Australian
National
University

Digital literacy training

Word for Academic Writing

Putting your thesis all together
2023

Windows version

ANU Library

anulib.anu.edu.au/training
digital.literacy@anu.edu.au

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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.

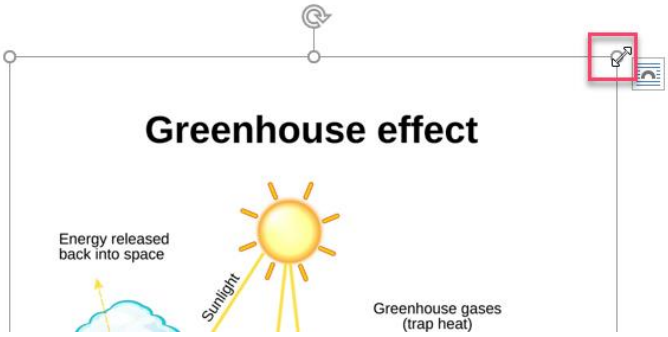
Graphics and Excel elements

Graphics

Insert a graphic into a document

Recommended procedures are:

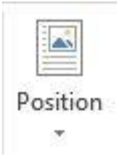
1. Activate **Insert** tab > **Illustrations** group > **Pictures**.
2. **Browse** to image file.
3. Click **Insert**
4. Resize with corner markers

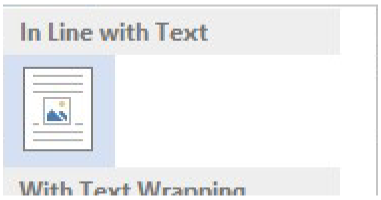

Greenhouse effect
Energy released back into space
Sunlight
Greenhouse gases (trap heat)

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




In Line with Text
With Text Wrapping

OR

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

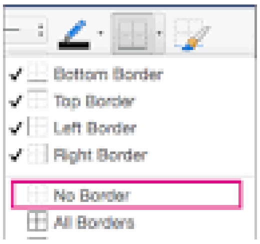
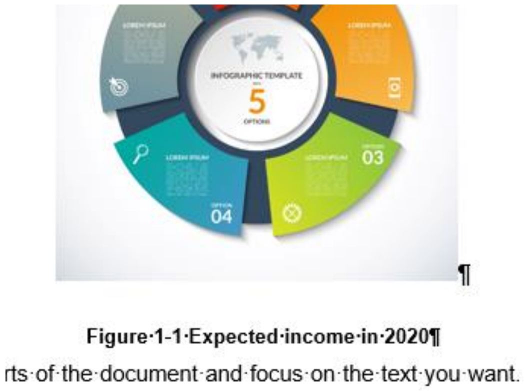

Bottom Border
Top Border
Left Border
Right Border
No Border
All Borders

Table and Figure Line Spacing

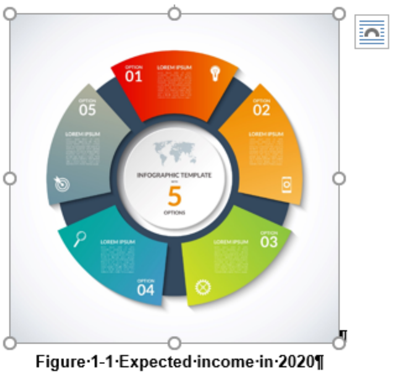
If line spacing too large after figure and before caption:



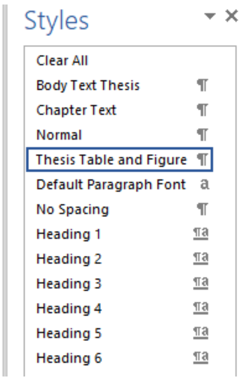
Figure·1-1·Expected·income·in·2020¶

rts·of·the·document·and·focus·on·the·text·you·want.

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

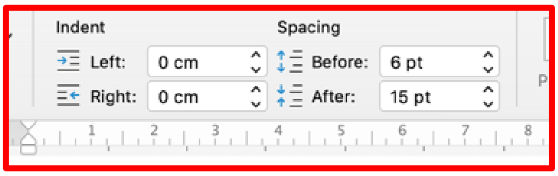


Figure·1-1·Expected·income·in·2020¶



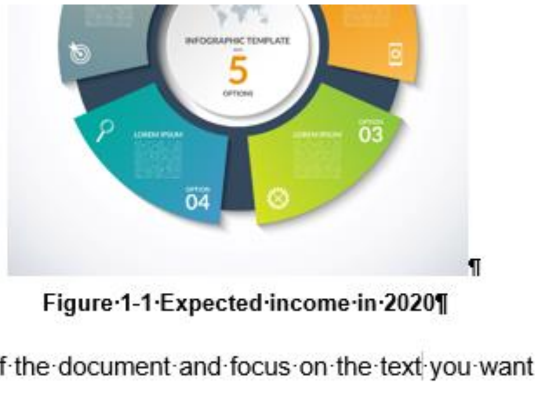
Styles
Clear All
Body Text Thesis ¶
Chapter Text ¶
Normal ¶
Thesis Table and Figure ¶
Default Paragraph Font a
No Spacing ¶
Heading 1 ¶a
Heading 2 ¶a
Heading 3 ¶a
Heading 4 ¶a
Heading 5 ¶a
Heading 6 ¶a

Line spacing after caption should return to 15pt. **This is to be done manually** by placing cursor on figure caption > **Layout** Tab > After **15**pt



Indent
Left: 0 cm
Right: 0 cm

Spacing
Before: 6 pt
After: 15 pt



Figure·1-1·Expected·income·in·2020¶

s·of·the·document·and·focus·on·the·text·you·want

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

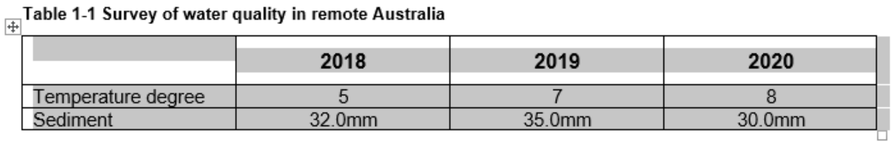
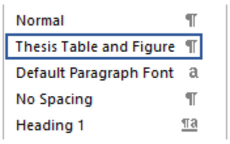


Table 1-1 Survey of water quality in remote Australia

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



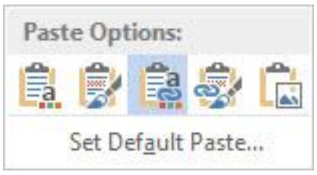
Normal ¶
Thesis Table and Figure ¶
Default Paragraph Font a
No Spacing ¶
Heading 1 ¶a

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.

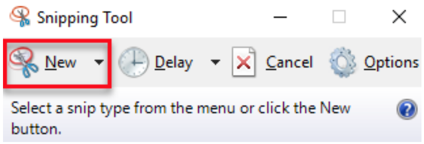
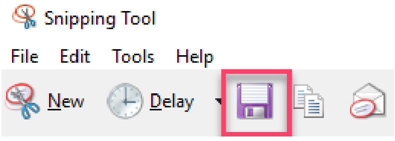
Copy Excel Chart

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

Use Snipping Tool to capture screenshots of data from Excel and save as .jpg: Open Snipping Tool > Select **New**	**Select area of Excel data to capture** Click the **Save** > type the file name> choose image format (.jpg, .png or .gif)
 Select a snip type from the menu or click the New button.	 Snipping Tool File Edit Tools Help New Delay

Windows 10

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

Alternatively use:

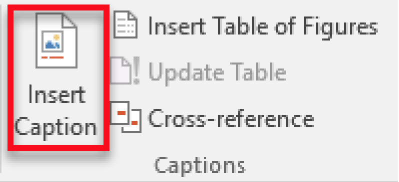
- **Windows key + Print Screen keys**
- **Windows + Shift + S keys** together and the computer screen will be covered by a white overlay to allow selection of desired area of the screen using your mouse cursor

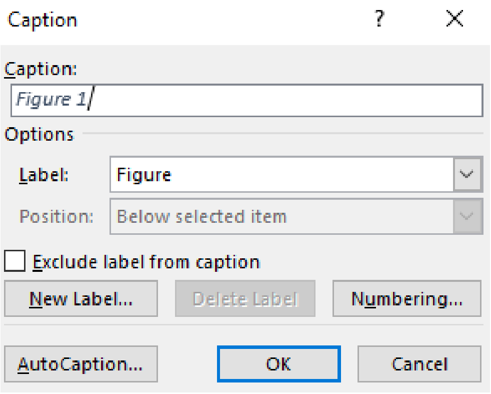
Captions

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



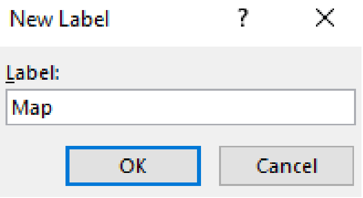


Caption: Figure 1

Label: Figure

Position: Below selected item

☐ Exclude label from caption



Label: Map

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

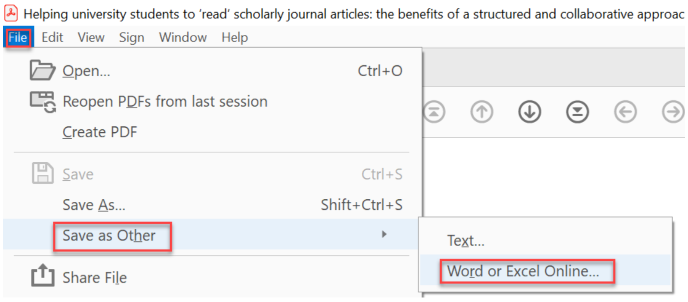
A new style can be created if Caption is not suitable for the design of the document.

