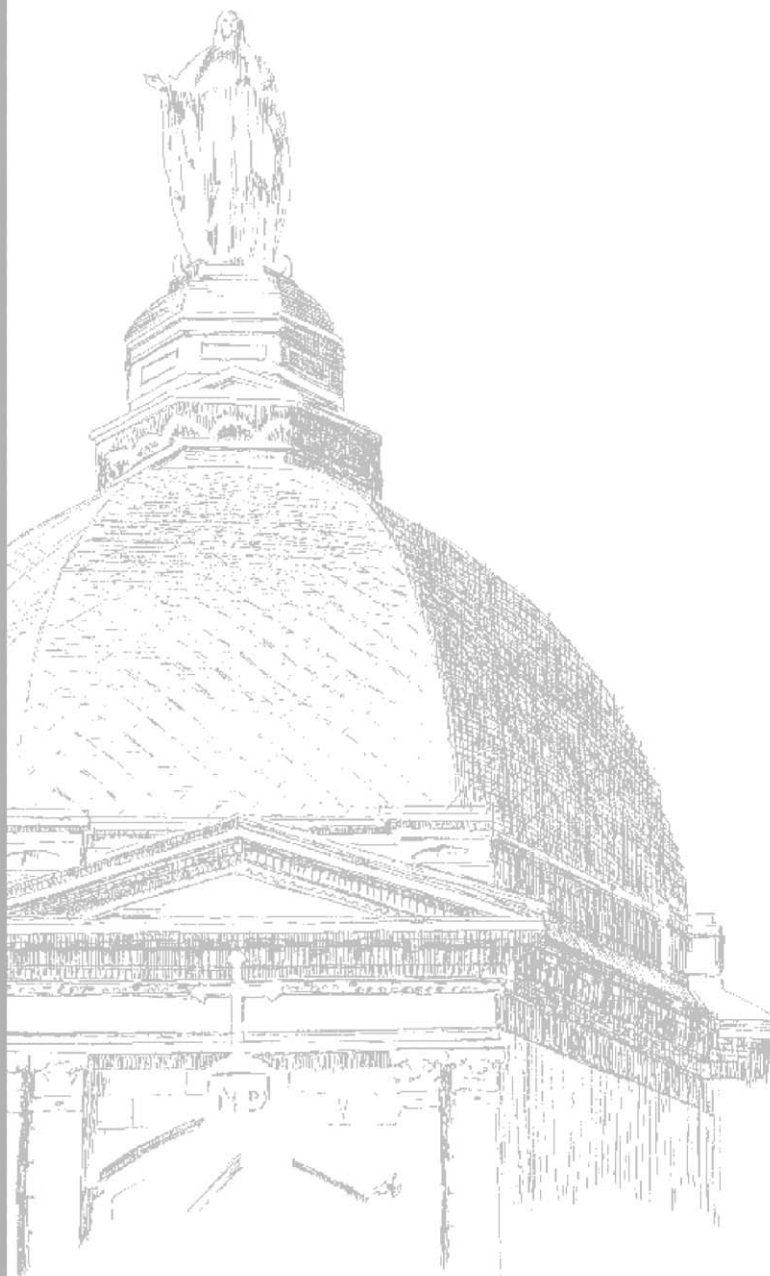# Technical Training Program

Word 2010:
Using Word for Your
Research Writing Projects

Last updated: 3/4/2014

UNIVERSITY OF
NOTRE DAME

OFFICE OF
INFORMATION
TECHNOLOGIES

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Introduction

What you should already know

This class assumes that you are able to do the following:

- Perform basic functions of Word 2010 such as copy and paste, apply styles, and change page setups
- Insert graphics and tables into a document

What you will learn

This class will show you features of Microsoft Word 2010 can help you simplify and standardize your document formatting. At the end of this class you should be able to:

- Use templates
- Create and edit styles
- Change the page setup
- Understand when to use a Page break and when to use a Section break
- Create a multi-page section with different headers and/or footers
- Restart page numbering in the middle of a document
- Insert and format footnotes
- Create and update a table of contents
- Insert figure captions and table titles
- Create lists of figures/tables

Today's project

This class uses as its practice files a dissertation template and practice file maintained by the Graduate School. Although these documents contain some elements that are specific requirements of a dissertation or thesis that will be submitted to the Graduate School, the techniques we will practice can be used to create and modify templates for any frequently used document type: lab reports, articles for submission, book manuscripts, committee minutes, and much more.

Workshop files

The course files are found in a folder named **DissertationPrep** located at:

I:\win_dos\training\DissertationPrep

To work with these files, drag the folder to the desktop.

