Using Microsoft Word 2007 for Your Dissertation

A University of Michigan Library Instructional Technology Workshop

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INTRODUCTION

To meet Rackham's Dissertation Formatting Guidelines – as well as any set by your school or department – you will need to modify the default, standard Word document. This handout is intended to show you how to use the tools to make the necessary modifications. While we do use some of the requirements from Rackham's formatting guidelines to demonstrate the tools, *you must verify the formatting requirements with the appropriate office.* For individual assistance, you can request an appointment at the Knowledge Navigation Center (email knc-info@umich.edu) or take a workshop through our Digital Dissertations Series (http://www.lib.umich.edu/knc/).

OFFICE 2007 TERMINOLOGY

 Microsoft Office 2007 looks very different from Office 2003. While it has much of the same functionality as the previous version, you have to learn where to find the tools you are used to using (note, most keyboard shortcuts are exactly the same, so if you are accustomed to using those, carry on!). For other tips, see our Quick Look at Office 2007 handout.

In addition to visual changes, Microsoft has introduced some new terminology.

Office Button: located in the upper-left corner of the screen, the Office Button replaces much of what was in the **File** menu, such as **Open**, **Close**, **Print**, **Save**, etc. Click once on the Office Button and the list will display as at the right. At the bottom of the window, you'll see an Options button. This replaces the **Options** menu that was located in the **Tools** menu.

Quick Access Toolbar ( ): By default, the Quick Access Toolbar is located to the right of the Office Button. You can customize it by adding other icons you are used to seeing in the Office 2003 Formatting Toolbar.

Ribbon: The Ribbon replaces the Office 2003 toolbars, and it changes contextually, grouping icons into logical groups. Below is the Home Ribbon in Word. Note that is has many of the features of the Office 2003 Standard and Formatting Toolbars, as well as new features such as the **Style Group**.

The Expand icon is in the lower right corner of some groups and gives you even more options.

Click here for the Home Ribbon.

This is the **Styles** *Group*.

This is the Expand icon.
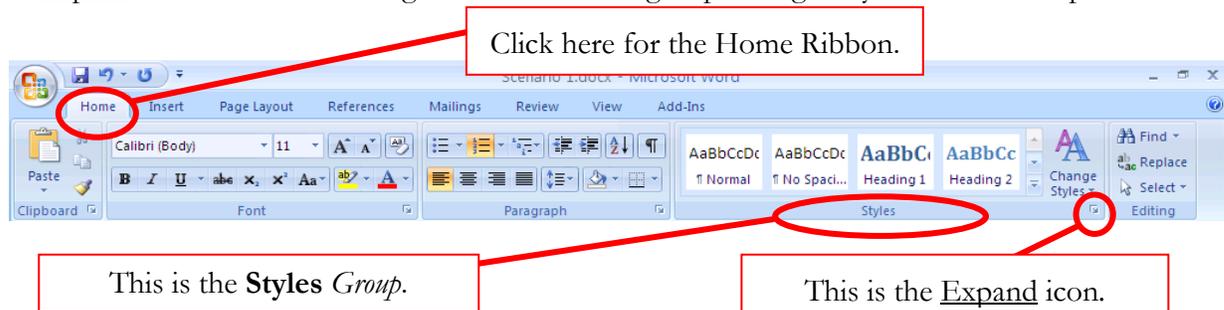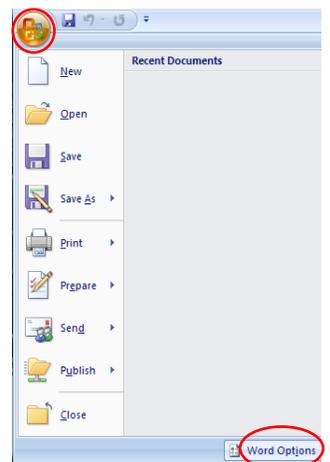
Extensions/File Types: This new version of Office uses an XML-based file format, and you can see that the default extensions now end with an "x" - *.docx*, *.xlsx*, and *.pptx*. If you are sharing files with people who have Office 2003 (or Office 2004 for Macintosh users), you can save the document in the older format, and even change your default to that older format.

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TACKLING THE DISSERTATION DOCUMENT USING STYLES

If you've already started writing your dissertation and have used styles, or you haven't really started writing yet, this document is for you! Here are a few tips:

1. Attend a Word for Dissertation workshop, or set up a consultation appointment with a staff member at the Knowledge Navigation Center (knc-info@umich.edu or 647-5836).

2. Set up a template for your dissertation chapters.
   a. Configure your styles to have the look and feel you want (see *Working with Styles* on page *7*). For example, you can build that nasty two-inch margin for chapter titles right into your Heading 1 style.
   b. Set your margins (see *Setting Margins* on page *10*), including a two-inc margin for chapters.
   c. If needed, set up the multi-level list style for the numbering of your chapters, main sections in the chapter, captions and so on (see *Automatic Chapter and Subsection Numbering* on page *11*).
   d. Use a template to start each new chapter (see *Creating and Using Templates* on page *13*).

3. Share the file(s) with your advisors using Tracked Changes so you can see what they suggest (see Commenting and Reviewing on page *19*)

4. While writing, follow these guidelines:
   a. Use the Heading 1 style for your chapter titles, Heading 2 for the main sections of each chapter, Heading 3 for sub-sections, and so on.
   b. If you are using **automatic numbering of your chapters and subheadings**, when you apply the Heading 1 style to your chapter title, each chapter will think it is Chapter 1. Right-click on "Chapter 1" and select *Set Numbering Value…* to change the chapter number.
   c. If you don't like the way your headings or captions look, **DO NOT** edit them individually. Instead, modify the look and feel of the style itself, so it will automatically change any occurrences in the document (see *Working with Styles* on page *7*).

5. If you use EndNote to manage your citation and bibliography style, use only *one* EndNote library for your entire dissertation. Though Word can handle working with multiple libraries, there are occasionally issues when combining your chapters together into one document when you use multiple libraries.

6. Enjoy the writing process!

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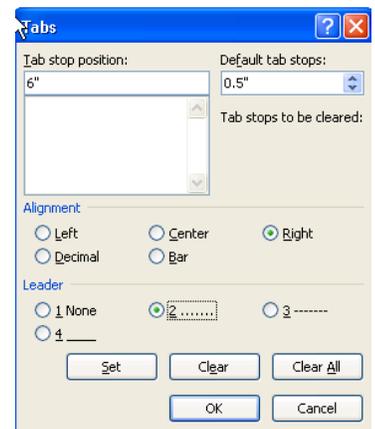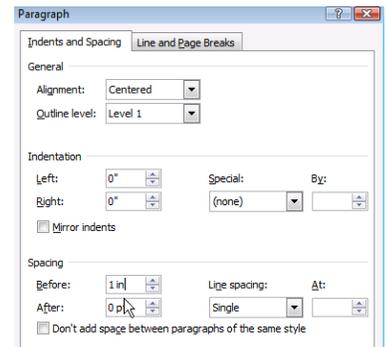
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TACKLING THE DISSERTATION DOCUMENT NOT USING STYLES

If you have not been using styles to manage the look and feel of your document or heading styles to organize the content (or if you don't know what 'styles' are) **and are almost done with everything**, then trying to incorporate styles now might be difficult. You can manually make a table of contents and list of figures as well as other adjustments to your margins and page numbers.

