Thesis formatting and working with long documents

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for use with Microsoft® Word 16.0 (Office 2021/365)

Flinders University

FEARLESS

1 TABLE OF CONTENTS

2 RECOMMENDED STYLES FOR A THESIS DOCUMENT 1

3 PAGE LAYOUT FOR ELECTRONIC SUBMISSION 2

3.1 Setting custom margins for electronic submission 2
3.2 Inserting page breaks and section breaks 5
3.2.1 Inserting a landscape page 6
3.2.2 Removing page breaks and section breaks 6
3.3 Headers, footers and page numbers 7
3.4 Inserting page numbers in footers 8
3.5 Using different types of page numbers in your document 9
3.6 Text layout – using styles 11
3.6.1 Fonts 11
3.6.2 Changing whole document styles 11
3.6.3 Setting styles individually 12
3.6.4 Defining other styles 16
3.7 Multilevel lists 17
3.8 Captions – Labels for tables and figures 19

4 CREATING A WORD TEMPLATE 21

5 COMPILING CHAPTERS/MULTIPLE WORD DOCUMENTS 22

6 TABLES OF CONTENTS 24

6.1 Inserting a table of contents 24
6.2 Inserting a table of figures 26

7 VIEW SETTINGS WITHIN YOUR DOCUMENT (AND OTHER TIPS) 28

7.1 Show/hide formatting symbols 28
7.2 Navigation Pane 28
7.3 Gridlines 29
7.4 Markup view for tracked changes 30
7.5 Reviewing Pane 31
7.6 Read Aloud 31

8 USING ENDNOTE TO CREATE REFERENCE LIBRARIES 32

2 RECOMMENDED STYLES FOR A THESIS DOCUMENT

Note: Be sure to ask your supervisor if there are instructions/conventions for scholarly documents specific to your field of study. This style guide is recommended for use in lieu of discipline-specific instructions.

Margins[1]

Top – 2cm
Bottom – 2cm
Left – 2cm
Right – 2cm

Paper A4

Fonts[2]

Sans-Serif fonts
Arial – minimum 11
Verdana – minimum 11
Calibri – minimum 11

Styles

Normal
Size – 11 or 12
Colour – Automatic
Alignment – Left
Paragraph spacing – 0 Before & 12 After
Line spacing – 1.5 lines or double

Heading 1
Font – as above, size 16
Font style – Bold
Font Effects – All caps
Alignment – Centred
Paragraph spacing – 0 Before & 24 After
Line spacing – Single
Tick "Don't add space between paragraphs"

Heading 2
Font – as above, size 14
Font style – Bold
Alignment – Left
Paragraph spacing – 15 Before & 12 After
Line spacing – Single
Tick "Don't add space between paragraphs"

Heading 3
Font – as above, size 12
Font style – Bold
Alignment – Left
Paragraph spacing – 12 Before & 9 After
Line spacing – Single
Tick "Don't add space between paragraphs"

Heading 4
Font – as above, size 12
Font style – Bold and Italic
Alignment – Left
Paragraph spacing – 9 Before & 6 After
Line spacing – Single
Tick "Don't add space between paragraphs"

Caption
Font as above, size 10
Font style – Bold
Paragraph spacing - 6 Before & 12 After
Line spacing – Single

Quote
Font – as above, size 10
Alignment – Left
Indentation – from 0.63 to 1.27 cm both sides
Paragraph spacing – 6 Before & 18 After
Line spacing – Single

Note: If you find that a frame or box appears around text within your document, modify the affected style by select **Remove frame** under the **Frame** menu.

[1] If you are printing your thesis for binding, ask the binders for their layout specifications.
[2] These fonts have been selected based on compatibility between PC and Mac, and readability for common screen reading/accessibility software.

3 PAGE LAYOUT FOR ELECTRONIC SUBMISSION

Note: for a printed and bound copy, request formatting specifications from the bookbinding company you are using.

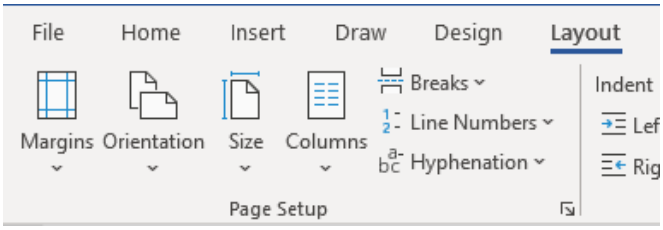
Page layout refers to the overall layout and appearance of your document, such as how much text you will include on each page, the size of the paper on which you will print your document, and so on.

The margin is the white space around the sides, top and bottom of a page. By default, Word sets this to 2.5 cm (or 1 inch) for each margin. You will change this to 2 cm margins all around.

3.1 Setting custom margins for electronic submission

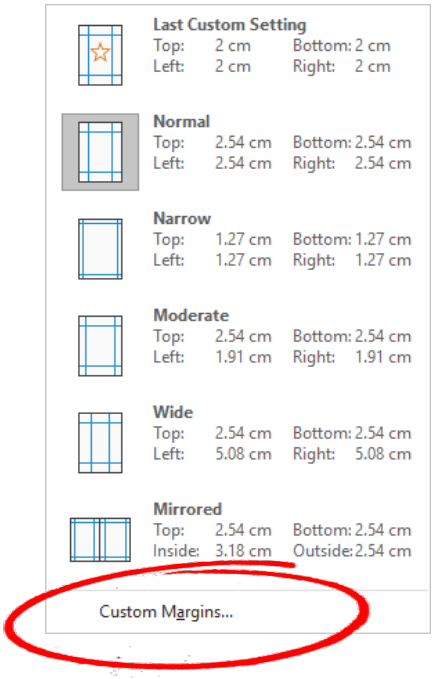
Setting the page layout to enable double-sided printing of thesis documents. Word provides several preset margins you can choose from, but for thesis layout it is necessary to make your own custom margins.

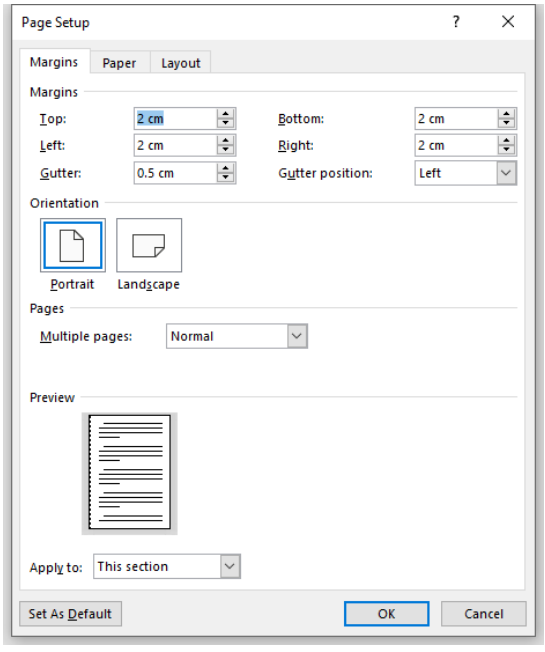
1. On the ribbon bar, select **Layout**.



2. Click on **Margins** to access the drop-down options.

3. Click on **Custom Margins…** at the bottom of the menu to access the **Page Setup** menu (seen below).





a. On the **Margins** tab of the **Page Setup** menu, set top, bottom, left and right margins to 2 cm each.

b. Set gutter to 0 cm and leave gutter position as 'left'.

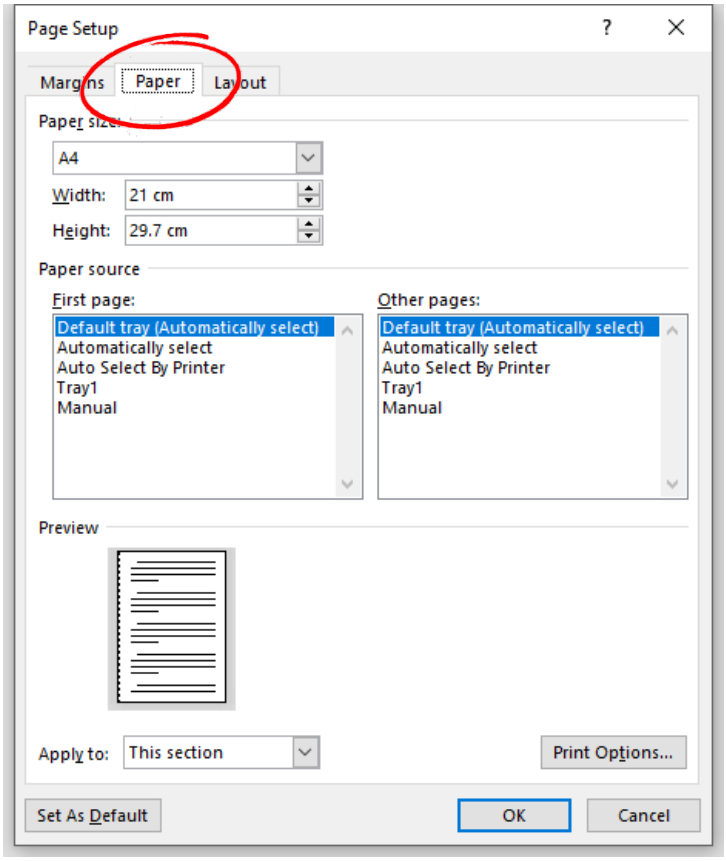
c. Under **Orientation**, select **Portrait** (inserting landscape pages is explained later in this guide).

d. Next to **Multiple pages**, make sure that **Normal** is selected from the drop-down tab.

e. Next to **Apply to**, click on the down arrow and select **Whole document** from the drop-down menu.

Note: If you have section breaks in the document, select 'This section'. If you're unsure of what a section or a section break is, it will be explained later in this guide.

4. Next, click on the **Paper** tab of the **Page Setup** menu.



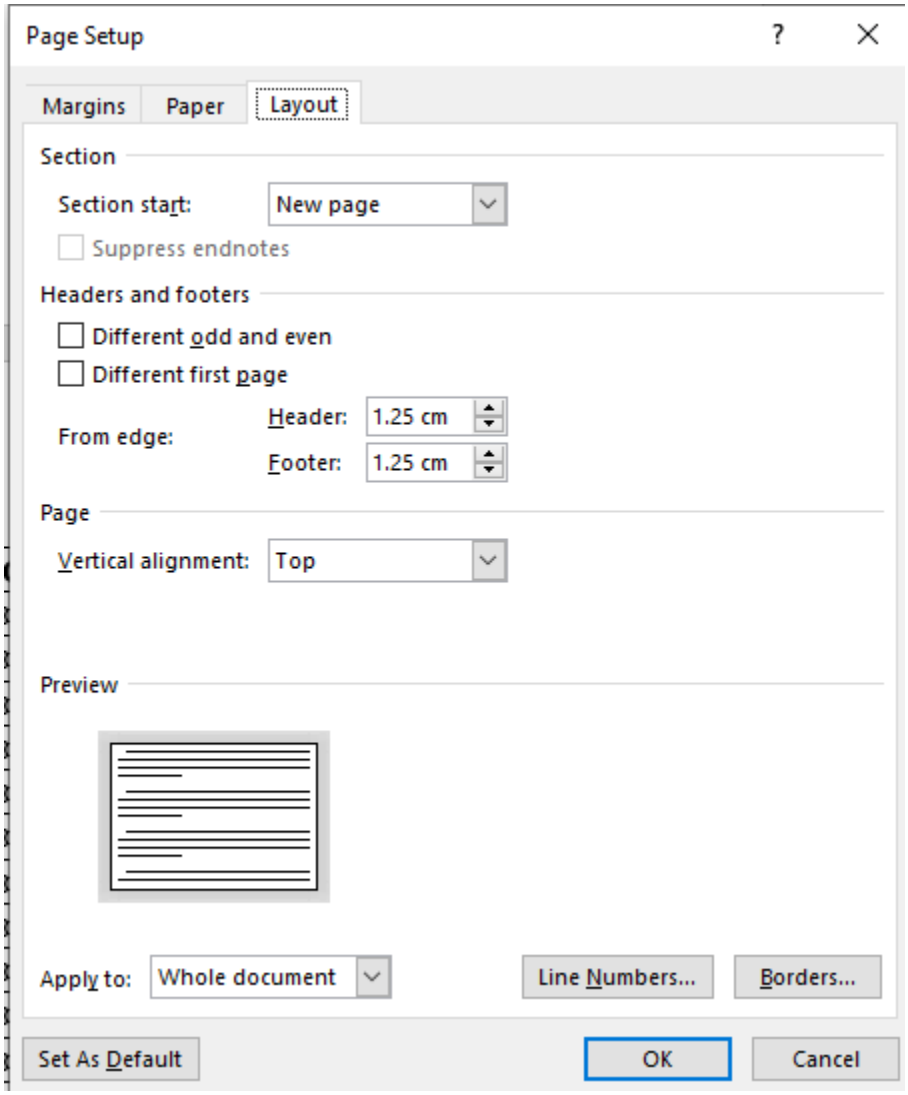
a. Under **Paper size**, select **A4**.[3]

b. Under **Apply to**, select **Whole document**, or **This section** if you're using section breaks (see note above).

c. Click **OK**.

