

Unitec Institute of Technology

Long Documentation

WRITING A THESIS – WORD 2016

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Styles

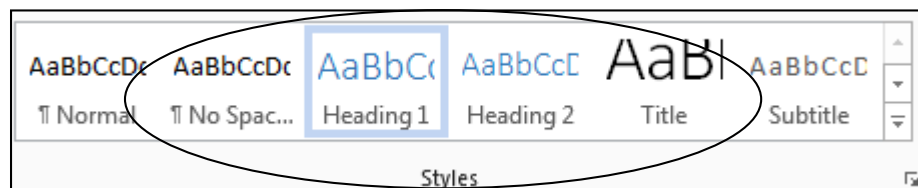
A style is a pre-formatted standard that can be applied to headings and text. All text formatted with a particular style will have the same appearance. Word comes with a variety of styles, which can be modified. Or users can create their own styles.

Why use styles?

Using styles will make your documentation easier. Here are a few reasons:

- Styles ensure document headings and text are consistent.
- You do not have to remember what formatting has been applied to each heading – the formats are automatically applied when you use the style.
- If headings need to be reformatted, only one needs to be changed and the entire document will be updated.
- Features such as text flow are built into styles to prevent incorrect page breaks.
- It is easy to develop a Table of Contents.

Applying Styles to text using the Home tabs



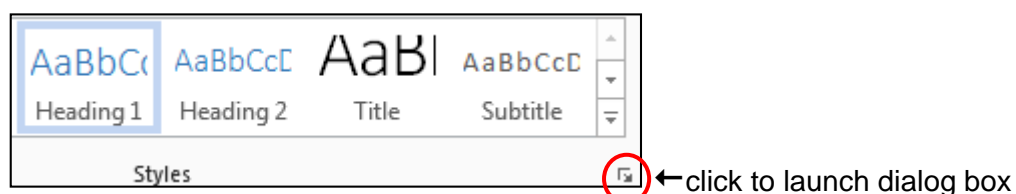
To apply a built-in heading style:

- Select the text to which you want to apply a style.
- Select the Style you want to apply in the **Styles** group on the **Home** tab. If you don't see the style that you want, click the **More** button to expand the *Quick Styles gallery*.
- You can see how selected text will look with a particular style by placing your pointer over the style that you want to preview.

Applying Styles to text using the Styles task pane

To apply a Style using the Styles task pane

- Select the text to which you want to apply the style.
- Click on the *Styles Dialog Launcher* box arrow.



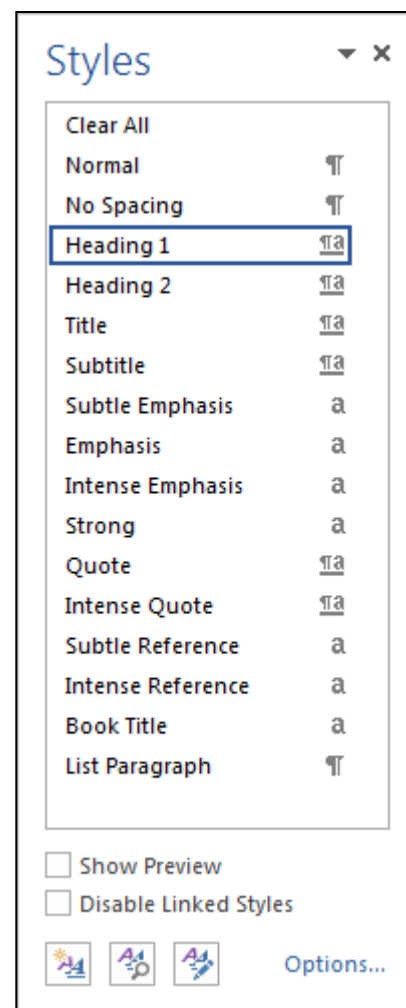
A Styles window displays on the right of the screen, move your mouse over each one to see the formatting preview or tick Show Preview.

- Click on the style you want to apply from the list.

Setting a Style for the following paragraph

This is useful for setting your styles so that when you press **ENTER** after using a certain style, the next style used is automatically selected.


- Right click the style you want to modify from the Styles box. Choose **Modify**.
- Choose **Style for the Following Paragraph** field and select the style required.



New Styles

You can apply a specific style quickly by using the *Style Gallery* found on the **Home** tab in the **Styles** group. Each set of Styles will include styles for several heading levels, body text, a quote and a title. They are designed to work together to create an attractive and readable document.

To add a new style to the *Styles Gallery*:

- Select the text that you want to create as a new style.
- Click the *Styles Dialog Launcher* to open the Styles Gallery (above), then click the **New Style** button. 
- Give the style a name and then click **OK**.

Remove a style from the Styles Gallery

- On the **Home** tab, in the **Styles** group, right click the style you want to remove.
- Click **Remove from Style Gallery** on the shortcut menu.

