



Australian
National
University

Digital literacy training

Word for Academic Writing

Putting your thesis all together
2025

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Course structure

This course set consists of three workshops covering those features of Word that are instrumental for working with long documents such as theses. It is recommended that the training workshops are completed in the following order:

- Formatting your Document
- Maintaining Consistency in your thesis
- Putting your thesis all together

This sequence of training workshops has been developed to emulate the normal process for creating a document. The process followed is to plan the document, create the document structure, create styles, create a document template, create chapters from the template or apply the template to the existing chapters and finally create a master document.

Graphics and Excel elements

Graphics

Insert a graphic into a document

Recommended procedures are:

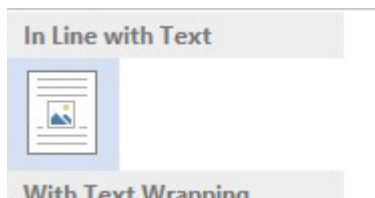
1. Activate **Insert** tab > **Illustrations** group > **Pictures**.
2. **Browse** to image file.
3. Click **Insert**
4. Resize with corner markers



Align graphics in a document

Two methods:

- In the Picture Tools tab > Format > **Arrange** group, drop down the <Position> button and choose **In Line with Text** when positioning a graphic in a document



OR

- Use **Table** cells (no border) to lock the graphic in place. Text can be aligned in the adjacent cell/s

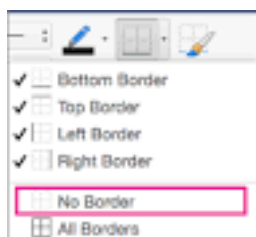
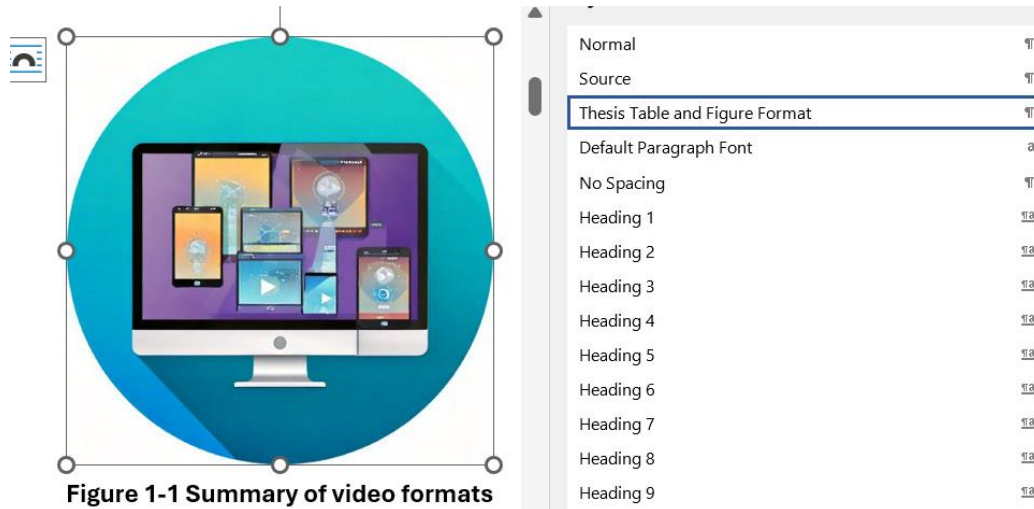


Table and Figure Line Spacing

Select Figure > apply **Thesis Table and Figure** style (this style contains 1.0 line spacing and 6pt after)



Select Table > apply **Thesis Table** style (this style contains 1.0 line spacing and 6pt after)

Table 1-1 Survey of water quality in remote Australia


	2018	2019	2020
Temperature degree	5	7	8
Sediment	32.0mm	35.0mm	30.0mm

Line spacing after caption can be reduced to 0pt. **This is to be done manually** by placing cursor on figure caption > **Layout** Tab > After **0**pt

Chart or data from Excel

Charts and table data created in Excel can be “copy and paste” from Excel or “capture as .jpg” and placed into Word or any other Office program.