[3] If A4 doesn't appear as an option, select 'custom' and set the width to 21cm (210mm) and the height to 29.7cm (297 mm).

5. Next, click on the **Layout** tab of the **Page Setup** menu.
    a. Check to make sure that the settings you see on your computer look the same as the image below.
    b. You don't need to adjust any settings in "line numbers"[4,5] or "borders".
    c. Click **OK**.



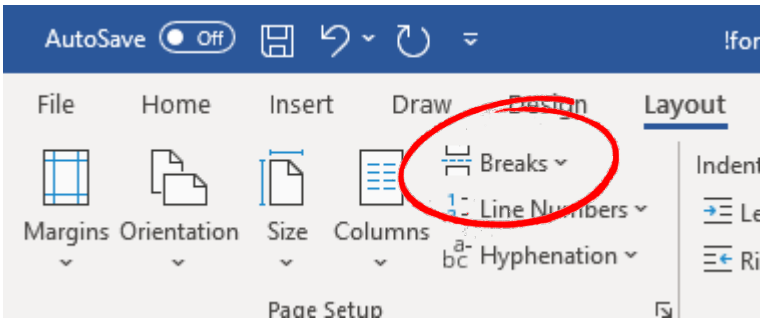
[4] Very rarely, academic convention within particular disciplines will require line numbers for scholarly documents which may include theses. Students in these disciplines are generally made aware of these requirements.

[5] Line numbers often appear on interview transcripts. They're also really handy for documents where you have to be specific about points in the text (i.e., specific recommendations when reviewing a manuscript). Now you know where to find the settings to use them in other documents!

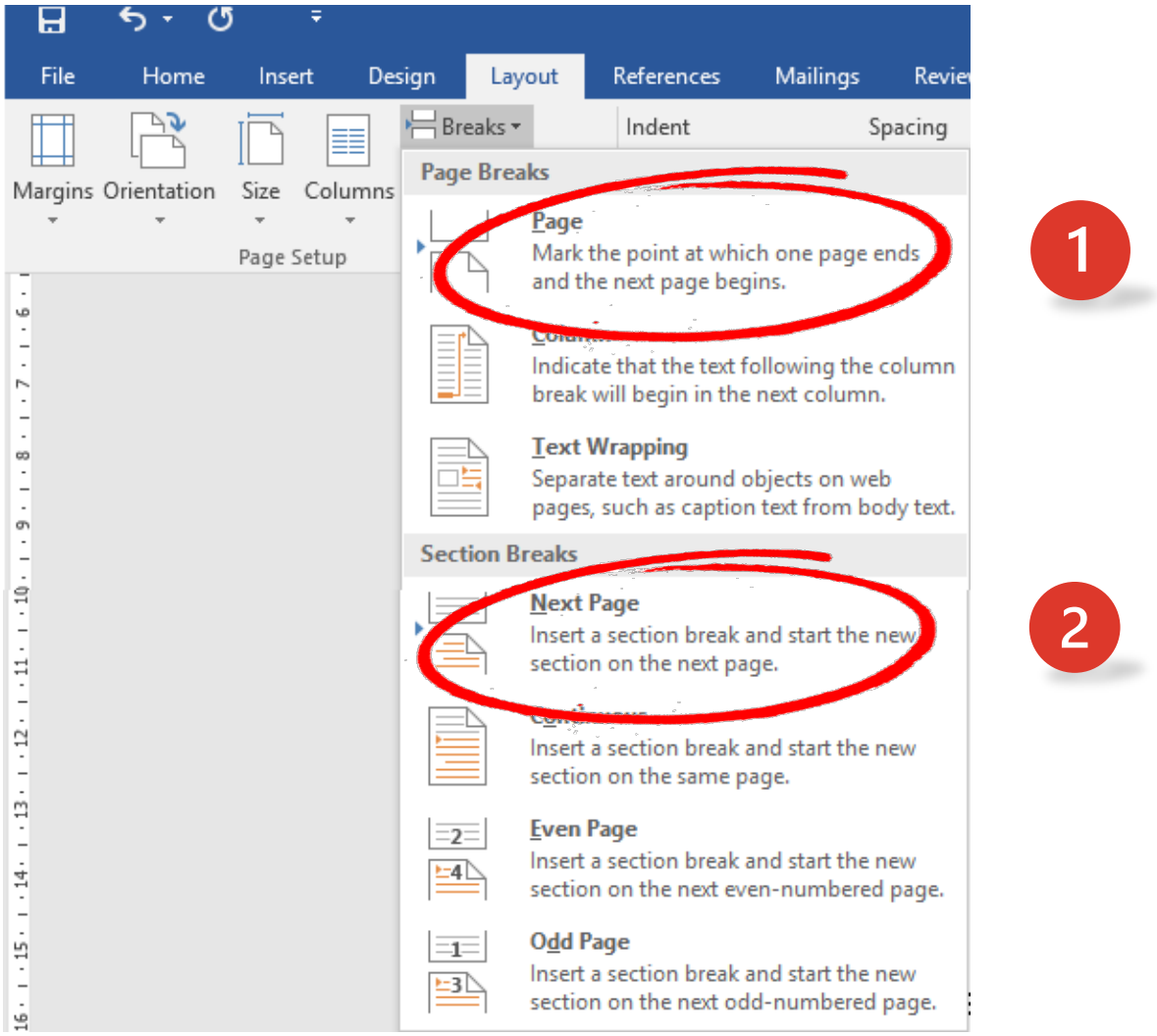
3.2 Inserting page breaks and section breaks

When a page fills with text, Word will automatically roll over to the next page. A page break tells the computer to push the text that follows the page break onto the next page. Sometimes you may want to insert page breaks, for example, to ensure an image, plus the text that refers to it, remain together, or so that a table isn't split over two pages.

Page breaks and section breaks are both accessed from the **Layout** tab on the ribbon bar under **Breaks**.



For **page breaks**, place the cursor at the end of the text before you want to insert the page break, then click on **Page** (as per number 1 in the image below).

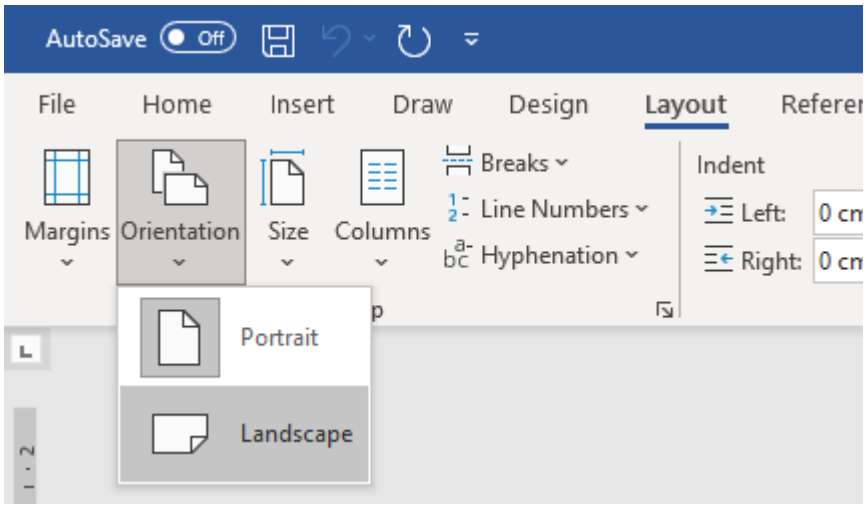


For **section breaks,** place cursor at the end of the text before you need the section break and click **next page** (as per number 2 in the image above). Section breaks are used to create sections within the document so that special formatting can be applied to that section only. Section breaks also allow you to put different text and different types of page numbering in the headers and footers for different sections. **Note: If you select odd page or even page, you will get blank pages between sections.**

3.2.1 Inserting a landscape page

If you need a landscape layout for pages within a chapter/file, for example, to accommodate a large table or diagram, use section breaks to "section" these pages off from the rest of the chapter. If you want the landscape page to appear in the middle of the document, you will need one section break before the page to mark the change in orientation, then another section break afterwards so you can revert to normal portrait orientation.

1. Place your cursor after the last section of text before where you want the landscape page, then click **Next page** in the **Breaks** menu.
2. The cursor will jump down to the next page. Hit enter a few times to make some space, then click **Next page** for the Breaks menu again.
3. Place the cursor in the blank page created by inserting the two section breaks.
4. On the ribbon bar, click on the **Layout** tab, then click **Orientation**.
5. Select **Landscape**.



3.2.2 Removing page breaks and section breaks

If you significantly alter a document in which you had previously inserted manual page breaks and/or section breaks, you will need to recheck the document to ensure that the breaks still occur at the required locations. If needed, you can simply delete the unwanted page breaks or section breaks by clicking on them to highlight (or using your cursor keys while holding down the Shift key) and pressing delete.

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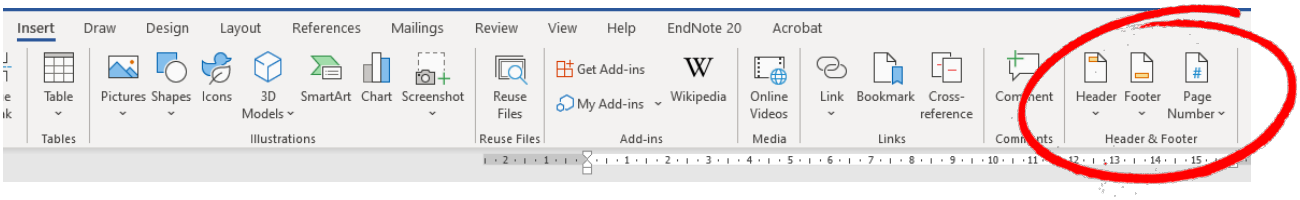
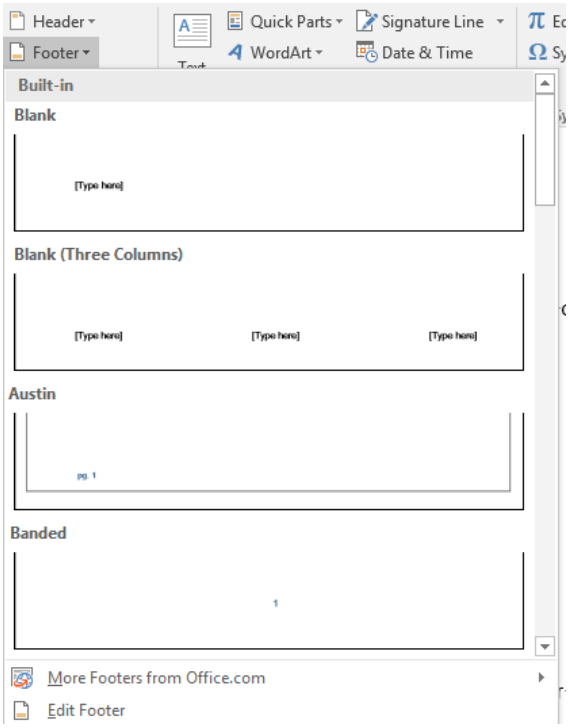
3.3 Headers, footers and page numbers

A header is text you wish to see at the top of every page. A footer is text you wish to see at the bottom of every page. The steps below explain how to add a simple header or footer to your document.

Note: Normally, a thesis should not have header text, but will have page numbers in the footer.

1. On the **Insert** tab of the ribbon bar, in the **Header & Footer** panel, click **Header**, **Footer** or **Page Number** (depending on which you want to insert.