Table of Contents

You can build a **Table of Contents** from your heading styles.


Creating a Contents Page

The Table of Contents lists each of the headings and its page number. As each heading is created through a “Style”, it is the styles that are used to create the Table of Contents. Use only **Automatic Table 1** or **Automatic Table 2**.

To create a contents page, do the following:

- Press **Ctrl + Home** to move to the top of your document.
- Press **Ctrl + Enter** to start a new page.
- Click where you want to insert the table of contents.
- On the **References** tab, in the **Table of Contents** group, click Table of Contents, then choose an automatic table of contents style you want to use.

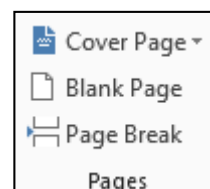
Update the Table of Contents

- Click the Table of Contents and use Update Table. 
- Click Update page numbers only or Update entire table.

Insert a Page Break

You can insert a page break anywhere in your document.

- Click where you want to start a new page.
- On the **Insert** tab, in the **Pages** group, click **Page Break** or press **Ctrl + Enter**.



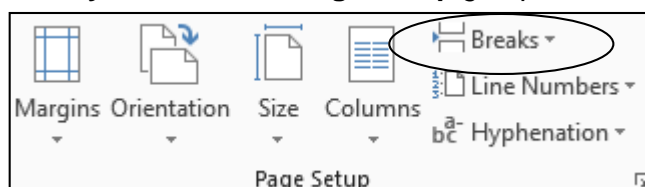
Insert a Section Break

You can use section breaks to change the layout or formatting of a page or pages in your document. Examples for using sections include:

- Separating the chapters in your document so that the page numbering for each chapter starts at 1.
- A different page orientation – e.g. landscape.
- Different alignment – e.g. to vertically centre one page only.
- You can also create different headers and footers for each section.

To create a section break

- Click where you want to make a formatting change (section break).
- On the **Layout** tab, in the **Page Setup** group, click **Breaks**.



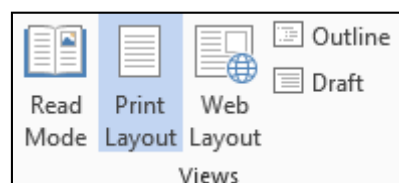
In the **Section Breaks** group, click the section break that suits your formatting. We recommend **Next Page**. Optional: Repeat to add another section break if you are continuing with another format after this section.

Remove a section break

To remove a section break, make sure you are in Draft view so you can see the double dotted line section break:

On the **View** tab, in the **Views** group, click **Draft**.

- Select the section break.
- Press DELETE button on the keyboard.
- Return to **Print Layout** view.



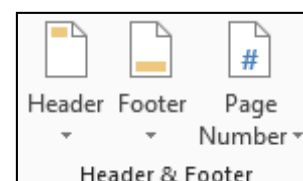
Adding Page Numbers

Office Word 2016 enables you to add page numbers in two principal ways. You can add basic page numbers by using the *Page Number* button on the **Insert** tab, or you can add page numbers along with additional content by using the built-in or custom *Header and Footer galleries*.

When you insert a page number using the Page Number gallery, Word 2016 automatically inserts the selected page number and opens the header and footer layer in your document for additional editing. If you want to add more complex page numbering as well as additional information, you can add headers and footers as described on page 5.

Inserting Page Numbers

- On the **Insert** tab under the **Header & Footer** group choose **Page Number**.
- Choose the Position and Styles of the Page numbers.

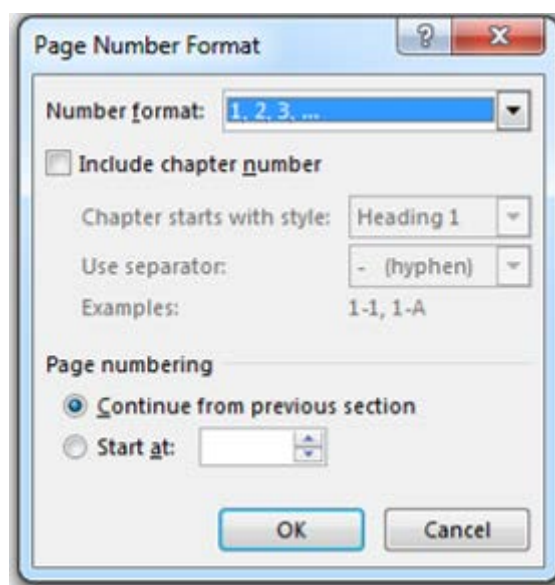


Page Number Formats

- Insert the page number.
- **Format Page Numbers** can be used from the Page Number button or highlight a page number then right click. Both open the **Page Number Format** box below.
- Format the number as required.