You need to decide if you want to maintain separate files for your chapters – if you have written the chapters as different documents without using a unified style setup and template, when the chapters are combined, the formatting can go haywire. At that point, it is easier to maintain the separate documents. Another reason is if you are using bibliographic software and need to produce separate lists of references for each chapter. If you choose not to combine files, you will have a bit more formatting work to do, particularly as regards to page numbering, and generating tables of contents, figures, etc. Read on for more information.

You may want to set up a consultation with the Knowledge Navigation Center (knc-info@umich.edu) at the Hatcher Graduate Library to talk about your document. Here are a few tips:

1. Combine the content of your dissertation into one, big file.
2. Set the margins (see *Setting Margins* on page *10*).
3. Manually give each chapter page a 2-inch margin for each chapter title page:
   a. Click on the top line of text on the page for which you need a 2" margin.
   b. In the Home Ribbon, click on the Expand icon in the **Paragraph Group**. The Paragraph dialog box will appear.
   c. In the *Spacing* section of the Paragraph dialog box, set the *Before* setting to *1 in.* or *72 pt* (these are equivalent values). This one inch of space before your chapter heading font, combined with the normal 1 inch margin will give you two inches of space.
   d. Click *OK* until you are back at your document – Repeat these steps on every page for which you need a two-inch margin.
4. See page *6* for information on inserting footnotes or endnotes, images, and captions.
5. See page *14* for information on creating sections to separate types of page numbers (Roman vs. Arabic) and to insert page numbers.
6. Manually insert a table of contents and list of figures. To get the page numbers to line up correctly on the right side of the page, modify the tab setting (by default, tabs are ½ inch).
   a. Put your cursor where you want to begin typing your table of contents.
   b. In the Home Ribbon, click on the Expand icon in the **Paragraph Group**. The Paragraph dialog box will appear.

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    c. Click the *Tabs…* button. In the <u>Tabs</u> dialog box, type in *6"* in the *Tab Stop Position* box, select *Right* as the alignment, then choose *Option 2* (the "….") as the leader.

    d. Click *OK*.

    e. Type in the text for the item in the table of contents, press the tab key, then type in the page number.

    f. Since we've changed the tab setting, you can't use the *Tab* key to indent your text for the subheadings by ½ and inch anymore. In this situation, click the <u>Increase Indent</u> icon () in the **Paragraph Group** of the Home Ribbon to indent the text.

7. If you use EndNote to manage your citation and bibliography style, use only *one* EndNote library for your entire dissertation. Though Word can handle working with multiple libraries, there are occasionally issues when combining your chapters together into one document when you use multiple libraries.

8. Share the file(s) with your advisors using Tracked Changes so you can see what they suggest (see Commenting and Reviewing on page *19*.)

9. Enjoy the writing process!

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INSERTING FOOTNOTES AND ENDNOTES

You can insert footnotes or endnotes as needed into your dissertation. You can use the method below, or you may want to explore the use of EndNote or RefWorks. Use these programs to store your citations and insert them into Word. They will automatically format both in-text citations and works-cited lists. However, you'll want to pick one method: EndNote, RefWorks or manual citation for the entire dissertation, or you may end up with more than one bibliography.

1. Put your cursor where you want to insert your new footnote or endnote.
2. On the References Ribbon, in the **Footnotes Group**, click either the Insert Footnote or Insert Endnote icon to create a new footnote or endnote, respectively.
3. To adjust the settings of your footnote, including the numbering style, when to start and stop the numbering of your notes, and more, click on the Expand icon in the **Footnotes Group** of the References Ribbon.

You can have your footnotes and endnotes restart their numbering in each chapter. To do this, each chapter will need to be its own *section*. See page *14* for more information on creating sections. Remember, too, that you can format the style of your endnote/footnote as discussed in the *Working with Styles* section.

INSERTING IMAGES, CHARTS, AND OTHER NON-TEXT OBJECTS

If you want to insert images, figures, etc., we recommend .jpg or .tiff files of 200-600 dpi. While it is possible to copy and paste images into Word, we recommend against this method since you may not be getting the highest-quality image when you copy and paste.

On the Insert Ribbon, in the **Illustrations Group**, select the type of object you want to insert, navigate to the file (if appropriate) and click *Insert or OK*. The Charts icon ( ) will allow you to enter data and create a new chart within Word. If you've already created a chart in a different application like Excel, copy and paste the chart from Excel into Word. This is an exception to the "don't copy and paste" suggestion because the Office products work together differently.

For dissertations, it is *highly recommended* that you do not wrap text around your images in accordance with Rackham's guidelines. Make sure your images do not allow text wrap by right-clicking the image, going down to *Text Wrapping*, and selecting *In Line with Text* or *Top and Bottom*.

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INSERTING CAPTIONS

Word can automatically number your captions of tables, figures and equations.

1. Right-click the object you wish to caption and select *Insert Caption…* from the shortcut menu. For tables, right-click the crosshair icon that appears at the top-left corner of the table when your cursor is anywhere on top of it.

2. In the <u>Caption</u> dialog box, select the label that applies to the object you have selected (e.g. "Figure" or "Table") and select the positioning of the caption (e.g. above or below the object).

3. Type your text in the *Caption:* box.

4. To include the chapter number in your caption (e.g. "Figure 3-2" or "Table 2.1"), you need to set up your Heading 1 style **first** (see the *Automatic Chapter and Subsection Numbering* on page *11*). This is the only way Word understands where each chapter starts; otherwise, you will get an error. If you've done that, then in the <u>Caption</u> dialog box,

   a. Click the *Numbering…* button and check the *Include Chapter Number* box.

   b. Select the separator you wish to have between your chapter number and the caption number and click *OK*.

5. Click *OK* to exit the dialog box.

If you do not like the appearance of your caption text, *do not* edit them one-by-one, but modify the style instead (see *Working with Styles* on page *8* for more details).

CROSS-REFERENCES

Word will renumber your captions appropriately if you insert a new figure before other figures in your document. Word can also renumber the references in your text as well! When you refer to a particular figure in your document, rather than typing in "Figure 2.1", let Word do it for you.

