

Dissertation Production Made Easy!

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Introduction

Most dissertations are created using Word, but most authors do not avail themselves of all the features that Word provides, to make document organisation and production easier. This brief guide incorporates some key points that may assist in the production process.

Hard Page Breaks

Unless you do otherwise, Word will insert its own "soft" page breaks when there is sufficient text to fill a page. These are not the best to use, as they may move without you realising it, eg whenever Word repaginates your work (which it does whenever you print or print preview).

Use "hard" page breaks, so that you decide when page breaks occur, ie new chapters, new topics etc.

Inserting a Hard Page Break

- Position the cursor where the new page is to start
- Hold down the **[Ctrl]** key, at the same time press **[Return]**

Non-breaking spaces and hyphens

Frequently you require utilising spaces and hyphens between words that you would rather keep together on the same line, eg a person's name, or e-commerce. You can control this by using non-breaking spaces or hyphens.

- Hold down both the **[Ctrl]** and **[Shift]** keys
- Whilst keeping them held down, press the spacebar or hyphen key, whichever is relevant

(N.B. you will not notice any difference in the appearance of your text, but words with this non-breaking command between them will not be split over two lines).

Spelling and Grammar

A good dissertation is often let down by spelling and grammatical errors. Before printing your dissertation for marking, you should spell check it (and if you have time grammar check it also).

AutoCorrect

If there are certain words or phrases that you always type incorrectly, Word can automatically change these as you type, using the AutoCorrect feature. This is also useful for quickly inserting long or difficult words or phrases that you frequently use.

- Select **Tools, AutoCorrect**
- In the **Replace** box type the text to be replaced
- In the **With** box type the text to replace it with
- Click on **Add**, then **OK**

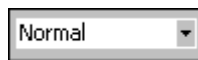
In the future, whenever you type the word incorrectly it will automatically be changed as soon as you press the **[Spacebar]**, **[Return]** or **[Tab]** key after it.

What are Styles?

To assist with consistency throughout your dissertation (and to speed up the formatting process), Word's styles can be used for headings. These can subsequently be used to automatically build a Table of Contents for your work.

A style is made up of the collection of required formats (font, point size, paragraph alignment etc) and is given a name for easy identification and application. The style is subsequently used and applied by selecting its name from the style list, thereby quickly applying its entire format to the required text. The major benefit is that where you have applied the same style to text, it will contain identical formatting.

Typically the style called **Normal** is used in Word, unless you specifically select a different one. The name of the style being used is displayed in a list box on the Formatting toolbar:



This box contains names of other styles supplied by Word. When the list is dropped down, you will notice the style names are displayed in their own format. The font size for the style is also displayed.

The styles recommended for headings and sub headings in your dissertation are those supplied by Word known as Heading 1, Heading 2 and Heading 3. You can of course modify their format (font etc) to suit your requirements.

Applying a Style to text

- Position the cursor in the heading line to be formatted
- Select a style from the style drop-down list (you will notice that the style is automatically applied to the whole line)
- To use a particular style for a heading that you are about to type, select the style in the same manner as above, then start to type; usually, when you press Return the new line will be in Normal style.

Reformatting to the underlying Style

You can quickly change the format of text back to the underlying style that was used.

- Select the text
- Hold down the **[Ctrl]** key and press the **spacebar** once to reset the format of text
- Alternatively, hold down the **[Ctrl]** key and type a **Q** to reset the format of a paragraph

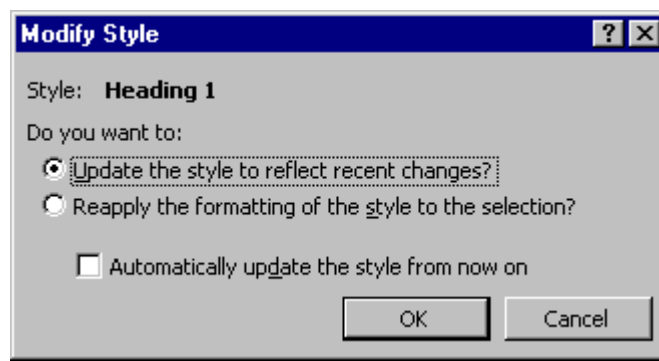
Modifying the format of a Style

Modifying a style will change the format of all text where that style has been applied, thereby saving time and ensuring all required text has been reformatted consistently.

You can change the format of a style either by using text where the style has been applied and subsequently changed in its format, or by directly modifying the style.