Templates

When you open any version of Microsoft Word from the Start menu or the Dock on a Macintosh, you will automatically open a new blank document. Unless you specify otherwise, this new document will be based on the default *Normal* template.

Templates are model documents that contain specialized pre-set formatting so that subsequent documents can maintain a similar, consistent appearance. Word 2010 comes with some templates already created for you, but you can also create your own template.

The Graduate School has created a template called *dt_template*, which can be found on the Graduate School's Web site. In this session, we will be working with a modified version of that dissertation template to walk through the exercises in this document.

To open a template

To open the **dt_template**:

1. With Word 2010 open, go to **File > Open**.
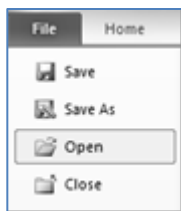
2. Navigate to the **DissertationPrep** folder and choose **dt_template**.

3. Click **Open** to open the template.

Styles

Styles are a very important part of a word processing program. They allow the document to have a consistent look and feel without having to format each piece of text individually. Changing an item within a style also means the change is reflected everywhere the style is used. While styles can be a little confusing to create and modify, they are an integral part of a template.

You can proceed two ways with the styles in our template: either create new ones or modify the ones that already exist. You will do both in the following exercises.

A template is a document with pre-set elements (such as formatting, styles, sample text, etc.) designed to save time when creating similar documents.

Templates are stored in and accessible from the system in which they were saved. For instance, the template you are using and saving today will not be available from your home computer. However, if you saved this file as a template on your home computer (or in Box), you could use it again and again as a basis for a similar document.

A quicker way to open the template is to *right-click* on the **dt_template** file and choose **Open**.

In the following exercises you will modify two styles:

- Bibliography
- Footnote Text

Then you will create a new style called *Table Title.*

Modifying existing styles

Though Word has many styles available for use, they may not be exactly what you need. However, you can modify them to suit your purposes.

Modify *Footnote Text* style

In line with the Graduate School formatting guidelines, the Footnote Text style should meet the following criteria:

- Same font as main text
- 10 pt size
- left alignment
- first line indent at .5"
- single space
- 10 pt space after paragraphs

Before you can work with styles, the Styles pane needs to display. To display the Styles pane:

1. Click the **Home** tab, if necessary.

2. In the **Styles** group, click the arrow in the lower right corner of the group (*dialog box launcher*) to open (*launch*) the Styles pane.
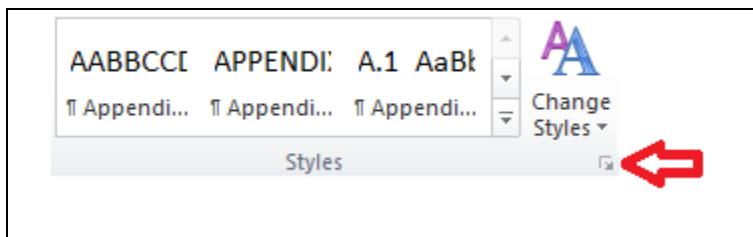
To modify the Footnote Text style:

1. In the Styles pane, right-click on the **Footnote Text** style and choose **Modify**.

2. Change the *font size* to **10 point**

3. Click the **Format** button and choose **Paragraph**:

The Spacing applies to the space before or after a paragraph. The Line spacing applies to the amount of space between lines in a paragraph.

To delete a style, right-click on the style and choose **Delete *<style name>*** (e.g. Delete Footnote Text).

- Alignment = **Left**
- In the Indentation section, Special: = **First Line**
- By: = **.5"**
- In the Spacing section, Line Spacing = **Single**
- In the Spacing section, Before = **0 pt**; After = **10 pt**

```
┌─ Indentation ──────────────────────────────────────────┐
│  Left:      [ 0"    ][▲▼]    Special:        By:        │
│  Right:     [ 0"    ][▲▼]    [ First line  ▼] [0.5" ][▲▼]│
│  ☐ Mirror indents                                       │
├─ Spacing ──────────────────────────────────────────────┤
│  Before:    [ 0 pt  ][▲▼]    Line spacing:   At:        │
│  After:     [ 11 pt ][▲▼]    [ Single     ▼] [     ][▲▼]│
│  ☐ Don't add space between paragraphs of the same style │
└────────────────────────────────────────────────────────┘
```

4. Click **OK** to return to the Modify Style dialog box.

5. Click **OK** again.

6. **Save** the template.

