Word 2003

Manage long documents:
dissertations and theses

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What do you need to know
before you start creating a long document?

- Document Map

- Styles

- Templates

- Outline View

- Footnotes & Endnotes

- Table of Contents

- Captions

The 5th Wave   By Rich Tennant

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"I self-published it, and the beauty is I saved money by using Word instead of desktop publishing software to set the text."

Actually …

The Ten Commandments of Word

- Thou shalt remember to save thy work
- Thou shalt not use spaces unnecessarily
- Thou shalt not press Enter at the end of each line
- Thou shalt not neglect thy keyboard
- Thou shalt not manually number thy pages
- Thou shalt not use the Enter key to start a new page
- Thou shalt not press OK too quickly
- Thou shalt not use fancy-schmanzy fonts
- Thou shalt not use WordArt
- Thou shalt view all formatting marks at all times
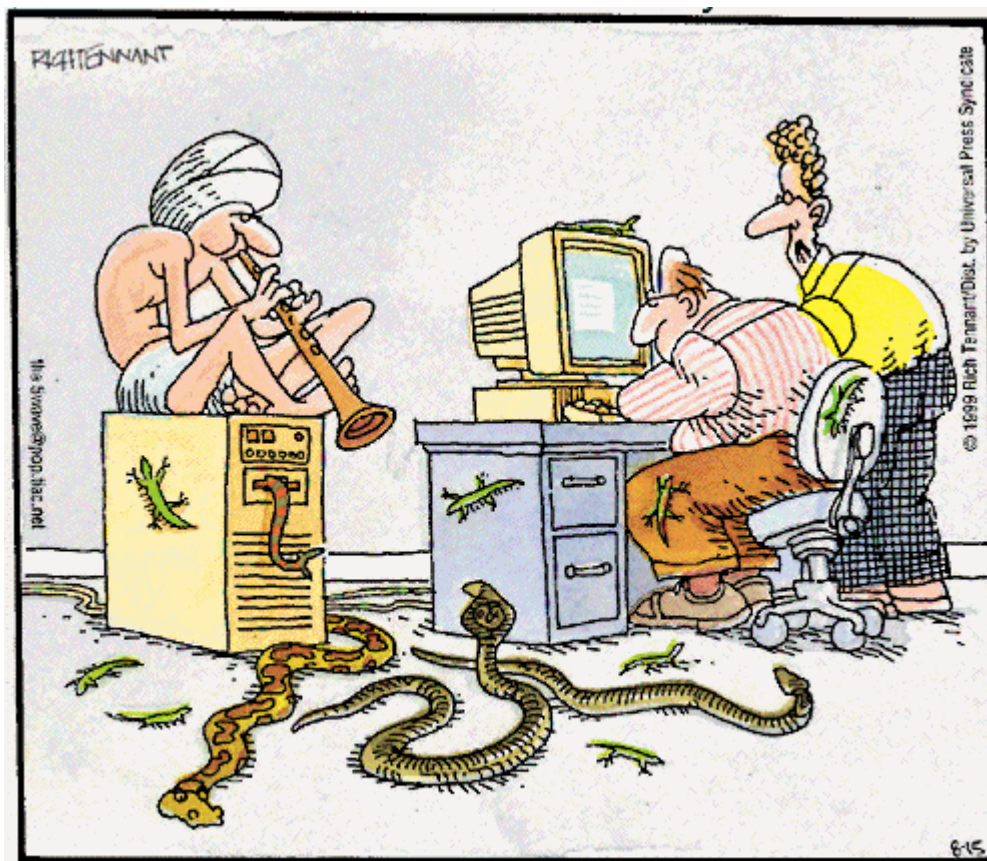
(adapted from Dan Gookin, *Word 2007 For Dummies*)

Pretty fatal if you haven't saved backup copies!

Before you begin …

- Document Properties

- File Management

"So far he's called up a cobra, two pythons and a bunch of skinks, but still not the file we're looking for."

Document Map

- to get a quick overview of the structure of a document

- heading styles are mandatory for a useful document map

- by clicking a heading inside the map, one can instantly jump to that part of the document

Styles

Several of the automated features in Word only work if you have used styles to distinguish the various levels of headings within your document

Types of styles

- Heading
- Paragraph
- Character
- Table
- List

Do yourself a favour and use styles consistently from the start.

