web-based file space where your thesis can be securely stored and, if desired, shared with your thesis advisor and others - anywhere, anytime. QShare Personal accounts are available free of charge to all graduate students of Queen's University. Explore QShare at: <https://qshare.queensu.ca/xythoswfs/webui>.

### Other Saving Tips

- Turn Word's AutoSave feature on, so it will do background saves for you as you work. Select **Tools→Options→ Save** from the menu. Enable the **Allow Background Saves** and the **Save Autorecover Info** options. Set the **Save Autorecover Info every \_\_\_ minutes** to any value between 1 and 120 minutes. A good time interval is 15 minutes.
- Save often. Nothing can be worse than completing four hours of work and losing it all to a random power fluctuation or program crash.

With your thesis files stored in QShare, you can work on them anywhere that you can access the internet. You do not need to carry the files with you and risk losing or damaging them.

### Backup Copies, Backup Copies, Backup Copies

*Let's face it - you can't have too many back-up copies of your thesis.*

Working on your thesis in **QShare** is probably your surest way to keep your files from getting lost.

Save backups on memory keys or burn them to CD. Write the date on the disk. Keep older backups of your thesis. If the newer backups are corrupted or damaged, you at least have an older version to go back to. Keep the backups in a safe place (i.e.: Not at the bottom of your backpack) A good old fashioned print out is a good idea too!

✚ **Now, you're ready to write! Take a look at [Step 6: OK, I'm ready to write!](#)**

### Step 6: OK, I'm ready to write!

Using the **Chapter Template**, click on [\[Insert text here\]](#) and begin typing. Delete the help text on the page.

The '**Thesis Tools'** macros are there to help you easily format elements of your thesis, by applying the appropriate styles and actions by simply clicking of a menu item (see the [List of Template Macros](#)). If you wish to prepare more than one chapter in a single file, click on the "New Chapter" menu item to generate each new chapter heading.

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You can use Word's styles to help you with many other formatting activities, not included among the macros, as you write you text.

### To add a new chapter in the same file

If you wish to prepare more than one chapter in a single file:

- Place the cursor at the end of the chapter
- Click on the **New Chapter** menu item to generate each new chapter heading.

### Creating numbered or un-numbered chapter sections and subsections

You may wish to subdivide your content into sections and subsection within a chapter. You may choose from numbered sections or un-numbered sections (APA style). The section and subsection headings will display in the Table of Contents under the chapter.

### To create a section heading

- Position your cursor at the point in the chapter where you wish to start a new section
- For numbered section heading, click on **Thesis Tools → New Numbered Section**.
- For un-numbered section heading, click on **Thesis Tools → New Un-numbered Section (APA Level 1)**.

### To create a subsection heading

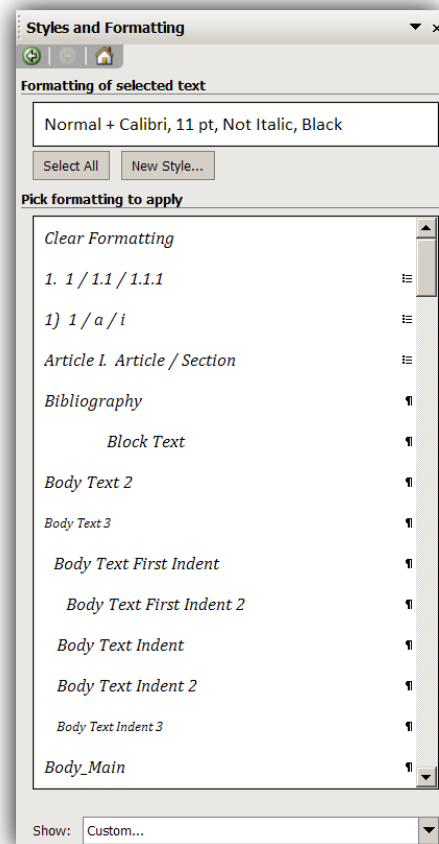
- Position your cursor at the point within a section where you wish to start a new subsection
- For numbered subheading, click on **Thesis Tools → New Numbered Subsection**.
- For un-numbered subheading, click on **Thesis Tools → Un-numbered Section (APA Level 3)**.
- For another level of headings, under the un-numbered subheading, click on **Thesis Tools → Un-numbered Section (APA Level 4)**.