Modify *Bibliography* style

In line with the Graduate School formatting guidelines, the Bibliography style should meet the following criteria:

- Same font as main text
- 12 pt size
- left alignment
- hanging indent at .5"
- single space
- 12 pt space after paragraphs

To modify the Bibliography style:

1. Following the steps used to modify the Footnote Text style in the previous exercise, modify the Bibliography style using the above criteria.

2. Save the template when done.

Creating a new style

Sometimes you need a style that is a slight variation of an existing style. While you could change the formatting each time you needed that variation, it is easiest and most consistent to create a new style.

In the following exercise you will create a style for table titles. This style is used to standardize the look of the table titles.

In line with the Graduate School's formatting guidelines, you will create a *Table Title* style containing the following format:

- Same font as body, 12 pt, All caps
- Center aligned, no indenting, double space, before spacing set to 36 pt and after spacing set to 12 pt

To create the Table Title style:

1. In the Styles pane, click on the **New Style** button at the bottom-left of the pane.
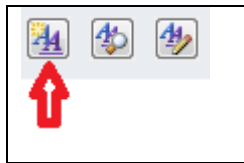
2. Once the New Style dialog box appears, name this style **Table Title**. Make sure it is based on the **Normal** style.

3. Choose **Table Title** as the style for the following paragraph.

4. Click the **Format** button and choose **Font.**

    o Font = **12** pts, **All Caps**

5. Click **OK** to return to the Create New Style from Formatting dialog box.

6. Click the **Format** button and choose **Paragraph**.

    o *Alignment* = **Centered**
    o *Special* = **none**
    o *Line spacing* = **double**
    o *Spacing before* = **36** pt
    o *Spacing after* = **18** pt

7. Click **OK** to return to the Create New Style from Formatting dialog box.

8. Click **OK** again.

9. If necessary, click the **Normal** style first before saving the template. Word 2010 applies the newly created style to the document, which is not the desired outcome of this template.

10. **Save** then **close** the template.

Formatting the Practice File

Using a Word template

There are three primary ways you can use a Word template:

1. Begin writing in the template from the very start of the project;

2. If you've already begun writing, link the template to your document and use it in place of Word's default "Normal.dotx" template;

3. Copy existing text into a new document based on the template.

The first method is the simplest, but not feasible if you have already begun your project. The linking method works best if you copy all of your existing text into one file before you link to the template. The copy and paste method works, but is prone to also transferring formatting "baggage" when it's pasted into the new file, unless you use a "special" pasting method such as "Merge formatting."

In this class, we will explore the linking method.

Linking to a template

1. From the Dissertation Prep Folder, open the file *mytext*.

2. Go to the File tab, and choose the Options button on the lower left of the menu (above the red Exit icon).

3. Choose Add-Ins from the options along the left side.

4. At the bottom-middle of the new window, there will be a drop-down menu. Choose "Templates" from the list, and click Go.

5. You should see "Normal" in the text box, indicating that the document is currently drawing its styles from the Word default template. Click the Attach button, and find the template file **dt_template.dotx**. Click Open.

6. Check the box that says "Automatically update document styles." Click OK.

These instructions pertain to Word 2010 on a Windows machine. On a Mac (and Word 2003 for PC), look under Tools→ Templates and Add-Ins… to reach the Template settings.

7. Close the file *mytext*.

8. Save the new file as: *mydissertation*

Note: If you elect to copy and paste text into a template, try to remember to use the right-click method of pasting — if you choose "Apply destination theme" or "Merge formatting" from the paste options, Word is more likely to apply your template styles to the incoming text. (Less formatting work for you!)

Print Layout view versus Draft view

It is important to remember that certain things can be accomplished more easily in specific views. Page numbers can only be viewed in Print Layout, but it is much easier to create or remove page and section breaks in Draft view.

To switch between the default Print Layout and Draft views, see the **View** tab.

Section breaks vs. Page breaks

Much of the formatting for this document depends on the use of Section breaks. Unlike Page breaks, Section breaks can be enforced, and allow you to format one section of the document independently of the other sections. In this document, we will insert Section breaks between areas of the document that will require different headers, footers, or overall page structure.

1. Place the cursor at the beginning of the document (**Ctrl+Home**).

2. Delete the words *<NEXT PAGE SECTION BREAK>* everywhere you see them in the text and add a **Next Page Section** break in its place. (**Page Layout Tab > Breaks > Section Breaks-Next Page**)

3. **Save** the file.

Applying styles

Title page
A title page is counted when numbering pages but the page number is not displayed.