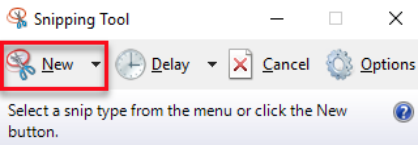
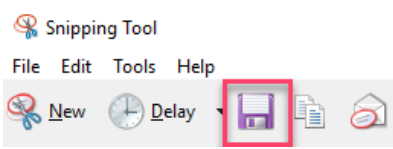
Copy Excel Chart

1. In Excel, click the chart that you want to copy to another Office program, and then press Ctrl+C.
2. Open the other Office program, click where you want to paste the chart, and then press Ctrl+V.
3. Click **Paste Options**  next to the bottom of the chart, and choose how you want to paste it:



- **Use Destination Theme & Embed Workbook** This updates the chart formatting to match the destination formatting.
- **Keep Source Formatting & Embed Workbook** This keeps the chart formatting exactly as is.
- **Use Destination Theme & Link Data** This updates the chart formatting to match the destination formatting and keeps the chart linked to the original worksheet. (If you later decide that you want to unlink the chart, you'll need to copy it and paste it again as an embedded chart or as a picture.)
- **Keep Source Formatting & Link Data** This keeps the chart formatting exactly as is and keeps the chart linked to the original worksheet. (If you later decide that you want to unlink the chart, you'll need to copy it and paste it again as an embedded chart or as a picture.)
- **Picture** This pastes the chart as a picture. The chart cannot be edited or updated, but you can replace it with another picture and apply picture formatting.

Capture screenshot of data

<p>Use Snipping Tool to capture screenshots of data from Excel and save as .jpg: Open Snipping Tool > Select New</p>	<p>Select area of Excel data to capture Click the Save > type the file name> choose image format (.jpg, .png or .gif)</p>
	

Windows 10

- **Alt + PrtScn keys** and paste into Word or Paint to edit

Alternatively use:

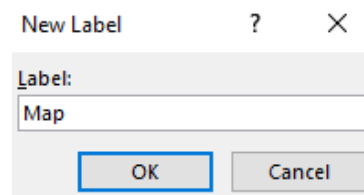
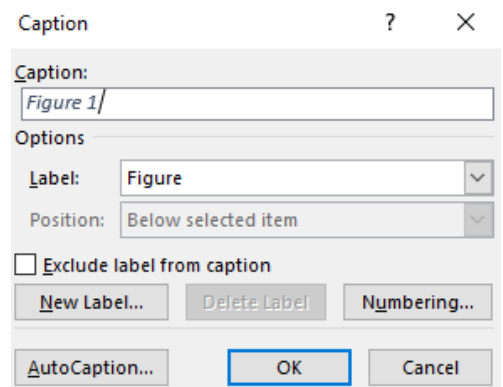
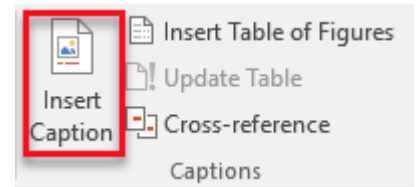
- **Windows key + Print Screen keys**
- **Windows + Shift + S keys** together and the computer screen will be covered by a white overlay to allow selection of desired area of the screen using your mouse cursor

Captions

Captions can be added to tables, maps, figures or charts. This allows lists to be generated based on the caption labels. New caption labels can be created to relate to the subject matter. Captions can be displayed above or below the object and will number sequentially as they are inserted. The formatting feature allows the chapter number to be included in the numbering.

Insert captions:

1. **Select** the object (table, map, figure, or another object) that you want to add a caption to.
2. Activate the **References** tab and click the <Insert Caption> button.
3. Select required options from the dialog box. If separate labels for tables, figures etc. are used, each caption type is numbered independently.
4. *Optional:* If you use headings with Numbering, you may want to add a Chapter number. To do so, click <Numbering...> and tick the **Include chapter number** check box. You can also specify the number format, style, and separator.
5. Add any extra caption information after the caption number (eg Table 1: xxxx).
6. Click <OK>.
7. To create a new Label select New Label



Caption Numbers are Fields

Ensure that the Fields are updated if adding and removing captioned objects.

1. Select text with fields to be updated (or press Ctrl + A to select all text in a document).
2. Press F9 on your keyboard (or select 'Update Field' after right mouse click).

Custom Caption Styles and Numbering

A new style can be created if Caption is not suitable for the design of the document.