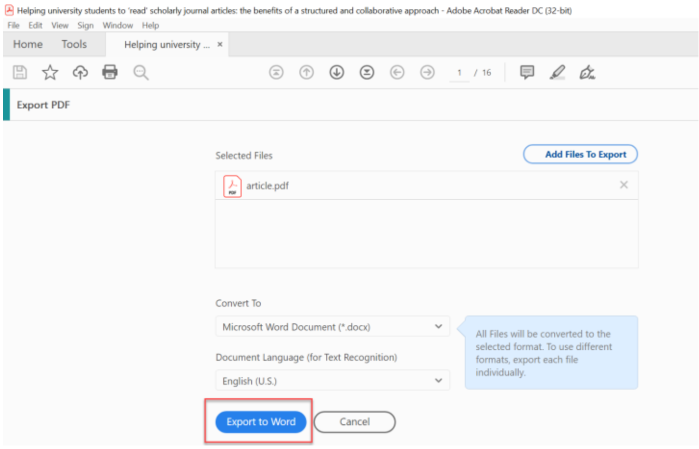
1. Click <New Style button> located in the bottom of the Styles Pane
2. Name: Table Caption **XX**(*insert Author initials*)
3. Style based on: Caption
4. Alter setting of Style ie. Font size / bold/italic – Format>Paragraph line spacing before or after

PDF into Word

Export PDF to Word format

- Requires reformatting font
- Bullets and images may be lost in the process

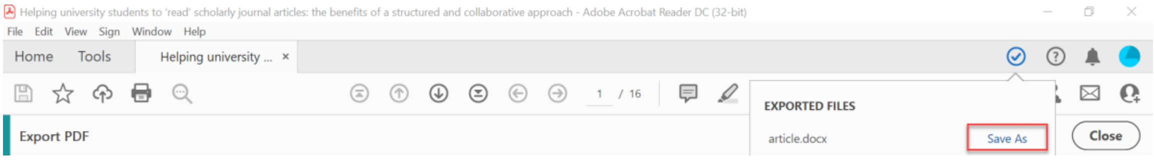

Helping university students to 'read' scholarly journal articles: the benefits of a structured and collaborative approac
File Edit View Sign Window Help
Open... Ctrl+O
Reopen PDFs from last session
Create PDF
Save Ctrl+S
Save As... Shift+Ctrl+S
Save as Other
Share File
Text...
Word or Excel Online...


Helping university students to 'read' scholarly journal articles: the benefits of a structured and collaborative approach - Adobe Acrobat Reader DC (32-bit)
File Edit View Sign Window Help
Home Tools Helping university ... ×
1 / 16
Export PDF
Selected Files
Add Files To Export
article.pdf
Export to Word
Cancel

Convert To: Microsoft Word Document (*.docx)

Document Language (for Text Recognition): English (U.S.)

All Files will be converted to the selected format. To use different formats, export each file individually.

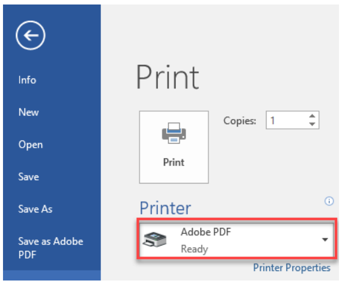

Helping university students to 'read' scholarly journal articles: the benefits of a structured and collaborative approach - Adobe Acrobat Reader DC (32-bit)
File Edit View Sign Window Help
Home Tools Helping university ... ×
1 / 16
Export PDF
EXPORTED FILES
article.docx
Save As
Close

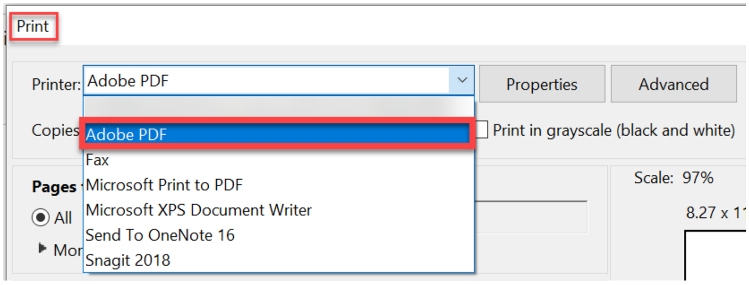
Import PDF into Word

- Issue: quality on PC is inferior to Mac
  - Fix: use a Mac to insert and return to PC
  - only one page allowed at a time – benefit bullets and images remain intact
- Requires Split PDF into separate pages and insert into Word **one page at a time**
  - Word – Print – print to Adobe PDF (one page at a time)
  - Issue: require Adobe Acrobat Pro $28.99/month adobe.com/au/acrobat/how-to/split-pdf-pages

Print function in Word to Adobe Acrobat – page at at time

- Select > Print> Printer: Adobe PDF

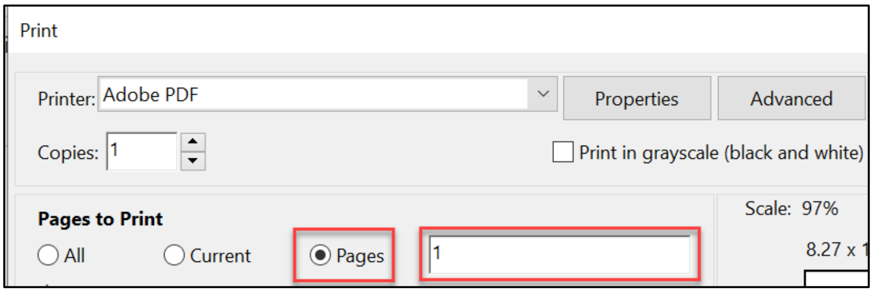

Info
New
Open
Save
Save As
Save as Adobe PDF
Print
Copies: 1
Print
Printer
Adobe PDF
Ready
Printer Properties


Print
Properties
Advanced
Copies
Pages
All
Mor
Scale: 97%
8.27 x 11

Printer: Adobe PDF

Adobe PDF
Fax
Microsoft Print to PDF
Microsoft XPS Document Writer
Send To OneNote 16
Snagit 2018

☐ Print in grayscale (black and white)


Print
Properties
Advanced
Scale: 97%
8.27 x 1

Printer: Adobe PDF

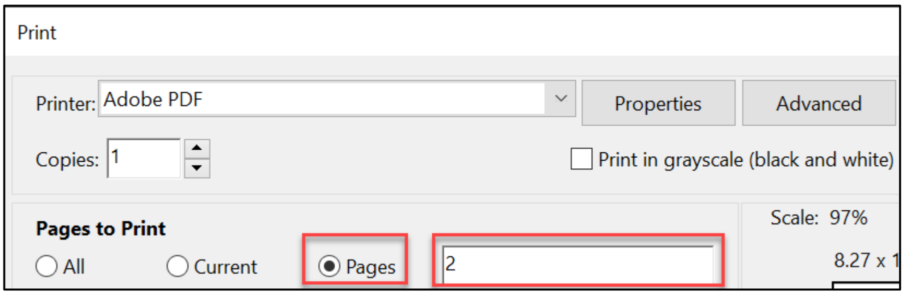
Copies: 1

☐ Print in grayscale (black and white)

Pages to Print

○ All ○ Current ● Pages 1

Same for remaining pages of the pdf:


Print
Properties
Advanced
Scale: 97%
8.27 x 1

Printer: Adobe PDF

Copies: 1

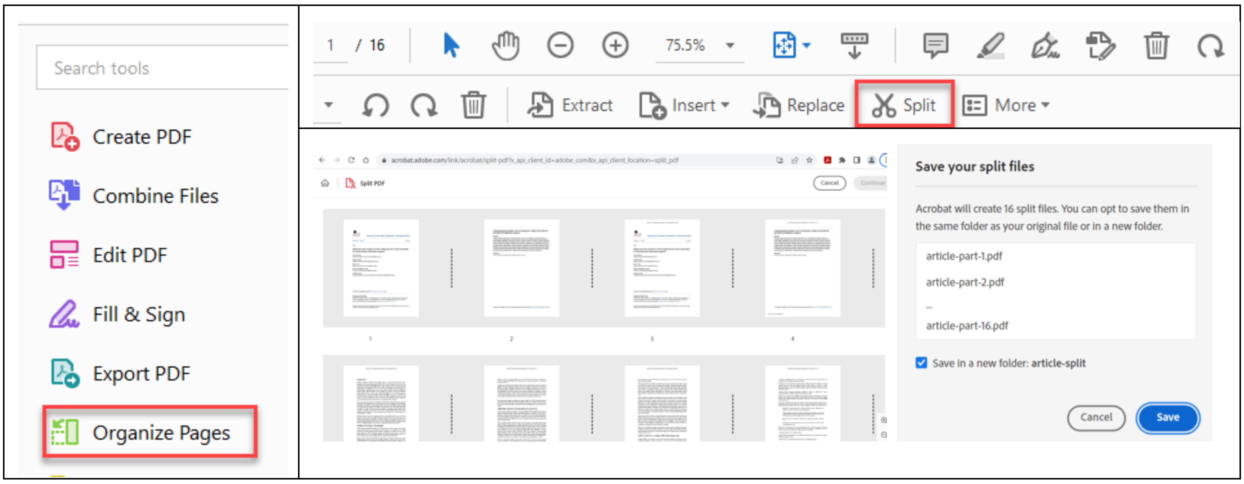
☐ Print in grayscale (black and white)

Pages to Print

○ All ○ Current ● Pages 2

Split PDF from Adobe Acrobat

- Adobe Acrobat Pro > Select > Organize Pages > Split


Search tools
Create PDF
Combine Files
Edit PDF
Fill & Sign
Export PDF
Organize Pages
1 / 16
75.5%
Extract
Insert
Replace
Split
More
Split PDF
Cancel
Continue

Save your split files

Acrobat will create 16 split files. You can opt to save them in the same folder as your original file or in a new folder.

article-part-1.pdf
article-part-2.pdf
...
article-part-16.pdf

☑ Save in a new folder: article-split

Cancel
Save

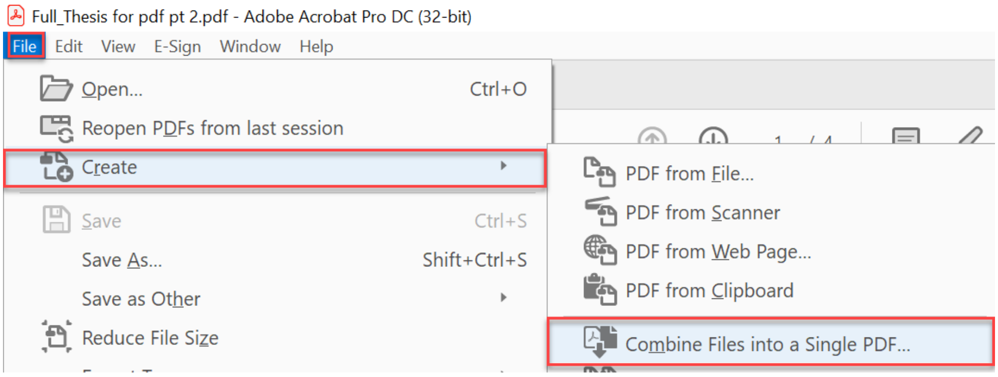
Combine PDF options

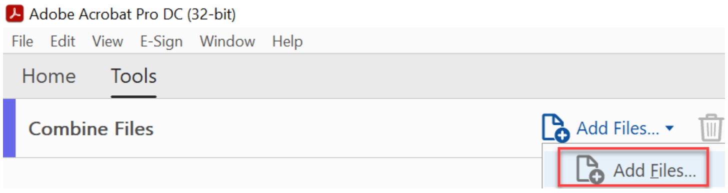
Create Word to PDF files

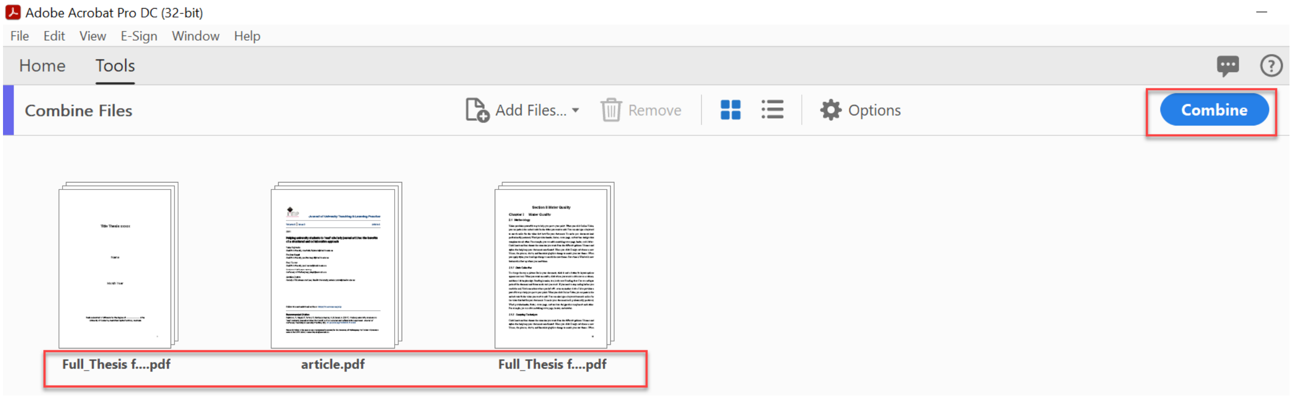
Prelimiary pages plus Introduction saved as PDF Full thesis part 1

Sections after article/s saved as Full thesis part 2

Use Combine PDF and place Article PDF within the two Word to PDF files to create a single combined file.


Full_Thesis for pdf pt 2.pdf - Adobe Acrobat Pro DC (32-bit)
File
Edit
View
E-Sign
Window
Help
Open... Ctrl+O
Reopen PDFs from last session
Create
Save Ctrl+S
Save As... Shift+Ctrl+S
Save as Other
Reduce File Size
PDF from File...
PDF from Scanner
PDF from Web Page...
PDF from Clipboard
Combine Files into a Single PDF...


Adobe Acrobat Pro DC (32-bit)
File
Edit
View
E-Sign
Window
Help
Home
Tools
Combine Files
Add Files...
Add Files...


Adobe Acrobat Pro DC (32-bit)
File
Edit
View
E-Sign
Window
Help
Home
Tools
Combine Files
Add Files...
Remove
Options
Combine
Full_Thesis f....pdf
article.pdf
Full_Thesis f....pdf

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 **Master Document feature** can be used or **Insert text from File feature**.

Both features start by creating a new blank document based on the template used for the chapters **Thesis Chapter Template.dotx**

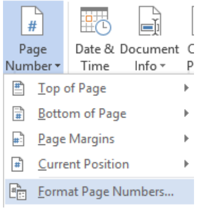
Save as **Full Thesis.docx**

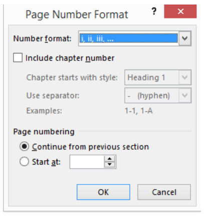
First step in the process is to set up and format front sections with headings and page numbers to roman numerals before inserting the chapters.

Insert tab > **Footer** > **Edit Footer** > **Page number** – Format Page Number

Change to roman numerals (i,ii,iii…) and **Continue from previous section**

NOTE: Continue from previous section must be selected in both the Even and Odd Page Footers. You may need to insert two blank pages to activate these footers.


Page Number
Date & Time
Document Info
Top of Page
Bottom of Page
Page Margins
Current Position
Format Page Numbers...


Page Number Format

Number format: i, ii, iii, ...

☐ Include chapter number

Chapter starts with style: Heading 1

Use separator: -   (hyphen)

Examples: 1-1, 1-A

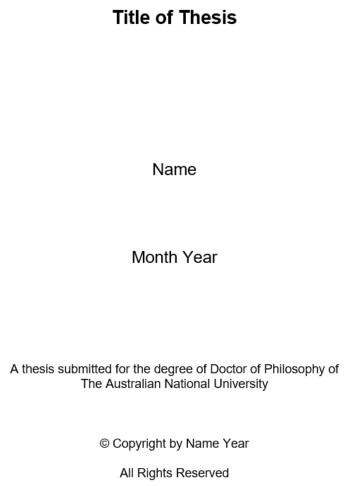
Page numbering

● Continue from previous section

○ Start at:

Title Page

Use **Body Text Thesis** style and change point size and font as required.