## Styles

### To Apply a style

The **Style Task Pane**, which can be used to apply and modify styles, is visible by choosing **Format → Styles and Formatting** from the menu. Styles appear in the Style task pane show a preview of the formatting that will be applied to the selected text.

- Select the text. Be sure to select the whole line of text, including the ¶ enter character at the end of the line. Click the ¶ button on the toolbar to show the enter characters.
- From the menu, choose **Format → Styles and Formatting**
- Click the style name you want to apply in the task pane, and it will be applied to the text you have selected.



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- Some styles automatically turn off, reverting to the normal style, when you press Enter to start a new line. If you want to continue typing in that style, select the style again.

### Changing the Base Text Font

The **Normal** style sets the base font for your text. The default is Times Roman, 11 pt.

The Grad Studies thesis specifications, [General Forms of Theses](#), do not specify which font, only that it be used consistently throughout the document. So, you can change the default font by changing the **Normal** style ([To Apply a Style](#)). However, ornate type styles are not acceptable. **Italics** may be used only for emphasis, or where appropriate (e.g. scientific names).

### Pagination

While the template contains a macro to change page numbering, the [General Forms of Theses](#), specifies that the *“main body of the thesis, including the text, bibliography and appendices, must be numbered continuously by Arabic numerals.”* So, do not change the pagination of the Chapter Template.

When you come to combine the chapter files, the default style will automatically repaginate each chapter sequentially.

### Spacing

The thesis text must be double-spaced except for footnotes, figure captions and quotations of five lines or more that should be single-spaced. To change a quote from the default double-spacing to single-space:

- Highlight the entire quote.
- Click on the **Line Spacing** icon
- Change spacing to 1.0.

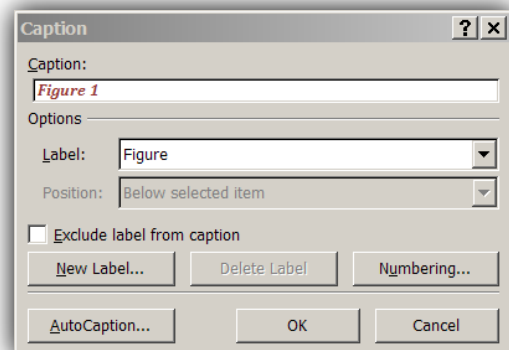


### Table, Figure and Plate Headings

As with the Table of Contents page, the automated List of Figures and List of Tables features will only work if you generate figure and table headings using Word's **Caption function**. The caption headings are bold 11 point Times New Roman font, but can be modified ([see below](#)). When you use this feature, Word will automatically number your figures and tables for you.

### To Generate or Change a Caption

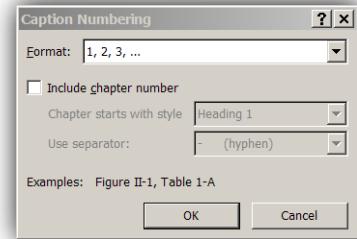
This feature is used when you insert a caption on a figure, table, picture, or other object.



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### To create a new caption

- Use **Insert**→**Reference**→**Caption** to insert, or click on the figure, etc. to open the Caption window
- **Label** drop-down menu: select Table or Figure to ensure that the figure, etc. will be automatically included in the List of Tables or List of Figures.
- **Position** drop-down menu, select to place the caption above or below the figure
- **Numbering**: you can let Word number the items automatically; or you can select a different numbering style by clicking on the Numbering button



### To change a caption

- Highlight the whole caption & right-click to change the font, numbering style, etc.

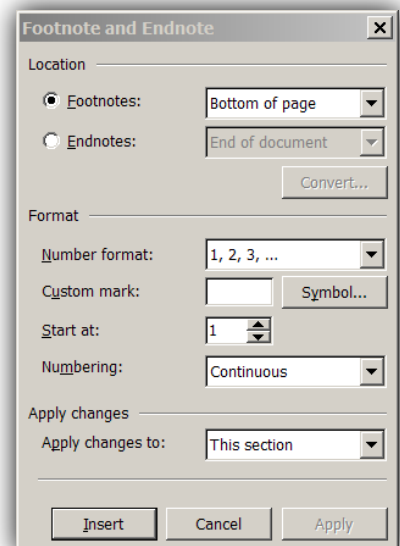
## Footnotes & References

The style of footnotes and/or references must be consistent throughout the thesis. Footnotes may also be collected separately at the end of each chapter of the thesis or immediately following the text, where they should be divided and numbered by chapter.