Note: 'Start at' can be used to change format between sections, add a section break as described previously.

eg: First section = Contents pages can be roman numerals (I, II), next section would start at 1 (1, 2, 3 etc)



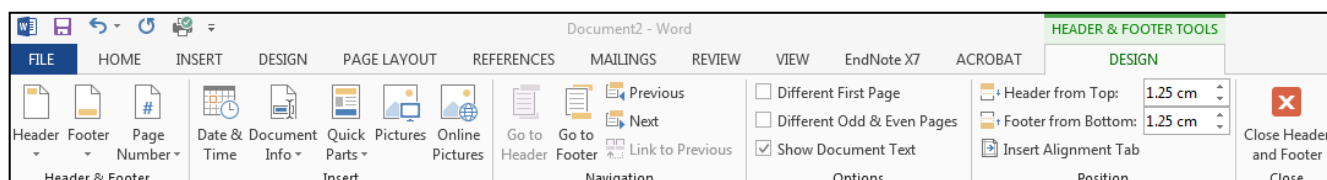
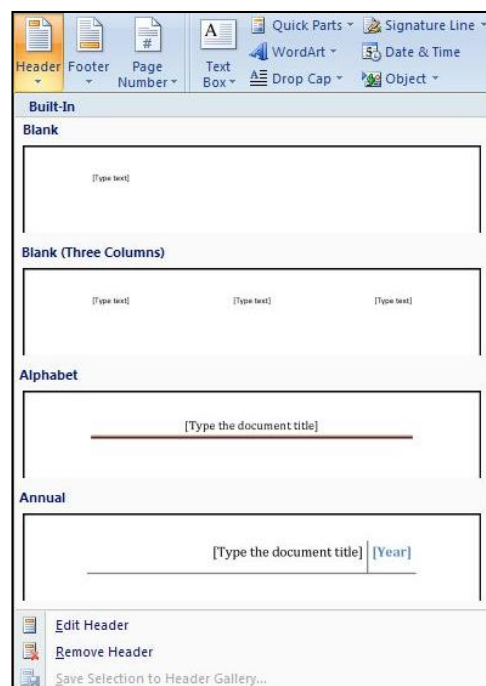
Insert headers and footers

Headers and footers are areas in the top, bottom and side margins of each pages in a document.

You can insert or change text or graphics in headers and footers. For example, you can add page numbers, the time and date, a company logo, the document title or file name, or the author's name.

- On the **Insert tab** in the **Header and Footer group** choose either Header or Footer
- Choose a built in header or footer.
- Type your text in the space provided.
- Click in the main document or click on the
- Close Header and Footer icon on the toolbar.

Note: When you insert a header or footer, the Header and footer areas become accessible, the content area of the document becomes temporarily unavailable and the **Header & Footer Tools** displays along with the **Design contextual tab** (as shown below).



Creating a different Header and Footer for the first page

Decide if you want a Cover Page from the Word 2016 templates *or* want to create your own. If creating your own follow instructions here. Alternatively see section **Insert a Cover Page** as you *may not* need to use these instructions here.

Once a header or footer has been inserted the **Header & Footer Tools, Design contextual tab** becomes available. To activate this you must be clicked into the Header or Footer area – to do this double click in this area.

- On the first page of the document, double click in the header or footer area.
- Tick **Different First Page** in the **Options group**.
- A new header and footer section will be created on the first page to be customized.

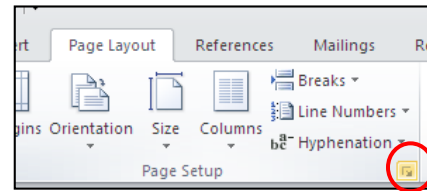
Note: If you choose not to use a header or footer on the first page, follow the instructions above, leaving it blank.

Reminder: Press **Ctrl + Enter** to start a new page.

Creating different odd and even page Header and Footers

This is often used in documents which are bound together into a spine. This is available on the **Design** tab, once an existing header and footer has been inserted.

- Choose **Different Odd & Even Pages** button or you can also add this from the **Page Layout** tab, open the **Page Setup** dialog box. Under **Layout** tab.



Launch it here ↗

Templates are set up for Odd and Even Pages, go to **Insert** tab **Header** button or **Insert** tab **Footer** button to view options.

Insert Quick Parts

If you want the header/footer to display information about the document/author add this information in the Document Properties and Property Quick Parts will pick it up.

- Enter the text by choosing **File** tab, **Properties** appear to the right (see image). You can type over some fields, other fields are automatic, you can edit by clicking into the field and typing.
- On **Insert** tab insert a header in the style you like. This will open the **Design** contextual tab.
- Click on the **[Type here]**, this will highlight, Then select **Quick Parts** in **Insert** group on the **Design** tab.



- Go down to **Document Property** (see below), choose the property you want to add. Repeat for all fields with a **[Type text]** option.