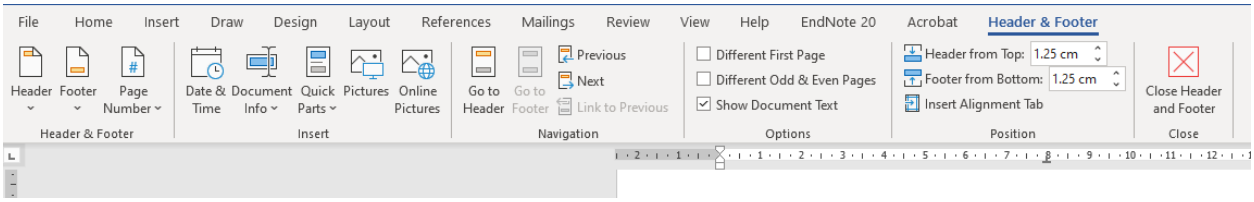
2. Click the design that you want from the options.

3. The header or footer is inserted on every page of the document. You will also see the body text is now lighter or 'greyed out' to indicate that you are now working in the header/footer section of the document.

4. You can now add/modify the text, format the text, or change its position within the header/footer area.

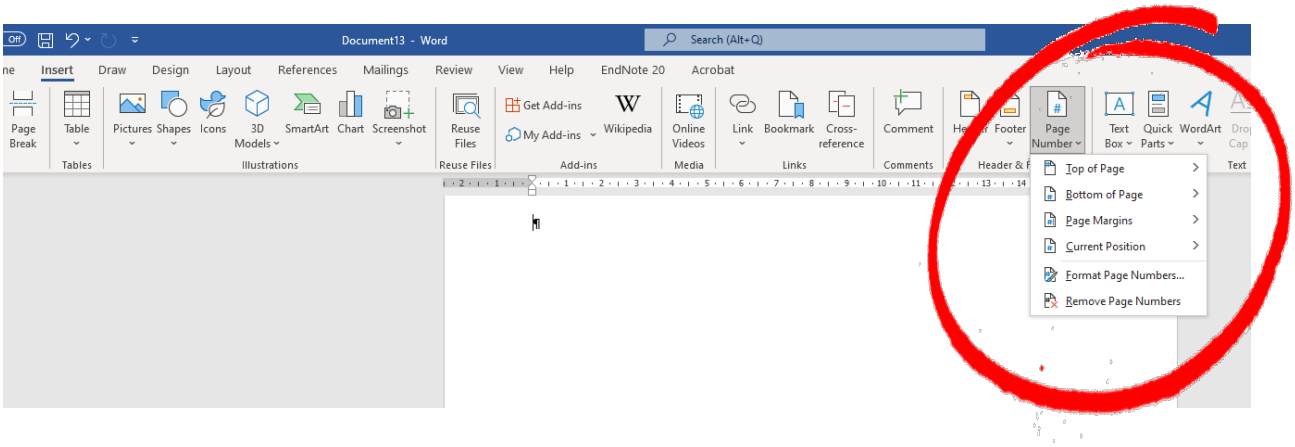
5. You will also notice that a dedicated **Header & Footer** tab has appeared on the ribbon bar.

6. You can use the options on this tab to make changes to the Header and Footer sections. To return to working on the main part of your document, select **Close Header and Footer**. You can double click on the header or footer areas in your document at any time to edit the headers/footers and to access this tab again.

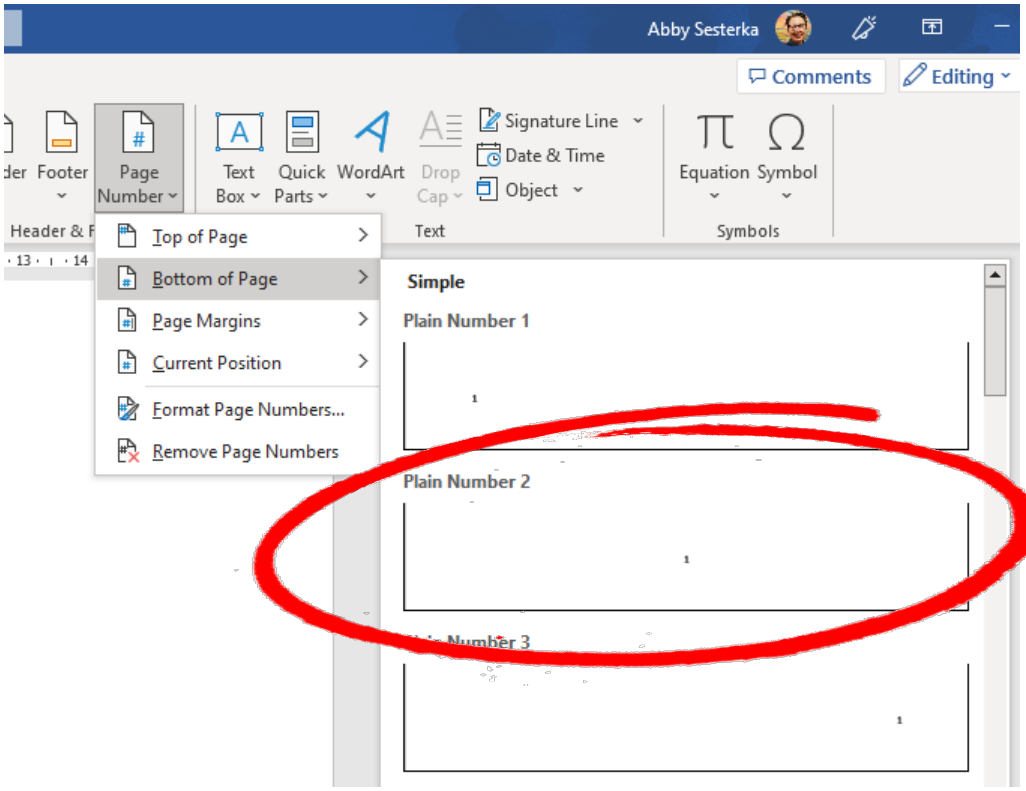


3.4 Inserting page numbers in footers

1. From the **Insert** tab on the Ribbon Bar, select page number. You can also access these same tools/options from the **Header & Footer Tools**.



2. Click on **Bottom of Page** and select **Plain Number 2** (centred page number). Super easy!



3.5 Using different types of page numbers in your document

Sometimes, you may need different kinds of page numbers in your documents. You may have seen that the "front matter" section of books (containing things like the preface, table of contents, foreword, etc.) uses lower case Roman numerals (i, ii, iii, iv, v), and the main part of the book has Arabic numerals (1, 2, 3, 4, 5). The same is true for a thesis, whereby the "preliminaries" section (abstract, declaration, table of contents) should have lower case Roman numerals.

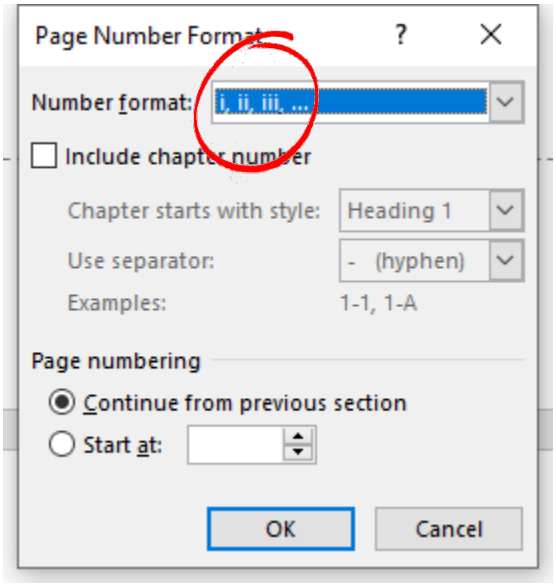
1. You will first need to insert section breaks to define the different sections of your document. See Section 3.2 of this guide for instructions.

2. Insert page numbers, following the instructions in Section 3.4 of this guide.

3. Go to the preliminaries or front matter section of your document (the part where you need Roman numerals), and double click within the footer area. This should launch the **Header & Footer** tab in the Ribbon Bar.

4. Click on **Page Number** and select **Format Page Numbers…** from the drop-down menu options.

5. From the **Number format** drop-down menu, select the lower-case Roman numerals. This will change the number format within the footer area.



6. If you have inserted the section break correctly and closely followed the instructions above, the preliminaries/front matter section of your document ***should*** have page numbers in Roman numerals, while the main section is numbered with Arabic numerals.[6,7]

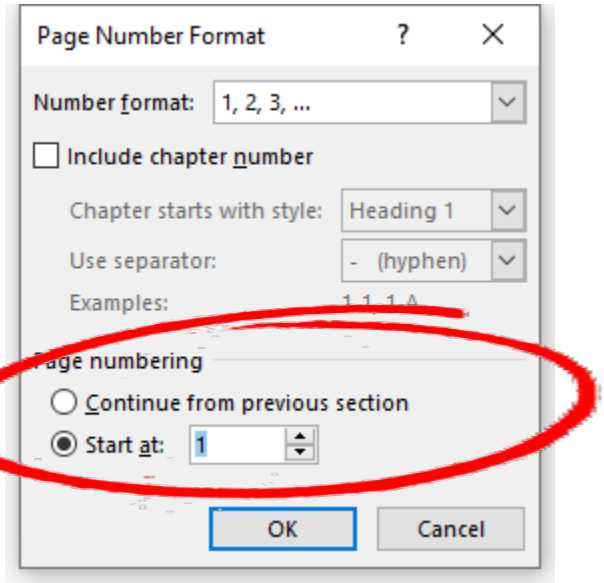
7. You will notice, however, that the Arabic numerals don't start at 1 as they should.

8. Double click on the footer of the first page with Arabic numerals.

[6] Don't just take my word for it, go and check for yourself.
[7] If this hasn't worked, I'll add some troubleshooting tips at the end of this section.

9. Click on **Page Number** and select **Format Page Numbers…** from the drop-down menu options.

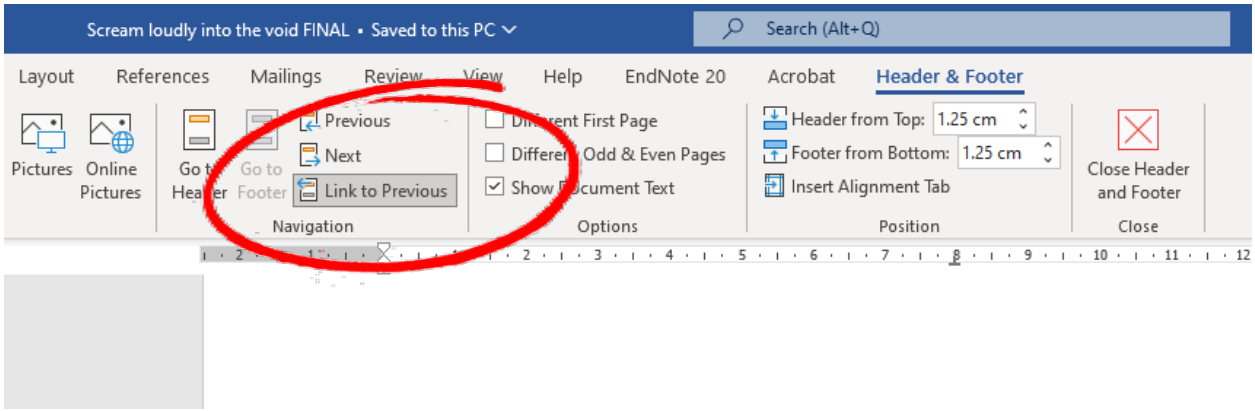
10. Under **Page numbering** at the bottom of the pop-up window, select **Start at** and ensure that **1** appears in the window next to it.



11. Click **OK**.

If your page numbers aren't cooperating as they should, try the following:

- Try steps 3 to 5, but double click on the footer in the body of your document and choose Arabic numerals for the number format.
- Check that your sections breaks are where they should be, i.e., between the sections (see Section 3.2 of this guide for help.
- Double click the footer of the first page of the section requiring Arabic numerals, and deselect **Link to Previous** (you may have to do steps 3 to 5 again).



3.6 Text layout – using styles

The easiest way to set your text layout is by using “styles”. It is important to set your styles for a consistent appearance. This is particularly important in the case of “Normal” style, the default style that applies when you begin typing in any Word document. The appearance of “Normal’ may differ from computer to computer, and you will need to modify it to meet thesis specifications.

