

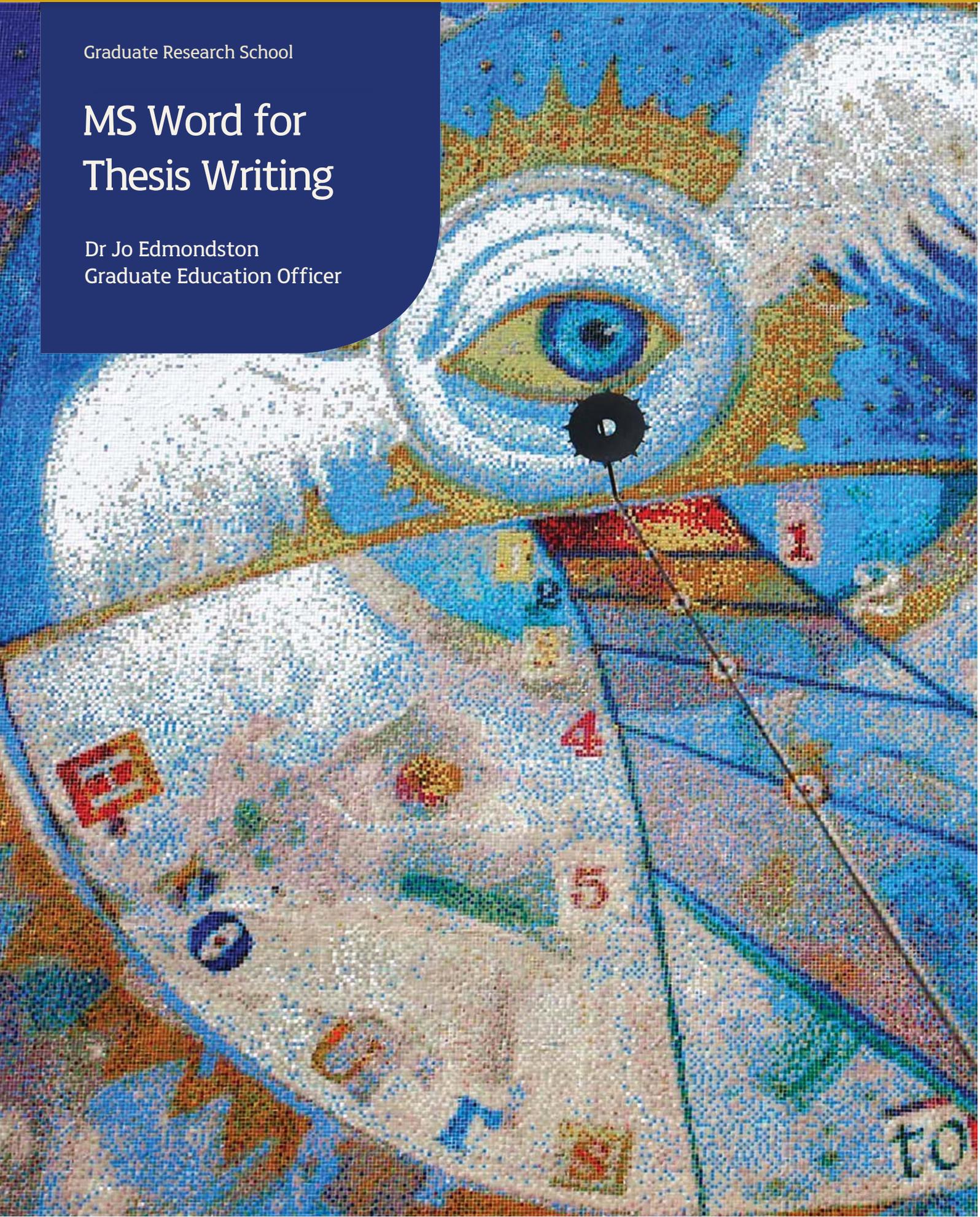


THE UNIVERSITY OF  
**WESTERN  
AUSTRALIA**

Graduate Research School

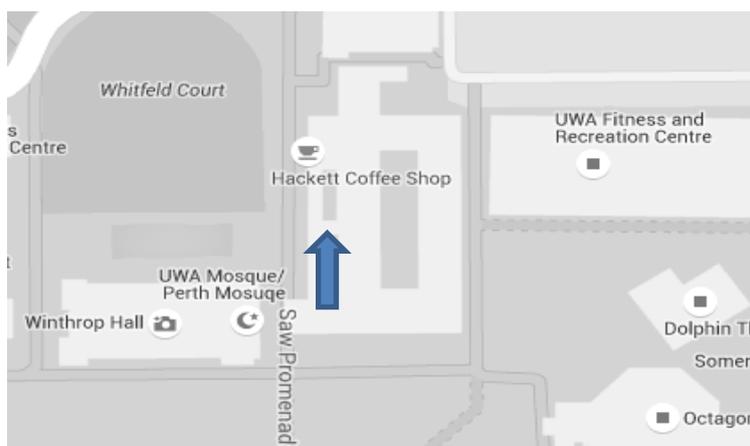
# MS Word for Thesis Writing

Dr Jo Edmondston  
Graduate Education Officer



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## Graduate Research School



Room G20 is in Hackett Hall to the east of Winthrop Hall. Enter the building through the wooden door that is in the middle of the western side of Hackett hall halfway between the GRS reception and Hackett Hall Café. The door has a 'Research Initiatives' sign outside. Enter the corridor and continue east for a short distance past the glass door on the left to G20's wooden door.

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<http://www.postgraduate.uwa.edu.au/students/resources/officers>

Full GRS Staff List available here:

<http://www.postgraduate.uwa.edu.au/contact/staff>

## Resources

### General reading

- Microsoft Word Help Center <https://support.office.com/en-us/word>
- UWA extension ed2go online courses <http://www.ed2go.com/uwaext>
- LinkedIn Microsoft Word Courses <https://www.linkedin.com/learning/topics/word-processing>
- The Thesis Whisperer – Doing your dissertation with Microsoft Word: a book review <https://thesiswhisperer.com/2013/10/09/doing-your-dissertation-with-microsoft-word-a-book-review/>
- Why Microsoft Word must Die <http://www.antipope.org/charlie/blog-static/2013/10/why-microsoft-word-must-die.html>
- UWA Library OneSearch <https://onesearch.library.uwa.edu.au>
- UWA GRS Thesis Style and Format <http://www.postgraduate.uwa.edu.au/students/thesis/style>

### IT Support at UWA

- IT Support <http://www.library.uwa.edu.au/it-help/students/local>
- Student IT Support <http://www.library.uwa.edu.au/it-help/students/student-it-support>
- UWA HackyHour <https://twitter.com/hackyhouruwa?lang=en>

### Specific Issues

- 10 ways to customize Word 2010 <http://www.techrepublic.com/blog/10-things/10-ways-to-customize-word-2010/>
- Customizing Word [https://word.tips.net/C0053\\_Customizing\\_Word.html](https://word.tips.net/C0053_Customizing_Word.html)
- Customise the ribbon and toolbars in Office for Mac <https://support.office.com/en-us/article/customize-the-ribbon-and-toolbars-in-office-for-mac-26911d4c-4971-41cd-b606-5fbc0318f499>
- Making Microsoft Office on the MAC look more PC-like <https://www.engadget.com/2009/12/28/making-microsoft-office-on-the-MAC-look-more-pc-like>
- PC Short Cuts <https://support.office.com/en-us/article/Keyboard-shortcuts-for-Microsoft-Word-on-Windows-95ef89dd-7142-4b50-afb2-f762f663ceb2>
- MAC short cuts <https://support.office.com/en-us/article/Keyboard-shortcuts-in-Word-for-MAC-3256d48a-7967-475d-be81-a6e3e1284b25#ID0EABAAA=2011>
- Keeping position of your page numbers consistent when changing orientation <https://uknowit.uwgb.edu/page.php?id=26346>
- How to save yourself hours by using Outline View properly <https://wordmvp.com/FAQs/Formatting/UsingOLView.htm>
- Create a Master Document in Word 2010 from Multiple Documents <https://www.howtogeek.com/73960/create-a-master-document-in-word-2010-from-multiple-documents/>
- EndNote: Combining multiple Word documents that have EndNote citations <http://guides.library.uwa.edu.au/c.php?g=595333&p=4118564>
- Backing up <https://thesiswhisperer.com/2011/10/27/back-it-up/>
- Version control <http://www.chronicle.com/blogs/profhacker/a-gentle-introduction-to-version-control/23064>

## Writing a Thesis Using Microsoft Word

Microsoft Word is the most commonly used text editor but designed predominantly for business letters and reports.

If you are very early in candidature, you may wish to consider using another text editor that is better suited to writing a thesis for your specific project. Some common alternatives include LaTeX and Scrivener.

If you choose to use Microsoft Word as your text editor for your thesis, explore some of the options in Word. Troubleshoot any of the problems you have using MS Word support, Google the answer, read a MS Word textbook, take a MS Word course, talk to a GEO, talk to other students, make use of UWA's HackyHour.

This workshop covers:

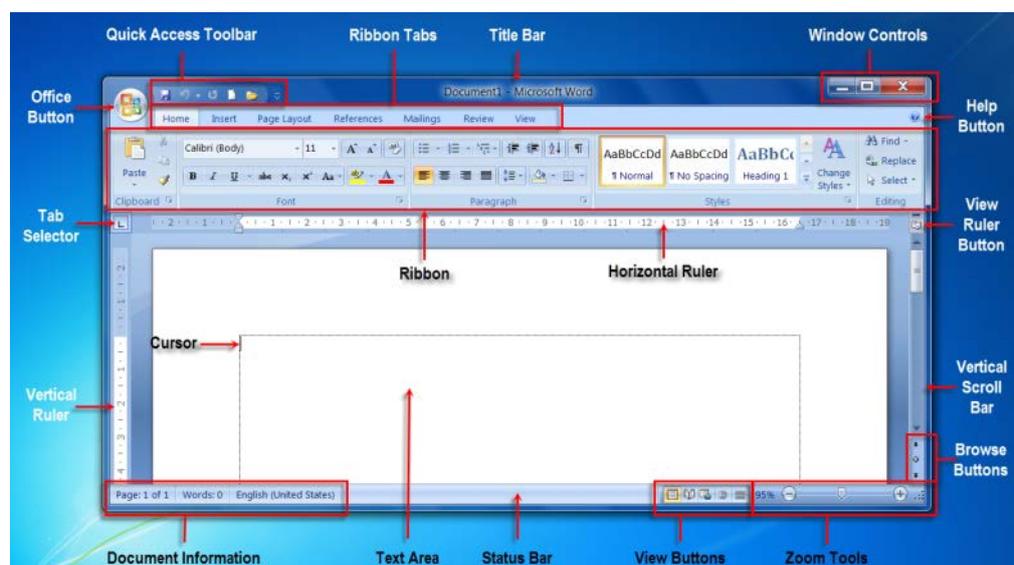
- Word interface and functions
- Creating a thesis template
- Working with your images and tables
- Editing and sharing your document

If you are close to completing your thesis and have a numbering or formatting problems, the most elegant solution using the MS Word functions may not be the simplest solution for you. You will need to weigh up the speed of formatting your thesis the 'right way' versus finding a 'quick and dirty' or 'work-around' solution to your problem.