1. Place the cursor at the beginning of the document (**CTRL+Home**).

2. Change to **Print Layout** view (**View** tab).

3. Apply the **Chapter Title (no TOC)** style to the first line of text.

4. Apply the **Centered Text (title page)** style to the rest of the text on the first page.

To turn on **Formatted Page Number** and **Section**, right- click on the status bar at the very bottom of the Word window, and select them from the list.

The **Chapter Title (no TOC)** and **Chapter Title (on Toc, not numbered)** styles are similar, but the Chapter Title (no TOC) style is used for titles that will not be included in the TOC.

Chapter Title (on Toc, not numbered) style is used for titles that will be included in the TOC.

5. Add *an extra line* after *A Dissertation* and also after *for the Degree of*, **two lines** after the *author's name* and **one line** after the *director's name*.

6. Apply the **Director's Signature (title page)** style to the Director's name.

7. Drag the line to the space above the director's name.

```
                        Doctor of Philosophy


                                by

                        Gerald G. Gnastich




                                    _____
                                        Gary Greenfield, Director
```
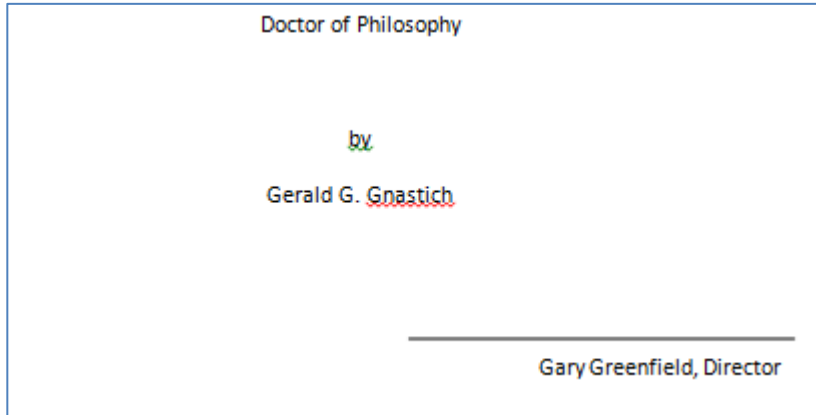
8. **Save** the file.

Copyright page

A copyright page is optional. If you include one, it is neither numbered nor counted, and comes directly after the title page. The text is centered vertically and horizontally.

1. Select **Copyright** text and the author's name.

2. Apply the **Centered Text (vertical and horizontal)** style to the copyright text.

3. **Save** the file.

Abstract, main body

Abstract pages are not numbered and not counted, and come directly after the copyright page, if there is one.

1. Apply the **Chapter Title (no TOC)** style to the title.

2. Apply the **Centered Text (title page)** style to the text *Abstract by Gerald G. Gnastich*.

3. Add one line after the author's name.

4. Place the cursor in the first paragraph of the Abstract.

5. Apply the **Equation** style to the equations on the Abstract page.

6. **Save** the file.

Dedication

A dedication page is optional. It's numbered and counted and comes directly after the abstract. The text is centered vertically and horizontally.

1. First apply the **Chapter Title (no TOC)** style to Contents. This will apply the style and place it on a new page.

2. Scroll up to the Dedication page.

3. Place cursor in text for Dedication.

4. Apply the **Centered Text (vertical and horizontal)** style to the text on the Dedication page.

5. While still on the Dedication page, go to **Insert** tab choose **Footer** from the Header & Footer group and select **Edit Footer**

6. Make sure the **Link to Previous** button is *not* selected in the footer of the Dedication page.

7. In the Footer field, move the first line indicator on the ruler bar to align with the left margin to center the page number

8. Click the **Page Number** button from the Header & Footer group.

9. Select **Current Position** from the drop down menu and select **Plain Number** (first option). A page number is inserted.

10. Click on **Page Numbe**r from the Header & Footer group and choose **Format Page Numbers**.

11. In the Page Number Format dialog box:

    o *Number format* = **i, ii, iii...**
    o Page numbering*, Start at:* = ii
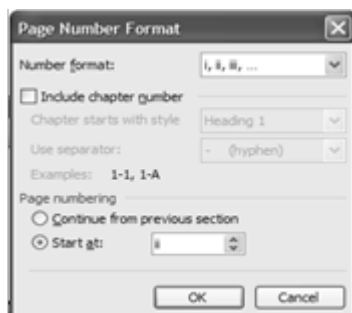
12. Click **OK**.

13. Format the remaining page numbers (see steps 8-10) using the **Continue from Previous Section** option:

   o Front matter format = **i, ii, iii ...**
   o Body of paper = **1, 2, 3, ...**

14. Once all the page numbers are formatted properly, click the **Close Header and Footer** button (**Header & Footer Tools** > **Design** tab).