Modifying from text

- Select the text where the style has been applied and change the formatting as required
- Click anywhere on the name displayed in the Style Box on the Formatting toolbar and press the **Return** key
- The following dialog box is displayed:

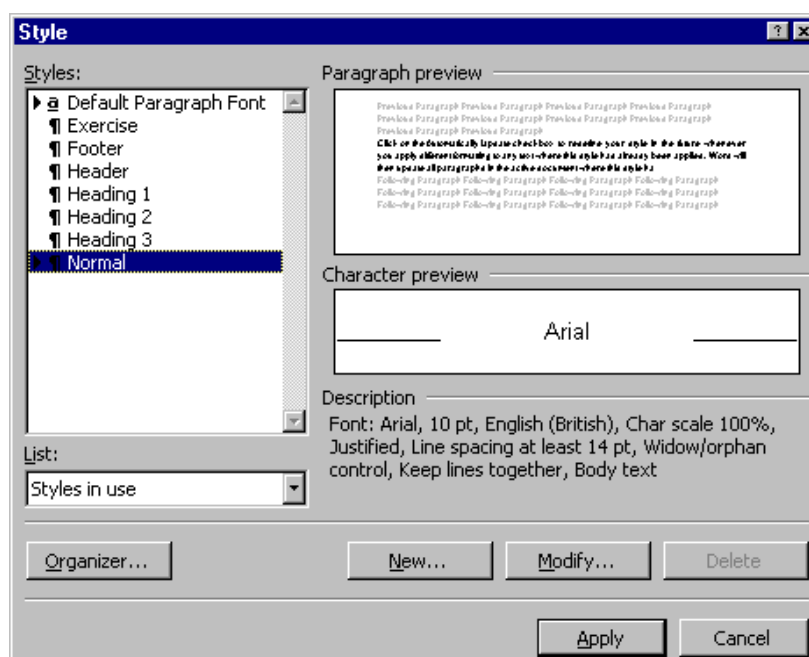


- Select the first option if you wish to change the style to reflect the format of the currently selected text
- Select the option to "**Automatically update the style from now on**" if you would like Word to automatically change this particular style's format to match that of selected text in the future, without displaying the above dialog box again
- Alternatively, if you have changed your mind select the second option to leave the style as it is, at the same time reapplying the style's format to the selected text

Modifying the Style Directly

- Select Format, Style

The following dialog box is displayed:



- Select the style you wish to modify from the Styles box, then select **Modify**
- Select **Format** and modify the format of the style as required. For example, select **Format, Font** to select font, size, bold, italic etc; then select **Format, Paragraph** to select centred alignment etc
- Select **OK**, then select **Close**

Document Map

This useful option works in association with headings in a document where you have used styles; it displays in a separate pane the outline of the document's headings. This allows you to keep the structure in view. Clicking on these headings allows you to quickly navigate around your dissertation.



Click on this button in the Standard toolbar

The Document Map will be displayed in a pane at the left hand side of your screen. Click on the heading you wish to go to: that part of the document will be displayed at the top of the page in the right hand pane.

- Click on the plus or minus symbols on the map to hide or display different levels of heading



Click on this button again to switch off Document Map

While Document Map is on, you can still edit your document in the right hand pane.

Outline View

For creating the structure, 'Outline' view can be used (see Word Help). This looks like the document map pane but allows restructuring to be carried out, using the process of dragging the headings associated with text backwards or forwards to the appropriate point. As a result, all associated text is also moved.

Table of Contents

As part of the structure of your dissertation, it should contain a Table of Contents near the front, detailing the page numbers where headings of the document can be found. This makes it easier for a reader to visualise the structure of the document or go directly to specific parts of the dissertation.

Building a Table of Contents from Styles

The easiest method of production is to get Word to build your Table of Contents from Heading styles (usually 1-2 or 1-3), wherever they have been used.

- Create a new page at the point where you wish the Table of Contents to be displayed
- Type a **Contents** heading at the top, in the required format, then press **[Return]** (do not use any of the Heading styles 1-3 for this)
- Select **Insert, Index and Tables**, then click on the **Table of Contents** tab
- Indicate the number of levels to be included, in the **Show Levels** box (the recommendation is 2, ie include Heading 1 and 2)
- It is also recommended that **Show page numbers** and **Right align page numbers** are both checked on
- Select the required Format from the drop-down list (**From template** is recommended)
- Click on **OK**

Updating your Table of Contents

If you modify your text after your have inserted the Table of Contents, it could have an effect on page numbering. You may also wish to include new items in the Table of Contents.