1. Click <New Style button> located in the bottom of the Styles Pane
2. Name: Table Caption **XX**(*insert Author initials*)
3. Style based on: Caption
4. Alter setting of Style ie. Font size / bold/italic – Format>Paragraph line spacing before or after

Word saving high quality

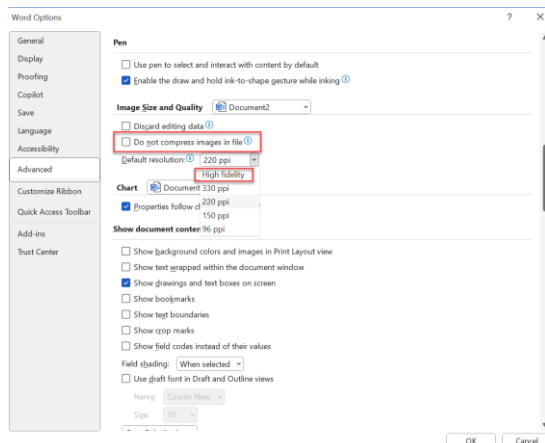
Windows

1. Click **File** > Options.
2. In the Options box, click Advanced.
3. Under Image Size and Quality, select the Do not compress images in file check box.

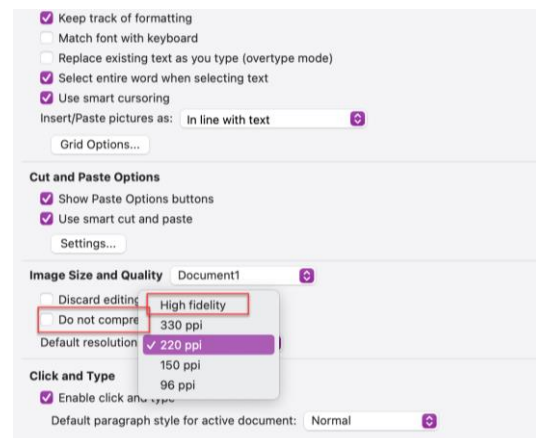
Mac

1. Word menu
2. Preferences > General > Edit
3. Under Image Size and Quality, select the Do not compress images in file check box.

Windows > **File** > Advanced



Mac > **Word top** menu Preferences > General > Edit



Export PDF

- Use adobe.com/home Adobe login with ANU credentials
- Select Acrobat
- Tools > Export a pdf > select .jpg
- Convert to .jpg
- Download zip file and extract
- Word > Insert Picture

Saving as PDF or combining PDF

Use adobe.com/home Adobe login with ANU credentials
Select Acrobat – Combine files

Preparing to put your thesis all together

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 and then use information in the following sections to

FORMAT FRONT SECTIONS OF A THESIS:

- Cover Page with ANU Policy requirements
- Declaration
- Acknowledgments
- Abstract
- List of Abbreviations
- Table of Contents
- List of Tables
- List of Figures

BEFORE COMBINING CHAPTERS:

- Captions applied for tables and figures
- Checked spelling and grammar
- Removed all track changes and comments
- Finalised sentence structure editing from supervisor and editor
- Place all final chapters into a folder to be ready to combine
- If EndNote was used open each Chapter in Word and unformat your bibliography:

If instant formatting was used then each chapter will have formatted in-text citations: (Jones, 1957), with a bibliography at the end of each chapter.

In Word, open each chapter and use the convert functionality:

WIN: EndNote Tab: **Convert Citations and Bibliography > Convert to Unformatted Citations.**

MAC: EndNote Tab: **Tools > Convert to Unformatted Citations**

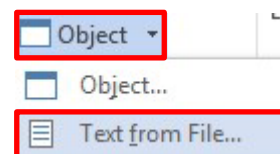
This should change any citations to their unformatted form to look like this: {Jones, 1957 #4} and the bibliography will disappear.

(No action required for Mendeley or Zotero)

Combining Chapters into one document

The **Insert text from File feature** the long document and the various chapters are not linked and any changes necessary after insertion must be made in the full thesis file.