1. Put your cursor where you want to put in a reference to a figure in your text.

2. On the References Ribbon, in the **Captions Group**, click the <u>Cross-reference</u> (Cross-reference) icon.

3. Select the type of item you are referencing from the *Reference type* pulldown.

4. Select *Only Label and Number* from the *Insert reference to:* pulldown, unless you want the entire caption to appear in the text.

5. Select the item you want to reference from the *For which caption:* section.

6. Click *Insert* and close the <u>Cross-reference</u> dialog box.

When your caption number changes, you can change the in-text references by right-clicking the in-text reference and selecting *Update field*.
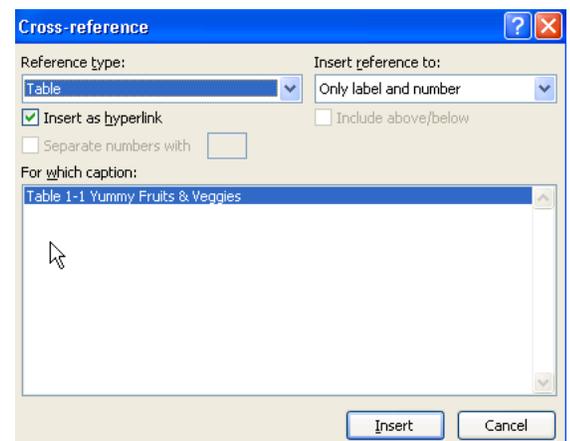
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WORKING WITH STYLES

Your dissertation is likely to have a few different categories of text that need to appear differently. These categories may include body text (the words in each paragraph), headings and subheadings, chapter titles, blocked-off quotes, and more. For example, you can specify that all of the quotes in your document to be single-spaced and indented by .5" on either side. You can specify that you want your primary headings to be centered and bold, and your subheadings should be left-aligned and italicized. Rather than formatting each heading or quote one-by-one throughout your entire document, you can use styles to specify what each category of text should look like, and then label your text as "heading" or "subheading" or "quote" as needed.

These "categories" are called Styles in Word. **Styles** define the appearance of text elements throughout your document. In particular, applying the heading styles identifies text that can be used to automatically generate a table of contents. Styles also allow for quick changes throughout your document – if you change a heading style, for example, any text identified with that heading will then be changed throughout the document.

To see a list of the predefined styles in Word, look at the **Styles Group** in the Home Ribbon.

APPLYING A STYLE

1. Select the text to which you want to apply a style.
2. In the Home Ribbon, in the **Style Group**, click on the style you want to apply. If you don't see the style you want to use, click on the <u>Expand</u> icon on the **Style Group** to see a more complete list.

CHOOSING WHICH STYLES TO USE

We highly recommend using the built-in styles that come with Word 2007. Even if you don't like the way they look, their appearance can be modified to fit your own needs.

- For chapter titles, appendix titles, and headings like "Dedication" and "Acknowledgements," use **Heading 1**.

- For main headings in your chapters, use **Heading 2**. For subheadings, use **Heading 3**, and so on. *(Note: Headings 3 and above may not appear in your list of styles until you've used Heading 1 and Heading 2.)*

- For quotes, use **Quote**.

- For body text, use **Normal**. This is the default for Word; if you start typing without specifying a style, it will be in the Normal style.

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MODIFYING A STYLE

You can change the appearance of a style, including its line spacing, font, color, alignment… just about anything! *If you change a style, that change will affect all text in your document in that style.*

1. On the Home Ribbon, in the **Styles Group**, right-click on the style you want to change, and select *Modify*. If you don't see the style you want to change, click on the Expand icon to see a more complete list.

2. In the Modify Style dialog box, you can make any change you want to the style.

3. Click on the *Format* button in the bottom-left corner of the dialog box for even more options such as font, paragraph, numbering, etc.
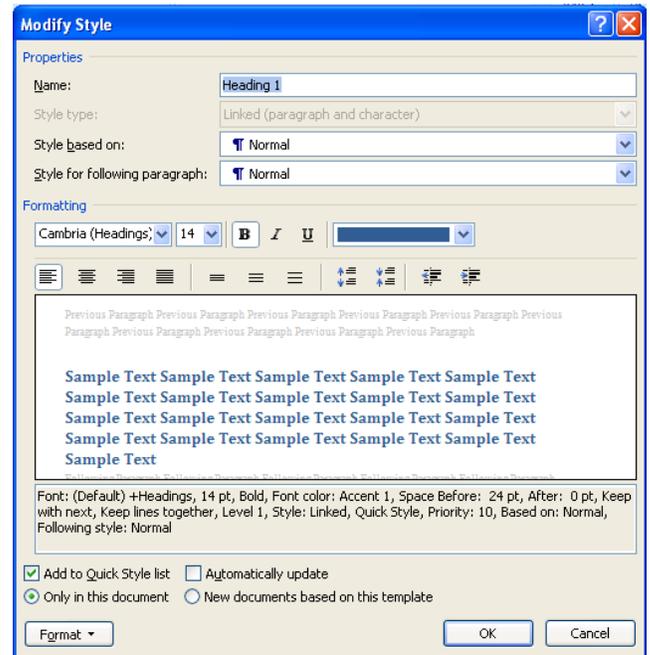
SETTING UP HEADING 1 EXAMPLE

Rackham has very specific requirements for most elements in your document. For example, your chapter titles and front matter titles (e. g., Dedication, Acknowledgements, etc.) need to be formatted in a particular way. Below is an example of how you can set that up using the Heading 1 style.

1. On the Home Ribbon, in the **Styles Group**, right-click on the Heading 1 style and select *Modify*.

2. In the Modify Style dialog box (see picture above), in the *Formatting:* section,

   a. Set the font to Arial, Courier, or Times New Roman.

   b. Set the font size to 12 pt (recommended) or 10 pt.

   c. Set the text color to black.

   d. Center the text.

   e. Select single-spaced lines.

3. Click on the *Format* button in the bottom-left corner of the dialog box and choose *Paragraph* (see right).

4. In the Indents and Spacing tab, type in *1 in.* or *72 pt* (these are equivalent values) in the *Spacing Before:* box.