There are few style and formatting guidelines at UWA. This gives you the freedom to format your thesis in whatever way is most suitable for your discipline and your project. For this reason, the GRS do not provide a thesis template document. However, a proforma is provided for the thesis front pages that includes some required text and a high quality version of the UWA logo.

# 1. Word interface and functions

When seeking help for any word problems, it is useful to understand the terminology used to describe the Word interface.



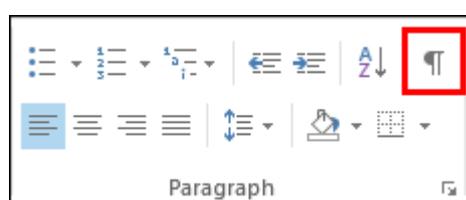
As you will be looking at this interface everytime you open up a new word document, you may want to explore the range of functions available. You can also consider changing what you see, particularly the Tabs you see and/or the specific functions you can see in the ribbon. In the **File Tab- Options** you can **Customise the ribbon**

## 1.1 Random tips

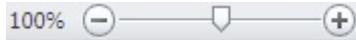
When drafting text, you may wish to maximise the amount of screen space allocated to the text area. You can do this simply by clicking on the minimise arrow at the top right corner.



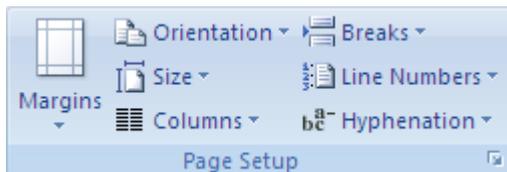
The Pilcrow button ¶, in the Home Tab is particularly useful to have turned on when formatting text. This function shows formatting marks that assist with text layout but do not appear on the printed text. Problems with formatting can often be seen using this function.



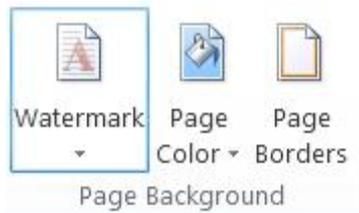
The Zoom slider at the bottom right can be very useful when entering text or reviewing the formatting of your document. Zoom in to find a text size that suits you when you are drafting text. Zoom out to see 3-4 pages on a single screen to assess if you have any overly long paragraphs that might need splitting into 2 or more. Zoom out further to find pages where white space needs to be removed.



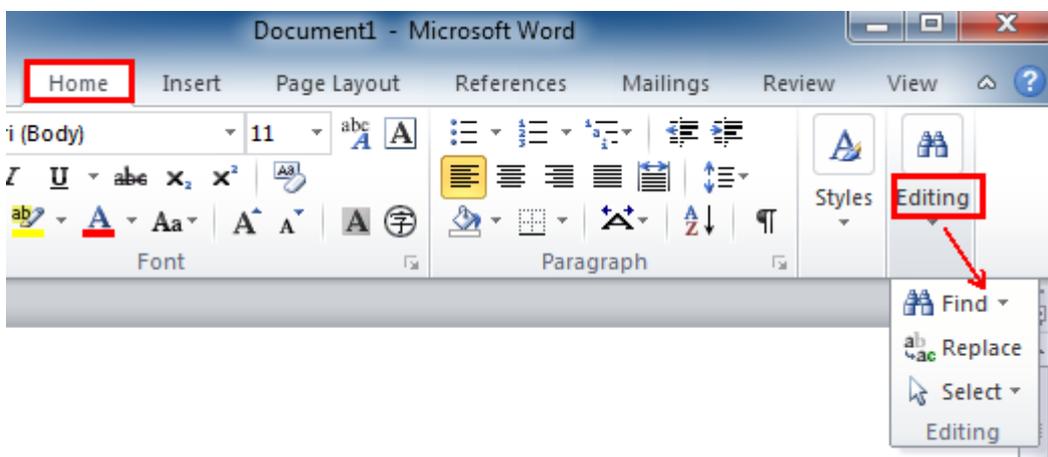
If you are preparing a paper for publication and you require line numbers you can find this function in the Page Layout Tab:



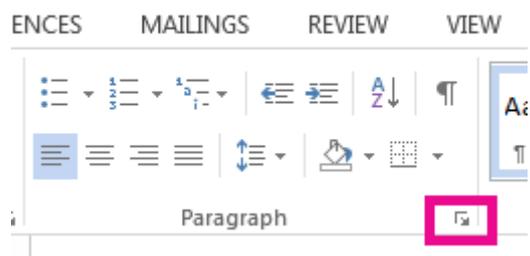
If you wish to add a DRAFT watermark to your draft you can also find this function in the Page Layout tab:



Most typographers and style guides suggest you do not have a double space after a full stop. If you wish to remove double spaces, use the **Find and Replace** function. Find two spaces and replace with one space.



Text alignment can be changed using the paragraph justification functions. Ragged right (left only justified) is considered to be the easiest to read on the printed page. Justified text (aligned both left and right) is preferred for online text.



Learn some keyboard shortcuts:

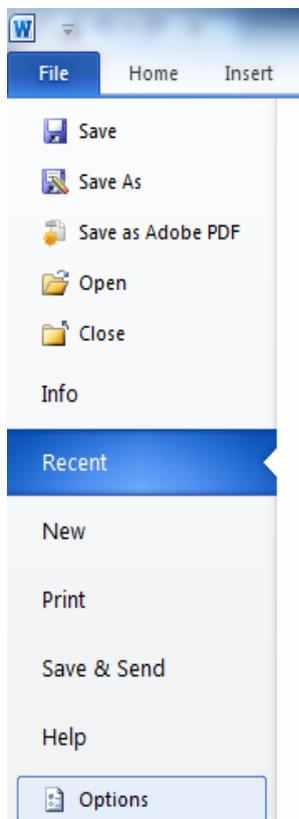
Save	Ctrl+S
Close	Ctrl+W
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select all	Ctrl+A

An important shortcut is the F9 key. This function key updates the fields in your document. So if you have linked figure legends, linked table titles, and/or automatic tables of contents, these will all update when you select the entire document (CTRL A) and press F9.

For MACS MAC - On the View menu, click Print Layout. Select the whole document, press CONTROL and anywhere on the document, and then click Update Field.

## 1.2 Customising the interface and functions

You may find some of the Word autofunctions unhelpful. Many of these can be turned off in the **File - Options**. Here you can:



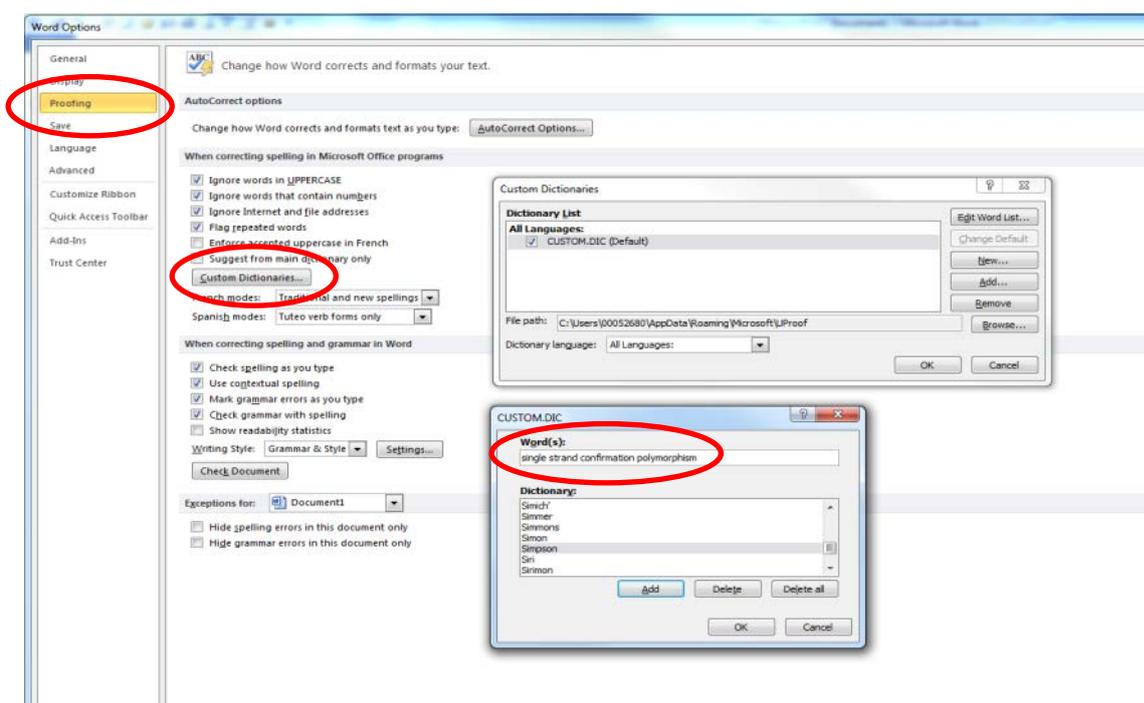
In **Display** - Choose what formatting marks you wish to see and/or print in your document

In **Save** - Reduce your autosave time and find where you can autorecover a document. Autosave every 2 minutes rather than every 10 minutes.

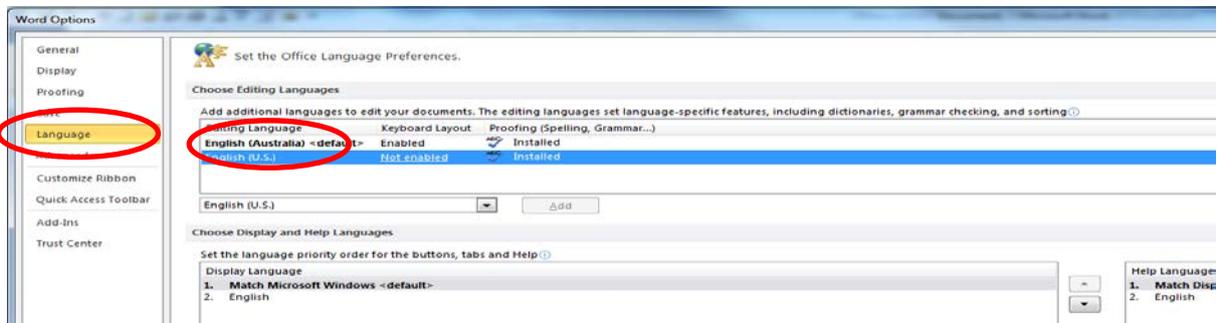
If your document is taking a long time to autosave (and you have a fast computer) this may be an indication your document is getting too big and you may want to consider reducing the file size (do you need to compress the images?) or breaking the document into subdocuments.