15. **Save** the file.

Figures and Tables lists, Preface, and Acknowledgments

1. Apply the **Chapter Title (on Toc, not numbered)** style to the page titles of the *Figures* and *Tables lists.*

2. Apply the same style to the *Preface* and *Acknowledgments* page titles.

3. **Save** the file.

Body of the dissertation

1. Select the place holder words *Chapter 1* and press **Delete**. The cursor should now be before the word *Introduction*.

   > Introduction|
   >
   > Overview
   >
   > This is an overview of the introduction. In here, I will use many, many buzzwords
   >
   > and other legalistic-types of terms, mostly beginning on the expounding of the

2. Apply the Chapter 1: Heading 1 (numbered) style.

   > CHAPTER 1: INTRODUCTION|
   >
   > Overview
   >
   > This is an overview of the introduction. In here, I will use many, many buzzwords
   >
   > and other legalistic-types of terms, mostly beginning on the expounding of the

   A soft return on a Mac is inserted by pressing **Shift+Return**

3. Now add a **Soft Return** (**Shift+Enter**) before the word *Introduction* to drop the word to the next line.

CHAPTER 1:

INTRODUCTION

Overview

This is an overview of the introduction. In here, I will use many, many buzzwords

and other legalistic-types of terms, mostly beginning on the expounding of the

4. Apply the **1.1 Heading 2** style to the words *Overview* and *Groovin' Gnus*.

5. Apply the **1.1.1 Heading 3** style to the words *Background* and *Foreground*.

6. Find the paragraph in Section 1.2 that begins with *Academic politics...* and apply the **Block quotations** style to it.

7. Find the equation in section 1.1.2.

   o Apply the **Equation** style to the equation.
   o Move the cursor just before the reference and press **Tab**.

   The equation should now appear as in the illustration below.

$$F = F(p, f, d) \hspace{4cm} (1.1)$$

8. Follow steps 1-3 to format *Chapter 2* title.
   NOTE: If Chapter 2 does not start on a new page, make sure there is one blank **Normal**-style paragraph (a single line is fine) at the end of the previous page.

9. Apply the **1.1 Heading 2** style to the words Gnu See, Gnu Do, Gnu Goes Golfing with Green Golf Genes and Gesticulates Grapes.

10. Apply the **1.1.1 Heading 3** style to the words *The LoG*.

11. **Save** the file.

Appendix

Appendices are optional sections, but they are the equivalent of chapters.

1. Select the placeholder text *APPENDIX A:* and delete it.

2. Apply the **APPENDIX A: APPENDIX heading 1** style to the words *Gnu Generalisms*.

3. Add a **Soft Return** (**Shift+Enter**) before the words *GNU GENERALISMS* to drop the words to the next line.

APPENDIX A:

GNU GENERALISMS
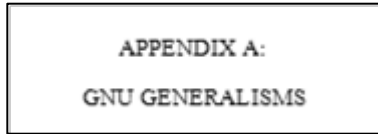
4. Apply the style **A.1 Appendix heading 2** to the word *Definitions*.

5. **Save** the file.

Bibliography
The structure of a bibliography may be dictated by the discipline.

1. Apply the **Chapter Title (on Toc, not numbered)** style to the word *Bibliography*.

2. Apply the **Bibliography** style to the remaining Bibliography text.

3. **Save** the file.

Footnotes

### New vs. copied notes
To insert a new footnote:

1. Go to section 1.2 of the document. Look for the term *BoO* in the paragraph text.

2. Place your cursor after the term. From the **References** tab, choose **Insert Footnote**.

3. Your cursor will jump to the Footnotes section of the page. Type the note: *Base of Operations.*

Notice that Word knows this is a footnote, and thus automatically applies the **Footnote Text** style that we modified at the beginning of the class to this note.

When a note originates in the main body of the text, or in another file, the note may retain its previous formatting. To demonstrate this, we will cut and paste a sample footnote.

1. Go to the *last page* of the document (**CTRL+End**).

2. Select and **cut** (**CTRL+X**) the text for the content for the first footnote, starting with *This is frequently . . .*

3. In section 1.1.1, place the cursor after the word *upset*.
From the **References** tab, choose **Insert Footnote**.
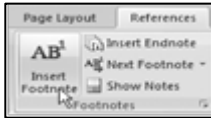
   This inserts the footnote number in the text and places the cursor down below in the footnote area.

4. **Paste** it into the footnote area after the number 1.