Properties ▾

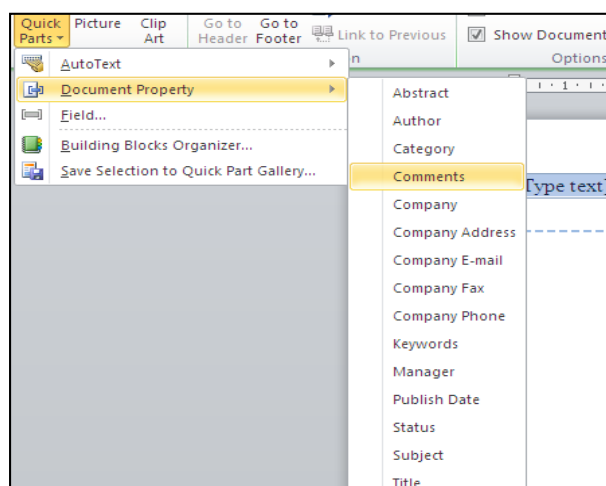
Size	24.0KB
Pages	1
Words	199
Total Editing Time	10 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	28/06/2010 12:56 p.m.
Created	3/11/2008 4:15 p.m.
Last Printed	

Related People

Author	Add an author
--------	---------------



Cover Pages

Built-in templates allow you to easily create cover pages.

- On the **Insert** *tab*, in the **Pages** *group* choose **Cover Page**.
- Choose a style for the cover page.
- Type your text in the areas provided.

Removing a Cover Page

- On the **Insert** *tab*, in the **Pages** *group* choose **Cover Page**.
- Choose Remove Current Cover Page.

Create a Multilevel list

A multilevel list shows the list items at different levels rather than at one level.

```
1. Lorem
  1.1. Ipsum
    1.1.1. Dolor
```

You can pick a multilevel list style from the gallery, or you can create a new multilevel list style.

First you need to link your Multilevel List to your Styles:

- For each Heading Style you want to use, type a list somewhere in your document. I suggest at the end of your document. Type this:

Heading 1

Heading 2

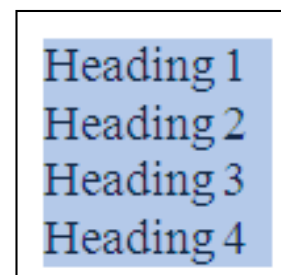
Heading 3

Heading 4

- Starting at **Heading 1**, highlight and click Heading 1 style on the **Home** *tab*, **Style** *group*. Then highlight **Heading 2** on the list and click Heading 2 style on the **Home** *tab*, **Style** *group*. Repeat with your remaining heading styles. Delete or add Headings, if you require more or less in your document.
- Highlight all of the headings typed above. See image. →
- Click on the **Home** *tab*, in the **Paragraph** *group*, click on the Multilevel List button. Shown below.

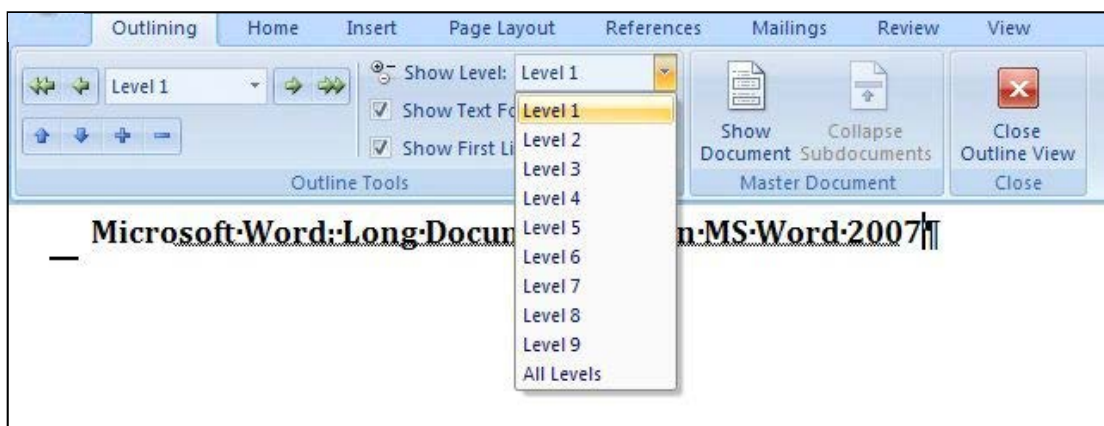


← Multilevel List button.