In **Proofing** - Turn off your spellchecker and grammar checker as you type to save distraction when drafting. You can still check your spelling and grammar at the time of your choice using the Spelling and Grammar function in the Review Tab.

In **Proofing** – add technical terms and words to the **Custom Dictionary** to prevent Spellchecker repeatedly picking them up as mistakes. [For MAC Users: **Word Preferences- Authoring and Proofing Tools - Spelling and Grammar Spelling section – Custom dictionaries**].

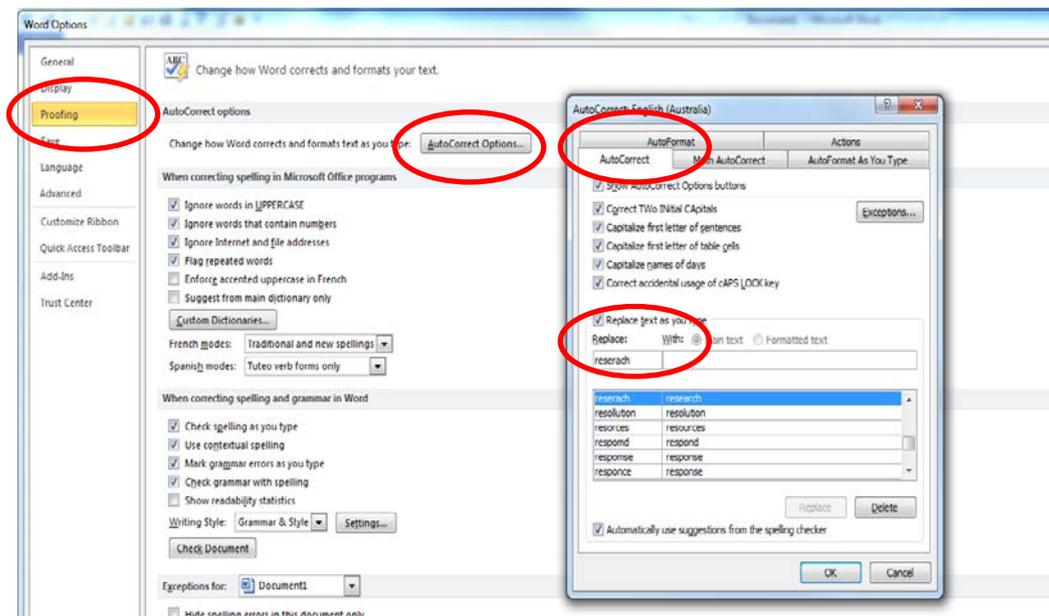


In **Language** – set the spellchecker to your desired language. This may change at different times if you are preparing to submit papers to different journals. It is customary for students to prepare their thesis in English (Australia). [For MAC users: **Tools > Language**]



In **Proofing – Autoformat** and **Autoformat As You Type** turn off any annoying functions, particularly fraction, ordinal and bulleted lists.

In **Proofing – AutoCorrect** you can use **Replace Text As You Type** to correct your individual typographical errors. You can also create you own shorthand and use **Replace Text As You Type** to autocorrect this shorthand with the full text.



## 2. Creating a Template

If you are preparing your word document as a series of separate documents (usually a chapter per document), you may wish to format these documents uniformly. Word imposes a default format, but it is unlikely this format will suit all of your needs.

If you have not started any documents, you could change all the Word default settings to automatically format every document according to your thesis document style. However, as it is likely you will wish to use Word for a range of different documents in addition to your thesis, a better alternative would be to set up a thesis chapter template. You can then open this template document when you start a new chapter knowing that the formatting will be consistent across chapters.

If you have a single thesis document that is inconsistently formatted, or a series of inconsistently formatted documents, you may still consider creating a thesis template document. You can then strip all of the formatting from the original document by pasting the text into Notepad then pasting from Notepad into the template you have created. You will lose all of your formatting in this process, but it will enable you to reapply the formatting in a uniform way to all of your documents. This process will be time-consuming and I would only suggest doing this if you feel the time spent is warranted.

At a minimum, when you create a template document you will want to set your: page margins, page orientation, page numbering, font, size, and spacing). Prior to setting up a template you may wish to review the UWA Thesis style and format suggestions, read a short style guide for your discipline, and consult with your supervisor.

Before creating a template document, you should familiarise yourself **Outline View** and the **Levels and Styles** functions in your ribbon.



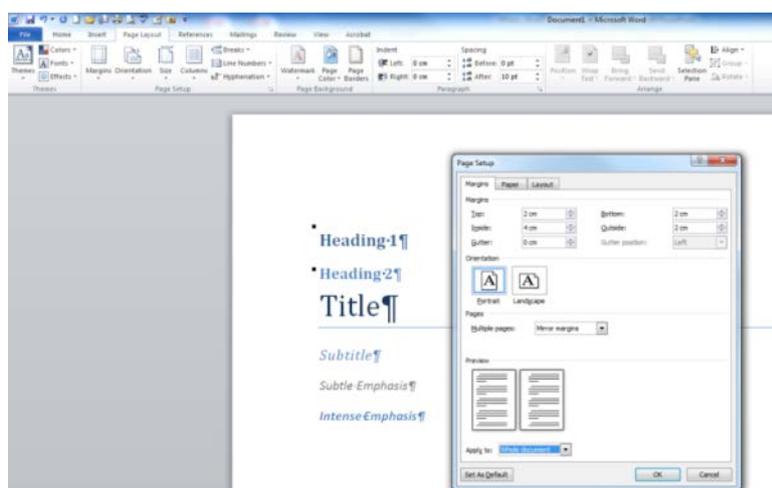
When you save for the first time, you will not overwrite the template – instead you will create a new document with the template formatting.

Ideally you would use this template to create a master document and each subdocument (chapter) would then be formatted as per the Master document.

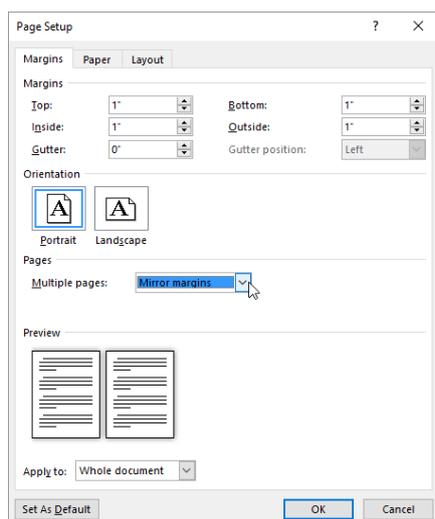
## 2.1 Page Settings

Set your margins in **Page Layout – Margins** [MAC users Format – Document]. There are no longer margin requirements at UWA because you will submit a PDF copy for examination and the final version will be a PDF uploaded into the UWA Research Repository. Good use of margins can reduce reader's eyestrain and improve their comprehension of your text. Page margins have the greatest influence on line length, which contributes to the readability of your text.

The word default template has margin settings of 1 inch (2.54cm). This is considered too narrow for many fonts and you may want to increase your margin settings.



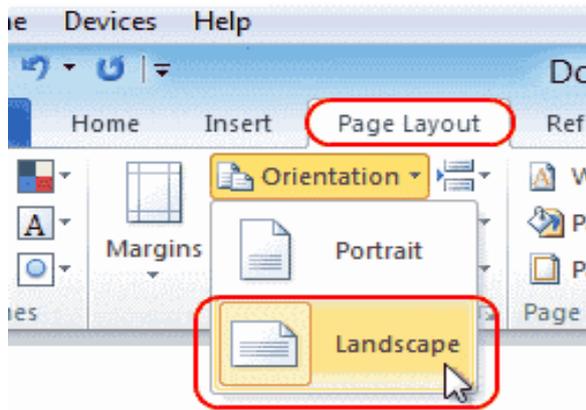
If you wish to hard copy bind the final version of your thesis for yourself or your supervisors, you will need a reasonable left hand side (LHS) margin to account for the space consumed by the binding. If you also want the thesis to be printed double sided you will need to mirror these margins.



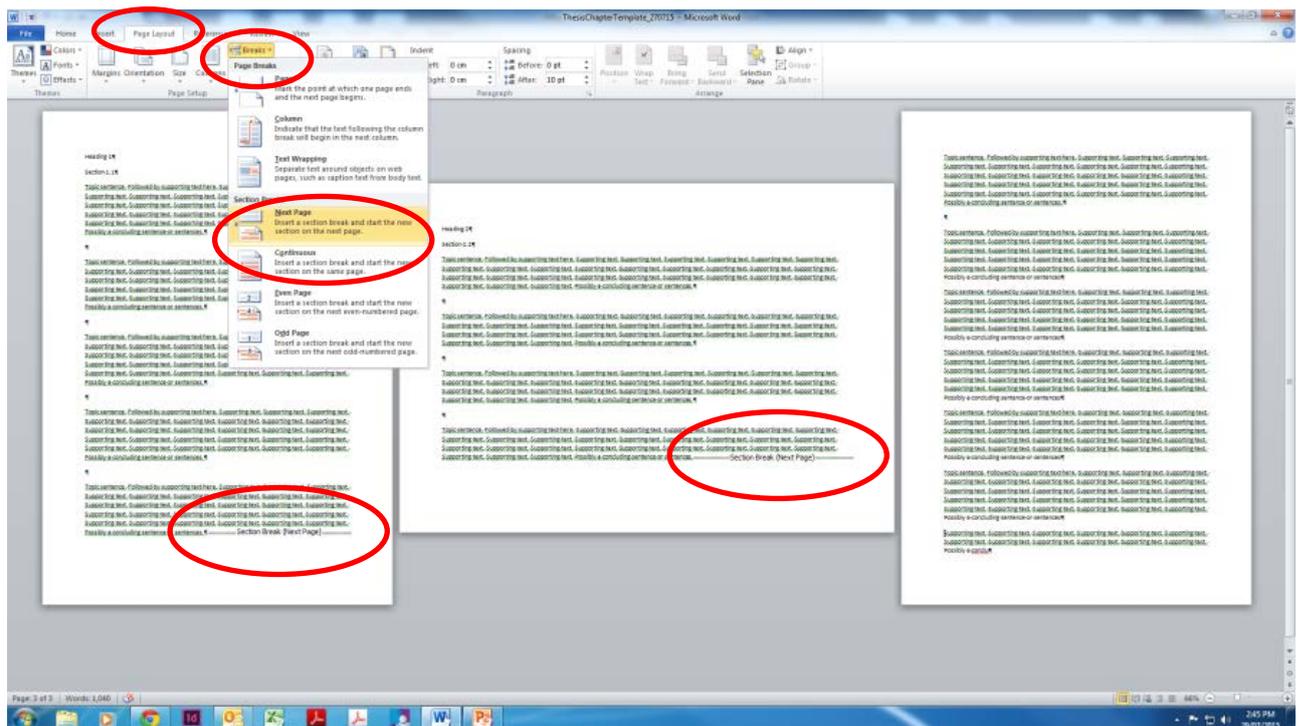
To create mirror margins in **Page Layout – Margins - Custom Margins – Pages** choose **Mirror Margins** from the drop down menu. You will then see the margins descriptors change from Left and Right to Inside and Outside. You can set the Inside margin as wide as you need for binding.