5. The note retains its *Normal* style formatting. Apply the **Footnote Text** style to the content of the footnote.
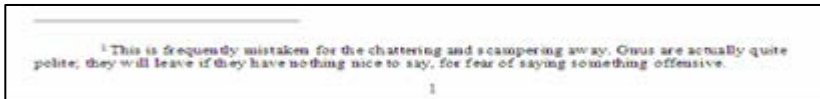
6. **Save** the file.

Footnote separator lines

Microsoft Word by default will insert a line above the footnotes section on each page. Typically there will be a short line for footnotes that originate on the same page, and a longer line the width of the text column to indicate that a footnote originated or continues from a previous page.

The footnote separators should align with the left text margin. If they appear to be indented, you can realign the separators by following these steps.

- Change to Draft view (**View tab > Draft**)
- Click **References (tab) > Show Notes**
- From Notes Pane Footnotes dropdown, select **Footnote Separator**
- Press **Backspace** once
- Select **Footnote Continuation Separator**
- Press **Backspace** once
- Click **Show Notes** to turn off Notes Pane
- Change to Print Layout (**View tab > Print Layout**

Headers and Footers

Before we can build a Table of Contents or our lists of Figures and Tables, we need to fix the headers and pagination in the document.

Abstract, header and footer

Earlier, we formatted the main body of the Abstract; now, let's take a look at the header and footer.

1. Navigate to the first page of the Abstract and click anywhere in the text.

2. From the **Page Layout** tab**,** click the **Page Setup** dialog box launcher (arrow in lower-right corner of Page Setup group).

3. On the **Layout** tab of the Page Setup dialog box, in the Headers and footers section check **Different first page** and, if necessary, set the *footer* to **.75"**


4. Click **OK**.

5. Place the cursor on the *second page of the Abstract* (not the second page in the document).

6. From the **Insert** tab, choose **Header**.

7. From the **Built In** dialog box, choose **Edit Header**

When you look at the Header field, you may see that it says *Same as Previous* over to the right side. This means the *Link to Previous* option is selected. To have a separate header or footer for one section, these headers and footers cannot be linked to other sections.
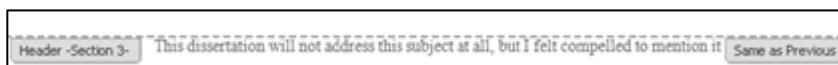
8. Click **Link to Previous** to "break the link" to the previous page (**Design** tab > **Navigation** group within Header and Footer Tools).
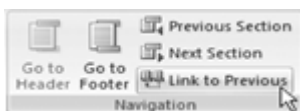
9. Place the cursor in the Header field on the next page after the Abstract.

10. Click **Link to Previous** button to break the link to the previous page.

11. Return to the previous Header field on the second page of the Abstract, type in the author's name (**Gerald G. Gnastich)** at the right margin.

12. Click the **Close Header and Footer** button to close the Header and Footer view (**Header & Footer Tools** > **Design** tab).

The header should only appear on the second page of the abstract.

13. Save the file.

Front matter pagination

1. Navigate back to the Dedication page and click somewhere on the page.

2. Go to **Insert** tab choose **Footer** from the Header & Footer group and select **Edit Footer**

3. Make sure the **Link to Previous** button is *not* selected in the footer of the Dedication page.

4. Click the **Page Number** button from the Header & Footer group.

5. Select **Current Position** from the drop down menu and select **Plain Number** (first option). A page number is inserted.

6. Click on **Page Number** from the Header & Footer group and choose **Format Page Numbers**.

7. In the Page Number Format dialog box:

   o *Number format* = **i, ii, iii...**
   o Page numbering*, Start at: =* **ii**

8. Click **OK**.

9. Format the remaining front matter page numbers using the **Continue from Previous Section** option if necessary.

Main text pagination

1. Repeat steps 1–6 above.

2. In the Page Number Format dialog box:

    o *Number format* = **1, 2, 3...**
    o Page numbering*, Start at:* = **1**
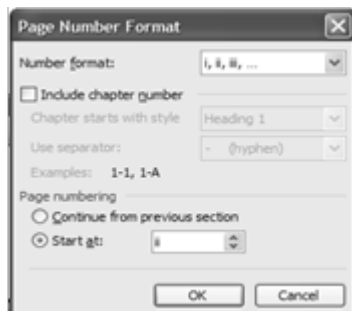
3. Click **OK**.

4. Format the remaining main body page numbers using the **Continue from Previous Section** option if necessary.

5. Once all the page numbers are formatted properly, click the **Close Header and Footer** button (**Header & Footer Tools** > **Design** tab).