### Creating Footnotes

Footnotes appear at the bottom of the page where they are referenced. When you create a footnote, Word should automatically print it on the same page as the original reference.

- If you are not already in Print Layout view, click **View**→**Print Layout** from the menu.
- Move the insertion point to where you want the footnote reference number to appear in your document.
- Click **Insert**→**Reference**→**Footnote...** from the menu. This will open the Footnote and Endnote window:
- Click Footnotes.
- Click OK. You will see that the insertion point has moved down to the area at the bottom of the current page. This is where the footnote will appear.
- Type the text of the footnote.
- When you are finished typing the footnote, click anywhere in the main part of the document to return to the document
- You should now see a superscript Arabic numeral one (like this: 1) where you inserted the footnote reference. The footnote should appear at the bottom of the same page.



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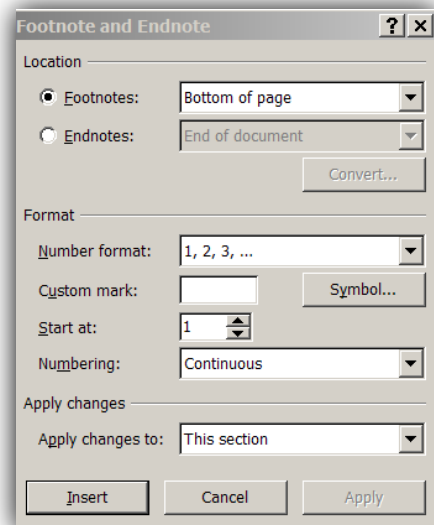
### Creating References or Endnotes

The main difference between a footnote and a reference or endnote is that the endnote will appear at the end of a chapter or at the end of the document, not at the bottom of the page. References appearing at the end of the document, take the place of the Bibliography.

- If you are not already in Print Layout view, click **View→Print Layout** from the menu.
- Move the insertion point to where you want the footnote reference number to appear in your document.
- **Insert→Reference→Footnote...** from the menu. This will open the Footnote and Endnote window:
- Click Endnotes.
- Click OK. You will see the insertion point move down to the end of the document. This is where the endnote will appear.
- Type the text of the endnote.
- When you are finished typing the endnote, click anywhere in the main part of the document to return to the document.
- You should now see that there is a superscript roman numeral (like this: <sup>1</sup>) where you inserted the endnote reference. The endnote will appear at the end of the document.
- **To place your endnotes at the end of each chapter**, see: [Restarting Footnote/Endnote Numbering for Each Chapter](#)

### Restarting Footnote/Endnote Numbering for Each Chapter

- In order to restart numbering of footnotes/endnotes between chapters, you will need to include a Section Break each time you want the numbering to restart.
- Position your cursor at the end of a chapter.
- Select **Insert→Break→Next Page** from the menu.
- Select **Insert→Reference→Footnote...** from the menu. This will open the Footnote and Endnote window:
- Click Endnotes.
- **To place Endnotes at the end of each chapter**, select "End of section."
- Change the **Numbering** option to "Restart Each Section", and the **Apply changes to** option to "Whole Document". Click Apply.
- Check that the numbering has changed.



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### Remove Endnote Divider (Line between the end of text and start of Endnotes)

- From the menu, choose **View**→**Normal**.
- From the menu, choose **View**→**Footnotes**. A pane will appear at the bottom of the screen.
- From the **Endnotes** drop down box, on the Footnotes pane, choose **Endnote Separator**.
- Press delete twice to remove the line.
- From the **Endnotes** drop down box, on the footnotes pane, choose **Endnote Continuation Separator**.
- Click the **Close** button on the footnote pane.
- Choose **View**→**Print Layout** to see the changes.

#### *Tip*

Whenever you create or delete a note, Word automatically updates the numbering of the other notes in the document for you.

### Editing Footnotes and Endnotes

- Scroll through your document to find the right note: the bottom of the page for a footnote, or the end of the document for an endnote.
- Click on the text of the note. You can cut, copy, paste, insert, delete, and format the text as you would any other text in your document.
- When you are finished editing the note, click on your document to move the insertion point.