5. Since the chapters and front matter have to start on a new page, you can build a page break into the style by going to the Line and Page Breaks tab and checking the box for Page *Break Before.*
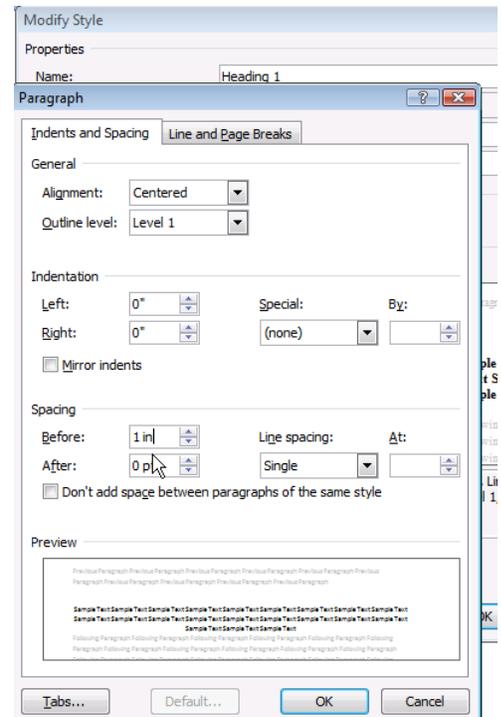
   Click *OK* until you are back to your document.

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SETTING MARGINS

Rackham guidelines require a 1" margin on the top, bottom, and right side of each page, and a 1.5" margin on the left side of each page.

1. On the Page Layout Ribbon, in the **Page Setup Group**, click on the arrow below the Margins options and select *Custom Margins…*.

2. In the Page Setup dialog box, select the *Margins* tab, and type 1.5" into the space for the left margin and 1' for the rest of them.

3. Before closing the dialog box, make sure the *Apply to:* setting is set to *Whole Document*.

4. Click *OK*.

Even though Rackham guidelines say you need a 2 or 2.5 inch margin on the top of certain pages, do not use this method to achieve that setting. See below for more details.

If for whatever reason you need to change the margin for only one section, be sure the *Apply to:* is set to *This section only*.
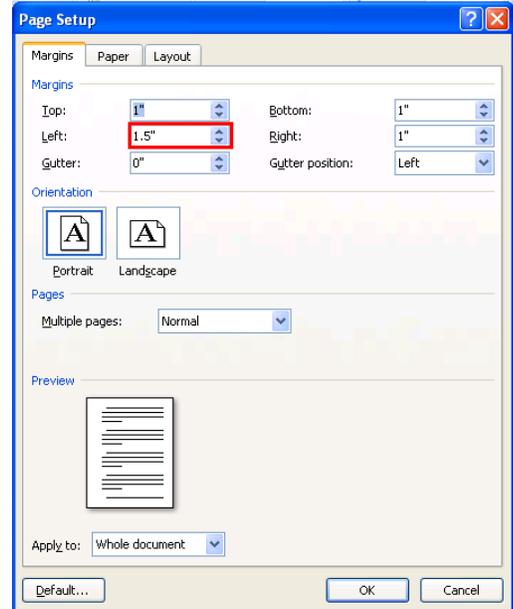
TWO-INCH MARGIN USING STYLES

1. Modify the style you are using for your chapter titles and major headings (e.g. "Dedication" and "Acknowledgements").

2. In the Modify Style dialog box, click the *Format* button, and select *Paragraph…*.

3. In the Indents and Spacing tab, type in *1 in.* or *72 pt* (these are equivalent values) in the *Spacing Before:* box.

4. Click *OK* until you are back to your document.

Any text in the style you just modified will now have an extra inch of space before it. This combines with the 1" top margin of your page to make a 2" margin.
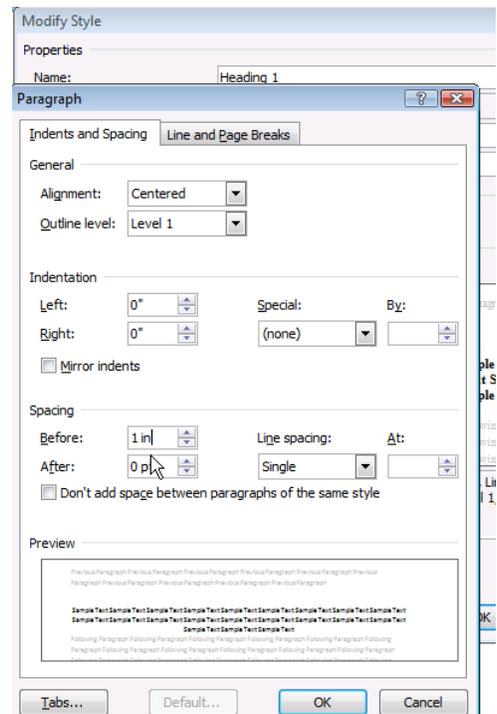
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AUTOMATIC CHAPTER AND SUBSECTION NUMBERING

Word can automatically number sections (Chapter 1, 1.1, 1.2, etc.) of your document and include the chapter number in the captions (Figure 1.2, 2.2, etc.).

1. Make sure each of your chapter titles are in the Heading 1 style, and then click on one of your chapter titles.

2. On the Home Ribbon, in the **Paragraph Group**, click the Multilevel List icon and select the one with the words *Chapter 1* in it from the *List Library* section. If you need subsections numbered (for example, 2.1, 2.2, 2.12, etc.) then choose the list the *1 Heading 1; 1.1 Heading 2*, etc. option (right side, middle row). Note that doing this once sets the formatting for all heading levels.

3. Click *OK* when you are finished.

4. If you typed in the text "Chapter #", and now it is duplicating your efforts, delete the text *you* typed and leave the automatically generated chapter number.

5. To follow the automatically generated chapter number with the title of your chapter on a new line, click just before the text of your title, hold down the *Shift* key on the keyboard, and then press the *Enter* key.
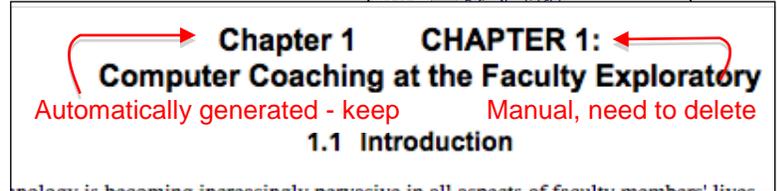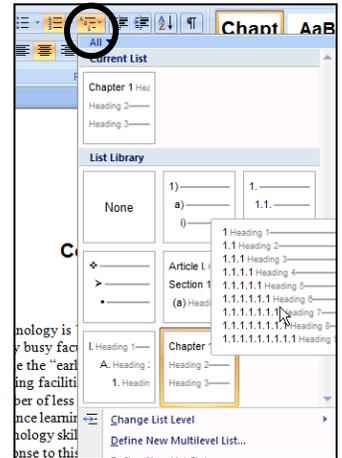
Note: If you have any problems with word automatically adding outline numbering to parts of your front matter, simply delete it. Your chapter numbers will reset to show the correct number of chapters.

CUSTOMIZING YOUR NUMBERS

If you want to change anything about the numbers – for example, you are using the 1.1, 1.2, etc. style but would like the word "Chapter" to display automatically in front of the Heading 1 number, you want to change Arabic numbers to Ordinal, or you want to change the spacing after the numbers, you can.