6. **Save** the file.

Remember:

    o Front matter format = i, ii, iii .... The section should number consecutively from the Dedication (beginning with page ii) until the end of the front matter.

If your page numbers are indented, or using the wrong font, you can modify the Footer and Page Number styles to correct the issue throughout the entire document.

- o Body of paper = 1, 2, 3, ... Beginning with the Introduction/Chapter 1, the main body should number consecutively beginning with page 1.
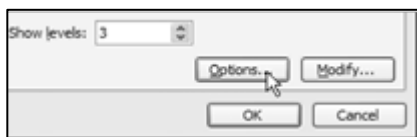
Table of Contents

Creating the Table of Contents (ToC)

Next you will create a table of contents. The table of contents belongs after the dedication page or after the abstract, if the dedication page is not included.

1. Place the cursor after the word *CONTENTS*.

2. From the **References** tab, click the **Tables and Contents** button, then choose **Insert Table of Contents.**

3. On the **Table of Contents** tab

   - o *Check* Show page numbers
   - o *Check* Right align page numbers
   - o *Uncheck* Use Hyperlink is *unchecked*
   - o *Tab leader* = dot (......) is selected.
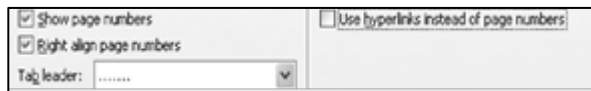
4. If necessary, change the *Formats* setting to **From Template**.

5. Click the **Options** button. The Table of Contents Options dialog box opens.

6. In this dialog box, you can choose which styles are included in the Table of Contents and which level they are. Add the level number, if necessary. Make sure the following are the only styles chosen. Remove any from the dialog box that are not included in the list below.

Appendix heading 1	1
Appendix heading 2	2
Appendix heading 3	3
Chapter Title (on Toc, not numbered)	1
Heading 1	1

The *Contents* list is entirely driven by the use of styles; if something is on your list that should not be (or vice versa), always check the style used to see whether it's one that populates the *Contents*.

The title *Contents* won't appear as an entry in the table of contents because you have applied the **Chapter Title (no TOC)** style. However, titles to which you have applied the **Chapter Title (on Toc, not numbered)** style (such as Figures and Tables), *will* appear in the table of contents.

The level of a style determines how it will appear in the hierarchy of the table of contents.

Heading 2	2
Heading 3	3

7. Click **OK** to close the Table of Contents **Options** dialog box.

8. Click **OK** to generate the Table of Contents.

Updating the Table of Contents

Once your Table of Contents is in place, you can refresh the list periodically as you add more text and/or headings to your document.

1. Right-click anywhere on the Table of Contents.

2. From the pop-up menu, choose **"Update field"**.

3. Choose the appropriate action from the two options:

   o **Update page numbers only**: This updates only page numbers. Most useful when you've only expanded the main paragraph text or added other elements (new figures, etc.) that affect the pagination but do not appear on this table.
   o **Update entire table**: This option tells Word to re-examine the document and re-import any new or existing entries to the list. Most useful if you've added a new chapter title or subheading, or if you're correcting a misspelling or capitalization error in a title.

4. Click **OK** to begin the update.

5. **Save** the file.

You can make minor modifications directly to the Table of Contents, but these will be erased the next time you update the entire table.

Working with Figures, Tables, Graphics, and Images

Inserting figure numbers and captions

Figures include charts, graphs, diagrams, photographs, drawings, maps and blueprints. Basically, anything that is not a table. Because inserting images is a common function of Word, we will not cover it but will work with the images already in the document.

1. Go to the page that contains the two photos.

2. Place the cursor at the beginning of the words *Beloved campus Gnu*

Note that you can tell whether any piece of text in the document is a Word-generated field, by right-clicking on the text. Field text will highlight in gray.

!!! Important!
Remember that the Table of Contents always imports your chapter and subheading titles *exactly as they are typed* — not as they appear with a style mask applied. Even if the style makes the title appear blue or in all-capitals, the ToC import strips away the extra layer.

Glen. . . and from the **References** tab, choose **Insert Caption** in the **Captions** block.

3. In the Caption dialog box, from the Label: dropdown menu, choose **Figure**, if necessary.
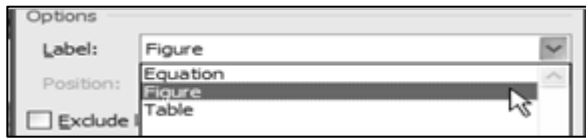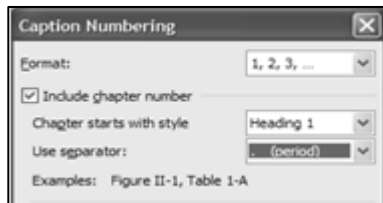

   NOTE: Make sure "Exclude label from caption" is NOT checked.