To reduce the number of styles shown in the dropdown box on the menu go to Format>Styles and Formatting>Show>Custom and select only those styles you know you will use.

From the same dialog box you can also change the formatting of the styles you want to use.

Create custom styles based on built-in styles.

Normal | Times | 9 | **B** *I* <u>U</u>

Clear Formatting

Body Text

Body Text First Indent

Footer

Heading 1

Heading 2

Heading 3

ld par

LD Par

my comment

Normal

Styles and Formatting ▼ ×

Formatting of selected text

Heading 1

Select All | New Style...

Pick formatting to apply

Block Text ¶

Body Text ¶

Body Text Indent 2 ¶

Body Text Indent 3 ¶

Closi ¶

Date ¶

E-mail Signature ¶

Emphasis a

Envelop ¶

Envelope Return ¶

FollowedHyperlink a

Footer ¶

He

Show: All styles

Available styles
Styles in use
All styles
Custom...

Style

Category:

All styles

Styles:

Normal

¶ List Number 5
¶ Macro Text
¶ Message Header
¶ my comment
▶ ≔ No List
▶ ¶ Normal
¶ Normal (Web)
¶ Normal Indent
¶ Note Heading
a Page Number
¶ Plain Text

New...

Delete

Preview

Trebuchet MS   12 pt

Font: (Default) Trebuchet MS, 12 pt, Expanded by 0.4 pt,
English (South Africa), Left, Line spacing: At least 24 pt,
Widow/Orphan control, Automatically update

Modify...

Organizer... | Apply | Cancel

Format Settings

Styles

Styles to be visible:

1 / 1.1 / 1.1.1

Article / Section
b01
✓ Body Text
Body Text 2
Body Text 3
Body Text First Indent
Body Text First Indent 2
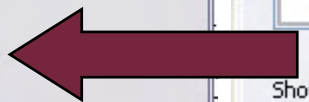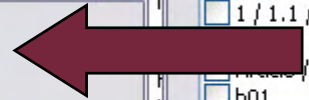Body Text Indent

Show All

Hide All

Category:

Available styles

✓ Always show Heading 1 through 3

Other formatting

✓ Show Clear Formatting
✓ Font formatting
✓ Paragraph level formatting
✓ Bullet & Numbering formatting

☐ Save settings in template
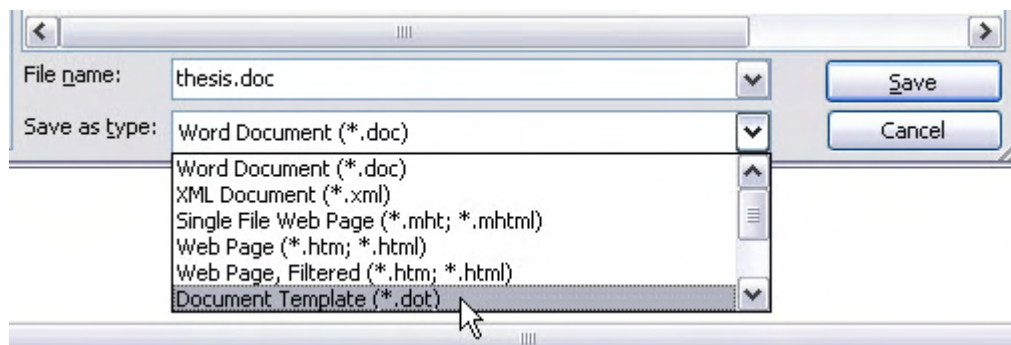
Styles... | OK | Cancel

Templates

In Word, all documents are based on the Normal document template, NORMAL.DOT

Templates contain styles, formatting, perhaps a header or footer, plus even some text.

Document templates help to save time and prevent you from having to repeat routine tasks.

The Normal template has built-in styles that you can use, but it is more likely that you will wish to develop your own set of styles and save them as a template.