### Deleting Footnotes and Endnotes

To delete a footnote or endnote, you must delete the reference to it in the body of your document:

- Move the insertion point to the left side of the note reference you want to delete.
- Press the Delete key on your keyboard. You will notice that this only selects the reference.
- Press Delete again to delete the note
- When you delete a note reference, Word deletes the text of the note as well.

### RefWorks / Write-N-Cite

#### *RefWork: Collecting references and compiling your bibliography*



is a web-based bibliographic management tool (often called a "citation manager"). It will help you save references from database and library catalogue searches, produce bibliographies, and create personal (or group) databases of citations:  
<http://library.queensu.ca/libguides/refworks.htm>.

The Library offers periodic training sessions and students may also approach the Learning Common Information Desk for help with RefWorks.

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### Figures

Keep your figures in separate files until you are ready to compile your complete thesis. BUT, if you are going to create figures in Word, create them in a file based on the Chapter Template. This way, when you go to insert the figures into your full thesis document, the formatting will look the same.

Figures must be included with the page where they are mentioned, without leaving a gap at the bottom of the page before the figure. Unfortunately, there is no way to tell Word "put the figure on the page after it is first mentioned". When you go to insert your figures, you will likely need to put in manual page breaks that fall mid-paragraph in order to get the figures positioned on their own page properly. You'll want to do this near the end of your editing, because any additions/deletions of text in pages before the figures may change where the manual page breaks need to be.

### List of Figures & Illustrations, List of Tables, List of Plates

If you have added captions to each figure, using the Word [Create caption feature](#), the figures will be picked up in the appropriate lists in the Main template.

### Charts from Excel

Charts may be copy and pasted from Excel. When you paste into Word, depending on the version of MS Office that you are using, the chart may be pasted as an "Excel Object" or it may be pasted as a picture. If it is an "Excel Object" then you may continue to edit the chart, whereas the picture cannot be edited. "Excel Objects" will increase your file size, as it copies the complete Excel workbook into the Word file, the picture is much smaller.

- Open the chart in Excel
- Select the Chart Area
- From the menu choose **Edit→Copy**
- Open your file in Word
- From the menu choose **Edit→Paste Special**
- Choose either "Picture" or "Excel Chart Object"

### Can I refer to figure captions in my text, so if my figure numbers change I don't have to change the text?

Yes. If you've included a figure, and used a caption to label it, you can use a "Cross Reference" to refer to the caption in your body text.

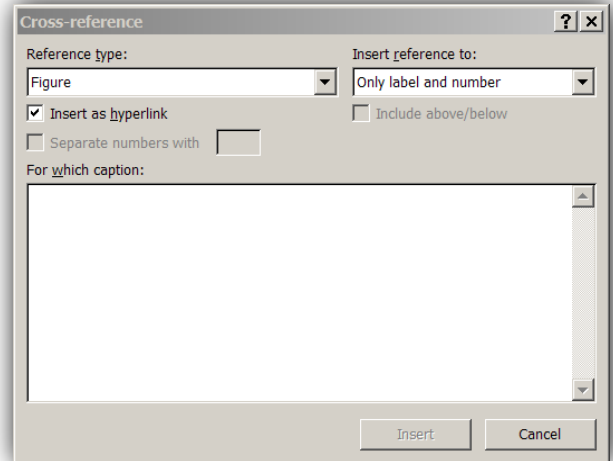
Example: Your caption: **Figure 1.1 Column Chart**

Your text: In **Figure 1.1**, note the fourth quarter is the highest number of sales. "**Figure 1.1**" is a cross reference, and if the caption changes, **Figure 1.1** will update to the new number.

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### To insert a cross-reference:

- From the menu choose **Insert**→**Reference**→**Cross reference**
- Under "Reference Type", choose Figure. Under "Insert reference to:", choose Only label and number.
- Choose the Figure from the list, and click Insert.



✚ After lots and lots of work, you'll be ready for [Step 7: Front matter Setup](#)

### Step 7: Setting up the Front Matter

The front matter of your thesis must conform to the Queen's Thesis formatting specifications [General Forms of Theses](#). The Main Template, [queen's thesis word.dot](#), contains all the necessary elements.