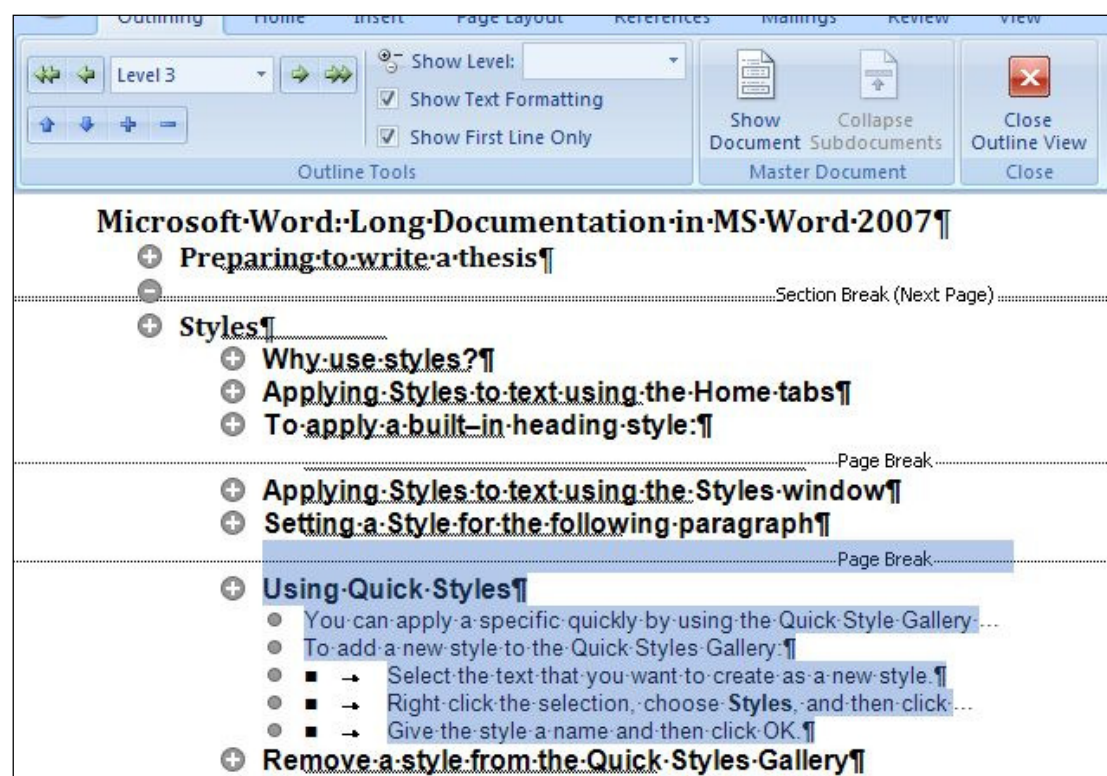


Additional viewing options:

- To show level 1 headings only, select it from the list on the **Outlining** tab.
- View more than one level – Use the Show Level drop down function, on the **Outlining** tab, it will show previous levels and the selected level.




- A + sign beside heading indicates there is more to be viewed under the heading. If the heading is underlined, then the content is collapsed. A – sign means there is nothing further to be viewed, for example a clear line.
- A ● sign beside text, indicates the text is body text.



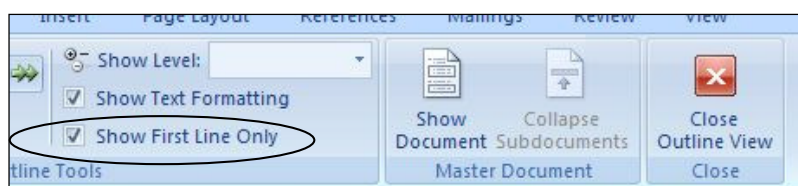
Expanding and Collapsing

There are two ways for expanding and collapsing text and headings:

- Click on a heading and use the **Expand and Collapse buttons** in the **Outline Tools group** to expand or collapse the next level of heading or text. 
- Double click on the + sign next to the heading you wish to expand and it will reveal everything under that heading, whether it is text or more sub-headings. To collapse the text again, double click on the plus sign again.

Viewing Text

To view text, tick the “Show first line only” button to switch between viewing the full paragraph and the first line of paragraph only.



Demoting and Promoting Headings

If you want to change a heading to another level this can be done with Outline Tools.



- Click on any heading ie; level 3 (heading 3) and promote it to a level 2 heading, using the single arrow Promote button. To promote to level 1 (highest level) use the double headed arrow. Demote by a level or more using the single arrow Demote button. Demote to body text (lowest level) using the double headed arrow.

Moving Headings

Outline View is useful for moving blocks of text. When the text is collapsed to show only text of that level, all the text contained under that heading will move also.

Use the **Move Up** and **Move Down** buttons to change the headings position.



Remember: When text is expanded this allows you to move headings independently of the text under them.

If you need to move the heading and all the text under that heading you should not have the text under that heading expanded.

Deleting Text

When text is collapsed to level 1 headings, a heading can be highlighted and deleted by pressing the Delete key. However, this will also delete all the sub-headings and text under that heading as well.