The easiest way to create a template is to save a document that has all the styles and formatting you want as a template: **File>Save As>Document Template**

File name: thesis.doc	Save
Save as type: Word Document (*.doc)	Cancel

Word Document (*.doc)
XML Document (*.xml)
Single File Web Page (*.mht; *.mhtml)
Web Page (*.htm; *.html)
Web Page, Filtered (*.htm; *.html)
Document Template (*.dot)

Attach Template

Documents are usually created with NORMAL.DOT (without you even knowing it!) but you change that by assigning or attaching a new template to a document. Here's how:

1 Open the document that needs a new template attached.

2 On the **Tools** menu, click Templates and Add-Ins.

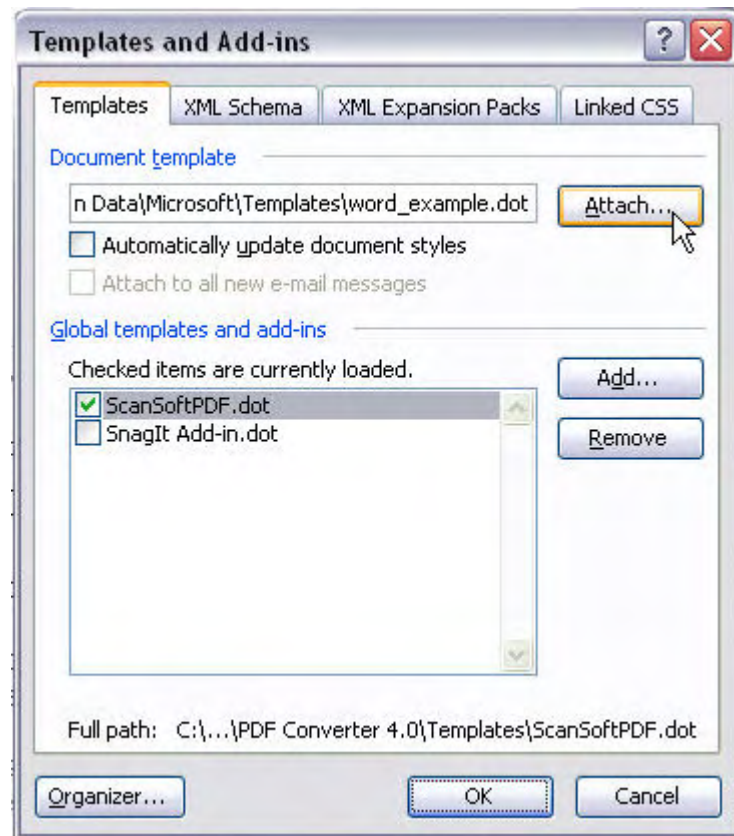**3** Click the **Attach** button and select the template you want.

4 Optionally, select Automatically Update Document Styles.

Updating the styles means that your document's current styles are changed to reflect those of the new template, which is probably what you want.

5 Click OK.

The styles stored in that template are now available to your document, and the document is now attached to the template.

word_example.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help PDF Create! Adobe PDF Acrobat Comments

Type a question for help

Heading 3   Arial   12

Level 3   Show All Levels   Update TOC

Even though a number of dissert
Several valuable theses have bee
2.5 A Free State Perspective
The Free State is one of the nine
The capital, Bloemfontein, has a
Important towns include Welkom
"The Free State houses more tha
The Free State Department of Ec
Furthermore, the FSDoE is made

The vision of the FSDoE is to "im
Concerning the integration of IC
The FSDoE has also established
So far, the FSDoE has been tryir
The aim of the FSDoE is to have
Even though the survey was aim
2.5.1 ICT Projects in the FSDoE
Over the past 6 years, the FSDoE
2.5.1.1 Telkom Foundation
The relationship between the Te
2.5.1.2 Thintana i-learn Project
The Thintana i-Learn Project, is
Each of these schools receives b
2.5.1.3 Intel Teach to the Future
The Intel Teach to the Future pr
Incidentally, Intel in collaboratio
2.5.1.4 The E-Lapa Project
The aim of the e-LAPA project, v
The e-LAPA Project was done in
2.6 Miller's Evolutionary Model
Pam Miller's case study on the ir
ACOT
CAMI   Evolutionary Model
MIH
Essentially, Miller synthesized as
2.7 Conclusion
In reviewing the literature relate
It is the researcher's opinion tha

2.5 A Free State Perspective ¶

The Free State is one of the nine provinces in South Africa. It lies in the heart of South Africa, with Lesotho nestling in the hollow of its bean-like shape. Between the Vaal River in the north and the Orange River in the south, this immense province stretches as far as the eye can see. ¶