Title of Thesis

Name

Month Year

A thesis submitted for the degree of Doctor of Philosophy of
The Australian National University

© Copyright by Name Year

All Rights Reserved

Procedure: Higher degree by research - submission and examination of theses
https://policies.anu.edu.au/ppl/document/ANUP_012815

> #10 The first page of the thesis gives its title, the candidate's name in full and the month and year of its submission for examination. It includes the statement:

A thesis submitted for the degree of Doctor [or Master, as appropriate] of Philosophy of
The Australian National University

> #11 It also includes a copyright notice providing the full legal name of the author, centred at the bottom of the page:

© Copyright by [Candidate's Full Name] [Year]
All Rights Reserved

At bottom of title page**: Page Layout** tab > **Breaks** > Odd Page.

Front sections and Section Breaks in document

Use **Title** style for headings for Declaration, Acknowledgments, Abstract, List of Abbreviations, Table of Contents, List of Tables, List of Figures

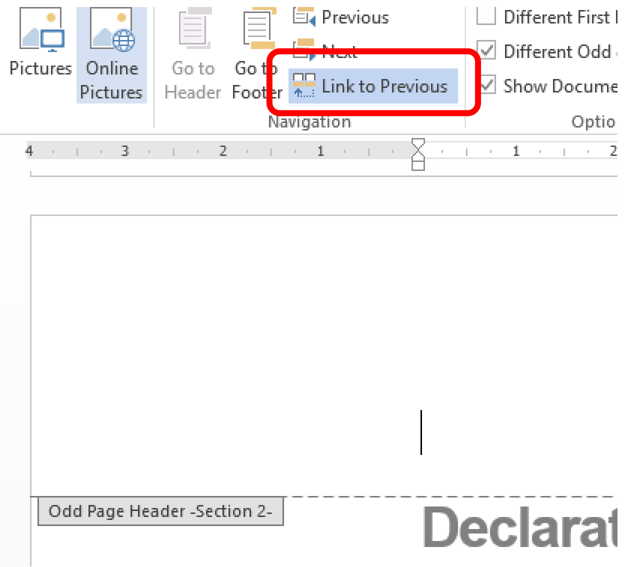
- Activate the **Layout** tab > **Breaks** Select **Odd Page**

Headers, footers and page numbers

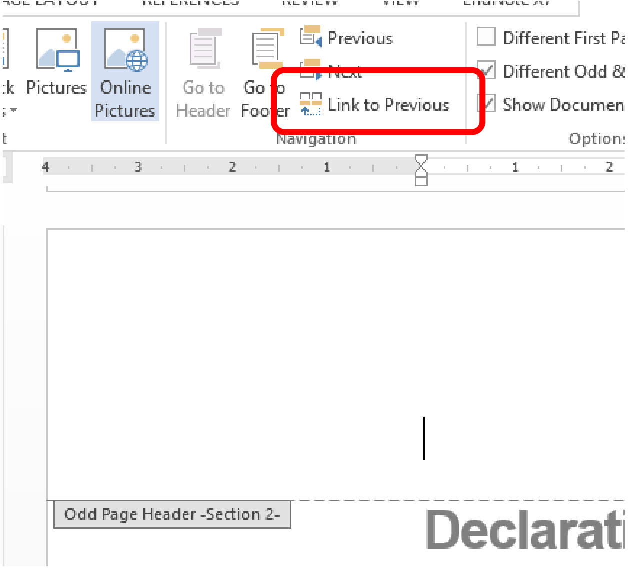
Roman numeral pages

Place cursor on page iii

Insert tab > **Header** > **Edit Header** > click **Link to Previous** (*currently has a grey background*)


Pictures
Online Pictures
Go to Header
Go to Footer
Previous
Next
Link to Previous
Navigation
☐ Different First
☑ Different Odd
☑ Show Docume
Optio
Odd Page Header -Section 2-
Declarat

It is now unlinked (*indicated by a white background*)


Pictures
Online Pictures
Go to Header
Go to Footer
Previous
Next
Link to Previous
Navigation
☐ Different First Pa
☑ Different Odd &
☑ Show Documen
Options
Odd Page Header -Section 2-
Declarati

Place cursor in Footer and click **Link to Previous** (*currently has a grey background*, once unlinked it will have a *clear background*.

Place cursor in Title Page Header on **page i** and remove all text in Header
Remove the page number **only** in the Title Page Footer

Insert roman numeral pages for:

- Acknowledgments
- Abstract
- List of Abbreviations
- Table of Contents
- List of Tables
- List of Figures

Arabic numeral pages

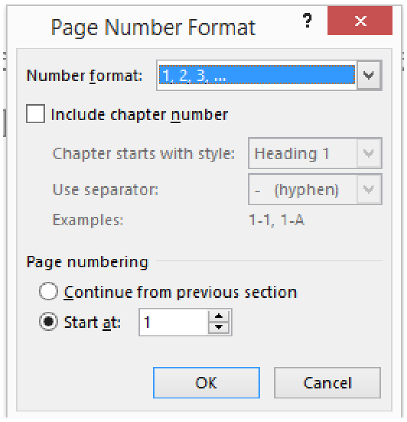
Place cursor on blank page allocated for Chapter 1

Insert tab > **Header** >**edit Header**> click **Link to Previous** (*currently has a grey background*, once unlinked it will have a *clear background*

Move to Footer > click **Link to Previous** (*currently has a grey background*, once unlinked it will have a *clear background*

Footer> **Page number** – Format Page Number

Change to Arabic numerals (1,2,3…) Select > **Start at: 1**



Page Number Format

Number format: 1, 2, 3, ...

☐ Include chapter number

Chapter starts with style: Heading 1

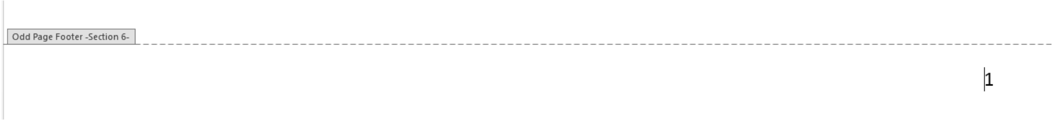
Use separator: - (hyphen)