Heading styles not only ensure consistency of formatting throughout your document, they also create the background data needed to insert an automatic table of contents and lists of tables, figures, diagrams etc. While it takes time initially to set up your styles for your thesis, it saves a lot of time (and potential error) in the long term. You can set your own styles for things such as block quotes, bulleted lists, transcript excerpts, table of contents etc. Once you have applied the desired settings to commonly used styles, you can then save a template document so that it’s ready to use for your next chapter, or a similar document in the future.

Note: You may have heard of the **Master Document** feature that can define appearance settings across linked subdocuments. We strongly recommend you **do not use master documents** at this time. This feature has become very buggy and less functional with recent versions of Word.

3.6.1 Fonts

When formatting a thesis, you should select a commonly used font that is installed as standard on most computers so that it looks the same on whichever computer it is viewed on. You should also consider the types of font commonly used in your area of study and ensure that your chosen font is compatible with screen readers for accessibility purposes. The primary font in a thesis should be clean and easy to read. Overly decorative or complex fonts should be avoided. Your thesis should use the same font for all text and headings. The following fonts and sizes are recommended:

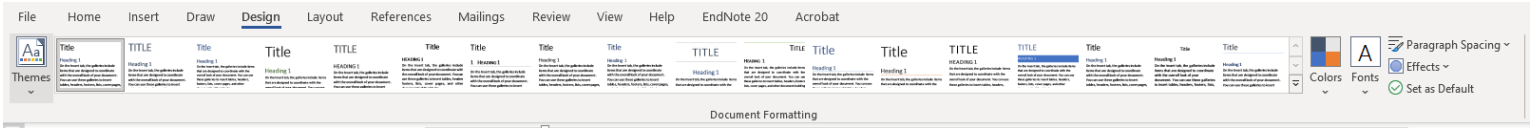
Arial – minimum 11

Calibri – minimum 12

Verdana – minimum 11

3.6.2 Changing whole document styles

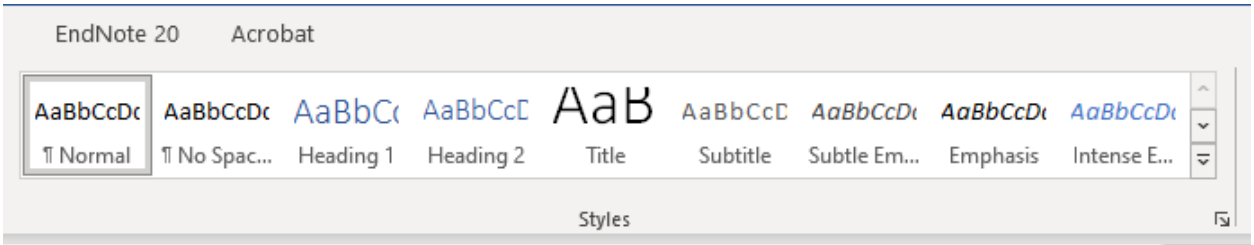
1. <u>If you are writing a thesis, do not do this</u>. Skip to the next section to define your styles manually.
2. On the ribbon bar, click on **Design**.

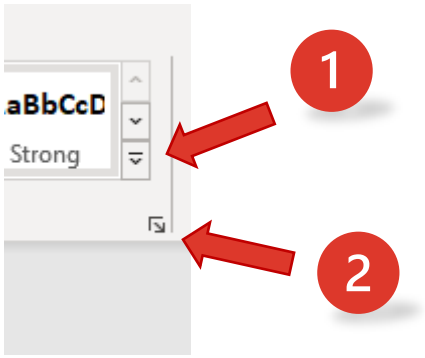


3. From the formatting ribbon, select a style of your choosing.
4. You can then use **Themes**, **Colors**, and **Fonts** to customise your selection.

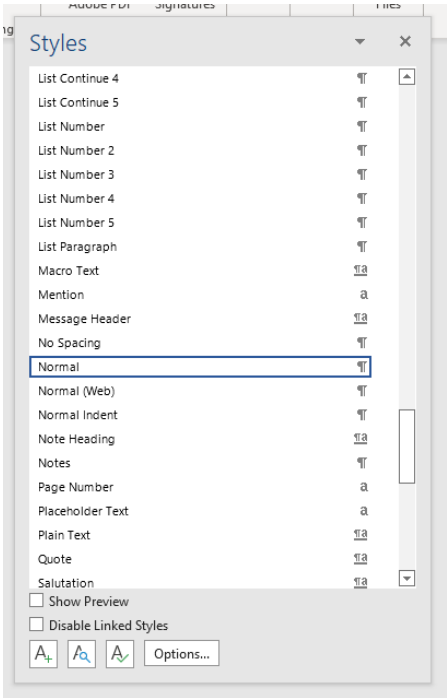
3.6.3 Setting styles individually

Let's first familiarise ourselves with the Style Gallery.





Once you've defined the styles you need, this will essentially become a shortcut bar for the kinds of text you'll need in your document, e.g., body text, headings, quotes, captions. Not all of the available style types will be shown. Arrow number 1 points to the little v wearing a cap ( ) which will drop down an expanded gallery. Arrow number 2 points to whatever this thing is in the lower righthand corner ( ) which will launch a dialogue box that gives you a list view (see lower image). Clicking **Options** within that list view will allow you to choose to see recommended styles, styles currently in use, or all styles.



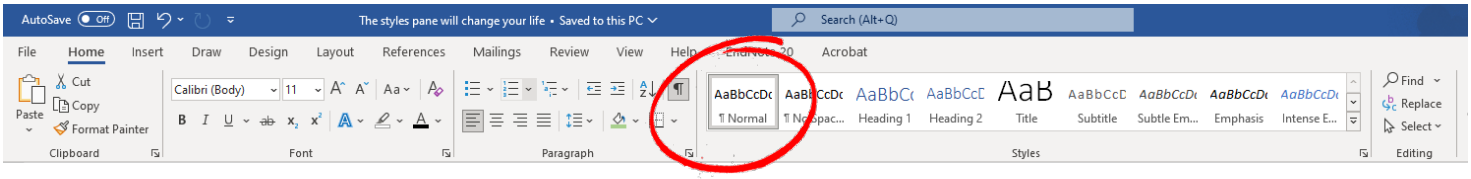
You may prefer the Style Gallery set into the ribbon bar or the pop-out list view, but this is just two ways to look at the same thing.

When defining these styles, it's best to modify the existing styles rather than create new ones from the ground up. Not only is this easier, but it ensures you don't lose any background functionality, like automatic tables of contents and numbering within your document.

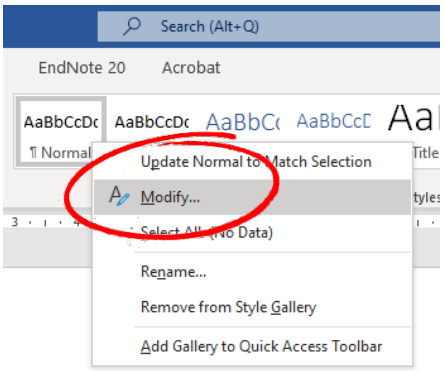
At this point, you may want to refer back to Section 2 of this guide for the recommended settings for common styles.

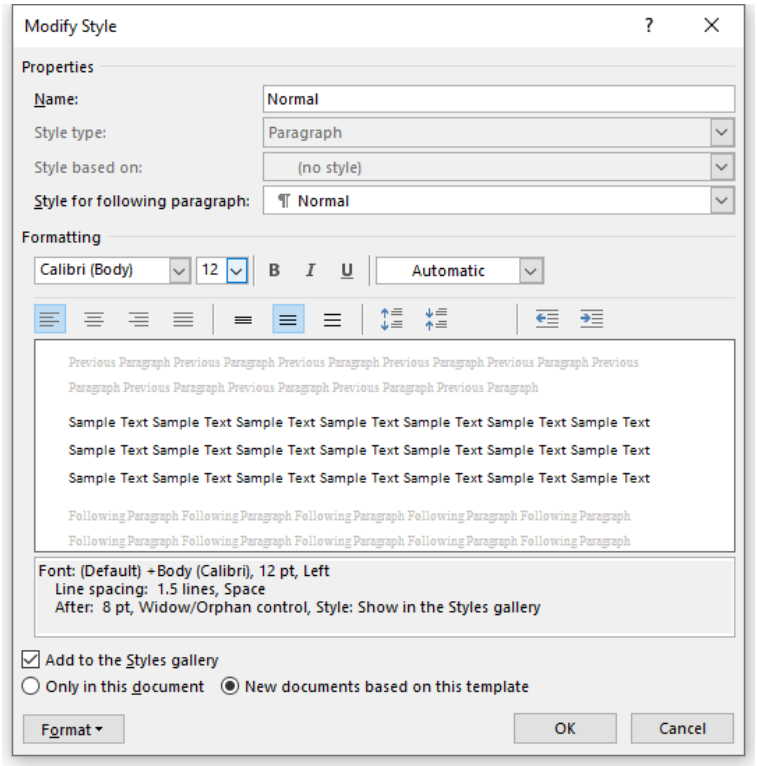
The following steps will guide you through the process to define the appearance of "Normal" text, though the same process applies for any style. "Normal" is the default style used for the main body text in your document. The settings used below are taken from the *Recommended Styles for a Thesis Document* which can be found in Section 2 of this guide.

1. On the ribbon bar, click the **Home** tab**.**
2. Look along the Style Gallery and right click on **Normal** (you can also right click on **Normal** style in the pop-out style panel if you prefer to work in list view).

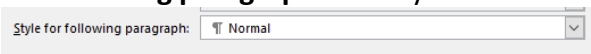


3. On the pop-up menu that appears when you right click, left click on **Modify…**. This will launch a quick formatting menu that allows you to adjust basic settings.

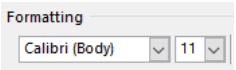




4. Under **Properties**, make sure that the **Style for following paragraph** also says **Normal**.

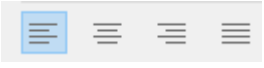


5. Under **Formatting**, select Calibri size 12, or whichever of the styles you chose from those listed earlier.

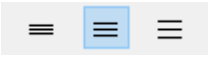


6. Next, make sure **B**, **I**, and **U** are not shaded.[8]

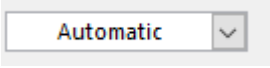
7. Select left alignment.



8. Select 1.5 line spacing (the middle button).



9. Select **Automatic** for font colour.[9]



[8] These are for **bold**, *italic*, and underlined, in case you were wondering.
[9] This just means black.

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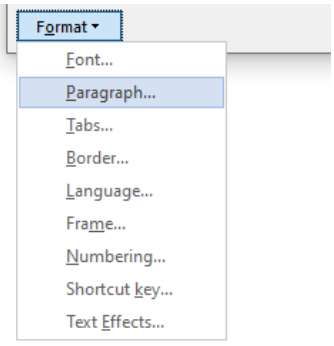
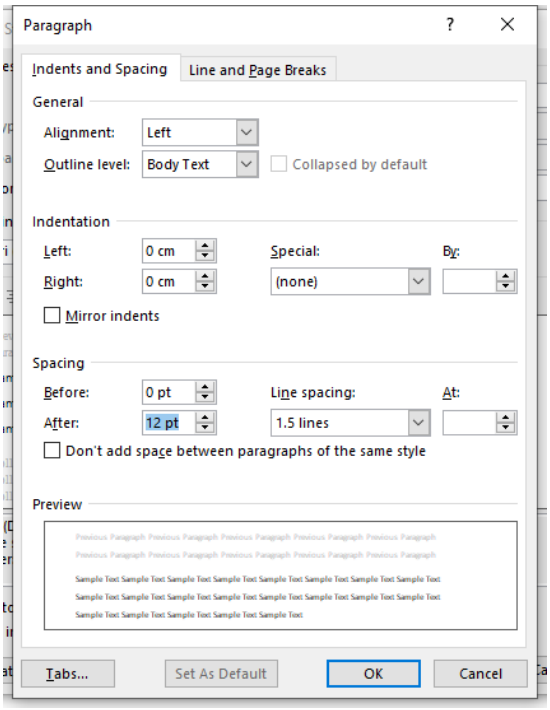
10. Next, click on **Format** (button in the lower lefthand corner), then click **Paragraph** from the menu that appears. This will launch the paragraph menu seen below.