These include the following pages: a title page, abstract, co-authorship, acknowledgements, statement of originality, table of contents, lists of tables, figures and illustrations, introduction, literature review. You may not need all of these sections. Follow the instructions here to delete any section that you do not need.

Until you assemble your thesis, you will not be able to generate your table of contents or lists of tables, figures, and plates. [Step 8](#) will show you how to generate these tables. This step deals with the remaining front matter.

### Install the Main Template

- Go to the E-thesis Web site: : <http://www.queensu.ca/etheses/>
- To Download the Main Template, right-click on [queen's thesis word.dot](#) and choose "Save Target As" or "Save Link As".
- Save the file to the Desktop, onto a USB key, into My Documents, or wherever you can locate the file again.

### Use the Main Template


- Locate the file saved in the install through My Computer or Windows Explorer (**DON'T OPEN WORD**). Double-click on it (or Right Click and choose New).
- Word should open, and a new document has been started based on the template.

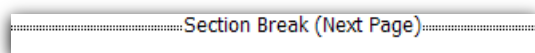
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- Click **File**→**Save**. Give the file a unique name (i.e. My Thesis.doc).
- Click the text in square brackets [] on each page and replace the text with your own information
- Delete any unneeded sections.

### To Delete an Unneeded Section

To delete an unneeded section, follow the instructions below.

- Turn on the hidden characters by clicking the **Show/Hide**  button on the standard toolbar.
- Scroll to the section you want to delete.
- Select the section, including the extra paragraph marks ¶ and the section break



- Press the Delete or Backspace key on your keyboard to delete the section.
- 

### To insert chapter text

 **Next Step - [Step 8 - Assembling the Chapters with the Front Matter](#)**

## Step 8: Assembling Chapters with the Front Matter

### To assemble your chapters & front matter

- Open your Main file from [Step 7](#).
- Position your cursor on Chapter 3.
- *Delete all the text on this page*
- Position your cursor at the top of the page.
- From the menu, choose **Insert**→**File**
- Locate your Chapter 1 file. Select it, and click **Insert**.
- Press **Ctrl+Enter** (or from the menu, choose **Insert**-->**Break**-->**Next Page**. Click OK).
- Repeat the previous three steps as needed, for all of you chapters.

### Insert Appendices

- Position your cursor at the bottom of the last chapter.
- From the menu, choose **New Appendix**.
- Enter or insert the Appendix content.
- If you have more than one appendix, repeat steps two and three above until all appendices have been entered.

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### [Next Step –Bibliography \(or References\)](#)

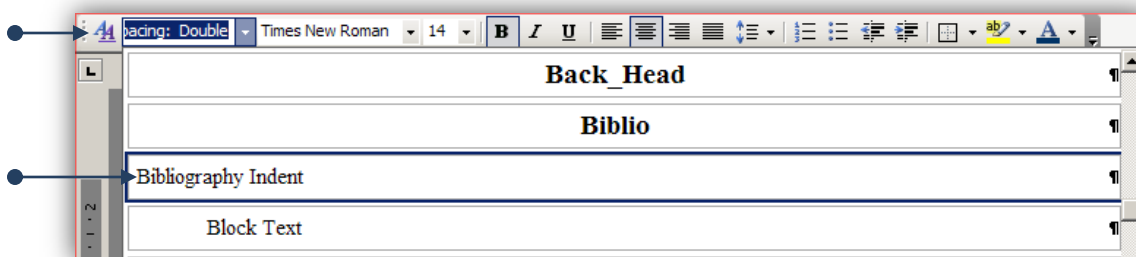
#### **Bibliography (or References)**

Most Bibliographies use a **Hanging Indent**, where the second line of a reference is indented about half an inch. Word has a hanging indent feature, which will work much better than your space bar!

If you set up your formatting properly at the start of your Bibliography/References, Word can handle alphabetizing them for you as well. Be careful to use the hanging indent style to configure the spacing between the references rather than pressing "Enter" two times between them. Then, the sort will work properly - otherwise it will sort all of the blank lines to the top of the list.


#### **Start Bibliography**

- Position your cursor at the bottom of the last appendix.
- From the menu, choose **Insert Bibliography**.
- To select the **Hanging Indent** style, click the  symbol on the left side of the **Styles** menu.