Click one of your headings, then go back to the Home Ribbon, and in the **Paragraph Group** click the Multilevel List icon (see screen shot above) and select *Define New Multilevel List…*. Click the *More>>* button. Select the relevant list level.

- You can use the *Number style for this level:* pulldown menu to choose from a various styles, as seen in the screenshot (below the *Enter formatting for number:* box).
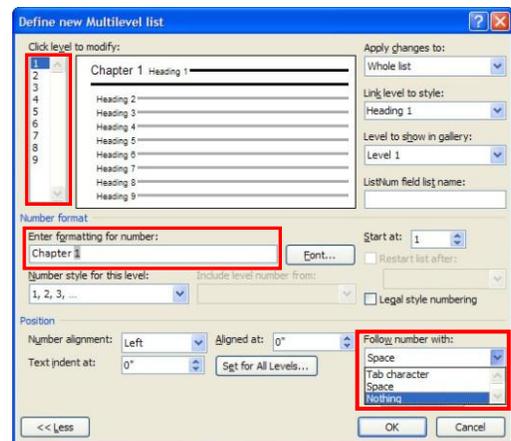
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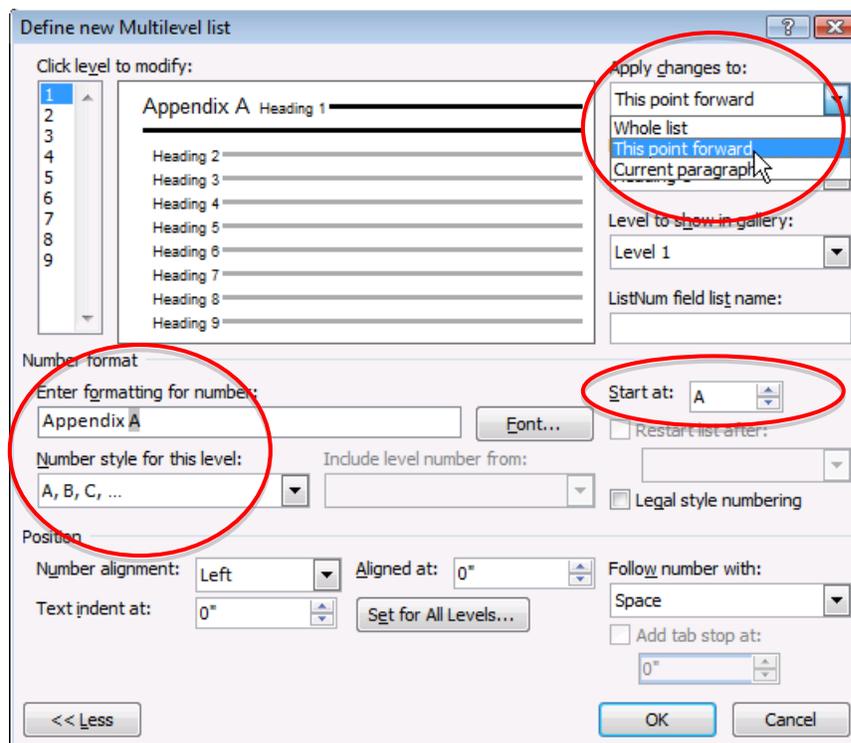
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- In the screenshot, with the *Level* on the left set at 1, we added the word "Chapter". Moving to the second level, you can change the period in between the level and sublevel to a dash or anything you want in the *Number format* box.

- You can also see that a tab follows the number – you can change it to a space or none. You may have to adjust this if the alignment seems off.

OUTLINE NUMBERING IN APPENDICES

You may also restart number for captions in your appendices or other separate areas of your dissertation. You will need to change your outline numbering settings before inserting your captions.

We are going to do a variant of the steps above, but instead of defining new levels for your list, you will be editing the first level from this point forward.

1. Apply the Heading 1 style to the title of your Appendix.
2. On the Home Ribbon, go to the **Paragraph Group**, click the <u>Multilevel List</u> icon and select *Define New Multilevel List….* Make sure the whole dialog box is showing by clicking on the *More>>* button (if it says *<<Less* instead, you are all set).
3. Under *Enter formatting for new number:*, replace "Chapter" with "Appendix."
4. Choose the appropriate style, (such as *A,B,C,…*) from the *Number style for this level:* pulldown menu.
5. Set the correct letter or number in the *Start at:* pulldown.
6. In the *Apply changes to:* pulldown, choose *This point forward.*
7. Click *OK* to close the dialog box.

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CREATING AND USING TEMPLATES

Now that you have all of these styles the way you want them, you can create a **template** to use for each chapter of your dissertation. The templates stores the information about your margins, styles, etc. so provides consistency across documents.

To create a template,

1. Open a blank Word document and adjust your styles (see page *8*), margins (see page *10*), and any automatic numbering features you want in your document.
2. Click on the Office Button (remember, upper left corner of the screen), select **Save as…**, then select **Word Template**. Save it somewhere that you can find easily.
3. To modify your template later, open Word first, then open the template file – if you double-click on it, it will create a new document based on the template as described below.

To create a document from your template or apply it to an existing document,

1. Double-click on the template file you created in the steps above. This will open a new document based on that template.
2. If you already have a chapter written, you can insert that chapter into this new document to apply any style settings to it. To do this…
   a. On the Insert Ribbon, in the **Text Group**, click on the arrow next to the <u>Object</u> icon and select *Text from File…*.
   b. Navigate to the document you wish to insert and click *Insert*.

COMBINING CHAPTER FILES INTO ONE DOCUMENT

Though it is more convenient to keep chapters separate as you work on them, your final submission will need to be one long document. You can combine all of the files into one large document (see steps below), and then use information in the following sections to generate your table of contents, lists of figures, tables and equations, and take control your page numbers. On the other hand, some people prefer to leave them as individual files, sometimes because combining your chapter files produces a file so massive that opening, editing, and saving it is prohibitively slow. If this is the case, you will need to manually create the table of contents, list of figures, and so on, and will need to set the pagination in each document.

1. Open the file that will begin your long document (e.g. "Chapter 1" or your front matter).
2. Scroll down to the very bottom of that document.
3. On the Insert Ribbon, in the **Text Group**, click on the arrow next to the <u>Object</u> icon and select *Text from File…*.
4. Navigate to the document you wish to insert and click *Insert*.
5. Repeat steps 2 through 5 for the remaining documents.

If needed, you can add a section break in between the inserted files so they start on a new page. See below for more information.