Unfortunately you cannot apply mirror margins to all sections of a multi-section document - mirror margins can only be applied to the whole document. Currently there is no work-around to this.

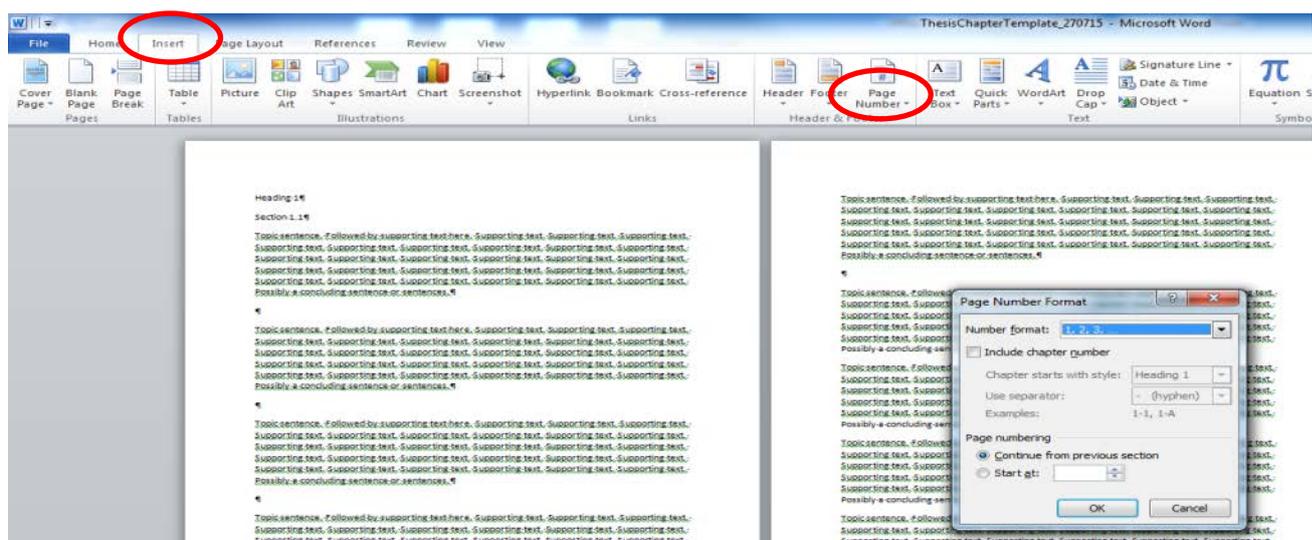
You can set your page orientation using **Page Layout – Orientation**.



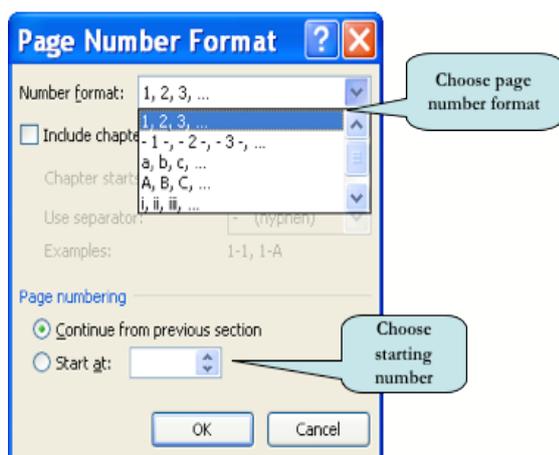
While these are almost exclusively in portrait orientation, you may have a number of tables or figures that are better placed in landscape orientation. In this case you will need to insert a section break before and after the material that will be in landscape orientation. Go to **Page Layout – Breaks** and choose **Section Break - Next Page** [MAC users – Layout – Page Setup – Break]. You can then change the orientation of the page(s) between the section breaks.



You can also number your pages, choosing the page you start numbering and the style of numbering, using the **Insert Tab – Page Number – Format Page Numbers** [MAC users View - Print Layout - Document Elements tab - Header and Footer - Page #].



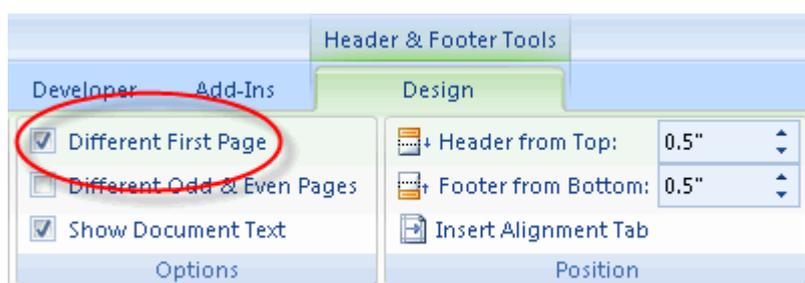
You can add a chapter number into your page numbering provided you have set up your heading levels appropriately.



Using section breaks, you can also number sections of a document differently. Normally when you insert a section break, the numbering will continue through the section as defined from the previous section. If you deselect **Continue from previous section**, you can give a section a unique numbering system.

In these, the front pages are commonly numbered using Roman numerals and are numbered normally from Chapter 1 onwards. You can choose Roman numerals in the **Number Format** option.

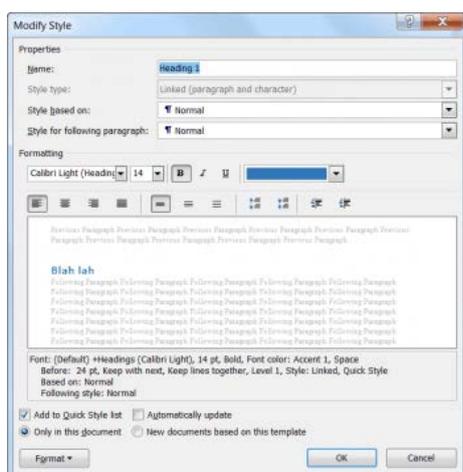
You can remove the page number from the title page by editing the footer by **Insert- Footer-Edit Footer** and choosing **Different Front Page**



## 2.2 Styles and Levels

Word has a number of default styles defined in the Styles ribbon. If you click on some text and hover over the style buttons, the text style will change accordingly. In a thesis you will be required to differentiate the main body of your text (known as body text) from your headings, figure legends, table headings, and any other text you wish to distinguish from body text. You can manually format the style of text – but it is much more efficient to create a style and apply the style when appropriate. This will ensure text of the same level is uniformly formatted.

For your thesis I would suggest defining a minimum of these styles: chapter heading, headings 1-4 styles, figure legend, table title, thesis title.

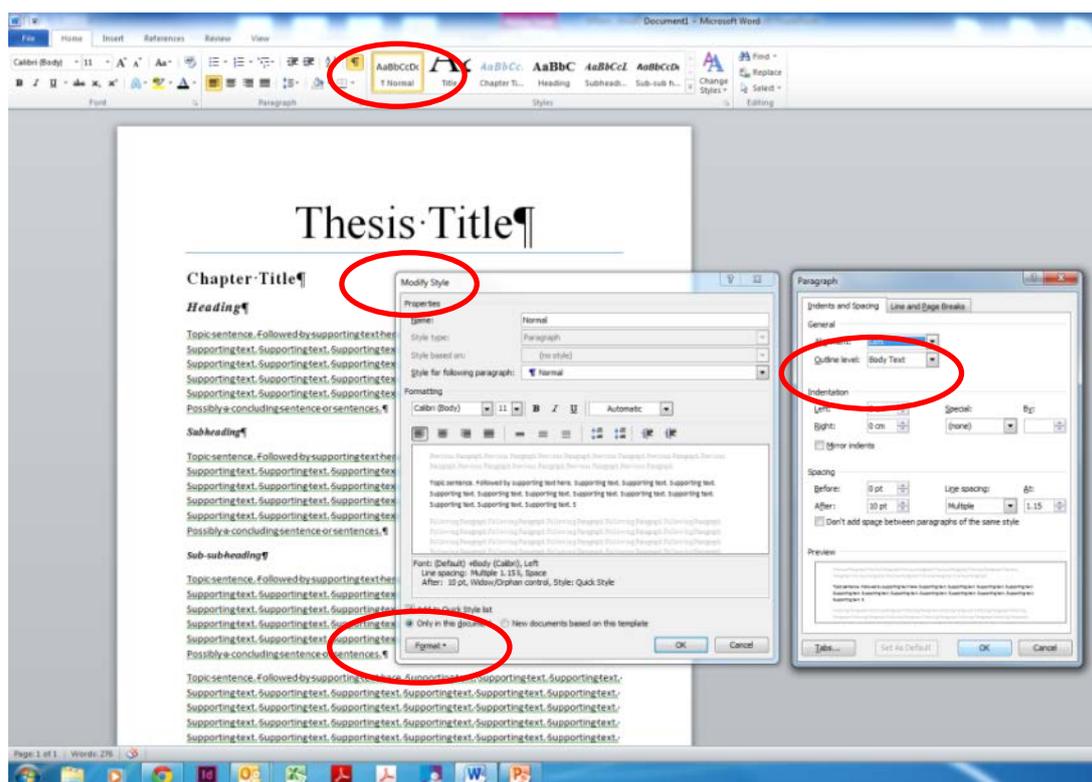


To change the default style settings, right click on the style button. Modify the style as required. Change the name, choose the appropriate formatting options. Remove any unnecessary styles from the ribbon. Untick automatically update.