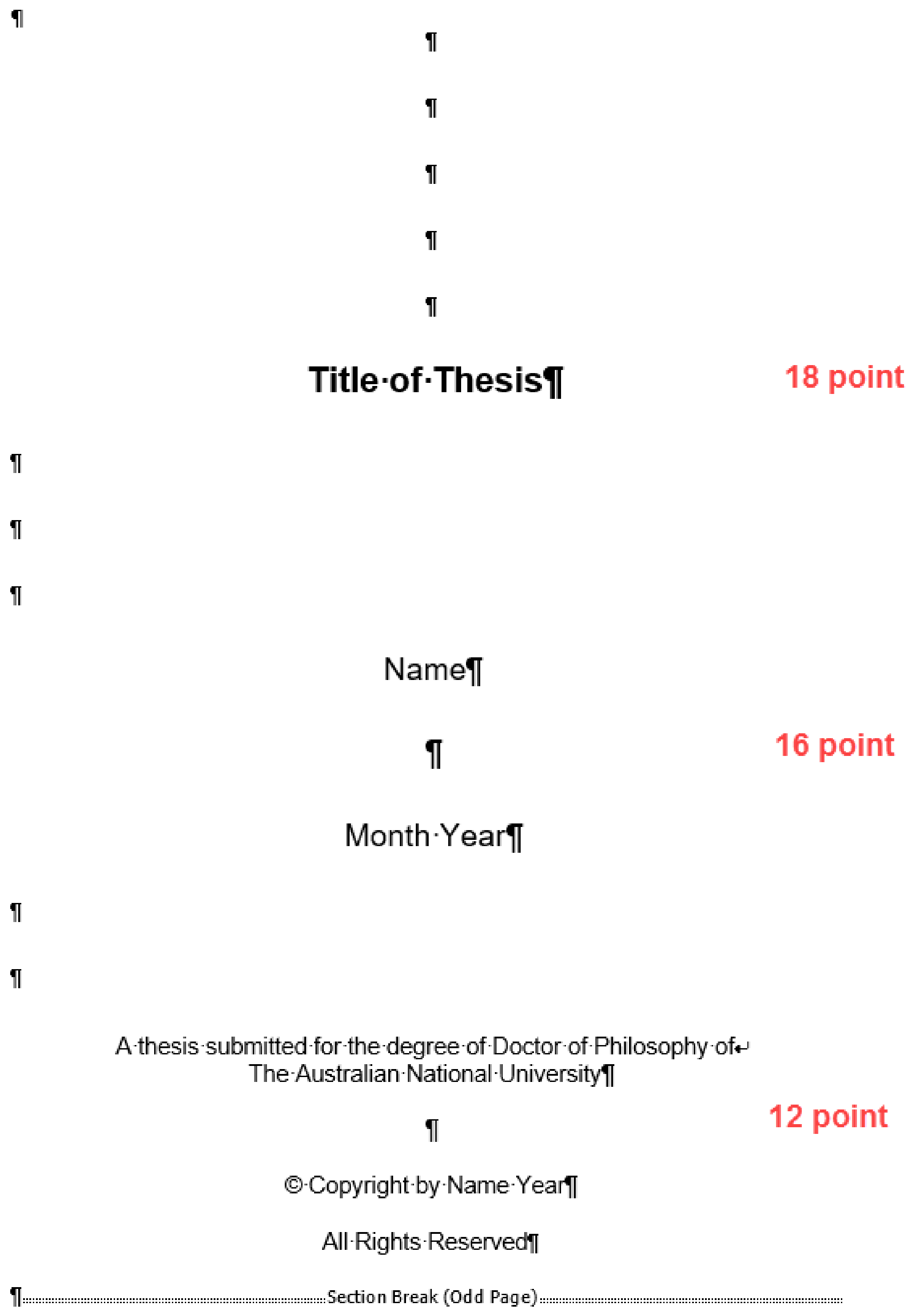
Examples: 1-1, 1-A

Page numbering

○ Continue from previous section

● Start at: 1





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Title·of·Thesis¶

18 point

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Name¶

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16 point

Month·Year¶

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A·thesis·submitted·for·the·degree·of·Doctor·of·Philosophy·of↵
The·Australian·National·University¶

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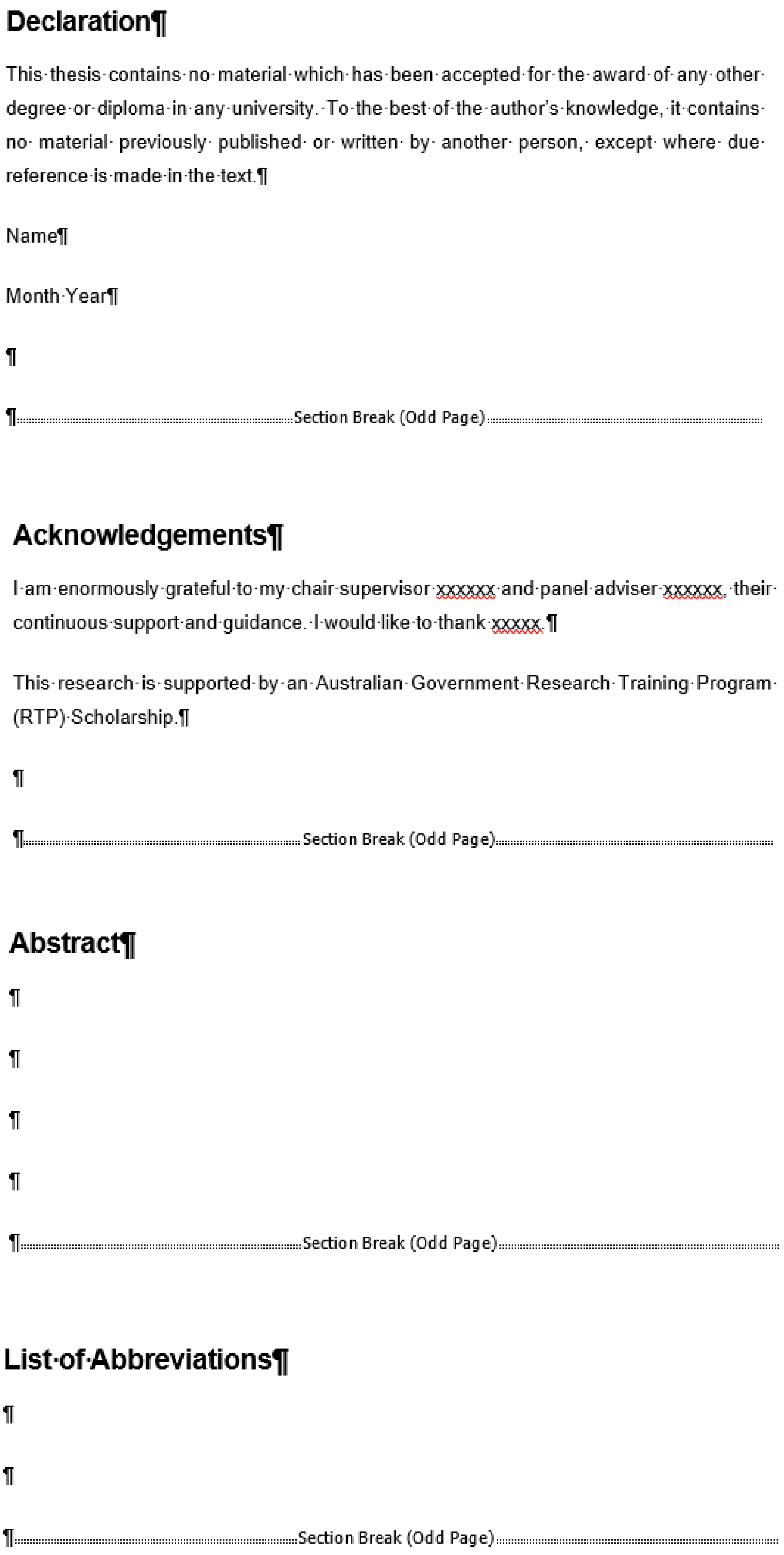
12 point

©·Copyright·by·Name·Year¶

All·Rights·Reserved¶

¶::::::::::Section Break (Odd Page)::::::::::

Section Break (Odd Page)



Declaration¶

This thesis contains no material which has been accepted for the award of any other degree or diploma in any university. To the best of the author's knowledge, it contains no material previously published or written by another person, except where due reference is made in the text.¶

Name¶

Month Year¶

¶

¶Section Break (Odd Page)

Acknowledgements¶

I am enormously grateful to my chair supervisor xxxxxx and panel adviser xxxxxx, their continuous support and guidance. I would like to thank xxxxx.¶

This research is supported by an Australian Government Research Training Program (RTP) Scholarship.¶

¶

¶Section Break (Odd Page)

Abstract¶

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¶Section Break (Odd Page)

List of Abbreviations¶

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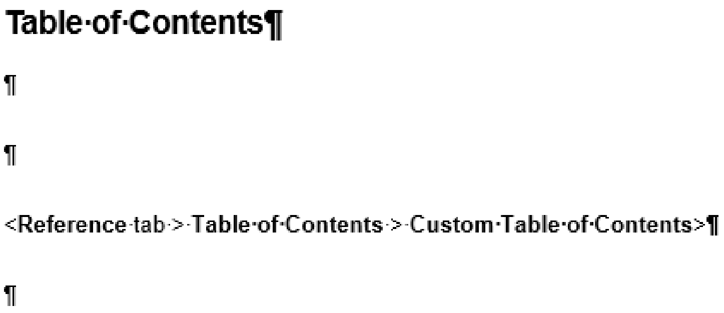
¶Section Break (Odd Page)



Table·of·Contents¶

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<Reference·tab·>·**Table·of·Contents**·>·**Custom·Table·of·Contents**>¶

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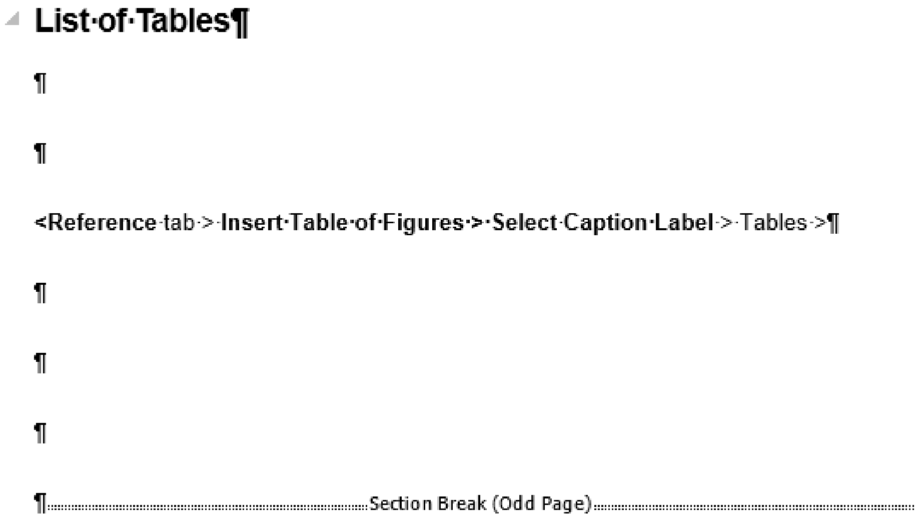

List·of·Tables¶

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<Reference·tab·>·**Insert·Table·of·Figures·>·Select·Caption·Label**·>·Tables·>¶