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ADDING PAGE NUMBERS

Microsoft Word provides you with the option of selecting a numbering style (e.g. "Roman Numeral", "Arabic") and gives you the option of selecting the "starting at" number. You can set the page numbers for your entire document, or if you need more control, you can do it section-by-section as well.

If you want continuous pagination that is all in the same format, go to the Insert Ribbon, and in the **Header & Footer Group**, click on the Page Number icon. Choose the appropriate placement of the number and a style.

If you are writing a Rackham dissertation, you have more complicated pagination. For example, Rackham's guidelines require that the page numbers begin on the *third* or *fourth* page of your document (depending on if you include a graphical frontispiece) and the page number on that page should be Roman numeral "ii". Page numbering should continue on in roman numerals until the first page of Chapter 1 is reached. At that point, the numbering should restart in Arabic ("1, 2, 3…").
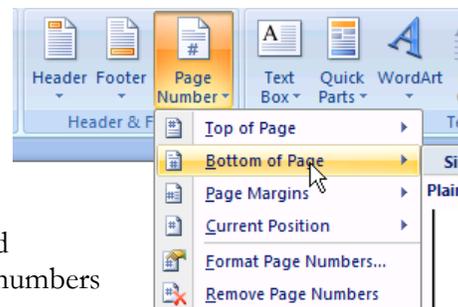
USING SECTIONS TO CONTROL PAGE NUMBERING

The following instructions demonstrate numbering a dissertation document according to Rackham's guidelines. These steps assume you are including a title page, a copyright page, dedication and acknowledgements and other front matter, and then the body of your dissertation.

1. Click on the last line of your copyright page.
2. On the Page Layout Ribbon, in the **Page Setup Group**, click on the arrow next to the Breaks icon and select *Next Page* under the *Section Breaks* section.
3. If you need to, use the *Delete* key, **not** the *Backspace* key (sometimes called the *backwards delete* key), on the keyboard to bring the next page's content back up to the page you are currently on.
4. Scroll down to the last line of the page *before* the body of your dissertation begins and repeat steps 2 and 3.

You have just separated your dissertation into sections. If you want to see what section you are working in, a the left end of Status Bar (at the bottom of your Word document), Word tells you what page you are on, how many words are in your document, which section you are in, and so on. If you don't see the section information, *right-click* on the Status Bar, and select **Section** in the menu that appears.

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BREAKING THE CONNECTION BETWEEN SECTIONS

By default, the headers and footers of each section are connected to those of the sections before and after it. Therefore, if you want different page number styles to vary from one section to the next (such as Roman or Arabic), you'll need to break the connection between the sections. Particularly with landscaped pages, it is often helpful to break the connection in the header as well as in the footer.

1. Put your cursor on the first page that needs the Roman numeral.
2. On the Insert Ribbon, in the **Header & Footer Group**, click on the arrow under the Footer icon and select *Edit Footer*.
3. You should now be in the footer of that page; in the Header & Footer Tools Design Ribbon, in the **Navigation Group**, unlink this section's footer from previous sections' footer by clicking the highlighted Link to Previous icon.
4. Put your cursor in the header area, and again click the highlighted Link to Previous icon.
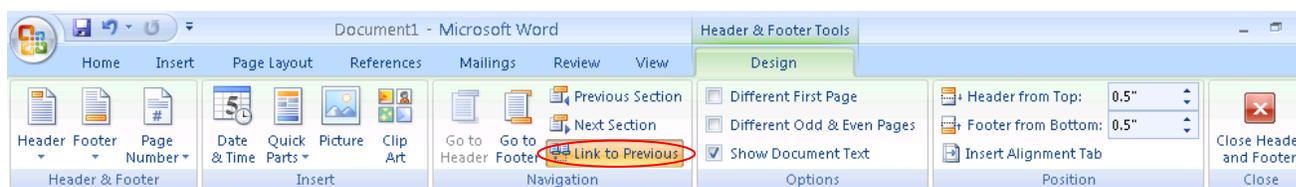
5. Scroll down to the first page of the body of your dissertation (the chapters), make sure your cursor is in the footer, and click the highlighted Link to Previous icon again.
6. Repeat for the header area.

You have now successfully unlinked footers of these sections. Any page numbers you put in the body of your document will not affect the page numbering of your front matter, and vice versa.

ADDING THE PAGE NUMBERS

1. Scroll up to the section that contains your front matter and click in the footer of any page (don't do anything for your title page and other pages that don't require a page number).
2. On the Insert Ribbon, in the **Header & Footer Group**, click on the arrow next to the Page Number icon and select the positioning you'd like. Generally, *Bottom of the Page* is the choice, and either *Plain Number 2* (centered) or *Plain Number 3* (right aligned).
3. To change to Roman Numerals, on the Insert Ribbon, in the **Header & Footer Group**, click on the arrow next to the Page Number icon and select *Format Page Numbers…* to set the "start at" number and the style of numbering.

4. Scroll down to the first page of the next section (where your chapters start) and click in the footer.
5. Repeat steps 2 and 3 to set the page numbers for this section. We have noticed in Office 2007 that sometimes when you insert the page number in the chapters' sections it automatically turns to Arabic. If that is the case, then you just need to follow step 3 to make it start at 1.
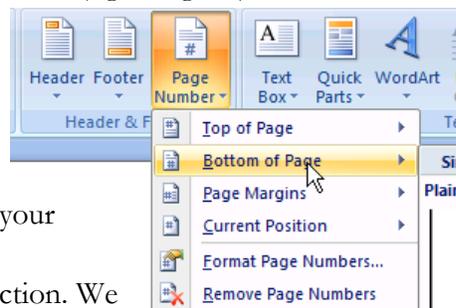
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WORKING WITH LANDSCAPE PAGES

When you change the orientation of a section of page to landscape, the header and footer of that section do not change orientation. Instead, the header and footer are at the top and bottom of the page on your screen, but when you print, they are in the left and right margins of the page, not the top and bottom. Any page numbers in the header or footer will appear sideways on the left or right of the printed page. These steps will help you move the page numbers to the appropriate spot and turn them on their side so they print correctly.

CREATING A LANDSCAPE SECTION

1. Click on the last line of the page *before* the page you want to have landscape orientation.
2. On the Page Layout Ribbon, in the **Page Setup Group**, click on the arrow next to the <u>Breaks</u> icon and select *Next Page* under the *Section Breaks* section.
3. This will create a new page and a section break. If you need to, use the *Delete* key, **not** the *Backspace* key (sometimes called the *backwards delete* key), on the keyboard to bring the next page's content back up to the page you are currently on.
4. Click on the last line of the last page that you want to have landscape orientation (or if you don't have content yet press *Return* on the keyboard a few times), and repeat steps 2 and 3.
5. Click anywhere in section you want to have the landscape orientation.
6. On the Page Layout Ribbon, in the **Page Setup Group**, click on the arrow next to the <u>Orientation</u> icon and select *Landscape*. Word 2007 understands that you want landscape only for this section.