11. Make sure you have the **Indents and Spacing** tab selected.

12. **Alignment** should already be set as **Left**.

13. **Outline level** should be set to **Body Text**.

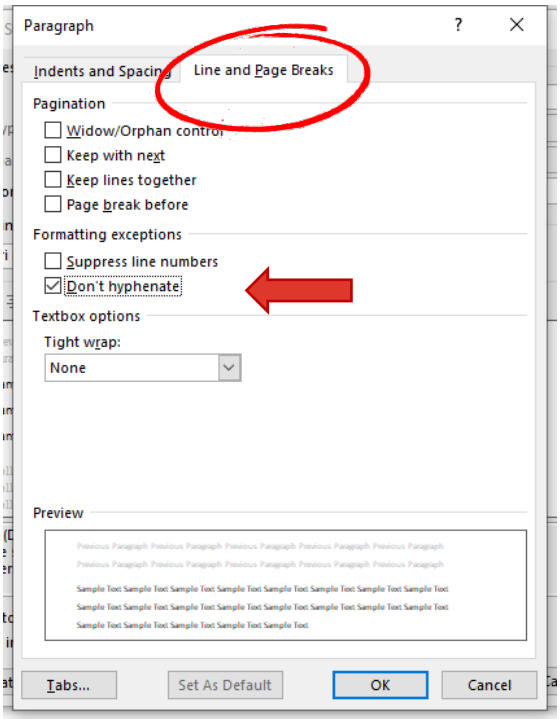
14. For **Indentation**, select **0 cm** for both left and right.

15. Under **Special**, select **(none)**.[10]

16. Under **Spacing**, select **0** for **Before** and **12** for **After**.[11]

17. Under **Line spacing**, select **1.5 lines** (leave the **At** box empty).

18. **Don't add space between paragraphs of the same kind** should NOT be checked.



19. Now, click on the **Line and Page Breaks** tab.

20. Place a tick in **Don't hyphenate**. Make sure all other boxes are unticked.

21. Click **OK**. This takes you back to the Modify Style main menu.

22. At the bottom of the window, tick **Add to the Styles gallery** and select **New documents based on this template**.

23. Click **OK**.

24. Type a few paragraphs to enjoy your new text formatting. Good job!

[10] If you've been instructed to use APA formatting (in addition to the referencing style), you will need to set a first line indent. Under **Special**, select **First line**, and set the indent to 1.27cm in the **By** box. For detailed specifications, refer to the most recent edition of the APA Style Manual.

[11] These values determine the amount of space between paragraphs. They make a big difference to the layout of your document.

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3.6.4 Defining other styles

Other styles within your document can be defined using the same process as detailed above to modify the default styles in Word.

Some additional pointers:

- *Recommended Styles for a Thesis Document* specifies that Heading 1 uses the font effect **All caps**. To apply this font effect, click on the **Format** button from the Modify Style quick formatting menu, and select **Font…** from the drop-down menu. Tick the **All caps** box under **Effects**.[12]

- When you're setting the paragraph spacing for a style (the Before and After values), you'll notice that the little arrow buttons will adjust the value in increments of six (i.e., 6, 12, 18, 24, etc.). If you want a different value (e.g., 9 or 15), simply place your cursor in the box and type the number you want.

- Once you've set all the styles that will appear in your document, you may find it more efficient to remove the unused styles from the Style Gallery. This will not uninstall anything, and you can still access other styles if you decide to use them later on, but you may find it handy to declutter your workspace and have all of the styles that you are using as part of your view. To do this, right click on each unused style in the Style Gallery and select **Remove from Style Gallery**.

- Very occasionally, and for no apparent reason, Word will insert frames or boxes around sections of text. If this happens, right click on the affected style in the Style Gallery, and select **Modify…**. Click on the **Format** button down the bottom and select **Frame…** from the menu that appears. Click the **Remove Frame** button at the bottom of the Frame menu.

[12] Note that **All caps** only modifies the appearance of your headings. You will still need to type the heading with upper case letters where appropriate. This is particularly important if you plan to use the automatic table of contents function as it will use the headings as you have typed them.

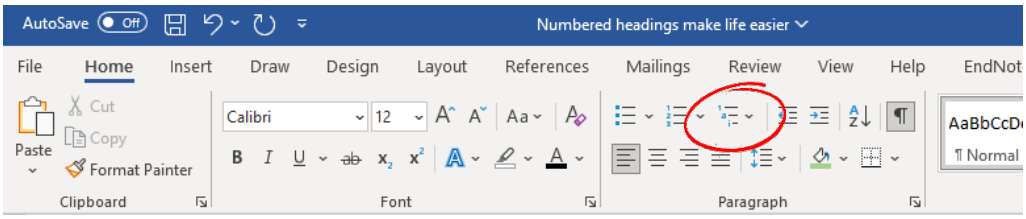
3.7 Multilevel lists

A multilevel list is an automated list where the numbering changes in line with the heading level (i.e., Heading 1 is 1, Heading 2 is 1.1, Heading 3 is 1.1.1, and so on). Numbered headings are not mandatory in a thesis, but they can be useful as they provide the reader[13] with a clear view of the hierarchy of headings and subheadings.

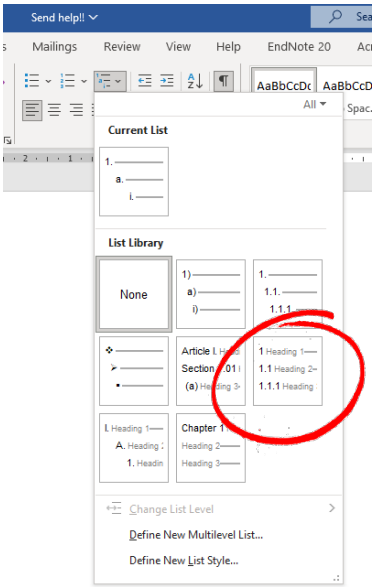
When properly set up in Word, a multilevel list functions seamlessly and will apply the appropriate number to each new heading. It will also self-adjust when you compile chapters or sections. However, a poorly set up multilevel list can cause a lot of problems, so follow along closely.

Multilevel lists are one of the many things in Word that can be customised to within an inch of its life. While it's nice to have that option, using one of the automated list options is much easier and avoids inadvertently overlooking minor settings that may have a major impact on functionality. Trust me on this one.

1. If your document doesn't already have headings, insert a few headings of different levels (even if they're just dummy headings that you remove later).
2. Place your cursor somewhere in the first Heading 1 (the chapter heading in the case of a thesis).
3. Select the **Home** tab of the ribbon bar. List tools are in the paragraph section, and the third one along is **Multilevel List**. Go ahead and click on it.



4. A dropdown menu will appear with a **List Library**. Select the one circled below (and make sure it's that exact one because the others don't work the same.



5. Check that your multilevel list has applied to all your headings. If it hasn't worked, **do not attempt to repeat the process**.[14] We'll troubleshoot that on the next page.

[13] If you're writing a thesis, the first readers other than your supervisors will often be the examiners. Let's make their job of examining your thesis as easy as possible.
[14] I beg of you, just don't.

6. If your multilevel list has been applied properly, your headings should look like the image below.

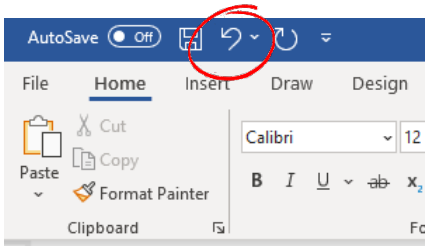
4 CHAPTER HEADING

4.1 Heading 2

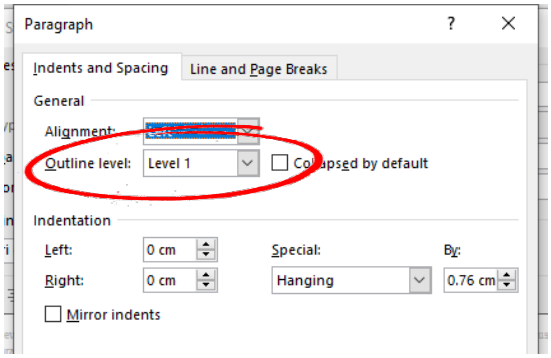
4.1.1 Heading 3

4.1.1.1 Heading 4

7. If the list hasn't applied to all of the headings, don't attempt to repeat the steps just yet. Doing this can add multiple lists to your document and they are very hard to get rid of.
8. Instead, hit **Undo** using the button shown below, or use Ctrl+Z.



9. Check that your heading styles have the correct outline level. To find this, right click on a heading in the Style Gallery and select **Modify**. Click the **Format** button at the bottom of the window and select **Paragraph…**. You can see the outline level circled in the image below. Heading 1 should be Level 1, Heading 2 should be Level 2, and so on.



10. If the outline levels are correct, check to make sure that the styles are properly applied in your document by placing your cursor in the text and clicking the correct heading in the Style Gallery.
11. Now you can try steps 1-5 again.

Note: You will also want to use Heading 1 for things like your abstract, reference list etc. so that they appear at that level in your table of contents. To get rid of the pesky chapter numbers you don't want, simply use backspace to get rid of them and then recentre your text. Other chapter numbers should automatically adjust themselves accordingly.

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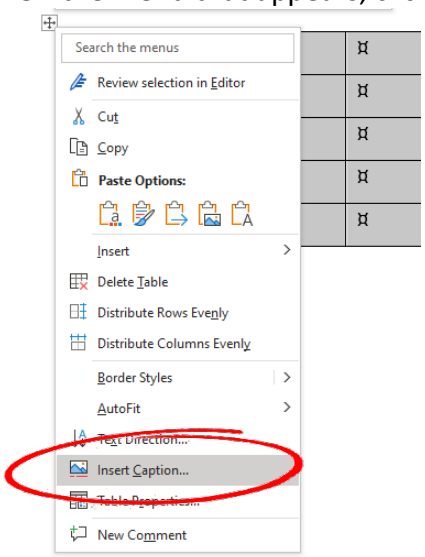
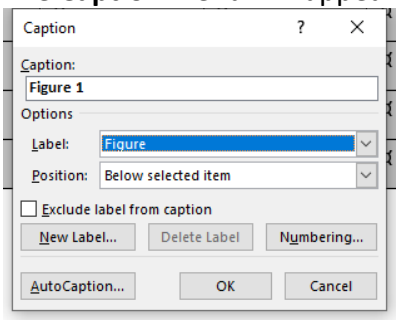
3.8 Captions – Labels for tables and figures

The appearance of captions can be customised using the instructions for defining styles in Section 3.6 of this guide. Specifications for captions can be found in the *Recommended Styles* document in Section 2. The advantage of using captions rather than just typing normal text is to ensure consistency of appearance and you can also add automatic lists of tables and figures[15] in the preliminaries of your document. There are many ways to create tables and figures using Word or other software, but the process for adding captions remains the same.

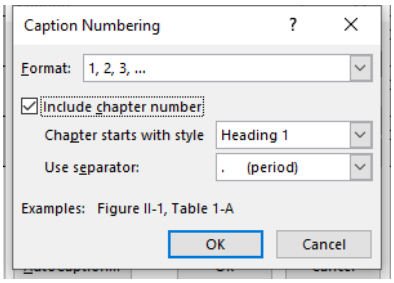
1. For a table created in Word, right click on the little cross in the top lefthand corner (as shown below). For anything else (image etc.), just right click on the item.
2. On the menu that appears, click on **Insert caption**.



3. The **Caption** menu will appear (shown below).

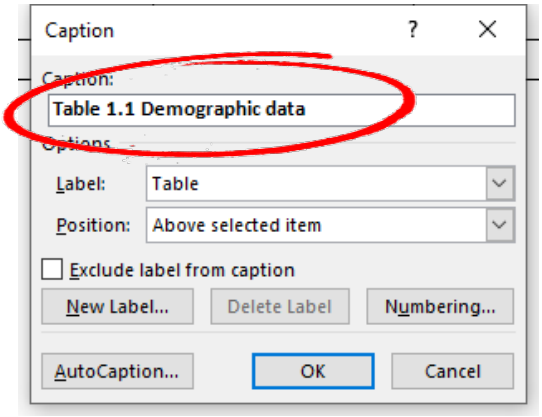


4. Use the dropdown menu under **Label** to select from table, figure, or equation, or use the **New Label** button if you want to create another category of caption.
5. Decide what kind of numbering you want. For consecutive numbers (Table 1, Table 2, Table 3, and so on) you can skip ahead to the next step. The other option is to include the chapter number, e.g., Figure 4.1 is the first figure in Chapter 4 and Table 2.7 is the seventh table in Chapter 2. For this latter option, click the **Numbering…** button and enter the settings seen on the image to the right.