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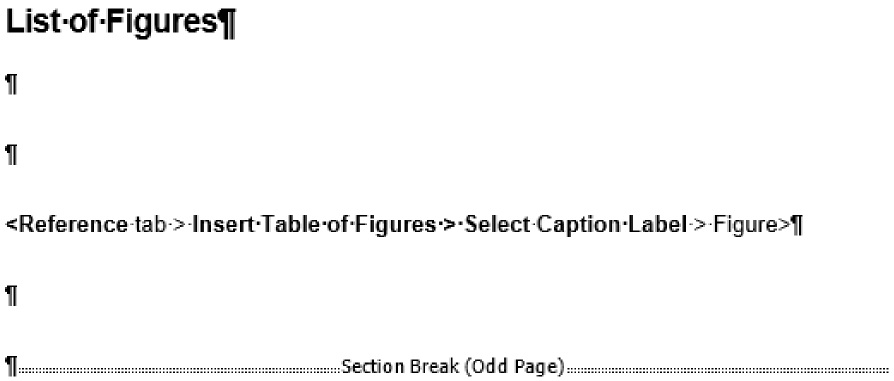

List·of·Figures¶

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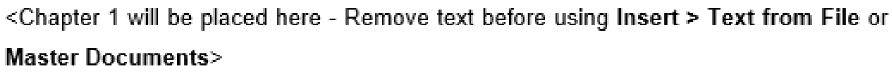
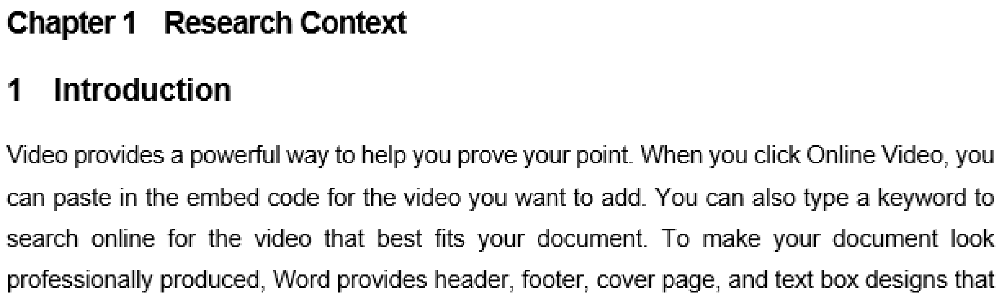
¶::::::::::::::::::::::::::::::Section Break (Odd Page)::::::::::::::::::::::::::::::



<Chapter 1 will be placed here - Remove text before using **Insert > Text from File** or **Master Documents**>

First page of section no header

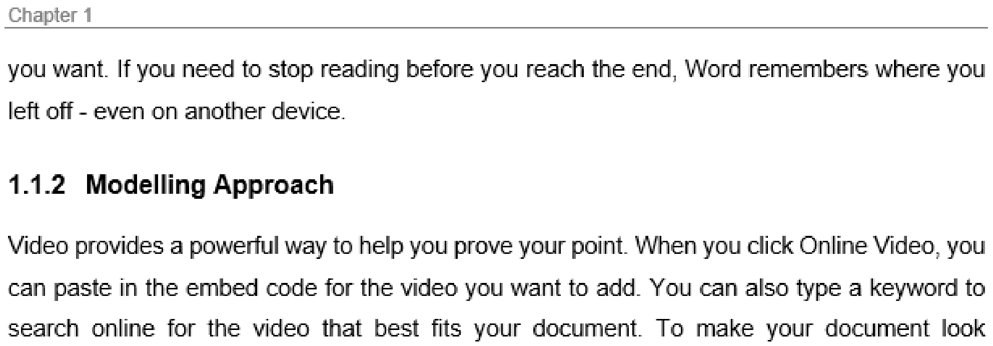


Chapter 1 Research Context

1 Introduction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that

Even page header



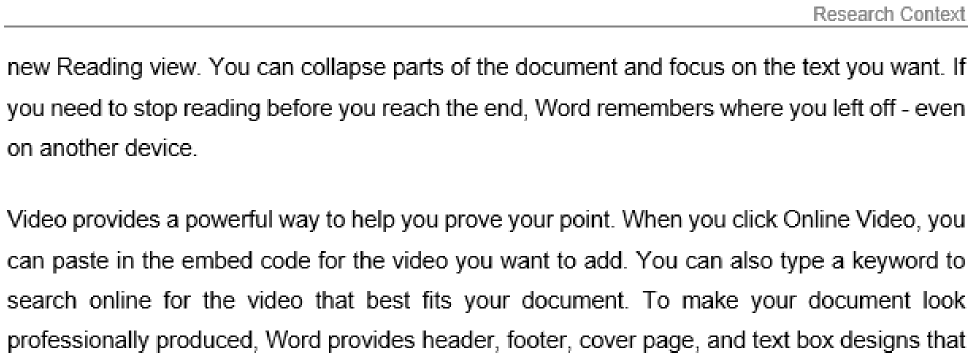
Chapter 1

you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

1.1.2 Modelling Approach

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look

Odd page header

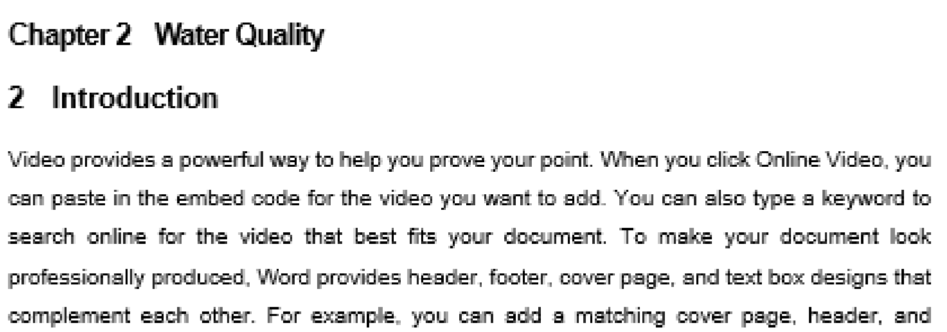


Research Context

new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that

End of chapter insert section break - Odd page



¶

¶ Section Break (Odd Page)

Chapter 2 Water Quality

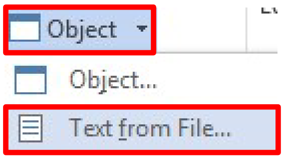
2 Introduction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and

Insert Chapters into document using Insert text from File feature

If using this method, the long document and the various chapters are not linked and any changes necessary after insertion must be made in the full thesis file.

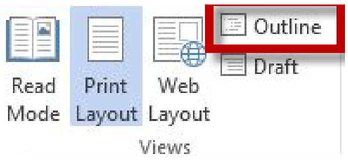
1. Position the insertion point to insert contents from another file (e.g. chapter).
2. Activate the **Insert** tab > **Text** group > click the <Object> button dropdown list > choose **Text from File**.
3. **Browse** to the file (chapter) required Click <Insert>.
4. Remove any page breaks at end of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

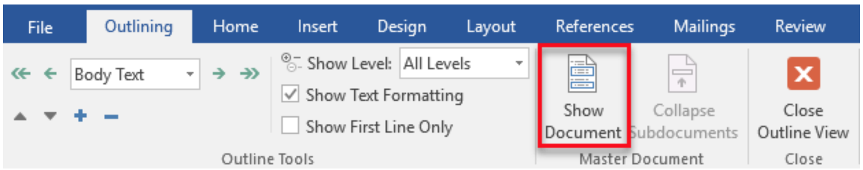

Object
Object...
Text from File...

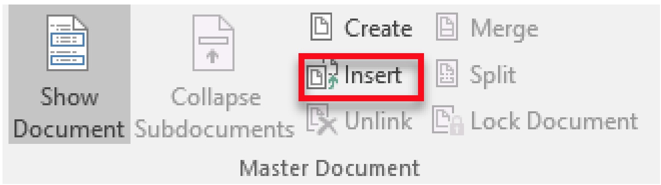
Master documents feature

Master documents feature must have all files contained in the same folder. Subdocuments (chapters) are inserted into the Master Document using Outline view. Subdocuments appear as hyperlinks in the Master when reopened. Create a backup copy of this Full Thesis.docx before continuing.