- Select the **Bibliography Indent** style.
- Start to enter or the bibliography or insert your bibliography from other file.
- If you have inserted your bibliography from other file and the newly inserted citations lack the hanging indent, highlight all of the inserted citations, then repeat steps 3 and 4. All of your citations will be reformatted to a hanging indent in a single step.

#### **Sort a reference list**

- Select the whole list of references
- From the menu, choose **Table-->Sort** 
- Click OK
- *If the spacing was set up as shown above, the list should be sorted as well as have the appropriate spacing between each reference.*

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### Step 9: Creating Landscape Pages

Some of the objects you insert into your thesis might be too wide to fit on a standard portrait page. They may, however, fit if you change them to a landscape orientation. This basically means that the bottom of the object will line up with the long side of the page.

#### To Insert a Landscape Page

- Position your cursor at the end of the text on the page.
- From the menu, choose **Landscape Page Format**.

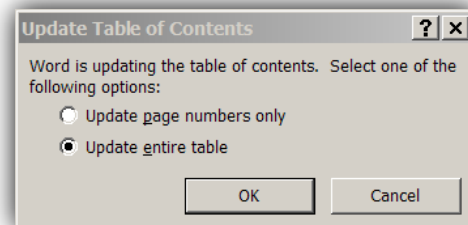
#### To Switch back to Portrait Paging

After you have finished entering your tables, etc. requiring the wide page format, you can switch back to the standard portrait format by:

- Position your cursor at the end of the text on the page.
- From the menu, choose **Portrait Page Format**.

### Step 10: Update the Table of Contents, List of Figures & Illustrations, and List of Tables

- Open the assembled document file.
- Click **View**, make sure the screen is set to **Print Layout** view.
- Move the cursor to the Table of Contents page.
- Right-click anywhere on the table of contents.
- Select **Update Field** from the menu.
- Select **Update entire table**.
- Click OK.
- Follow the same steps to display the updated **List of Figures** and **List of Tables**.



#### TIP

If you add/remove text from your assembled document, the position of headings may change. You must "Update" the Table of Contents and List pages to display the correct page numbers and headings.

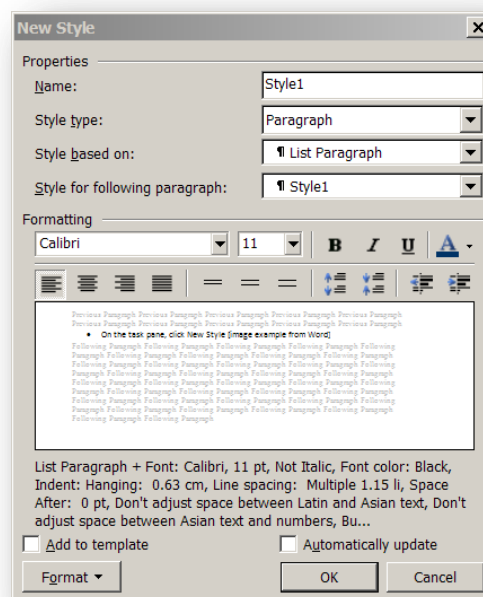
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## Appendix 1. Editing, Navigation, Formatting and Selecting Shortcuts

### Style Tips

#### Create your own "quick" style

- Select the text you wish to format
- From the menu, choose **Format**→**Styles and Formatting**
- On the task pane, click **New Style** to open the New Style pane.
- Type a name for the style in the **Name** box.
- Apply the required formatting.
- Click OK.



#### Update a style

By updating the formatting of a style, all occurrences of text with the style applied will pick up the new formatting.

- From the menu, choose **Format**→**Styles and Formatting**
- On the task pane, click the down arrow beside the style name you want to update:
- Choose **Modify**.
- Make the required formatting changes.

#### TIP

To view paragraph and formatting characteristics that have applied to text within a document, press the **Shift+F1** keys, the mouse pointer will have a question mark displayed to the right.

Click on any text that you wish to view the paragraph and formatting attributes. Click on the "X" in the top right of the **Reveal Formatting** window close it.