1. Position the insertion point to insert contents from another file (e.g. chapter).
2. Activate the **Insert** tab > **Text** group > click the <Object> button dropdown list > choose **Text from File**.
3. **Browse** to the file (chapter) required Click <Insert>.
4. Remove any page breaks at end of Chapter
5. Insert a **Section Break** between each inserted file. Select **Odd Page Break**
6. Repeating step 2 for remaining Chapters, Reference and Appendix files.



Bibliography

Create a single bibliography in your document

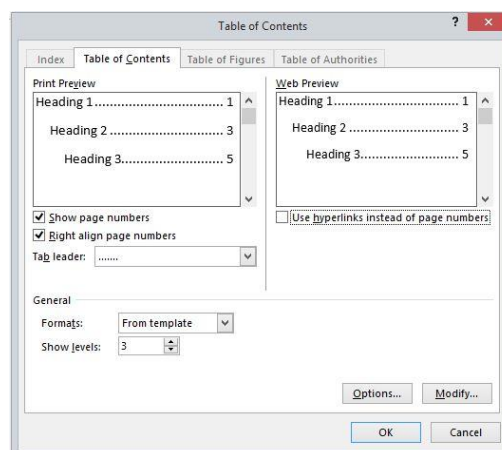
After assembling your Full Thesis document to generate a single bibliography.

- *EndNote tab in Word* > **Bibliography** > **Update Citations and Bibliography**>.
- Ensure your required style is showing in the Style box above

Table of Contents and Table of Figures

Table of Contents

1. Activate the **References tab** > click <Table of Contents> button.
2. Choose **Custom Table**
3. In **Show levels** (i.e. Heading levels) select the number of heading levels to display.
4. Click <OK>.



If the document already has a Table of Contents a dialog box will ask for confirmation to replace the existing Table.

Update a Table of Contents

- Activate References tab, click <Update Table> button.
- or
- Place the cursor in Table of Contents (TOC) and press F9.
You will be prompted to update the whole TOC or Page Numbers only.



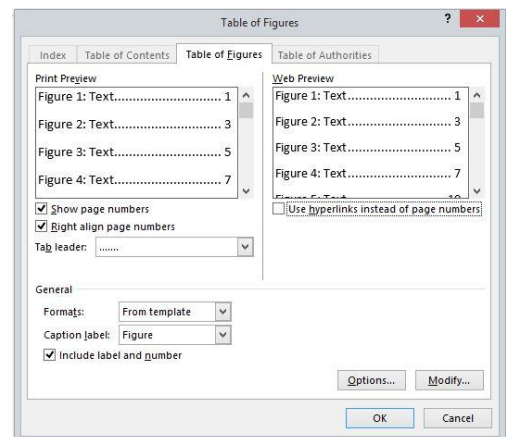
Format a Table of Contents

Each level of heading used within the Table of Contents is assigned a style. For example, Heading 1 converts to TOC 1. Change the settings for the TOC styles and save back to the template.

Table of Figures

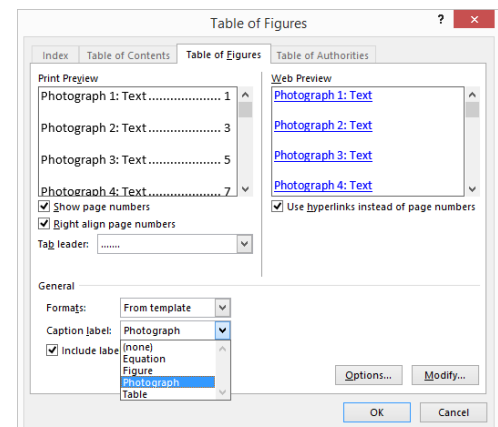
This can only be created if captions have been assigned to elements such as tables, maps and figures.

1. **Place** the insertion point where a Table of Figures is required.
2. Activate **References** tab > **Captions** group, click on the <Insert Table of Figures> button.
3. Choose formatting and style options.
4. Click <OK>.



Insert other types of Tables and Lists

1. Choose Caption label from the General section
2. Click <OK>.



Remove EndNote field codes

You can use Word to create an identical copy of your document without the EndNote formatting (field codes). This can be useful for any styles that are not available in EndNote and require manual editing.

- *EndNote tab in Word* > **Convert Citations and Bibliography** > **Convert to Plain Text**
- A new copy of your Full Thesis document will be created without links to EndNote.