DISCONNECTING THE LANDSCAPE SECTION

1. Click somewhere in the first page of the section with landscape pages. On the Insert Ribbon, in the **Header & Footer Group**, click on the arrow below the <u>Header</u> icon and select *Edit Header*.
2. In the Header & Footer Tools Design Ribbon, in the **Navigation Group**, unlink this section's Header from previous sections' headers by clicking the highlighted <u>Link to Previous</u> icon.
3. Click on the <u>Go to Footer</u> icon and repeat step 3.
4. Scroll down to the first portrait page following your landscape section and repeat steps 3 and 4 for this section.

You have now disconnected the headers and footers in the sections prior to and following the landscape section of pages. This will prevent any changes you make to the page numbers on the landscape pages from affecting the numbering on other pages.
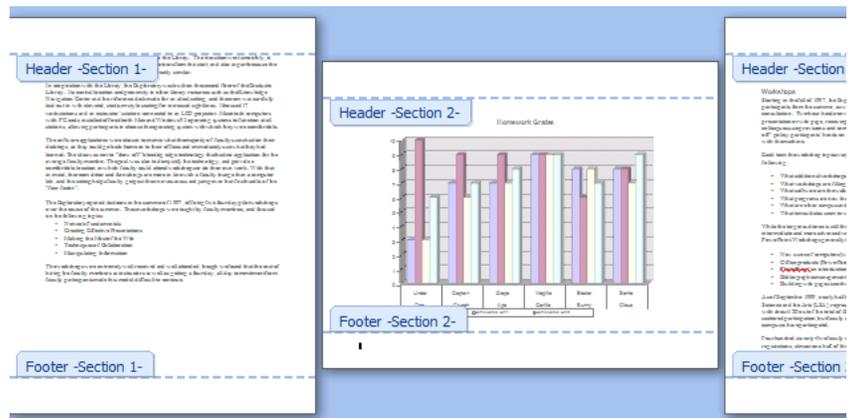
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ADDING PAGE NUMBERS TO THE LANDSCAPE PAGE(S)

1. Delete the page numbers from the footer of the landscape section.

2. On the Insert Ribbon, in the **Header & Footer Group**, click on the arrow next to the <u>Page Number</u> icon, choose *Page Margin*, and then in the *Plain Number* section, choose *Large, left* (unfortunately, they don't seem to have just a plain left option).

3. A large number will now appear in the left margin.

4. Highlight the number, go to the Home Ribbon, and apply the Footer style so it matches all of your other footers.

   a. Go to the **Styles Group**, click on the More icon (⬇) and then *Apply Styles*.
   b. Type in "Footer" in the *Style Name:* box, and then click *Apply*.
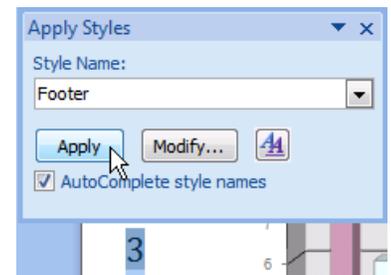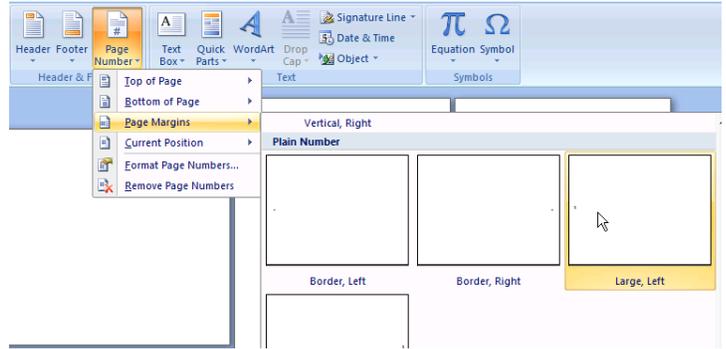
5. In the Text Box Tools Format Ribbon, in the **Text Group**, click on <u>Text Direction</u> icon until the number is rotated in the right orientation.
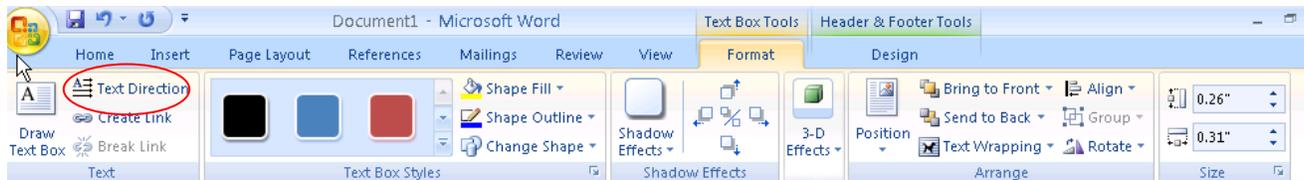
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TABLE OF CONTENTS

You cannot generate any automatic tables without first using styles effectively throughout your document. Microsoft Word can scan your document and find everything in the Heading 1 style and put that on the first level of your table of contents, put any Heading 2's on the second level of your table of contents, and so on.

If you want an automatic table of contents you need to label all of your chapter titles and front matter headings (e.g. "Dedication" and "Acknowledgements") in the style Heading 1. All major headings within your chapters should be labeled Heading 2. All subheadings should be labeled Heading 3, and so on.

If you have used Heading styles in your document, creating an automatic table of contents is easy.

1. Place your cursor where you want your table of contents to be.
2. On the References Ribbon, in the **Table of Contents Group**, click on the arrow next to the Table of Contents icon, and select *Insert Table of Contents…*.
3. If you want to change the style of your table of contents (e.g. you want more space between the items on level 1 and level 2 of your table of contents, or you want all your level 1 items to be bold), click on the *Modify* button, select the TOC level you want to change, then click the *Modify* button to do so.
4. If you want to change which headings appear in your table of contents, you can do so by changing the number in the *Show levels:* pulldown.
5. Click *OK* to insert your table of contents.

AUTOMATIC LISTS OF FIGURES, TABLES AND EQUATIONS

If you have captioned your figures, table and equations using Microsoft Word's captioning feature (see Inserting Captions on page for details), you can have Word generate your lists for you automatically.

1. Place your cursor where you want your list to be.
2. On the References Ribbon, in the **Captions Group**, click the Insert Table of Figures icon (Insert Table of Figures) (even for lists of tables and equations).
3. In the Table of Figures dialog box, select the label for which you want to make a list from the *Caption Label* pulldown.
4. If you want to change the style of your table of contents (e.g. you want more space between each item in the list), click on the *Modify* button, select the *Table of Figures* style, then click the *Modify* button to do so. Click *OK* when you are done.
5. Click *OK* to insert your table of contents.