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### Editing Shortcuts

Command	Function
Home	Takes cursor to the beginning of the line
End	Takes cursor to the end of the line
CTRL + Arrows	Moves cursor either a word at a time (left & right arrows) or a paragraph at a time (up and down arrows)
CTRL + Backspace	Backspaces over whole word to the left of the cursor
CTRL + Delete	Delete whole word to the right of the cursor
Double click a word	Selects the word. Type while it is selected to replace it.
Right Click a misspelled word	Shows a list of suggested spellings
CTRL + C	Copy selected text
CTRL + V	Paste
CTRL + X	Cut selected text
CTRL + Z	Undo
CTRL + ENTER	Insert a Page Break
SHIFT + F5	Moves cursor to the last revision (use when opening a document)

### Navigation Shortcuts

Command	Function
CTRL + Home	Takes cursor to top of document
CTRL + End	Takes cursor to end of document
CTRL + G	Go To a specific page number
View-->Document Map	Click on text in the pane to go to that point in the document

### Formatting Shortcuts

Command	Function
CTRL+1	Single spacing
CTRL+2	Double spacing
CTRL+5	1.5 spacing
ALT+CTRL+1	Applies Heading 1
ALT+CTRL+2	Applies Heading 2
ALT+CTRL+3	Applies Heading 3
CTRL+SHIFT+N	Applies Normal style
CTRL + U	Underline
CTRL + B	Bold
CTRL + I	Italics

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### Selecting Shortcuts

Command	Selects a...
Double click word	Word
CTRL + Click a word	Whole sentence
Triple click word in paragraph	Whole paragraph
Single click margin beside a paragraph	Whole Line
Double click margin beside a paragraph	Whole paragraph
Triple click margin beside a paragraph	Whole document
SHIFT + Arrow keys	Extends selection from cursor location
CTRL + A	Whole Document

### Typing Shortcuts & Tips

To stop Word from automatically formatting numbered lists, bullets, turning webpage addresses into links, applying styles and other annoying things!!

- Choose **Tools-->Autocorrect**
- Click on the **Autoformat As You Type** tab
- Uncheck boxes!
- Click OK

### Adding Commonly Typed Words to AutoText

Add commonly typed words to AutoText to speed up typing:

- Select the word
- Choose **Insert-->Autotext-->New**
- Click OK
- The next time you start to type the word, a yellow label will appear above the text. When you see the label, press **Enter** on your keyboard and the word will be completed.

### Right click Spell-check

- Type a misspelled word. For example: Clagary
- Press **Enter/space** so you see the red line under it
- Right-click on the word.
- Choose the correct spelling from the list.

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### ***Right click Thesaurus***

- Right-click on a word
- Choose **Synonyms**
- View the list of synonyms, or choose **Thesaurus** to search further

### ***Add commonly misspelled words to AutoCorrect***

- Type a misspelled word. For example: Clagary
- Press **Enter/space** so you see the red line under it
- Right click on the word.
- Under **AutoCorrect**, choose the proper spelling of the word
- The next time you misspell the word, it will be automatically corrected for you.

### ***Superscript & Subscript characters***

There are times that you will need superscript & subscript characters in your text. For example:

H<sub>2</sub>O

r<sup>2</sup>

### ***Apply superscript or subscript***

- Type the text. For example, H<sub>2</sub>O.
- Select only the characters that you want to be super/sub script.
- Right-click and select **Font**, or from the menu, choose **Format-->Font**.
- Check off either "Superscript" or "Subscript" from the Font tab.
- Click OK.

### ***Add the superscript/subscript text to "Autocorrect"***

Autocorrect automatically change the text H<sub>2</sub>O to the properly formatted H<sub>2</sub>O. Use this if you are constantly typing and formatting the same text as superscript or subscript (this is a setting stored on the machine, so if you move machines you will have to recreate it).

- Type and format the text you would like added. For example: H<sub>2</sub>O
- Select the text (be sure to exclude any other characters, especially enter characters at the end of a line)
- Choose **Tools→Autocorrect**
- In the **Replace** box, type "H<sub>2</sub>O". In the **With** box, select "Formatted Text".
- Click OK

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### Footnotes Appearing on the Wrong Page

If your footnote reference does not appear on the same page as the footnote mark (which is a Word 2003 bug that happens sometimes), follow these steps:

#### Steps:

- Position your cursor within your footnote reference (text) select **Format→Style**.
- Select **Footnote text** and click the **Modify...** button
- In the next dialogue box click the **Format** button and select **Paragraph....**
- In the Paragraph dialogue change the **Line Spacing** to **Exactly** and **At: 10.5**, slightly larger than the default footnote text size which is 10 pts. **Note:** If you set the line spacing to a size smaller or the same size than the point size of the text, the top or bottom of text may not be visible.
- Click **OK** within the **Modify Style Dialogue Box** and then click **Apply**.
- Once you have applied your new line spacing for your footnote, position the cursor at the end of your footnote reference press the **Enter Key** and the footnote reference will reposition itself to its proper position.