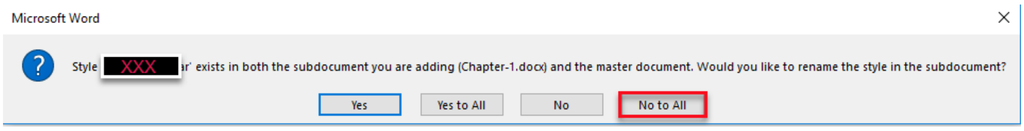
1. Create a **folder** which will hold the Master Document and all its subdocuments (e.g. chapters).
2. Position the insertion point to insert contents from another file (e.g. chapter) switch to Outline view.
3. On the **View** tab > **Views** group > click the <Outline> button
4. **Master Document** group > click <**Show Document**> > <**Insert**>. *(Word displays the insert Subdocuments dialog box.)*


Outline
Draft
Read Mode
Print Layout
Web Layout
Views


File
Outlining
Home
Insert
Design
Layout
References
Mailings
Review
Body Text
Show Level: All Levels
Show Text Formatting
Show First Line Only
Outline Tools
Show Document
Collapse Subdocuments
Master Document
Close Outline View
Close


Show Document
Collapse Subdocuments
Create
Merge
Insert
Split
Unlink
Lock Document
Master Document

5. **Navigate** to the required subdocument (e.g. Chapter 1) > click <Open>.


Microsoft Word
Yes
Yes to All
No
No to All

Style XXX r' exists in both the subdocument you are adding (Chapter-1.docx) and the master document. Would you like to rename the style in the subdocument?

6. Repeat insertions for the remaining subdocuments.
   DO NOT change the position of the cursor between each insertion.

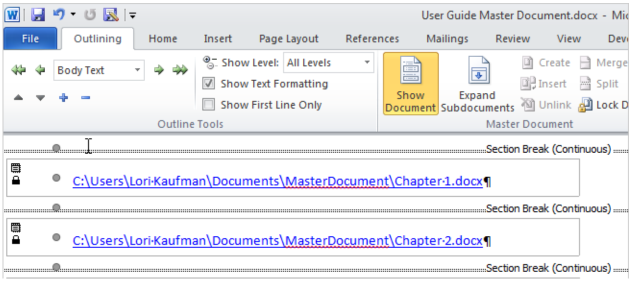
Note that subdocuments are initially inserted with the subdocuments **expanded**

7. **Close Outline View** to see the document formatted.
   The section breaks may need to be converted to **Odd Page Breaks** if creating a double sided document.
   Click inside the section you want to change — i.e. Ch 1, Ch 2
   Go to the **Page Layout** tab.
   Click the Launch icon at the bottom right of the Page Setup group to open the Page Setup dialog box.
   Select the **Page Layout** tab.
   Select the Odd Page section break from the Section Start list, then OK
8. **Save** the Master document

Tip: Ensure Show/Hide (¶) option is turned on (Home ribbon) and insertion point is not positioned within a subdocument when inserting another.

Expand the subdocuments when reopening the Master

Once the Master document is closed and reopened, the subdocuments will be displayed as links (ie the text of the subdocuments will not be seen when the Master is first opened).

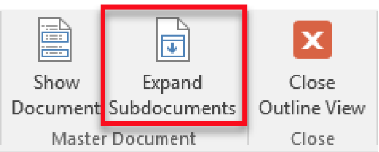

User Guide Master Document.docx - Mic
File
Outlining
Home
Insert
Page Layout
References
Mailings
Review
View
Dev
Body Text
Show Level:
All Levels
Show Text Formatting
Show First Line Only
Outline Tools
Show Document
Expand Subdocuments
Create
Merge
Insert
Split
Unlink
Lock D
Master Document

Show Level: All Levels
☑ Show Text Formatting
☐ Show First Line Only

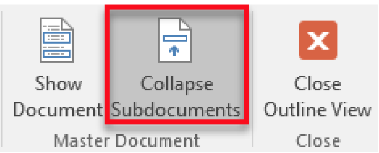
Section Break (Continuous)
C:\Users\Lori·Kaufman\Documents\MasterDocument\Chapter·1.docx¶
Section Break (Continuous)
C:\Users\Lori·Kaufman\Documents\MasterDocument\Chapter·2.docx¶
Section Break (Continuous)

To redisplay the text of the subdocuments they must be expanded.

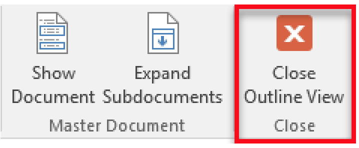
1. Open the **Master** document >
2. On the **View** tab > **Views** group > click the <Outline> button
3. To **expand** subdocuments > click the <Expand Subdocuments> button.


Show Document
Expand Subdocuments
Close Outline View
Master Document
Close

4. To **collapse** subdocuments, click <Collapse Subdocuments> button.


Show Document
Collapse Subdocuments
Close Outline View
Master Document
Close

5. When ready to work on the entire Master document click <**Close Outline View**>


Show Document
Expand Subdocuments
Close Outline View
Master Document
Close

How to work with a Master Document

Master documents can be edited in either Outline view or Print Layout view. To work on the entire Master document, expand subdocuments by clicking <Expand Subdocument> in Outline view.

Once a file (chapter) is inserted into a Master document, it still exists as a separate file and any changes made will update the original file and vice versa.

Use Outline View to

- See or revise the structure of a long document
- Open a specific subdocument

Use Print Layout View to

- Work on a Master document as a whole
- Determine where section breaks are to occur and their properties.
- Add Headers and Footers, Table of Contents, Table of Figures, and to create Cross-References between subdocuments etc.

Troubleshoot Master Documents

Master documents can save time and effort, but they have been known to have problems. The more complex a master document is, or the more changes made to it, the more likely it is to become corrupted. Follow the following guidelines to avoid trouble

- Protect your work by keeping back-ups
- Keep the Master document and all of its subdocuments in the same folder
- Save the Master document frequently while working with it
- If any problem occurs, close the Master document and create a new one

Bibliography

Create a single bibliography in your document

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

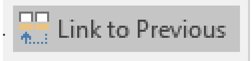
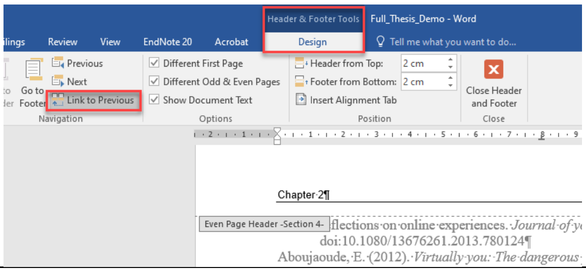
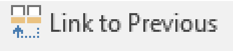
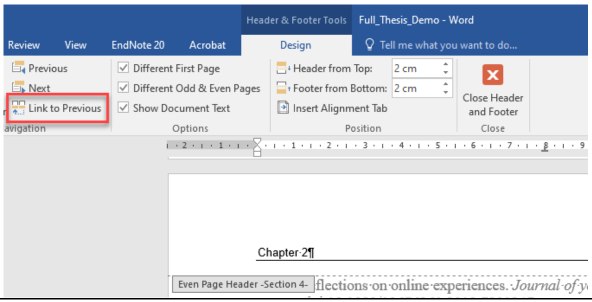
- *EndNote tab in Word* > **Bibliography** > **Update Citations and Bibliography>.**
- Ensure your required style is showing in the Style box above

Headers in Bibliography

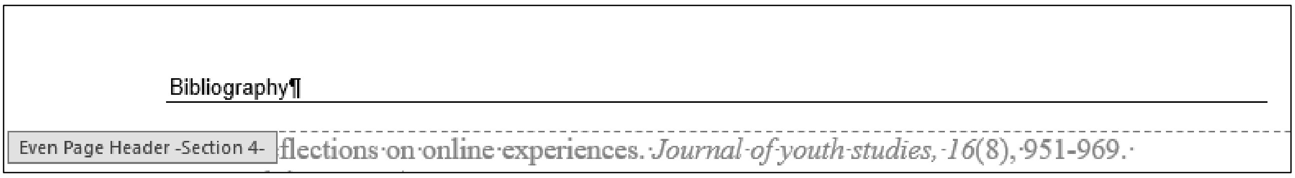
The bibliography will inherit the last chapter Even and Odd Headers as Headers need to be linked seperately at the beginning of each chapter/section.

The process is to first unlink and then edit accordingly:

1. **Double Click** in Header OR **Insert – Header – Edit Header**.
2. Place cursor in first Even Page Header of second page in Bibliography (or section that requires changes to header).
3. Single click: **Link to Previous** change from grey to white to turn it off – this unlinks it from previous section.