[15] …or photographs, maps, equations – whatever you like. Different caption types can be configured using the **New Label** button on the Caption menu.

6. Select the appropriate option from the dropdown menu next to **Position**. In most cases,[16] captions should be inserted above tables and below figures.
7. Type the name of your caption next to the table/figure label in the box circled below. You may choose to add a colon as a separator if you like.



8. Click **OK**.
9. Enjoy the satisfaction of properly captioned tables and figures.

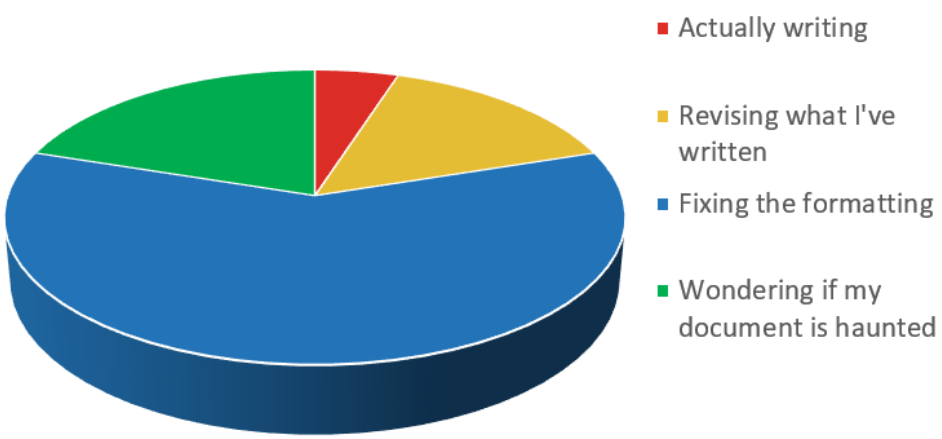


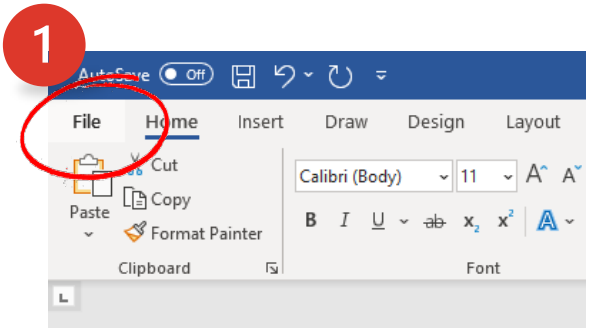
Figure 3.1: Time spent working on my thesis

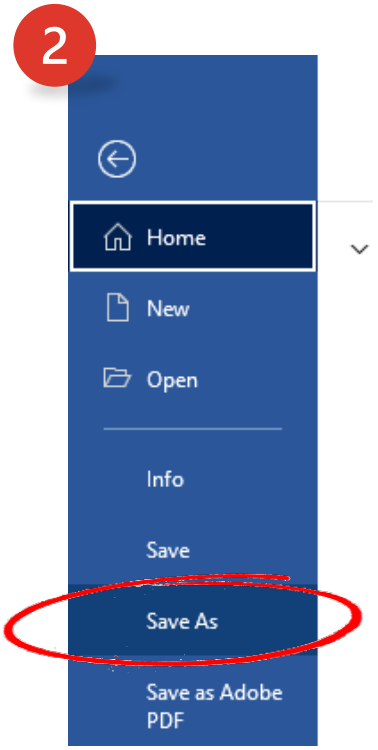
[16] APA 7th edition has specific advice for the appearance of tables and figures. Refer to the APA Publication Manual if you are writing for APA style.

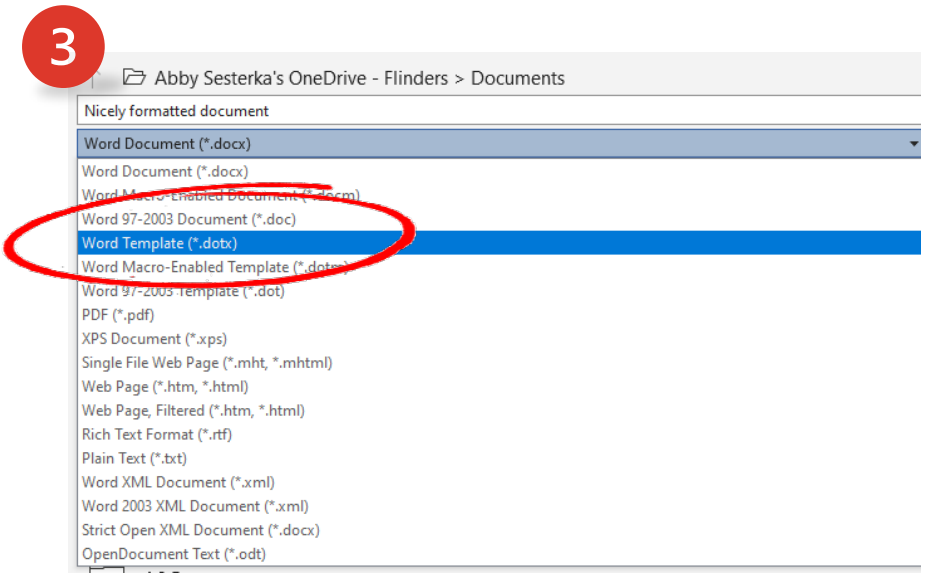
4 CREATING A WORD TEMPLATE

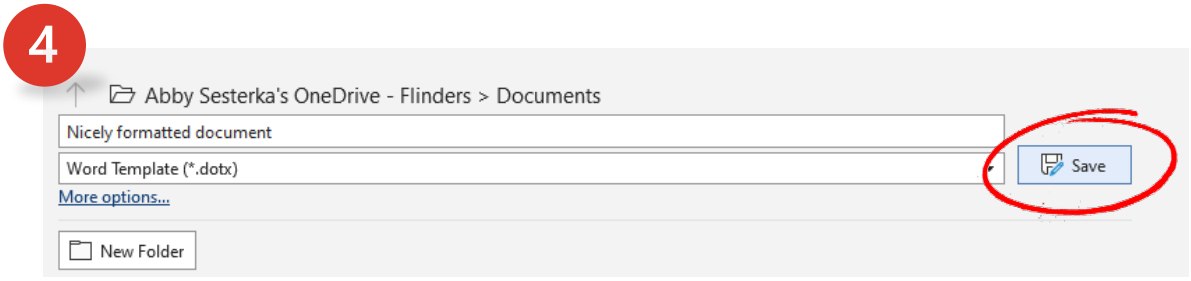
Now that you've got your formatting all sorted, you may want to create a template to save time when you want to create a document using the same styles and layout. This is a particularly good idea if you're writing a thesis so that all of your chapters have consistent formatting. When you next open your template to start a new chapter, all of the layout and style settings will already be applied. The other key benefit is that Word will treat all future uses of this template as a new document and will prompt you to name and save your file.

1. Go to **File** on the Ribbon Bar.
2. Select **Save As** from the list on the left of screen.
3. Name your template and select where you would like to save it, then, select **Word Template (*.dotx)** from the dropdown menu of file types.
4. Click **Save**.





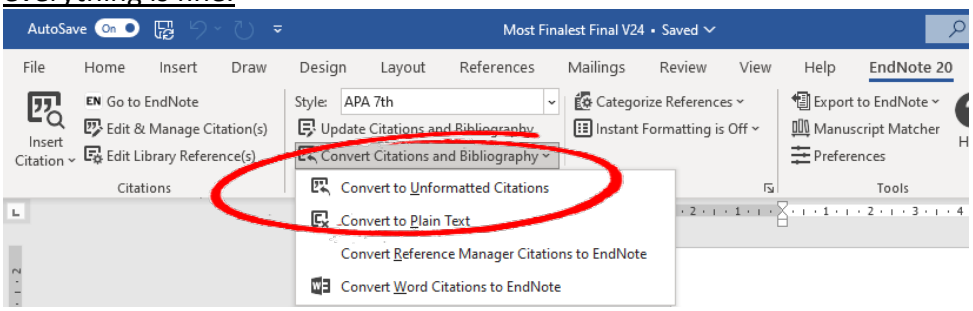




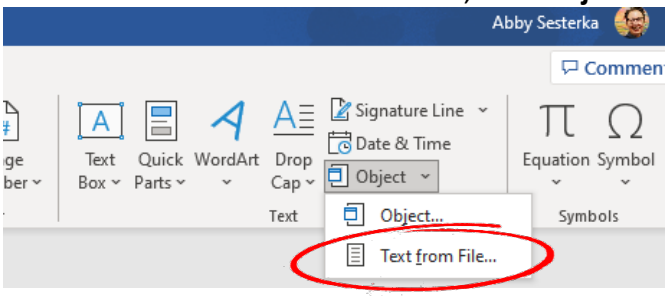
5 COMPILING CHAPTERS/MULTIPLE WORD DOCUMENTS

Note: this process has additional steps if you are using EndNote. The EndNote specific steps will appear as underlined text below. If you are not using EndNote, just skip those steps.

1. Locate the final version of each chapter/document and save a copy of each of them in a separate folder just to make things a bit easier. Clearly naming your documents (Chapter 1, Chapter 2, and so on) will also make this process more foolproof.
2. Open each document for a final check through, finalise any tracked changes and remove comments (if you're not using EndNote, skip to Step 6).
3. If you are using EndNote, make sure you have your EndNote library open. It's also a good idea to close all other applications on your computer as this may consume a fair bit of your computer's memory.
4. Click on **EndNote 20** on the Ribbon Bar.
5. Click **Convert Citations and Bibliography** and select **Convert to Unformatted Citations** from the dropdown menu that appears. This will convert all of your in-text citations to ugly codes with curly brackets and will make your reference list disappear. Don't panic; everything is fine.

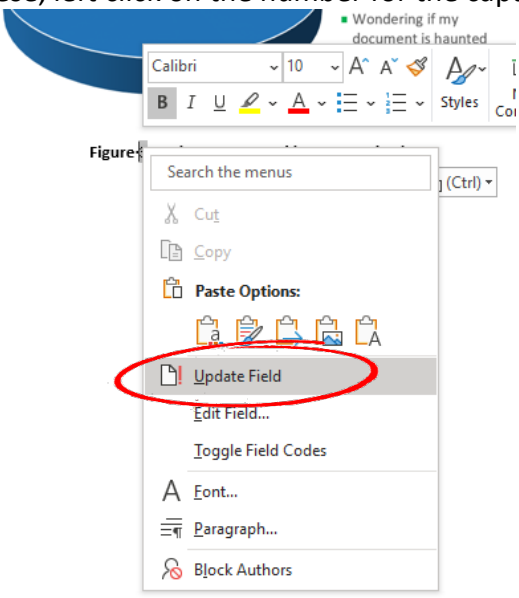


6. Open the chapter/document that you want to appear first in your compile.
7. Scroll to the very end of the document and place your cursor after the last section of text, i.e., the point where you want to insert the following document/chapter.
8. Insert a page break (see Section 3.2 of this guide) so that the next chapter/document will start on a new page.
9. With your cursor at the top of the new page, click **Insert** on the Ribbon Bar.
10. In the **Text** section of the **Insert** tab, click **Object** and select **Text from File**.



11. This will open the folder that your current document is stored in, along with all of the other documents you wish to compile (if you followed Step 1). Select the document you wish to add next.
12. Click **Insert**. This will pull the contents of the selected document into the document you have open.
13. Now, repeat steps 7 to 12, inserting one new document at a time until your document is compiled in its entirety.
14. Scroll through the compiled document to make sure everything is where it should be.
15. If you are using numbered headings, these should update as you compile the

documents. Caption numbers for table and figures, however, will not update. To fix these, left click on the number for the caption, then right click and select **Update Field**.