This is a good way of deleting large blocks of text that may span several pages.

Footnotes and Endnotes

Footnotes and endnotes give additional information about specific text in your document. Footnotes appear at the bottom of the page and endnotes are at the end of a section or document. You might use footnotes for detailed comments and endnotes for citation of sources. Footnotes and endnotes consist of two parts - the note reference mark and the note text.

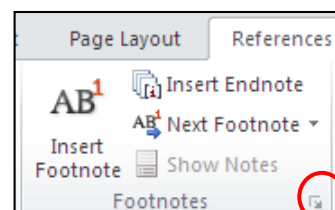
Note: By default, Word places footnotes at the end of the page and endnotes at the end of the document.

To add a footnote or Endnote:

- In **Print Layout** view click where you want to insert the note reference mark.
- On the **References** tab, in the Footnotes group, click Insert Footnote or Insert Endnote.
- Type the text you want to appear in the end reference. Use **Home** tab to format text as usual.
- Hover over the end of the footnote/endnote in the paragraph text and it will show you the corresponding end reference. Double click in front of the reference number to move between the two parts of each reference (or click **Show Notes** on the **Reference** tab instead).

To edit a footnote or Endnote:

- To make changes to the format of footnotes or endnotes, click the **Footnote and Endnote Dialog Box Launcher**, in the Number format box, click the format that you want.



Footnote and Endnote Dialog Box Launcher ↗

- To use a custom mark instead of a traditional number format, use the dialog box, click **Symbol** next to **Custom Mark** and find then select, press **Insert**. This *will* add a new one, but *not* amend an existing one. Examples of symbols you may want to use include: ® (Registered Sign), © (Copyright Sign).
- To change a Footnote into an Endnote or the alternative, right click on the end reference and select **Convert to** To convert all Footnotes to Endnotes or the alternative, use the dialog box and click **Convert**.
- To delete a Footnote or Endnote, just highlight the reference number and hit delete on your keyboard, it is instantly deleted in both places.

Change Line Spacing

To change line spacing:

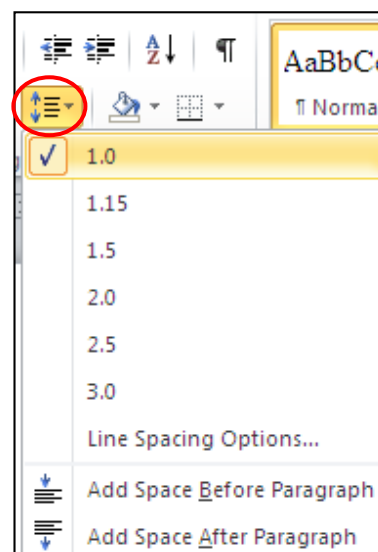
- Select the text you want to change
- On the **Home** *tab* in the Paragraph *group*, click the Line and Paragraph Spacing button.

Then do one of the following:

- To apply a new setting, click the arrow, then select the number that you want
- To set more precise measurements, choose **Line Spacing Options**.

Quick options for standard Line Spacing are:

- Single Spacing = Ctrl 1
- One & Half Spacing = Ctrl 5
- Double Spacing = Ctrl 2



Page Set-Up and Margins

To change the page margins or page orientation:

- From the **Layout** *tab* in the Page Setup *group*. Click on the **Margins**.
- Select an option from the display or create your own using Custom Margin option.

Note: Margin sizes are set numerically and measure the distance from the edge of the paper

- Clicking on **Orientation** gives you the option to specify whether the printing will be in *Portrait* or *Landscape*.

Note: Use Section Breaks to have some pages facing a different way.

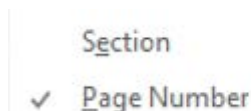
Word Count

To view the number of words and lines in a document:

- The Word Count can be viewed on the **Status Bar** at the bottom of the screen, it may already appear, if not then right click somewhere on the **Status Bar** and tick beside **Word Count**.



Note: You can also add other options to the **Status Bar**, like section information. This is helpful when working with multiple sections in a long document. To add more options to the status bar, right click on the status bar and tick or untick the options to view.



Add or Delete Captions

A caption is a numbered label, such as “Figure 1” or “Table 1”, that you can add to a table, figure, picture, equation or another object in your document.

- Select the item you want to add a caption to.
- On the **References** tab, in the **Captions** group, click **Insert Caption**.
- In the **Caption** dialog box that appears, select the options you want. In the **Caption** field, you can type a description of the picture or table (this will also appear automatically in a **Table of Figures**, if you set one up, refer below).
- Existing **Label** options are given for Figure, Table & Equation. Use **New Label** if you want a different label for an object or selection of objects.
- If you do not want the label name to appear at the start of the caption, tick the **Exclude label from caption** box.