- Click anywhere to the left of your Table of Contents - it will become shaded grey
- Press function key **[F9]** on your keyboard - this updates fields in Word and subsequently updates your Table of Contents as necessary
- If requested, select the option to **Update entire table**, then select **OK**

This update can be carried out as often as is necessary.

Note that you could use the same dialog box to add Tables of Figures etc.

Referencing Figures

Most dissertations include many figures (graphics, pictures, graphs etc) and the ability to reference these easily can save a lot of time in document production.

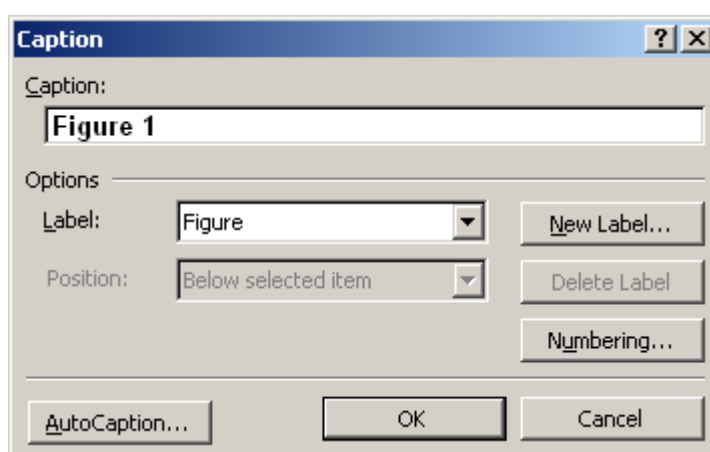
You can do this easily using the Word {seq} field to sequentially number different objects in your work.

The easiest way to insert a {seq} field is using the caption command.

Inserting a Caption

Position the cursor at the position where the figure is to be captioned

- Select **Insert, Caption**



- The Caption dialog box is displayed: as a default the figure will be captioned **Figure 1** - if you wish to use a different label or numbering, select the appropriate option from the Caption dialog box
- Select **OK**

eg:



Figure 1

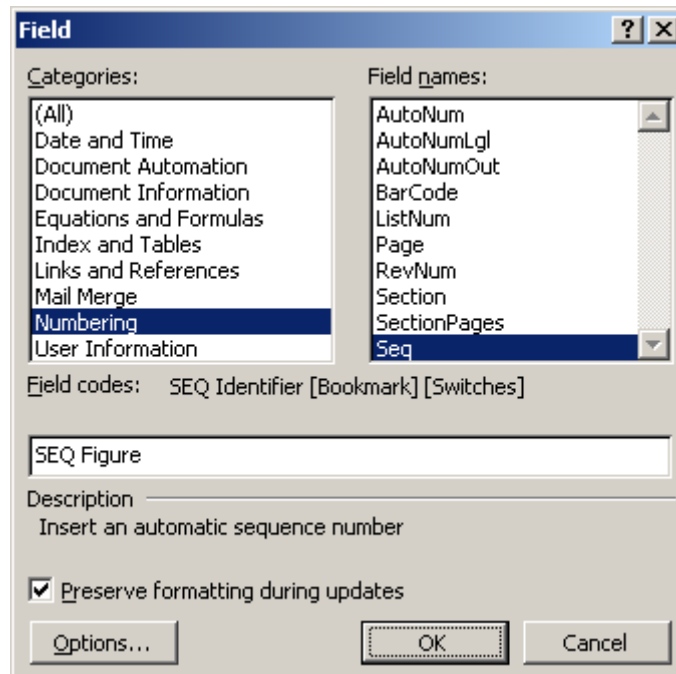
Referring to a captioned figure

To refer to the figure in the text that follows is again facilitated by Word without having to locate the number and then type it in manually. This is done by using (and adding a switch to) another {seq} field

- Position the cursor where the reference is to be made
- Select **Insert, Field**

- The Field dialog box is displayed: from the Categories list select **Numbering**; then from the Field names list select **Seq**
- Click in the field code box next to SEQ, then type the exact Identifier you have given as a label for the figure, which in this case is **Figure**

eg



- Click on the **Options** button if you wish to add any **Field Specific switches** - for example, adding **\c** to the end of the code will insert the nearest preceding sequence number. After you have selected a switch, click on **Add to Field**, then click on **OK**
- Click on **OK** to close the Field dialog box

Note: Word offers many field codes to assist in the production and automation of documentation. Check Word Help for details of 'field codes'.