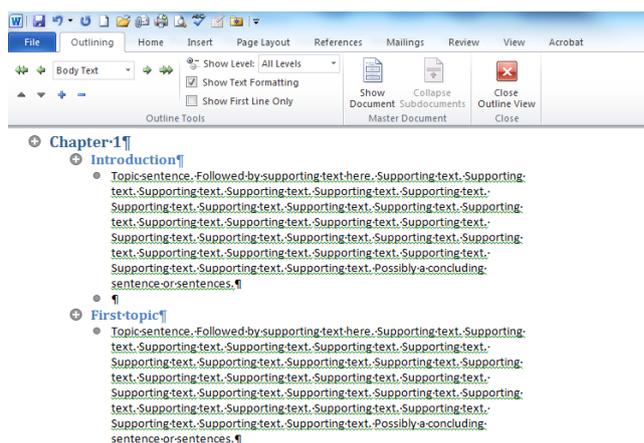
When modifying a style you should also allocate a level to the style. Headings are hierarchical – with chapter headings the highest level, down through the subheadings to the body text. It is important when choosing styles, that the highest order heading has the most prominent style, decreasing in prominence to the lowest level of prominence in the body text.

When you determine the number of levels of headings required, you can allocate the respective styles this level heading. This is important, because you can collapse your text according to heading level in Outline View, you can automatically create a Table of Contents based on levels, and you can easily move ‘chunks’ of text by heading.

Heading levels can be set in **Modify – Format – Paragraph – Outline Level**.



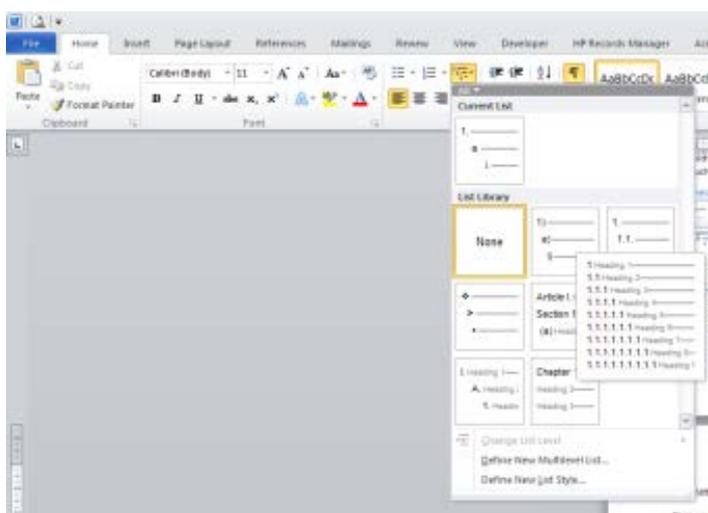
To avoid you title appearing in your table of contents, allocate this the lowest heading level you will use (such as 9).



In outline view you can see the allocation of levels to text, change text levels, and choose to see selected levels:

If you are having difficulty assigning a level to a style that you are modifying, create the style from scratch.

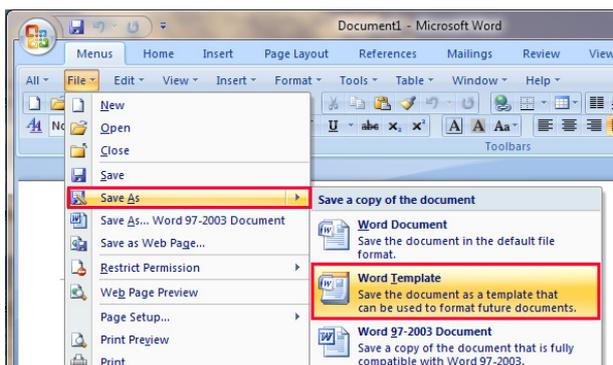
## 2.3 Numbered headings



Once you have allocated levels to your heading you can then apply multi-level listing to number your headings.

In your document click on your first level 1 heading. In the **Home** tab – choose the appropriate **multi-level list**. You should then see a trickle down of numbering for all heading and subheadings.

## 2.4 Save your formatting changes in a template document



You can save a customised document as a template using **Save As – Word Template**. The file will be saved within your My Template folder unless you choose to save it elsewhere. The file icon has a different extension and a different icon.

You can re-open this template from your My Template folder or the location of choice you saved the file in. When you next save, you will not overwrite the template but will be required to save the document as a separate file.



## 2.5 Master Documents

According to the Microsoft Word parameters, Word can manage individual documents of up to 512Mb. In reality, documents can be difficult to work with when the file size is large and they are prone to corruption.

Large documents are often best managed by creating a Master document that links multiple smaller documents. These documents are not ever combined into one file. Instead they are controlled by the Master document, which allows the creation of a table of contents, allows for continuous pagination and enables printing of the sub files as a single document. Any changes made to the Master document are updated in the sub files and vice versa. However, the styles set up in the Master document take precedence over the styles in the sub files, giving the Master document a uniform appearance.

How you choose to manage your thesis depends on what you have written in word already, whether you have divided your thesis up across a number of documents, and how large your documents are.

If you have written a substantial amount of your thesis in one small file – you could continue with this approach but ensure you have multiple backups of this file in multiple locations.

If you have written a substantial amount of your thesis in one large file – you could consider breaking up the file into sub files managed by a Master document.

If you have a number of separate documents, - you could consider combining these documents by creating a Master document and adding sub files to the Master document. Or it may be easier for you to keep your files separate and compile a PDF of each file. This will involve some ‘fiddling around’ to sequentially paginate the files and you will need to manually create a table of contents. But ultimately this may be quicker than creating a Master document.

If you are very early in candidature, you may consider creating a Master document with a separate sub file for each chapter.

If you choose to create a master document, be aware that there are some concerns with corruption of sub files, particularly in earlier versions of Word. So keep everything backed up as individual sub files just in case something goes wrong.

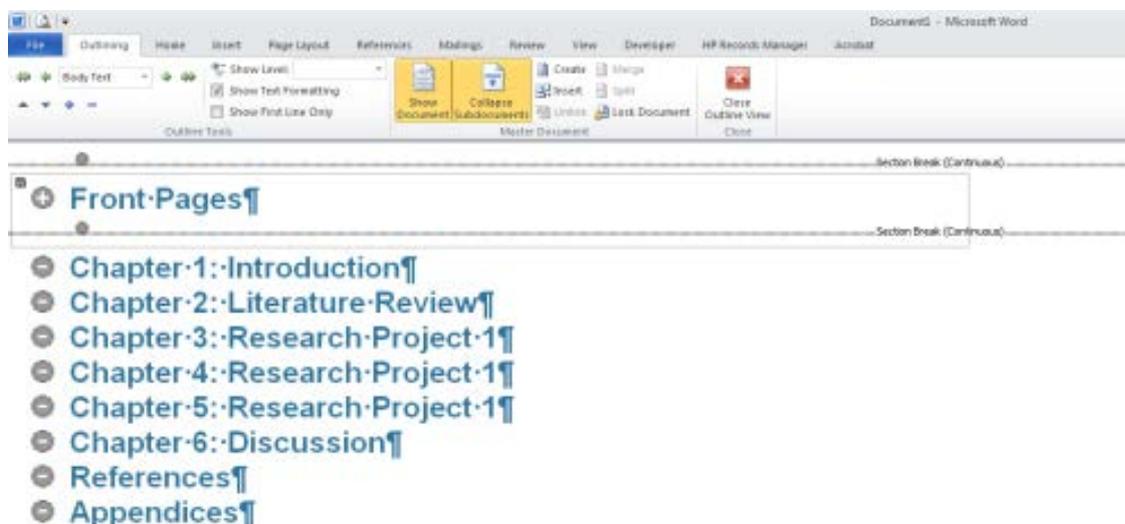
## 2.6 Master Documents and Endnote

If your sub files contain Endnote references and you wish to create a Master document you will need to unformat the citations. On the EndNote tab, click on the small triangle symbol next to the Convert Citations and Bibliography button. A drop-down menu will appear. Select the option Convert to Unformatted Citations. The EndNote citations in your text will now appear in curly brackets.

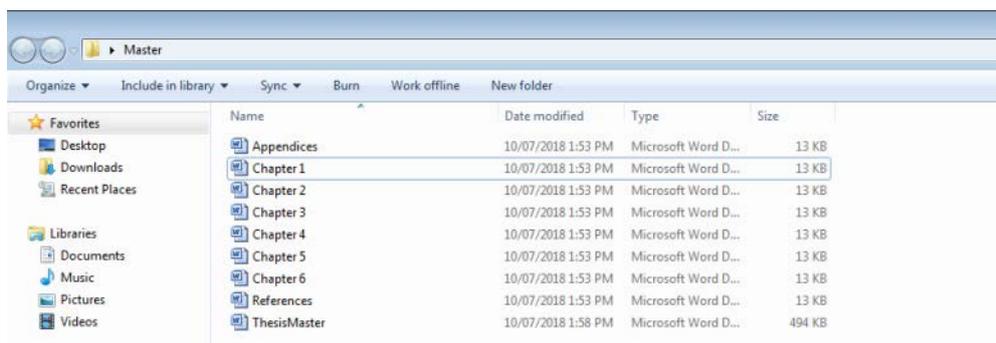
Example: {Audard, 2007 #32}

## 2.7 Creating a Master Document and sub files from scratch

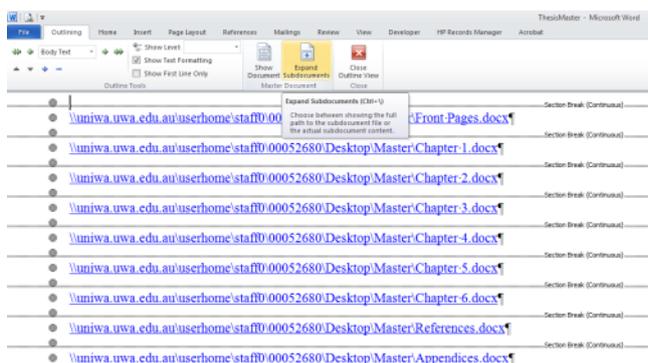
Open your template document. List the proposed chapters of your thesis using Heading 1 Level 1. GO to Outline View. Choose Show Document. Select text to be linked to first sub file. Click on **Create sub document**. Continue until all chapters are sub documents within the Master document.



Save to a folder where you will see the Master document and each of the sub files. You can subsequently choose to open the Master.docx document or the individual sub files.