An instant headache

province's many tertiary educational institutions, including the University of the Free State and the Central University of Technology. ¶

Important towns include Welkom, the heart of the goldfields and one of the few completely preplanned cities in the world; Odendaalsrus, another gold-mining town; Sasolburg, which owes its existence to the petrol-from-coal installation established there; Kroonstad, an important agricultural, administrative and educational centre; Parys, on the banks of the Vaal River; Phuthaditjhaba, well-known for the beautiful handcrafted items produced by the local people; and Bethlehem, gateway to the Eastern Highlands of the Free State. ¶

"The Free State houses more than 2.9 million people on about 129,480 km^2 of land (Mid-Year Population Estimates, 2006). The main languages spoken are Sesotho and Afrikaans. Some 16% of the population aged 20 years or older has received no schooling" (Census, 2001). According to the Labor Force Survey of March 2006, "the official unemployment rate is 28.3%" (South African Consulate General, 2007). ¶

The Free State Department of Education (FSDoE) is a government

Page 9   Sec 1   9/17   At 4.8cm   Ln 3   Col 1   REC TRK EXT OVR English (U.S

Outline View

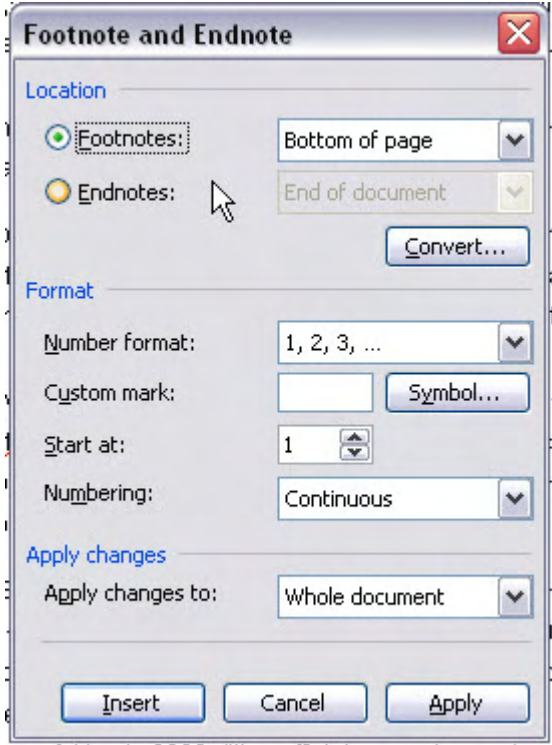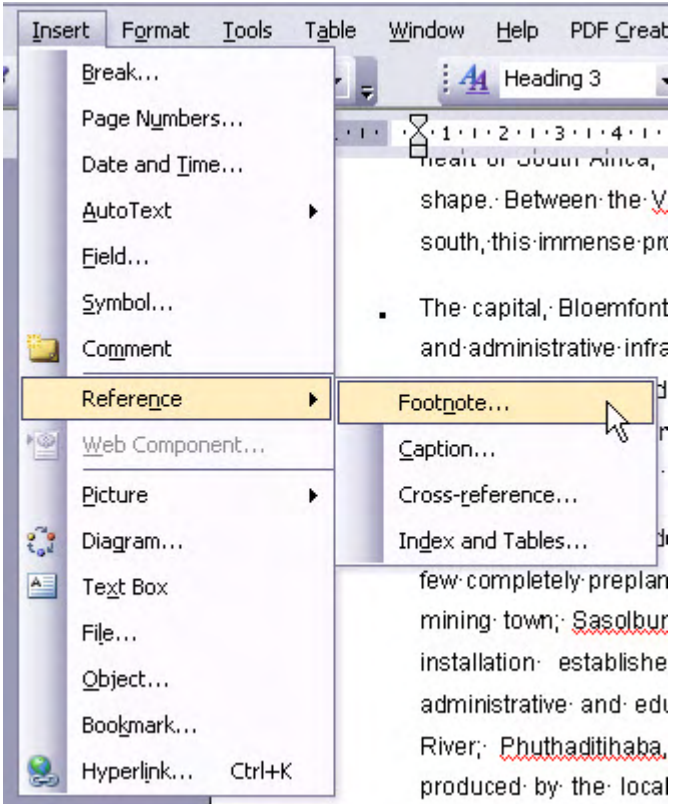Outline View can be used to show the hierarchy of the styles within the document.