### Changing Footnote Divider (Line at bottom of page)

- From the menu, choose **View→Normal**.
- From the menu, choose **View→Footnotes**. A pane will appear at the bottom of the screen.
- From the Footnotes drop down box, on the footnotes pane, choose **Footnote Separator**.
- Make any changes needed to the separator.
- Click the **Close** button on the footnote pane.
- Choose **View→Print** Layout to see the changes.

### Deleting Section Breaks

- Section breaks are easiest to see in **Normal View**. Choose View from the menu line, and then **Normal**.
- Look for any page breaks between the last part of your front matter, and the first line of your first chapter. If there are any, position your cursor on them, and press the **Delete** key.

### Inserting Section Breaks

- Section breaks are easiest to see in a **Normal** view. Choose View from the menu line, and then **Normal**.
- Position your cursor at the end of the text.
- From the menu, choose **Insert-→Break→Next Page**.
- Click OK. You have now inserted a Section break, and are ready to set up the page numbering...

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### Dealing with Page Numbers

To start a new set of page numbers, you must start a [New Section](#).

### Formatting Page Numbers

- The front matter template should have the correct page numbering (roman numerals) until the first chapter. If not, see [Creating Roman Numeral Page Numbers](#) below.
- From the menu choose **View**→**Header and Footer**
- Position your cursor in the Footer –Section 2
- You should see the following (the section number may be different):



- Locate the **Link to Previous**  icon on the **Header and Footer** toolbar. Click it to turn it off.

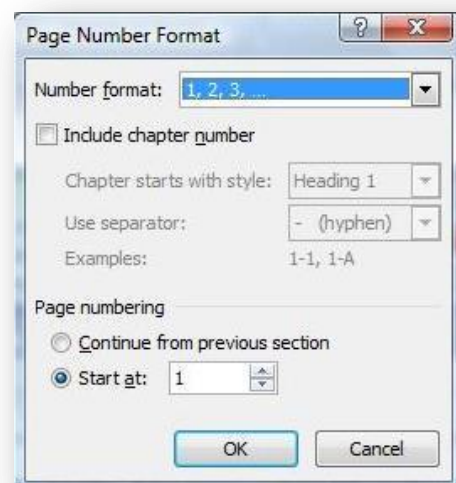


- You should now see the following:




Note: The "Same as Previous" is no longer on the footer. It has been 'unlinked' from the previous footer in the document, and will only appear on from this section forward.

- From the menu, choose **Insert**→**Page Numbers**
- Click the **Format** button on the Page Numbers window.
- Change **Start At:** 1
- Click OK, and click OK again.
- There should now be a new page number in the bottom of the page.



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### Creating Roman Numeral Page Numbers

- Position your cursor in the correct section (in the front matter).
- Choose **View-->Header and Footer**
- Position your cursor in the footer.
- Locate the **Link to Previous**  icon on the **Header and Footer** toolbar. Click it to turn it off if the footer should not be applied to previous sections.
- Choose **Insert->Page Numbers**
- Click **Format**.
- Choose Number Format: i, ii, iii
- Choose Start at: i to start the numbering from i at the beginning of the section.
- Click OK, and Click OK again.
- Click **Close** on the Header and Footer toolbar to close the Header and Footer view.

### Set up a hanging indent

- Type in the reference. Don't press enter at the end of the line. For example:
  - Haddad, A. Teach Yourself: Microsoft PowerPoint 2000 in 24 Hours. Indianapolis, IN. Sam's Publishing, (2000).
- Select the whole reference.
- Right-click and select **Paragraph**, or
- Select the **Format->Paragraph** menu.
- In the Indentation section, under "Special" choose "Hanging", and under "By" put it 0.5". This will wrap the second line indented by half an inch.
- Click OK. Your results should look as follows:
  - Haddad, A. Teach Yourself: Microsoft PowerPoint 2000 in 24 Hours. Indianapolis, IN. Sam's Publishing, (2000).