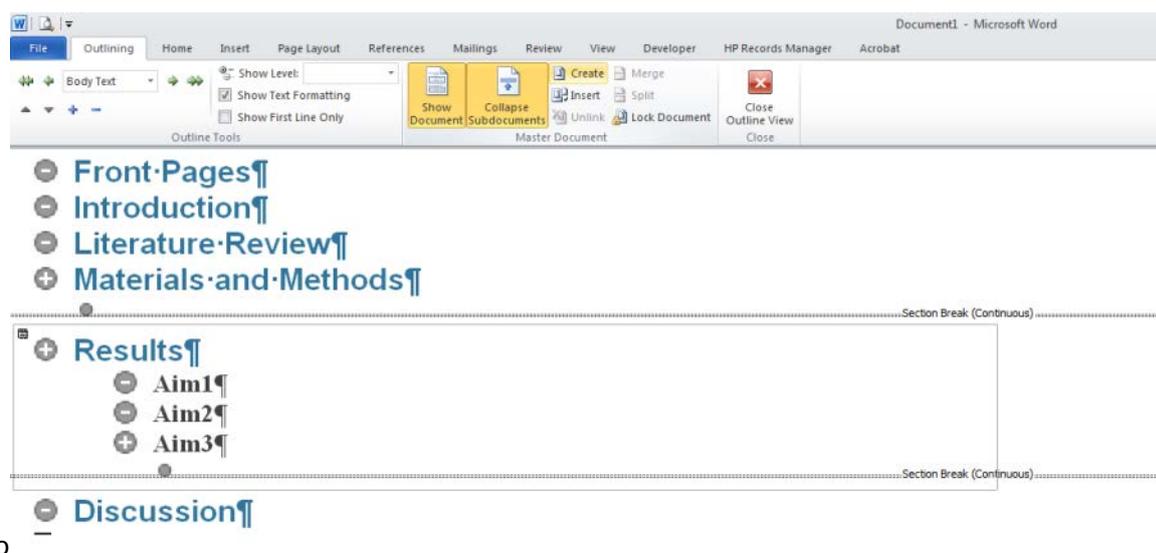
When you open the Master document in Outline view, you will see the sub file paths. Click on **Expand documents** to see the documents themselves.



## 2.8 Creating a Master Document and sub files from a single document

In **Outline view** choose a level that is appropriate for the type of sub file that you wish to create. This is probably Level 1 which should correspond to your chapters. But you could have greater choice in where you create your sub files and the ability to create more sub files by choosing to see more levels.

Then follow a similar process as outlined for a creating a Master document from scratch, creating the sub files by selecting appropriate headings or groups of headings.



## 2.9 Creating a Master Document and sub files from a multiple documents

Open your first chapter. In **Outline view** click on the place you wish to insert the file. Choose insert. Select the file you wish to add. You will be reminded that the Master document style will overwrite the styles of the added document.



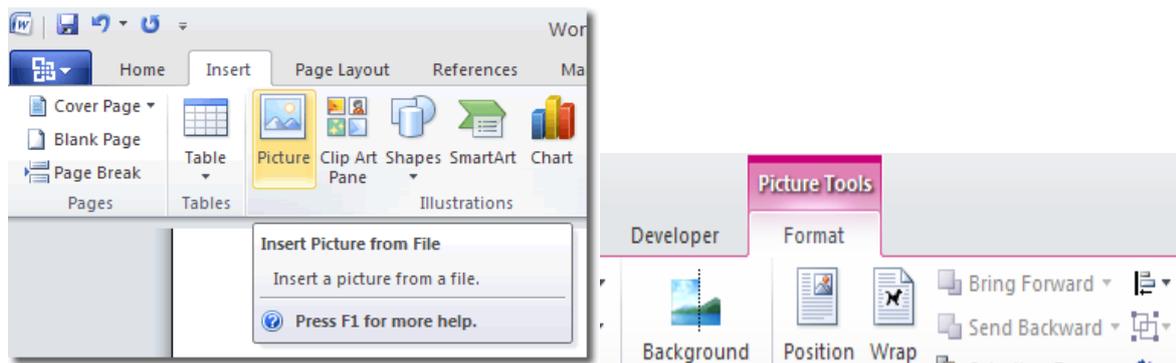
### 3. Working with Images, Tables & Footnotes

Once you have established how you will manage formatting of the text in your document and the way you will manage the file(s), you can consider images and tables.

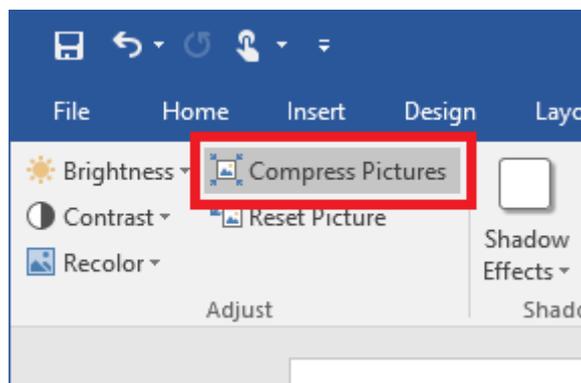
#### 3.1 Images

Once of the biggest problems students face is file size linked to high resolution images. You can choose to submit images as a separate image file, potentially with a low image version in the thesis itself. For many, however, high resolution images are not required and they can be compressed.

Insert an image into your document using **Insert – Picture**



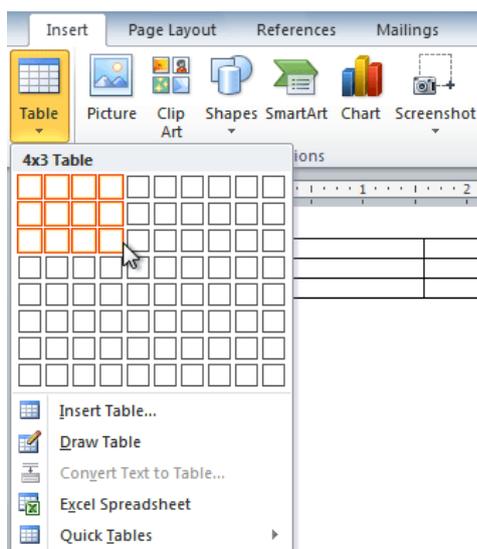
Click on the image and open the new **Picture Tools Format** tab that appears. Choose the appropriate resolution in the **Compress Pictures** function. If you choose to crop your image using the **Picture Tools - Crop** tool you can choose to further compress your image by selecting to **Delete cropped areas of pictures** also in the **Compress Pictures** function.



Click on the image and set the alignment on the page using the **Paragraph** alignment options. If you wish your text to flow around the image then you can choose the **Picture Tools - Wrap text** options. However, it is normal in theses to differentiate images from text using a reasonable amount of white space.

### 3.2 Tables

There is considerable scope to change the appearance of a table within word. Often the default styles are not appropriate for a thesis.



After inserting a table using the **Insert** tab - Table you can explore the options in the **Table Tools** tabs.

Table borders and cell borders using the **Table Tools Design Tab - Border**

Cell height and width using the **Table Tools - Layout** tab

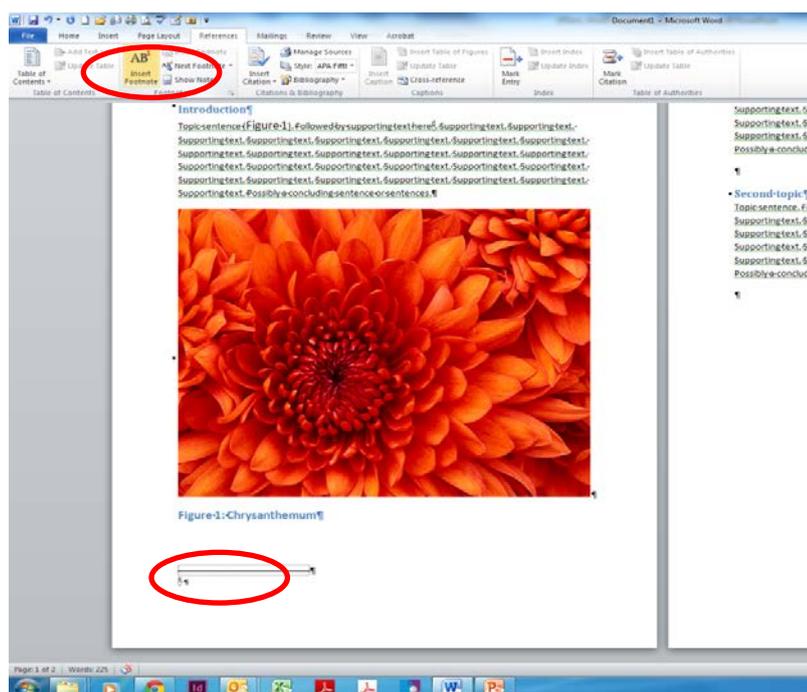
Cell margins using the **Table Tools - Layout** tab

If a table extends over a page, in **Table Tools - Layout** you can repeat the header row using the Repeat Header Rows tab and in Properties – Row tab you can prevent rows from breaking across a page

### 3.3 Footnotes

Footnotes work in similar way to in text referencing of visual elements. Click in the text where you would like to add a footnote. In the **References** tab - **Insert Footnote**. A numbered reference mark will be inserted into the body text and a footnote mark will be added to the bottom of the page.

After typing in the footnote text, you can return to the main body text by double clicking on the footnote mark.