Within Outline View a document can be collapsed to show only headings, or expanded to view the entire document.

You know what these are. Insert them as illustrated:

Table of Contents

If styles have been applied to the headings in a document it is a simple process to automatically list the headings showing the corresponding page numbers. You can choose the levels you want included in your TOC.

Similarly, if you have used captions with figures, you can automatically create a list of figures with their corresponding page numbers.
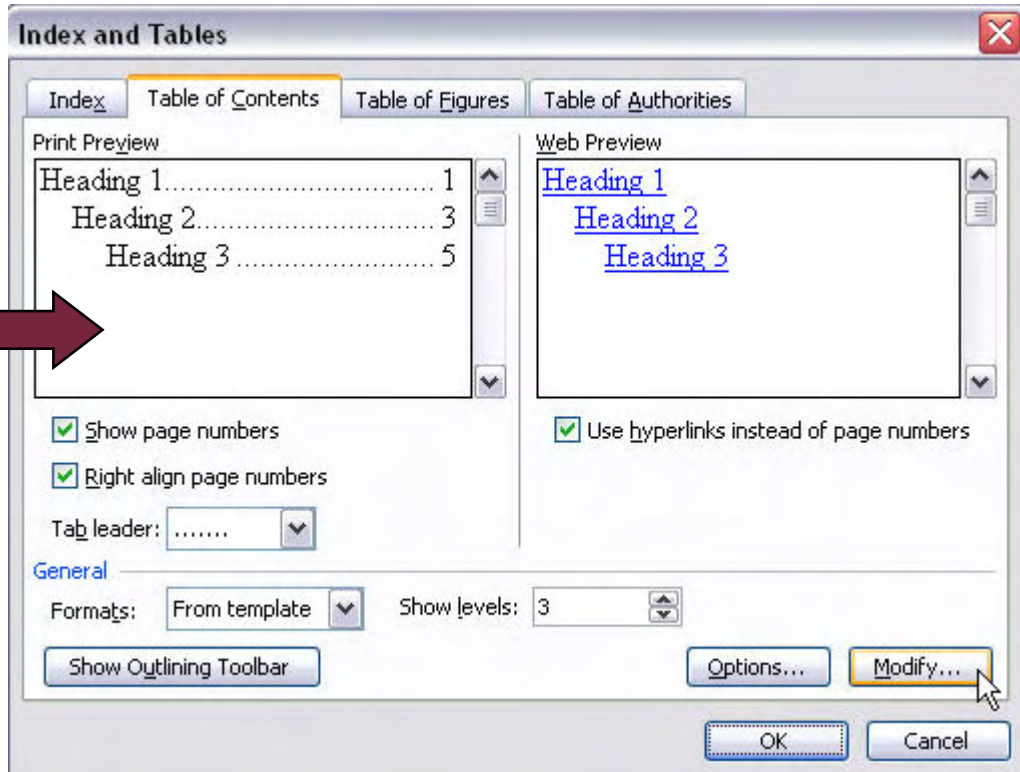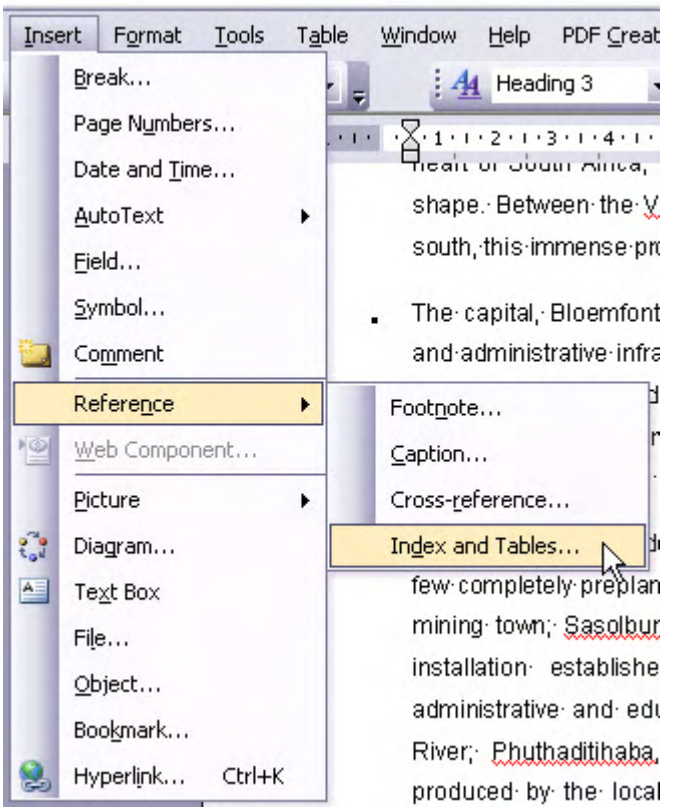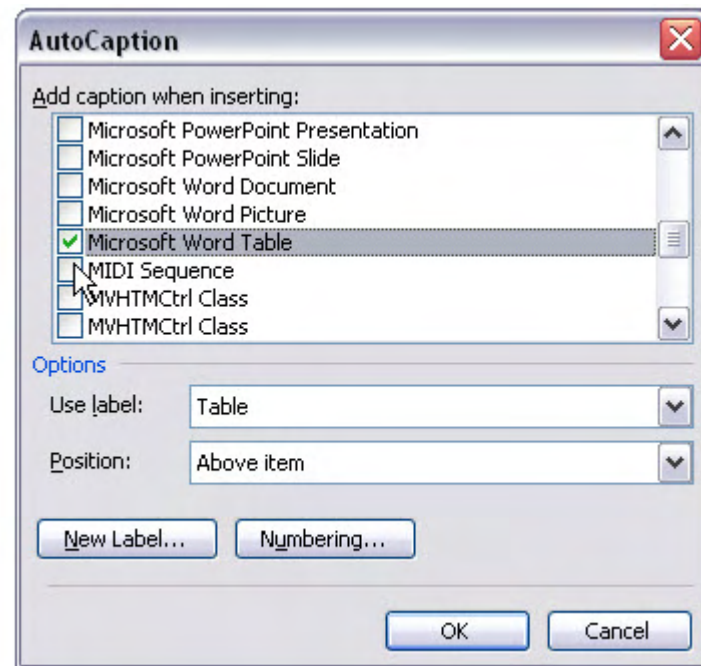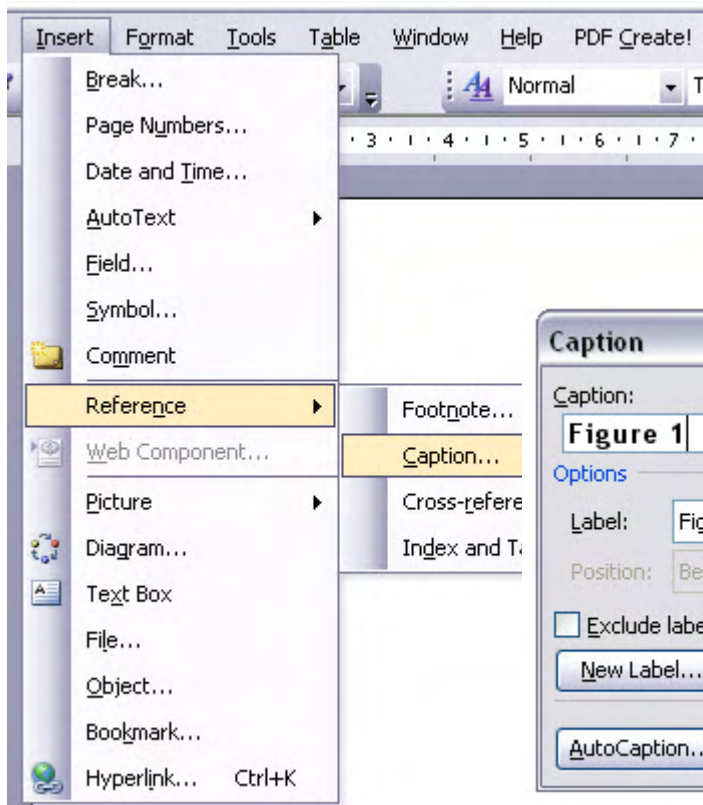
Table of Contents : modify style
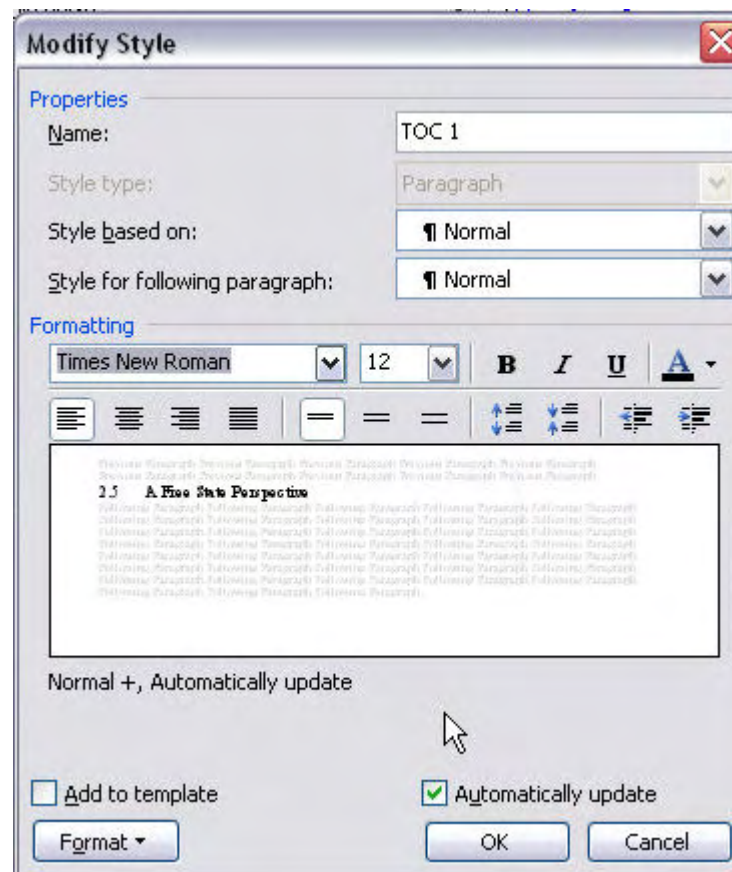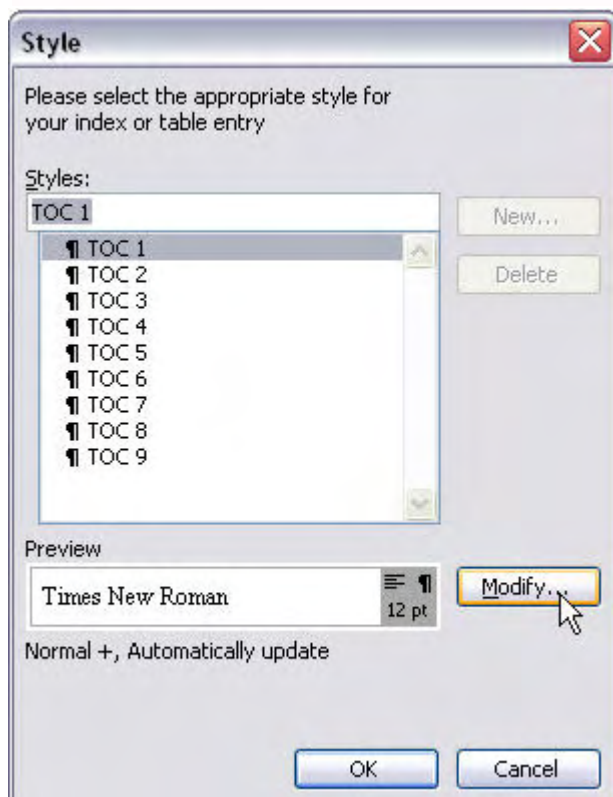
Captions can be added to a document so that items such as graphs, pictures and tables are automatically numbered.

As you add, remove or re-arrange the items the numbering is automatically adjusted.

AutoCaption is useful for automatically adding captions to tables, pictures and so on as you insert them.

This only happens when you want to fix things at the end of the writing process.