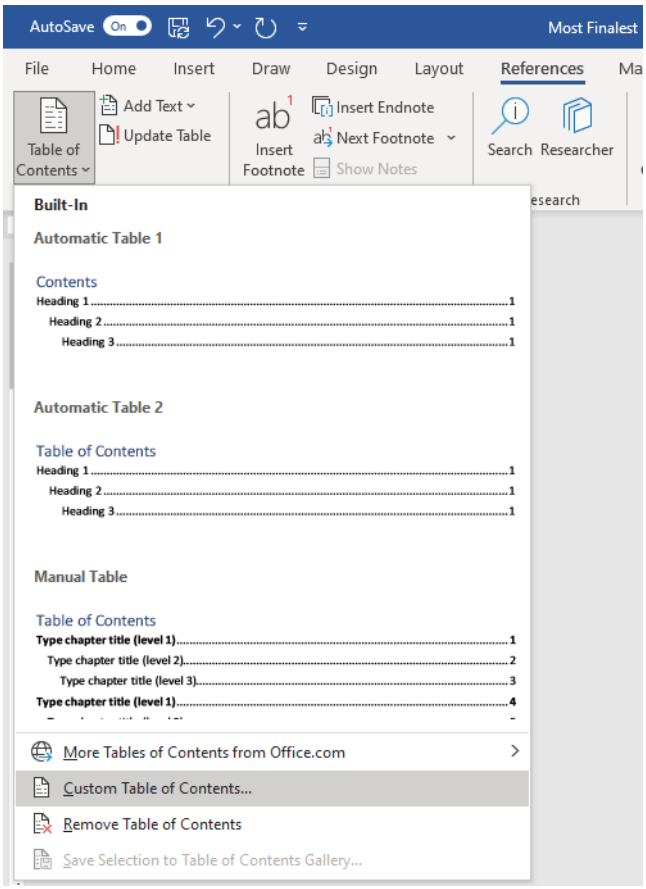
16. If you're not using EndNote, then job done! Go and enjoy a nice sit down, but remember to save your compiled document first.
17. If you're using EndNote, click the **EndNote 20** tab on the Ribbon Bar.
18. Click **Instant Formatting is Off** and select **Turn Instant Formatting On**. This will prompt EndNote to reformat your in-text references to your chosen output style and repopulate your reference list. If there are any inconsistencies (e.g., your supervisor has added a reference that is not in your library), EndNote will prompt you to fix these. These fixes are usually quite simple.

6 TABLES OF CONTENTS

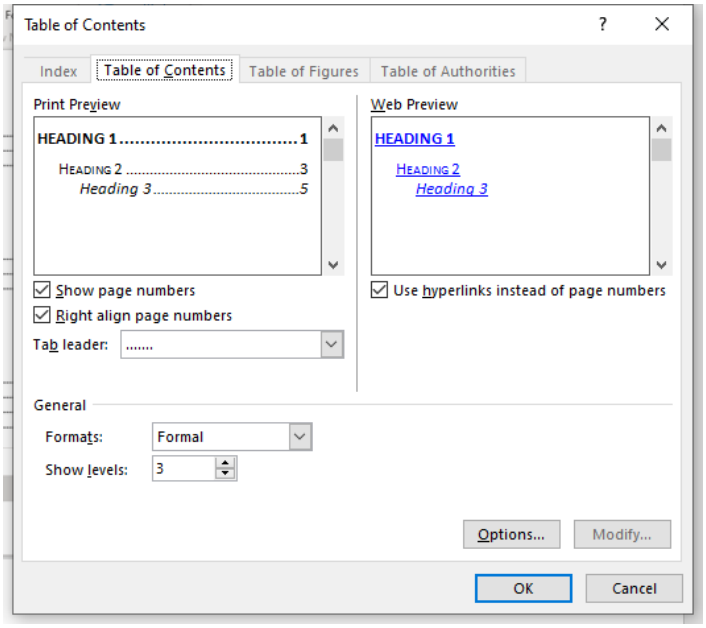
6.1 Inserting a table of contents

Inserting a table of contents and lists of tables and figures/illustrations (or whatever you need to list) is a valuable tool. Using the automated functions in Word will ensure that the tables/lists are accurate, even if you make changes to the document that impact page numbers. If you are writing a thesis, a table of contents and lists of tables/figures provide your examiners with a "map" of your thesis.

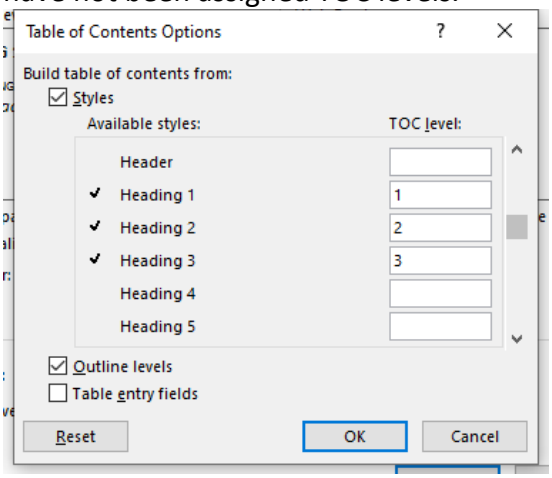
1. Place your cursor in the place you want to add a table of contents in your document.
2. Click the **References** tab of the Ribbon Bar.
3. Click **Table of Contents** then select the style you want from the list or choose **Custom Table of Contents**.



4. If you have chosen an automatic table of contents, your table of contents should appear, if you have chosen **Custom Table of Contents**, a menu will appear. To start with, select 3 heading levels, dots/full stops as the tab leader, and **Formal** as the style. For a document that will be used digitally, tick **Use hyperlinks instead of page numbers**, but unselect this option for print. An image of this menu and recommended settings appears on the next page.



5. To make sure the hierarchy of your headings is reflected in your table of contents, click **Options…**.
6. Scroll down through the available styles and check that Heading 1 is TOC level 1, Heading 2 is TOC level 2, and so on. Also check to make sure that more obscure styles have not been assigned TOC levels.



7. Click **OK** and your table of contents should appear as if by magic!

Notes on tables of contents:

- The text in your table of contents is autopopulated based on your headings. So, if there's a typo or error in your table of contents, adjust the text in the headings in your document.
- You can modify the appearance of your table of contents by clicking on the table and selecting the **Custom Table of Contents** option you used to create it. You will notice a **Modify…** button that works exactly the same as the modify command for modifying styles. You will need to modify each level (TOC1, TOC2, etc.) separately.
- Remember to update your table of contents as adding things to your document may dramatically change your page numbering. You'll definitely need to update it if you add extra headings. When you click on the table of contents, an **Update** button will appear in the top left corner of the table. You can choose to update all or page numbers only. Make sure you update your TOC as a final step.

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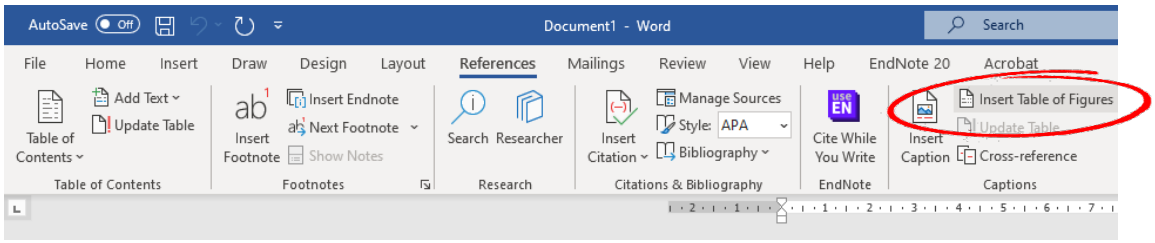
6.2 Inserting a table of figures

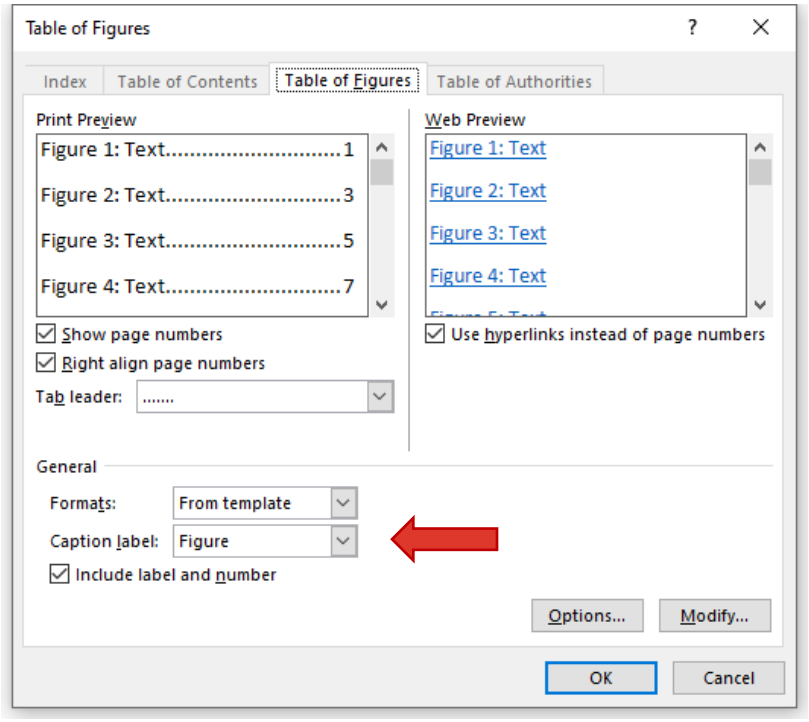
A table of figures works much the same as a table of contents (it's a list of all the figures in your document with corresponding page numbers) and is also created in much the same way. You can also create one for the tables in your document, though let's call it a "list of tables" because "table of tables" just sounds silly. The same function will work for equations, maps, photographs, or anything else you've created a caption label for.

Just as a table of contents pulls information from the headings in your document, a table of figures uses information from the captions you've created. In short, if your captions haven't been created properly, your table of figures isn't going to work (but you've read Section 3.8 of this guide so you'll be just fine).

1. Put your cursor where you want to insert your table of figures.
2. Click the **References** tab on the ribbon bar.
3. In the **Captions** panel, click on **Insert Table of Figures**.



4. A pop-up menu will appear. Make an appropriate selection from the drop-down list for **Caption label** (e.g., Figure, Table, Equation).
5. Make sure that the boxes for **Show page numbers**, **Right align page numbers**, **Include label and number**, and **Use hyperlinks** are all ticked and select the row of dots on the drop-down list for **Tab leader**. These are all default settings so you shouldn't have to change anything.



6. Click **OK**.
7. Stand back and admire the majesty of your table of figures.
8. Repeat the exact same steps to create any other lists you might want for other captioned elements in you document.

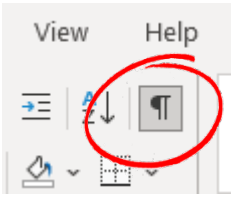
Notes:

Please see notes at the end of Section 6.1 for information on how to modify the appearance of tables of figures, and don't forget to update the tables as a final step.

7 VIEW SETTINGS WITHIN YOUR DOCUMENT (AND OTHER TIPS)

When you're working with a long and complex document, such as a thesis, it's a good idea to optimise your virtual workspace to keep a good handle on the many different elements in your document. There are a number of settings within Word that change what you can see within your document. It's a good idea to become familiar with these settings to promote efficiency and prevent things from going awry.

7.1 Show/hide formatting symbols



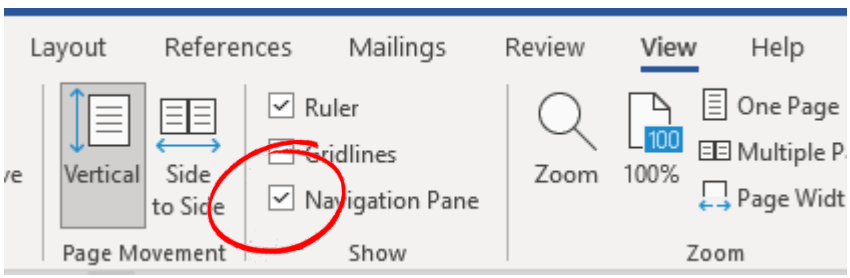
This little guy is called a pilcrow and you can find it in the paragraph panel on the **Home** tab of the ribbon bar. This is used to show or hide formatting symbols, that is, all the marks that are aren't visible when you print your document but are still important to the overall appearance and formatting. These are things like page breaks, spaces, paragraph marks, and tab characters.