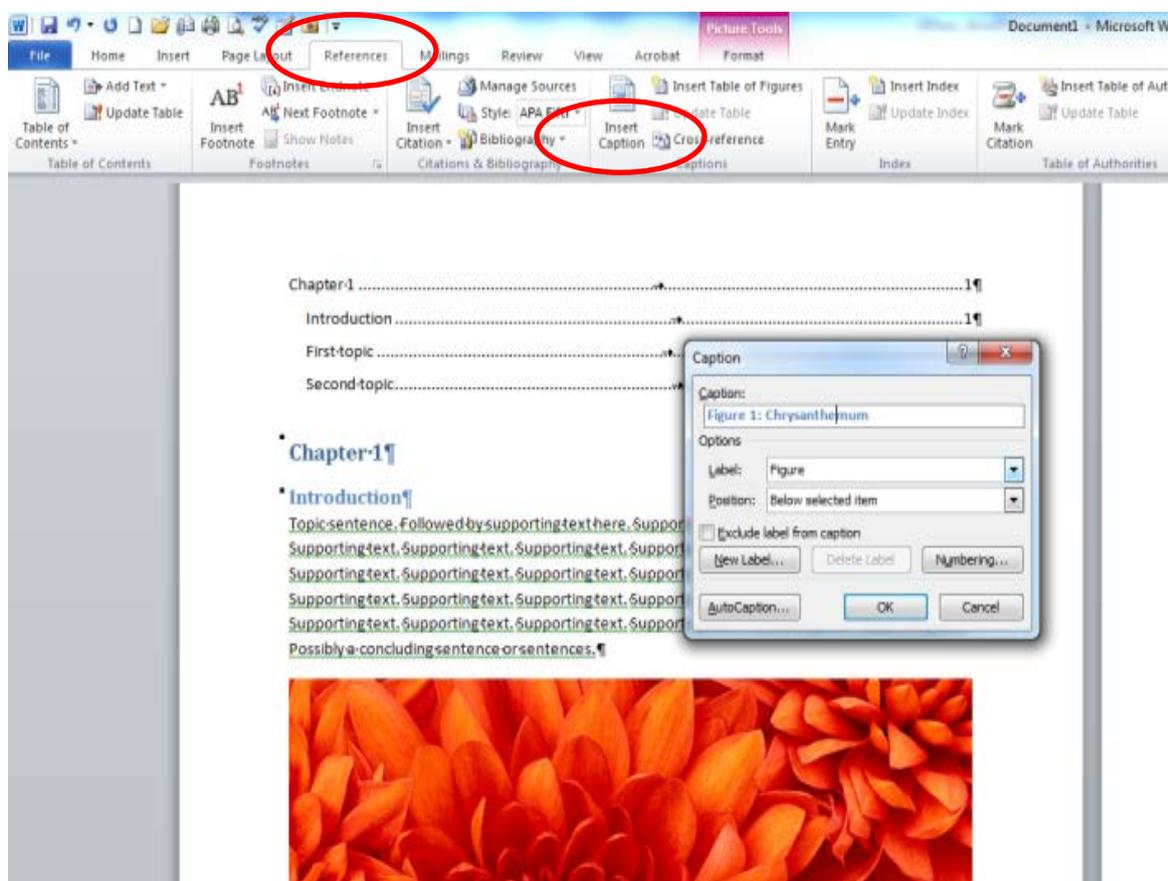


### 3.4 Captioning

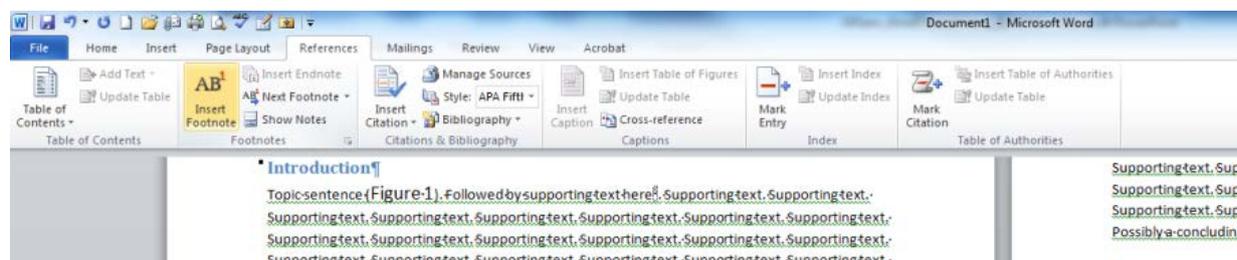
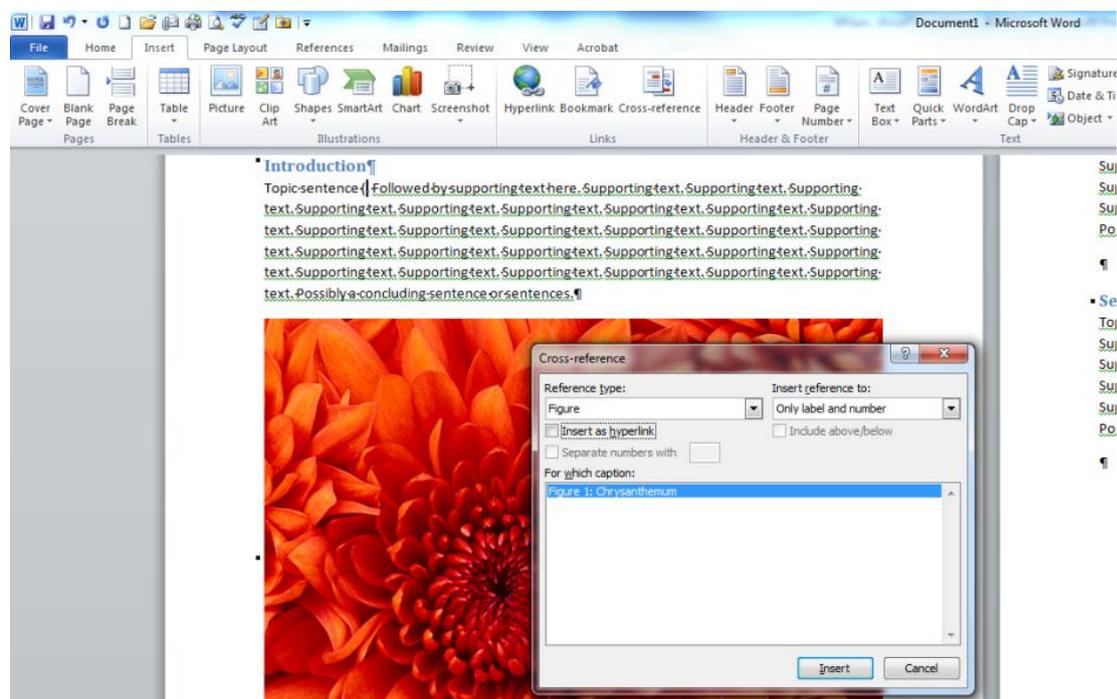
As it is normal for all images to have an image caption, commonly called a figure legend. Figure legends normally appear beneath the figure. Similarly tables have a table title but this normally appears above the table.

There are normally four elements to each of these items in a thesis. The item itself, a numbered caption, one or more in text references to the item, and inclusion of the item and its page number in a list at the beginning of a thesis. Each of these features can be managed using the References tab which connects these four things together. If the item changes place with another, all of linked information about the item can be automatically updated.

After you have inserted a visual item, click on the item. Go to the References tab –Insert Caption. Choose the appropriate label (Figure or Table) and the Position. Add the required text to the caption. Select numbering if you would like the chapter number included in the caption. You can edit the caption (for example reduce Figure 1 to Fig. 1) or create a new label.



Link your visual item to the in text reference using the Reference - Cross reference function. Where you wish to add the in text reference to the figure or table add a bracket and then click Reference - Cross reference. Choose the reference type (figure or table) and select the appropriate item from the list. If you only wish to include the figure number choose insert reference for only label and figure. As these are now submitted as electronic versions you may wish to select **Insert as hyperlink**.

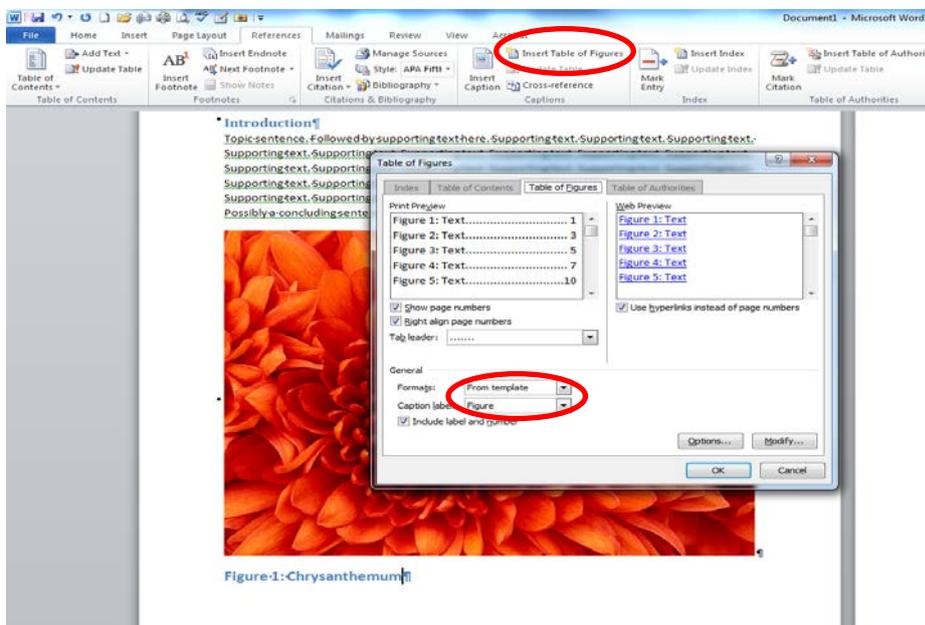


When you shift your table or figure (remember to select both the item and the caption), the corresponding table and figure numbers will change accordingly. You will only see these number changes when you update the fields in your document using CTRL A and F9.

If you see **Error! Bookmark not defined** or **Error! Reference source not found**, the cross-referenced item is no longer in the document.

### 3.5 Lists of Figures & Tables

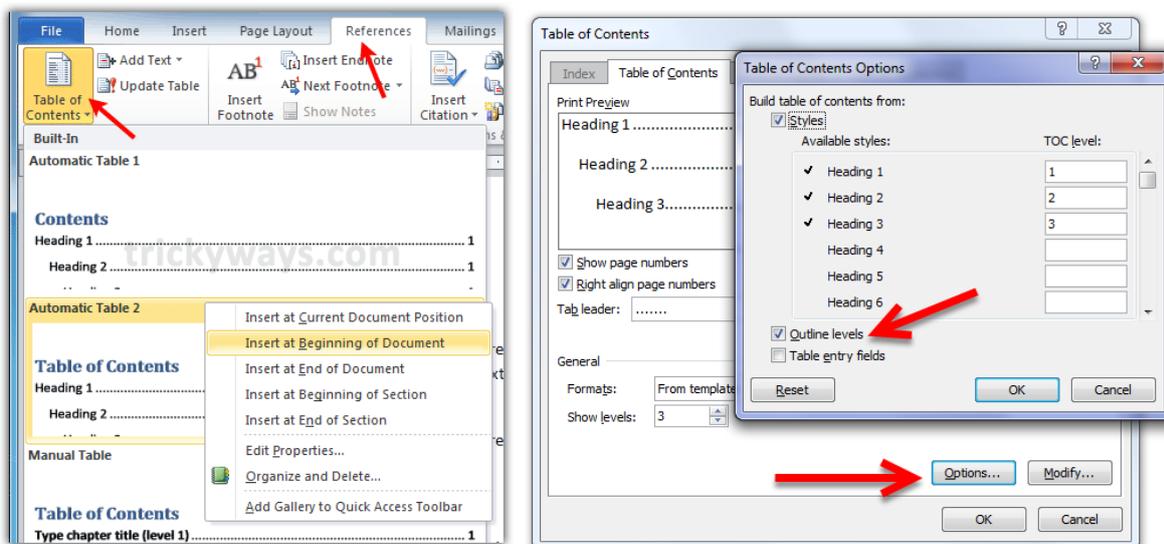
To create lists of visual items click on the page you wish to insert the list. Go to the **References** tab and choose **Insert Table of Figures**. Then choose the **Caption label** according to whether you want a List of figures or List of Tables.