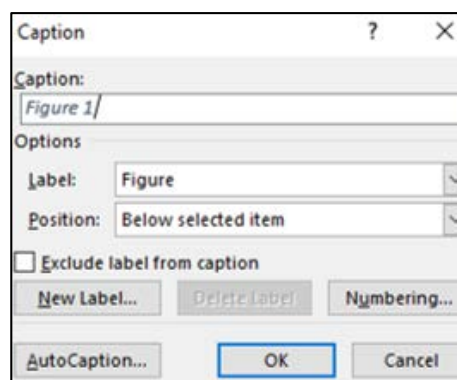
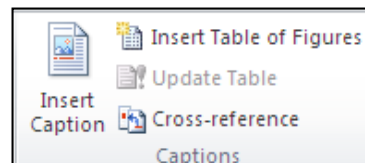


Figure 1-1 Heading and Figure Numbering

- Optional: Include your multi level numbering references and the caption number, see caption example above (1-1). To add this select **Numbering** and tick **Include Chapter Number** on the **Caption** dialog box.
- To Delete a caption, select the caption, then press **Delete** on your keyboard.

Creating a Table of Figures (based on your captions)

A Table of Figures is usually placed after the Table of Contents, for easy reference of any pictures or table descriptions for you or anyone reading your document.

In your document, place the cursor where you want to insert a Table of Figures.

- On the **References** tab, in the **Captions** group, click **Insert Table of Figures**.
- Change the style of the Heading to Normal and right click Normal and change the font to mimic the Table of Contents heading. Note: this ensures multilevel numbering does *not* appear on the Table of Figures heading.

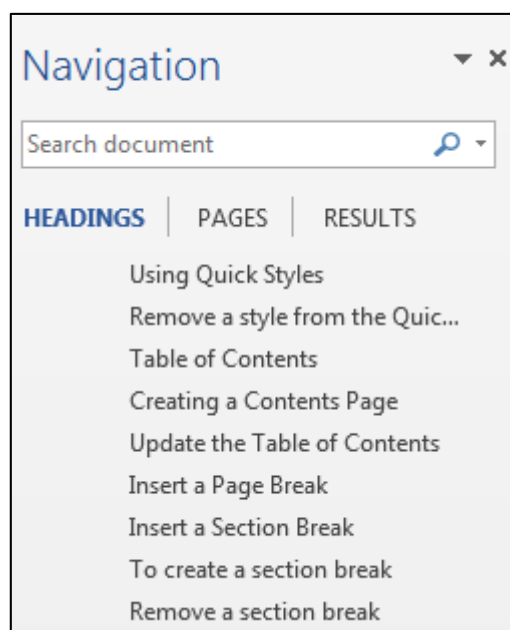
Update the Table of Figures

- Select the current table content, by putting your cursor on the **Table of Figures** heading, then using the down arrow on your keyboard. The table will highlight.
- On the **References** tab, in the **Captions** group, click **Update Table**. (Or instead press F9.)
- Click Update page numbers only or Update entire table.

Navigate a document with Navigation

Document headings must be formatted with built-in heading styles in order to display in the Document Map.

- On the **View** tab, tick **Navigation Pane** in the **Show** group.
- To display all headings at a specific level or below, right-click a heading in the **Navigation pane**, then click a number on the shortcut menu that appears beside Show Heading Levels. For example, click Show Heading 3 to display heading levels 1 through 3.
- To collapse the subordinate headings under an individual heading, click the arrow next to the heading.
- To display the subordinate headings under an individual heading, click the arrow next to the heading.
- Click a heading in the **Navigation pane** you want to go to. The insertion point in the document will move to the selected heading. You can also use the up and down arrows seen under the magnifying icon in the **Navigation pane**.
- By right clicking on a heading in Navigation, you can also add new headings and sub headings. Then you can type some body text if required.
- Use the **Search Document** option or any of the various displays, the options are Browse Headings or Browse Pages, they are the icons seen under the search option.
- When finished, untick **Navigation Pane** on the **View** tab to close the pane.



About master documents

A master document contains links to a set of related subdocuments. Use a master document to organise and maintain a long document by dividing it into smaller, more manageable subdocuments. In a workgroup, store a master document on a network to share ownership of a document by dividing it into individual subdocuments.

Understanding master document and subdocument creation

To create a master document, you start with an outline and then designate headings in the outline as subdocuments. You can also add an existing document to a master document to make it a subdocument.

Working with a master document

A master document allows you to create a table of contents, index, cross-references, and headers and footers for all of the subdocuments.

You can use **Outline view** to work in a master document. For example, you can:

- Expand or collapse subdocuments or change views to show or hide detail
- Quickly change the structure of the document by adding, removing, combining, splitting, renaming, and rearranging subdocuments.