Working with the pilcrow on to show these symbols might look a bit messy, but it makes it much easier to identify the cause of a formatting issue when it occurs. Word has a habit of doing strange things sometimes, and things do tend to get worse when you leave a bunch of errors in your document to fix later. The best thing to do is to address things as soon as you notice them, and you'll notice things much sooner when you can see what's going on "behind the scenes" in your document.

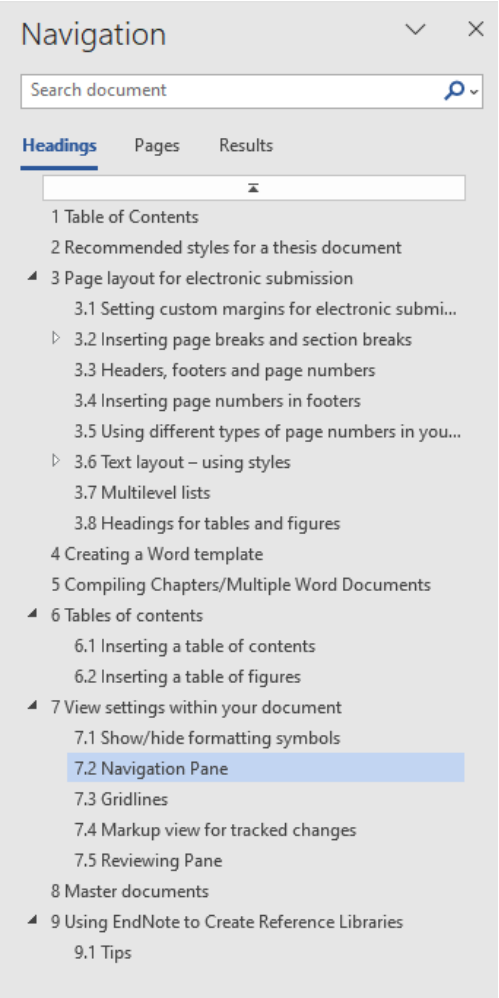
7.2 Navigation Pane

The navigation pane allows you to quickly jump from one part of your document to another. It also gives you a handy overview of your document. This is especially helpful once you've compiled all of your chapters and saves a lot of time rather than wearing out the scroll wheel on your mouse trying to get from Chapter 7 back to Chapter 2.

This, and other view settings, can be found on the aptly named **View** tab of the ribbon bar.



The navigation pane sits to the left of screen and has three different view tabs: Headings, Pages, and Results.



Headings is perhaps the most useful of the three. You can see all of the headings in your document and collapse or expand the sections using the little arrows on the lefthand side to show or hide subheadings. Clicking on a heading will take you to that point of the document.

Pages shows individual thumbnails of each page in your document. This is handy if you have a long document and you're looking for specific visual elements, like diagrams or images.

Results will show results of a word or phrase you've typed in the **Search document** box at the top of the navigation pane. It's a very useful function for when you realise you've consistently misspelled an author's name so you can find all instances of it in the document. It also makes for a good starting point for changing to or from US/UK English by locating all instances of "ise" or "ize".

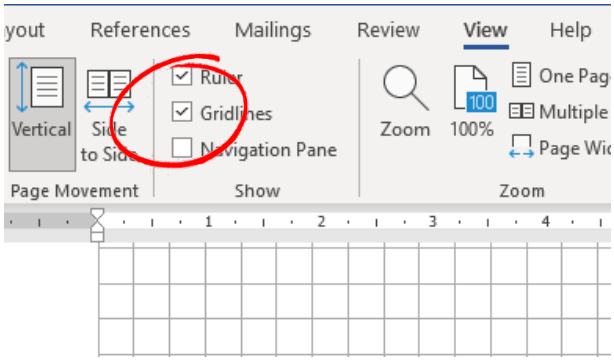
The tiny arrow next to the magnifying glass shows advanced options to search for particular elements within your document.

Tip: You can "grab" the pane from the top to drag it to another place on the screen.

7.3 Gridlines

In the **Show** panel of the **View** tab on the Ribbon Bar, you'll also see a check box for **Gridlines**. This does exactly what you'd expect it to do and ticking it will show gridlines in the printable area of your document (i.e., within the margins you've set). This is handy if you're trying to align multiple elements, such as images, so they sit evenly on the page. Fear not, the gridlines will not be visible when you print your document or save to PDF.

Hot tip: you can use this same function in PowerPoint and it's super useful for creating well laid out slides.

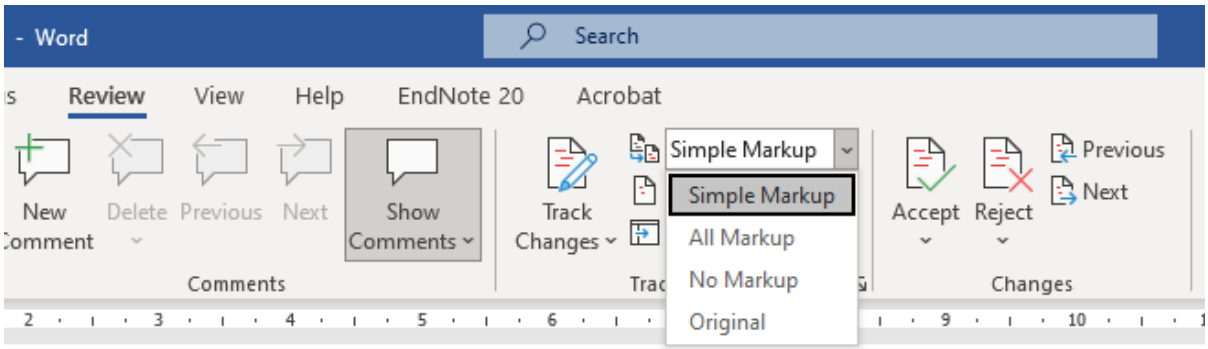


7.4 Markup view for tracked changes

You're probably accustomed to using **Track Changes** when collaborating on a document or receiving comments from your supervisors.

To make it easier to work in tracked changes, there are different views options. These options don't change, remove, or add to the document in any way, but they make it easier to see more or less of the changes and the associated marks and annotations.

These options can be found in the **Tracking** panel of the **View** tab on the ribbon bar.



Simple Markup offers an uncluttered view of the document. A red line in the left margin indicates where a change has been made, but details of specific changes are not shown.

All Markup shows absolutely everything; deleted text is struck through, text additions appear in a contrasting colour, and formatting changes are noted in comment boxes to the right of screen. It may be a little confusing to use this view setting for a document with lots of changes but it's useful for offering a close-up view of changes to shorter sections.

No Markup is not a recommended view setting as it removes all visual indicators of changes, and it may be easy to forget or overlook things.

Original offers a view of the document in its original form before any changes were made.

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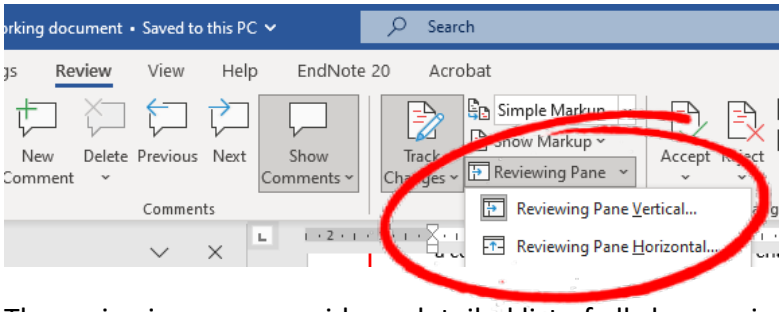
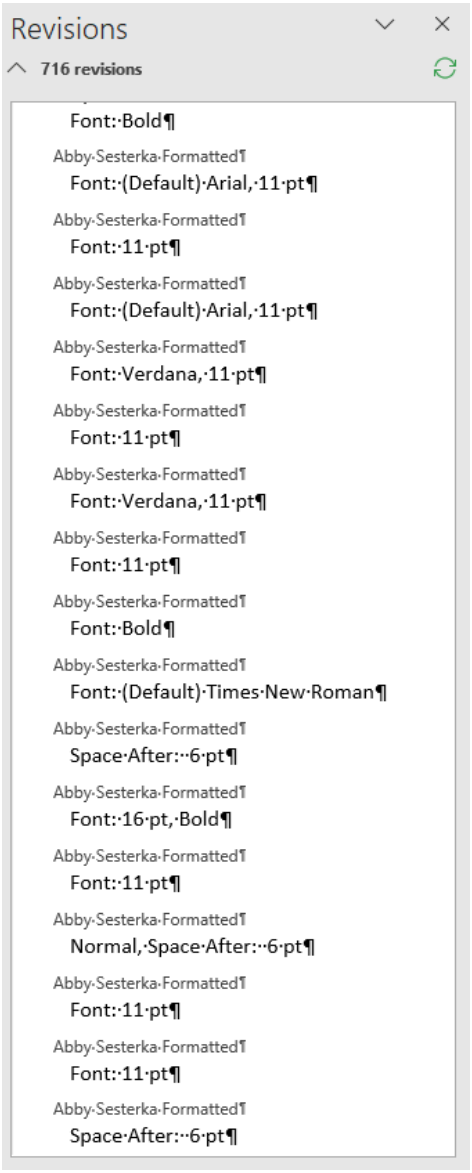
7.5 Reviewing Pane

The **Reviewing Pane** can be useful to step you through each tracked change within the document. You can opt for vertical or horizontal view, and click and drag it from left to right, or top to bottom depending on your personal preference. The tool can be found on the **Tracking** panel on the **Review** tab of the ribbon bar.

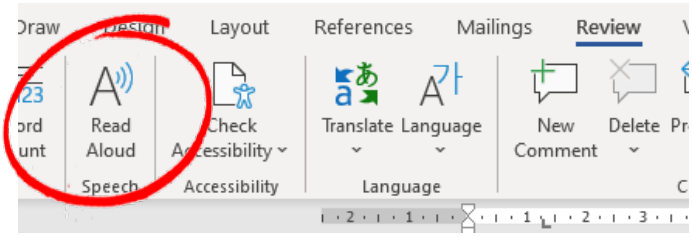




The reviewing pane provides a detailed list of all changes in the document as well as comments. Left clicking on an item will take you to that place in the document. Right clicking will give you the option to accept or reject in the case of a change; for comments, you may opt to delete, resolve, or reply.

7.6 Read Aloud

The **Read Aloud** tool can be found on the **Review** tab of the ribbon bar.



Simply place your cursor at the beginning of the section of text you wish to read, ensure your speakers/headphones are connected and turned on, and hit the read aloud button. Word will then read your document aloud.

This function is brilliant for proofing because errors that you may not immediately see become a lot more noticeable when you hear them. It's a great way to pick up on things that could be better worded and eliminate run on sentences.

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8 USING ENDNOTE TO CREATE REFERENCE LIBRARIES

This is not a guide to using EndNote!

There's a lot to learn about EndNote and this guide is already long enough. The University provides online workshops for staff and HDR students that you may find helpful. The SLSS hosts drop-in sessions for undergraduate students and the Flinders EndNote webpage has lots of information.

If you are writing a thesis, or regularly prepare documents with citations, EndNote can be invaluable. While it can do a great many things, it's not a magic wand and still requires some effort.

Referencing is hard and I don't like it. Will EndNote solve all of my problems?

Not a chance! You still need to learn about citation protocol so that your references and bibliographic entries contain all the right information.

But you still have to enter all of the information into EndNote… isn't it easier just to type it straight into my document?

Sure! But if you ever want to cite that reference again, it's ready to go for next time at the click of a button because you've already done the hard work.

I've written my paper with Harvard AGPS6 referencing and the journal I want to submit to wants APA. Can EndNote help?

Why, yes it can! You don't need to dig up a citation guide and rewrite your entire reference list. EndNote has a button for that and can convert it in seconds flat.

All those finicky referencing rules about subsequent and consequent mentions are so annoying!

I know, right? Luckily, EndNote has all that covered, and you don't need to think about it.

I'm using Zotero/Mendeley and I love it! Why would I want to use EndNote?

Unfortunately, it's not practical for the University to provide support for every single reference manager in existence. With EndNote, you don't need to worry about data limits, and there are workshops and other support available to help you make your workflow more efficient by using EndNote.

But Zotero/Mendeley are free!

So is EndNote! The University's EndNote license covers all staff and students. The desktop app will also sync to MyEndNoteWeb (free for any user) so that you still have your reference library even after you graduate.

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