Single click:  Link to Previous	 Header & Footer Tools Full_Thesis_Demo - Word Review View EndNote 20 Acrobat Design Tell me what you want to do... Previous Next Go to Footer Link to Previous Navigation Different First Page Different Odd & Even Pages Show Document Text Options Header from Top: 2 cm Footer from Bottom: 2 cm Insert Alignment Tab Position Close Header and Footer Close Even Page Header -Section 4- Chapter 2¶ flections on online experiences. *Journal of y* doi:10.1080/13676261.2013.780124¶ Aboujaoude, E. (2012). *Virtually you: The dangerous*
 Link to Previous	 Header & Footer Tools Full_Thesis_Demo - Word Review View EndNote 20 Acrobat Design Tell me what you want to do... Previous Next Link to Previous avigation Different First Page Different Odd & Even Pages Show Document Text Options Header from Top: 2 cm Footer from Bottom: 2 cm Insert Alignment Tab Position Close Header and Footer Close Even Page Header -Section 4- Chapter 2¶ flections on online experiences. *Journal of y*

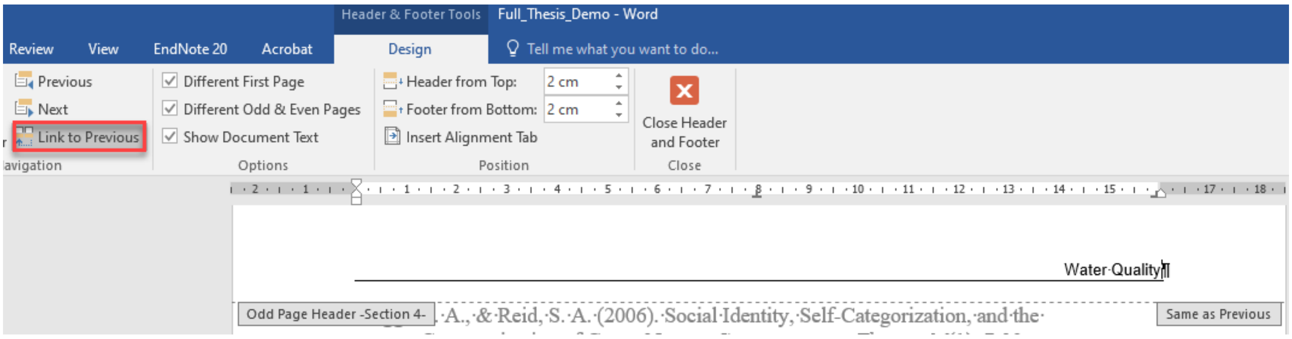
4. **Change text to**: Bibliography


Even Page Header -Section 4-

Bibliography¶

flections on online experiences. *Journal of youth studies, 16*(8), 951-969.

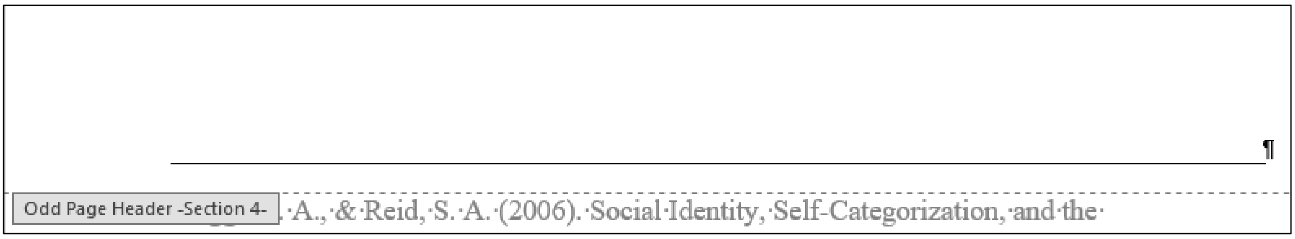
5. Place cursor in first Odd Page Header of second page in Bibliography


Header & Footer Tools
Full_Thesis_Demo - Word
Review
View
EndNote 20
Acrobat
Design
Tell me what you want to do...
Previous
Next
Link to Previous
avigation
Different First Page
Different Odd & Even Pages
Show Document Text
Options
Header from Top:
2 cm
Footer from Bottom:
2 cm
Insert Alignment Tab
Position
Close Header and Footer
Close
Odd Page Header -Section 4-
Same as Previous

Water Quality¶

A., & Reid, S. A. (2006). Social Identity, Self-Categorization, and the

6. Single click: **Link to Previous** change from grey to white
7. Remove Chapter title as nothing required in Bibliography on Odd Page Header


¶
Odd Page Header -Section 4-

A., & Reid, S. A. (2006). Social Identity, Self-Categorization, and the

8. **Close Header and Footer**

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>.

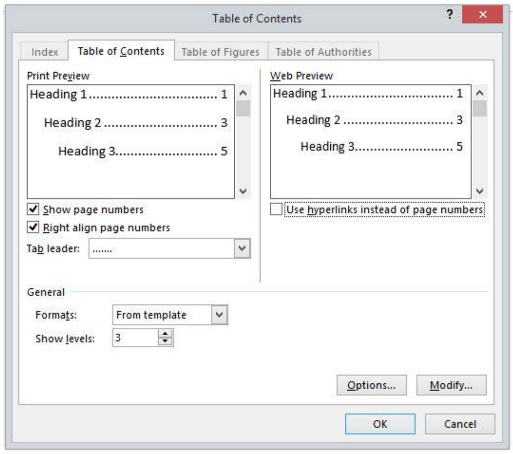


Table of Contents
?
✕
Index
Table of Contents
Table of Figures
Table of Authorities
Print Preview
Heading 1 1
Heading 2 3
Heading 3 5
Web Preview
Heading 1 1
Heading 2 3
Heading 3 5
General
Options...
Modify...
OK
Cancel

☑ Show page numbers
☑ Right align page numbers
Tab leader: ....
☐ Use hyperlinks instead of page numbers
Formats: From template
Show levels: 3

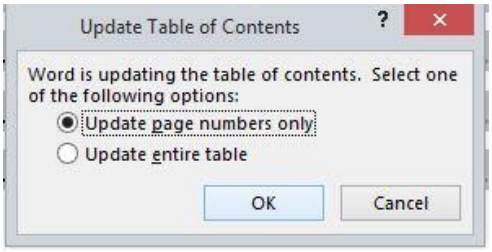
If the document already has a Table of Contents a dialog box will ask for confirmation to replace the existing Table.

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.


Update Table of Contents
?
✕
OK
Cancel

Word is updating the table of contents. Select one of the following options:
● Update page numbers only
○ Update entire table

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 Figure s 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>.

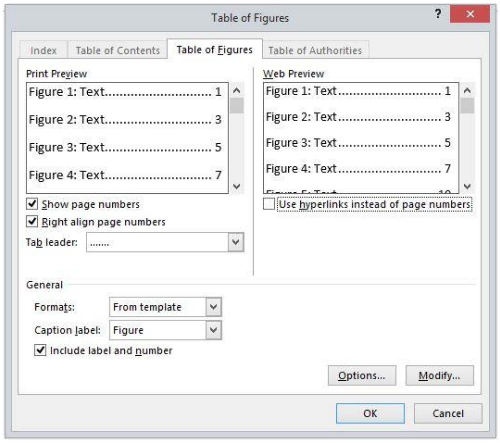


Table of Figures
?
×
Index
Table of Contents
Table of Figures
Table of Authorities
Print Preview
Web Preview
General
Options...
Modify...
OK
Cancel

Print Preview:
Figure 1: Text............................ 1
Figure 2: Text............................ 3
Figure 3: Text............................ 5
Figure 4: Text............................ 7

Web Preview:
Figure 1: Text............................ 1
Figure 2: Text............................ 3
Figure 3: Text............................ 5
Figure 4: Text............................ 7

☑ Show page numbers
☑ Right align page numbers
Tab leader: ....
☐ Use hyperlinks instead of page numbers

General
Formats: From template
Caption label: Figure
☑ Include label and number

Insert other types of Tables and Lists

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

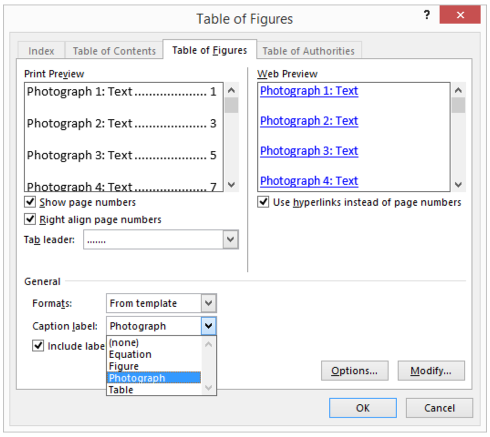


Table of Figures
?
×
Index
Table of Contents
Table of Figures
Table of Authorities
Print Preview
Web Preview
General
(none)
Equation
Figure
Photograph
Table
Options...
Modify...
OK
Cancel

Print Preview:
Photograph 1: Text.................... 1
Photograph 2: Text.................... 3
Photograph 3: Text.................... 5
Photograph 4: Text.................... 7

Web Preview:
Photograph 1: Text
Photograph 2: Text
Photograph 3: Text
Photograph 4: Text

☑ Show page numbers
☑ Right align page numbers
Tab leader: ....
☑ Use hyperlinks instead of page numbers

General
Formats: From template
Caption label: Photograph
☑ Include labe

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.