Repeat these steps to insert other lists into your document.

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COMMENTING AND REVIEWING

You will be sending your documents back and forth with your faculty advisors throughout your writing process. Before you send your document, you should enable the *Track Changes* feature. Any changes your advisors make to your document will be recorded, so you can approve or reject that change later.

On the Review Ribbon in the **Tracking Group**, click on the Track Changes icon to highlight it and enable it. Then, just type in your document as normal, and any change you make will be tracked. Different colors will represent different people commenting on the same document. The colors will change automatically with the different users. To disable track changes, repeat this step.

- Use Comments if you have a general comment rather than a specific suggestion.
- To turn off the balloons, click on the Balloons icon and choose *Show All Revisions Inline*.
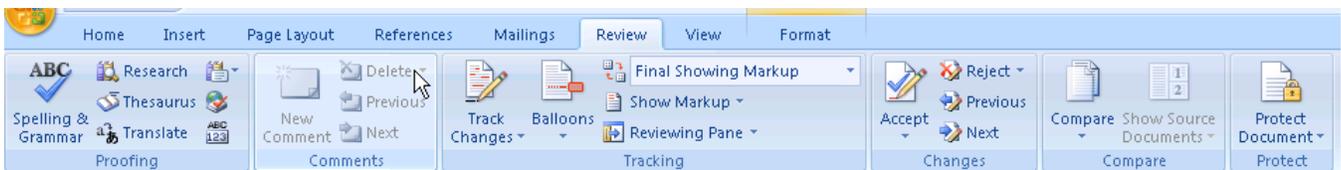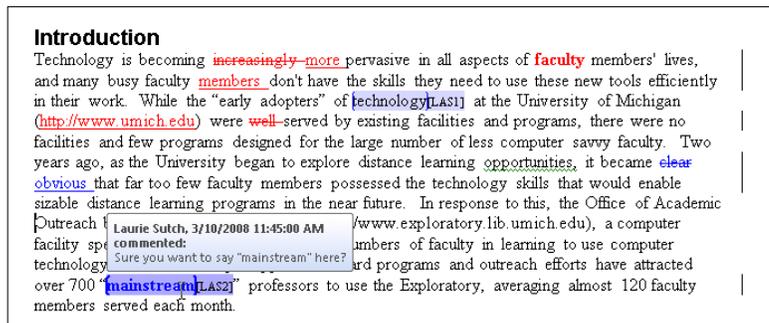
USING TRACKED CHANGES WITH BALLOONS

With balloons on, all changes (except added text) display in the right margin, including comments. This includes formatting changes such as bold, italic, etc.
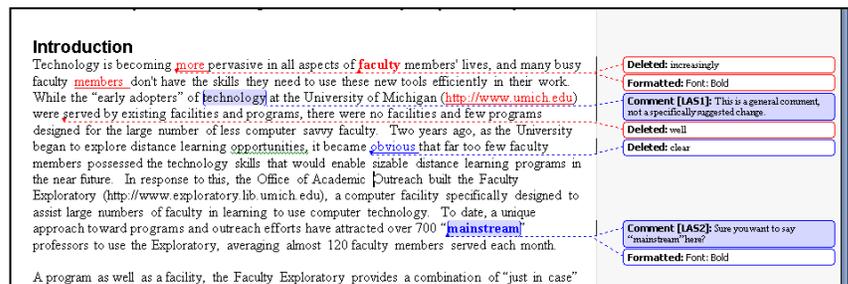
USING TRACKED CHANGES WITHOUT BALLOONS

Without balloons on, all changes are right in the text. Move your cursor over a comment to see a popup box of the comment.

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MERGING COMMENTS AND CHANGES INTO ONE DOCUMENT

Once everyone has made their changes and comments, you need to combine everyone's documents into one final document for review.

1. On the Review Ribbon, in the **Compare Group**, click on the Compare icon and choose *Combine*.

2. In the resulting dialog box, choose your original document on left side and the revised document on the right side (click on the Folder icon to browse through your files).

3. Click *OK* to exit the dialog box.

4. Repeat as needed until everyone's documents are combined into one. Notice that a new, combined document is created each time – you only need to save the one that has everyone's changes together.
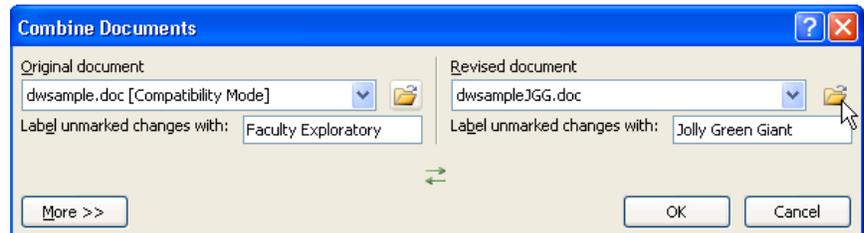
Each person's changes will appear in a different color, so you can easily see who said what. To look at the changes by a single individual, click on the arrow to the right of the Show Markup icon (in the **Tracking Group**), go down to *Reviewers*, and choose the single person you want to look at.
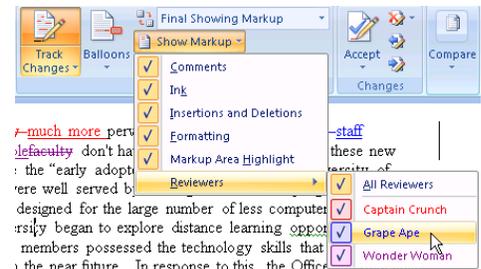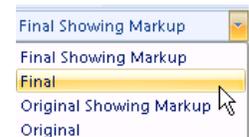
ACCEPTING AND REJECTING CHANGES

Once you have all of the documents combined into one, you need to accept or reject all of the changes and comments. Normally, you will reject all comments – after you address the issue!

Use the Next and Previous icons in the **Changes Group** of the Review Ribbon to move back and forth to the various changes.

- To accept a change, click on the changed text (or use the arrow to get to the change), and then click the Accept icon in the **Changes Group** of the Review Ribbon. You can accept all changes at once by clicking on the pulldown below the Accept icon and selecting *Accept All Changes in Document*.

- To reject a change, click on the changed text, and then click the Reject icon in the **Changes Group** of the Review Ribbon. You can reject all changes at once by clicking on the pulldown below the Reject icon and selecting *Reject All Changes in Document*.

- To view what your document would look like with all changes accepted, click on the top-most pulldown on the right side of the **Tracking Group** and select *Final*. Note that you will still need to accept or reject all the changes; this is just for viewing, you still need to accept or reject all of the changes before your document is complete.

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