### 3.6 Automatic Table of Contents (TOC)

Insert a table of contents by clicking on the required position and choosing in the **References** tab - **Table of Contents – Insert Table of Contents**. Choose which level of headings you require in the TOC by choosing the Level number.

For MAC users: In the Home Tab choose **Index and Tables**, select **Table of Contents** and choose your format from the menu on the left. A table of contents will be inserted into the top of your document.



## 4. Editing and Sharing a Document

Word has a number of features that allows you to share documents, track any changes made and compare two documents.

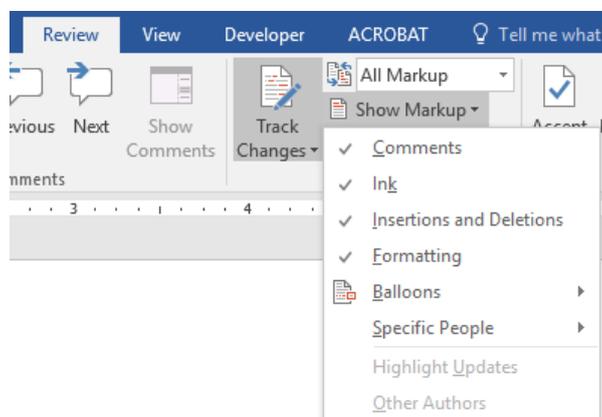
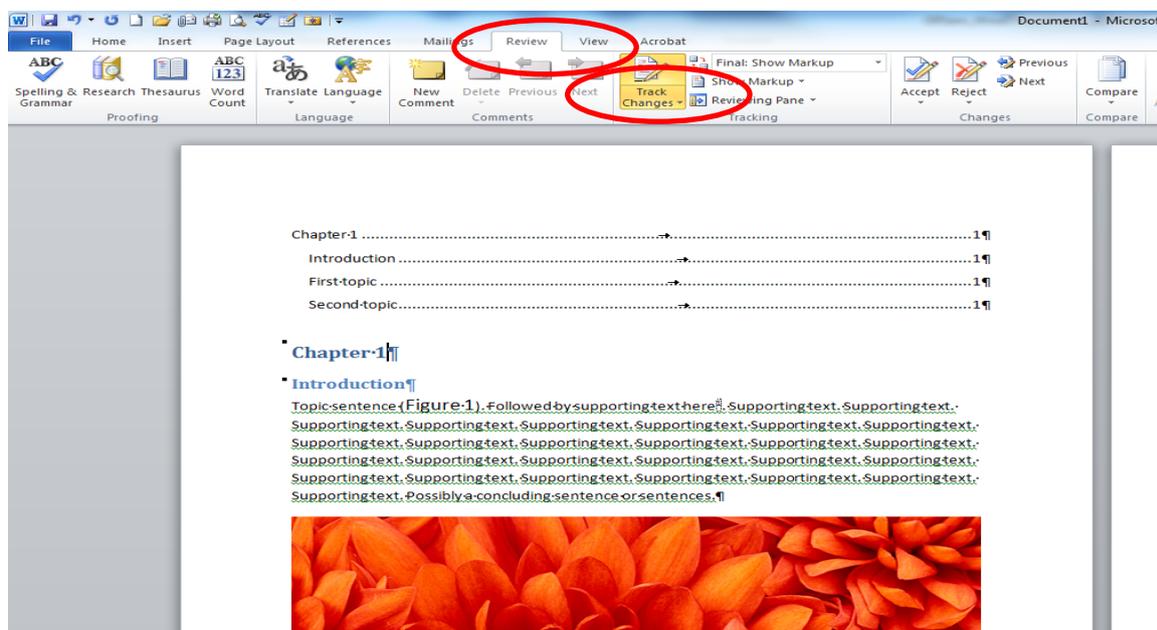
### 4.1 Track changes

When you turn on Track Changes, Word allows you to see the new changes made to the document – you can accept or reject each of these changes.

Remember to accept all changes in your final version as you do not want your examiner to access a version with track changes visible (Or under the **File** tab – **Print** – **Settings** - **Print All Pages** - **Print Markup** to clear all check marks).

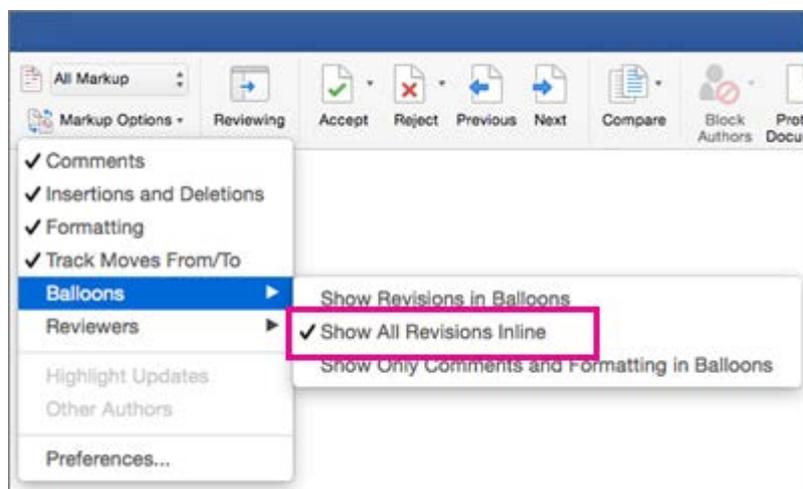
When you turn off Track Changes, Word stops marking up new changes. In more recent versions of Word you can prevent someone from turning off Track Changes using Lock Tracking.

You can customise the changes you wish to see at any one time by choosing relevant items in Show markup.



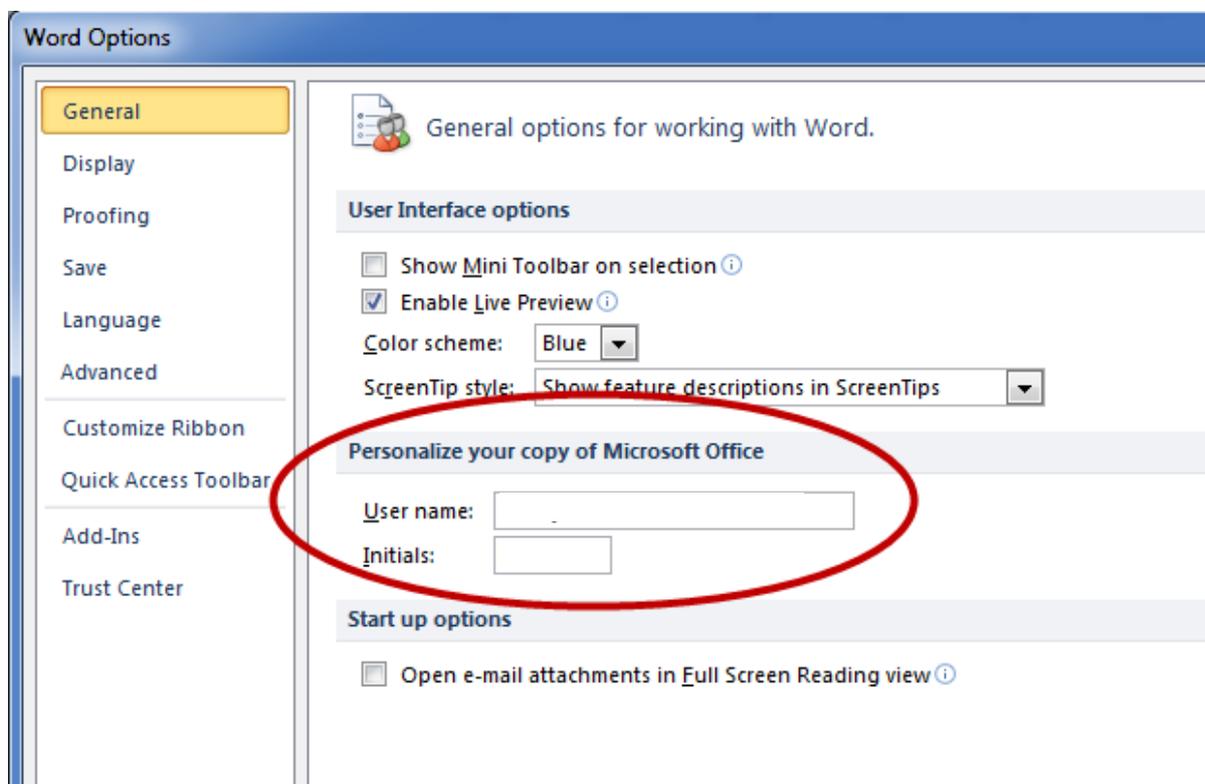
The default in Word is to display deletions and comments in balloons in the margins of the document. However, you can change the display to show comments inline. Inline comments can be viewed when you rest your pointer on the comment indicator.

On the **Review** tab - **Tracking** group - **Show Markup – Balloons - Show All Revisions Inline** to show changes inline.



The first time you install and use an Office program, you are asked for your user name and initials. This will appear as the name linked to the comment. You can change this user name at any time. Select **File - Options**. In the **Options** dialog box, change your user name and initials in the **Personalize your copy of Microsoft Office** section.

Jo



## 4.2 Compare documents

At times you may have many copies of one of your thesis document circulating, especially towards the end of candidature. So it is important to keep track of changes to versions of the same document. It may also be useful to use a file sharing program to avoid suggested changes to different documents at different stages of editing.

I label my files: name\_version\_intialsdate

But if you do become muddled as to which is the latest version or track changes has not been on and you don't know what changes have been made to your document:

You can compare two versions of a document to see how they differ and you can then combine two versions of the same document into one new document.

To merge two versions of a document, open one of the two versions of the document that you want to merge. On the **Tools** tab - **Merge Documents**. On the **Original document** menu, select one version of the document. On the **Revised document** menu, browse to the other version of the document.