To access Master Document, on **View tab**, select **Outline** in **Views group**, then a new tab called **Outlining** appears. On this **tab**, select **Show Document** in the **Master Document group**.

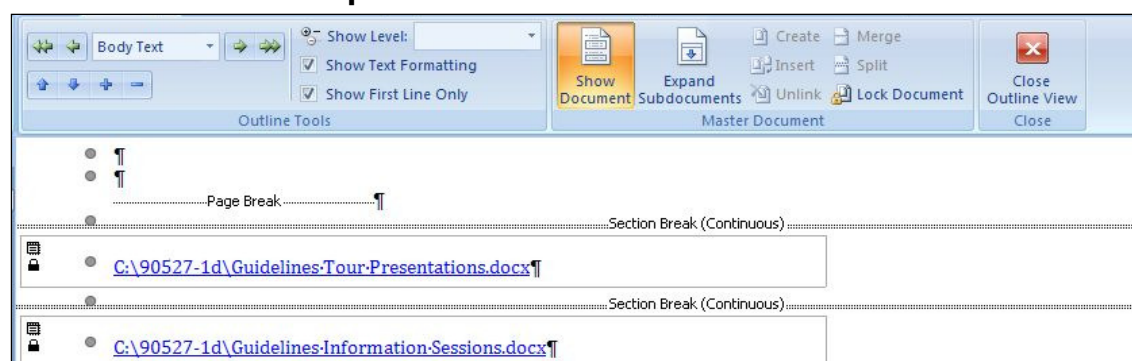
Working with subdocuments

To work with the contents of a subdocument, open it from the master document. When subdocuments are collapsed in the master document, each subdocument appears as a hyperlink. When you click the hyperlink, Microsoft Word displays the subdocument in a separate document window.

Using templates and formatting in a master document

The template you use for a master document controls the styles used when you view and print the entire document. You can also use different templates — or use different settings within the templates — for the master document and for individual subdocuments.

Subdocuments collapsed in the master document



Master Document Functions

Button name	Use to
Show Document	Show the content of the embedded subdocument and display the buttons you use to manage links in the Master Document group on the Outlining tab.
Expanded Subdocuments	Show the actual subdocument content.
Collapse Subdocuments	Show the full file path to the subdocument content.
Create	Create a new subdocument that does not contain text; a subdocument must be embedded after a heading and the Expand Subdocument button is activated.
Insert	Insert an existing file to embed as a subdocument; a subdocument must be embedded after a heading and the Expand Subdocument button activated.
Unlink	Delete the link to the subdocument and copy the subdocument content into the master document; to activate, expand the subdocument, click in the subdocument, then click the Unlink button.
Merge	Merge multiple subdocuments into a single document; the content from all subdocuments is merged into the first document; to activate, select all the subdocuments in the document except the first document, then click the Merge button.
Split	Split the content of a subdocument into separate documents; to activate, select the content to split into a new document and then click the Split button.
Lock Document	Lock the document links so that any changes you make to the subdocument content in the master document are not made to the original subdocument stored as a separate file.

Creating a template

Before starting a template:

Check with your tutor what the required format for a thesis for:

- Margins
- Line spacing
- Binding
- Numbering of pages
- Printing

- Make changes to the Page Setup.

Include the following in your template:

- Set up Heading styles.
- Number headings using the Multi Level List. This may include the sub-headings.
- Modify the body text if required.
- Check you have Widow/Orphan Control on.
- Page numbering (include in Header or Footer or add just the page numbers)
- Headers and Footers
- Add captions to graphics, tables and charts. The captions will appear in any tables (Table of Figures, Table of Tables etc)

Saving the template

Note: This following save information is best for home (as it recommends using your C Drive). Save as a word template. If you are saving here at Unitec, temporarily save to the desktop then use upload (within OneDrive) to save to your OneDrive in Office 365, OneDrive will save in the right format.

Once you have all your styles etc set up, you'll need to save them in your template. However, you won't need any of your text in the template - just the Page Setup and style settings.

- Press Ctrl A to select all of your text.
- Press Ctrl X or click on Cut to remove the text (and copy it to the Clipboard).
- Click on the File button and choose Save As.
- Locate the location you want to save to.
- In the Save as Type: box choose either Word Template or if your document has macros, Word Macro Enabled Document.
- Name your template and click Save.

If you find you need to alter the template in the future, you can always reopen this template file and make the necessary changes. You can also create or redefine a style from within a document.

Then when you want to use it, open the template and add your content to that new copy.

Extra Note for OneDrive: If opening in OneDrive, if you are using the multi-level numbering that saved format will only open in the full application in word. Click on Edit Document and select Open in Word.

Creating a New File Using the Template

Locate the Template either in OneDrive or on your home computer.

To create a new file (based on the template):

- Open the file and Save As with the name of your document. This will retain your original template and you can easily edit this new document.