4. Then click the **Numbering** button.

5. In the Caption Numbering dialog box:

   o   Choose **1, 2, 3...** as the *Number Format*
   o   Check **Include Chapter number**
   o   *Use separator = **. (period)***

6. Click **OK**, then click **OK** again. The Figure number will be inserted in the document.

7. Add a space between the figure number and the caption, if necessary.

8. Apply the **Figure Caption** style to the caption.

9. **Save** the file.

## *Creating a Table of Figures*

To create a Table of Figures:

1. Place the cursor after the word *FIGURES*.

2. From the **References** tab, from the Captions group choose **Insert Table of Figures**.

3. In the Table of Figures dialog box:

    o   *Check* Show page numbers
    o   *Check* Right align page numbers
    o   *Uncheck* Use hyperlinks
    o   *Tab leader* = dot (......)

4. Under *Caption labels*, choose **None**. In this case, we want our Figures list to include any potential figures in the appendices — searching by label will only return figures in the main body of the text.
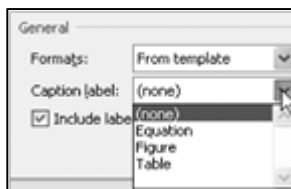
5. Click the **Options** button, check **Style**, and then select **Figure Caption**

6. Click **OK**, then **OK** again.

7. **Save** the file.

Inserting table titles

Tables are typically placed after the paragraph in which they are first mentioned. If there is not enough room on the page, continue the text and place the table on the next page. If fewer than six lines of text will fit on the page with a table, the table is large enough to require a page of its own.

Currently there are two tables that exist in the *mydissertation* document; however, the titles are missing.
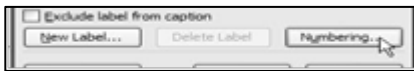
To add the table captions, follow the steps below:

1. In section 1.1.2, select the text **Table x.x** and delete it.

2. From the **References** tab, choose **Insert Caption**.

3. From the Label: dropdown menu, choose **Table**.

NOTE: Make sure "Exclude label from caption" is NOT checked.

4. Click on **Numbering**.

5. In the Caption Numbering dialog box:

   o check Include Chapter Number
   o *Chapter starts with style:* = Heading 1
   o *Use separator:* = . (period)

6. Click **OK**, then **OK** again.

7. Add a Soft Return (**Shift+Enter**) between the table number and table title.

8. Apply the **Table Title** style to the table title.

9. Go to the paragraph that starts *Table 1.2 shows...*

10. In the line below that paragraph, select the text **Table x.x** and delete it.

11. Follow Steps 2-8 to format the table title for Table 1.2.

12. Save the file.

Working with oversized tables
Sometimes tables will not fit well on a normal portrait-oriented page and need to be on a landscape page.

In the next exercise, you will modify the document to accommodate information (a new table) being brought in from an Excel file.

To accomplish this, follow these steps:

1. In Appendix A, place the cursor before the words *Table A.1*.

2. Insert a Next Page Section break (Page Layout > Breaks > Section Breaks > Next Page).

3. Place the cursor before the words *Finally, Table A.2...*, and add another **Next Page Section** break. This should leave the table number and table title on the page in the middle.

4. Place the cursor before the words *Table A.1* and change the page orientation to landscape (**Page Layout > Orientation > Landscape**).

    NOTE: For this particular template, you will need to insert a new caption label for any table or figure in the Appendix section so the correct table or figure number will display. This is only for the Appendix section.

5. Select the placeholder words *Table A.1* and delete them.

6. From the **References** tab, in the Caption group choose **Insert Caption**.

7. Click the **New Label** button in the Caption dialog box.

8. Type: **Table A.** as the new label.

9. Click **OK**, then click **OK** again.

10. Apply the **Table Title** style to the table number and title.

11. Add a Soft Return (**Shift+Enter**) between the table number and title.

12. Place the cursor after the word *Terms*.

13. Open the file **gnu_terms.xls** (this file is found in the **Dissertation Prep** folder on the desktop).

14. Select cells **A1 through B4** and choose **Copy**.

15. **Paste** the Excel information into the *mydissertation* document.

16. **Center** the table: Click once on the **Table Select** icon ( ) found to the upper left of the table, then click the **Center** button (Home tab).

17. **Save** the file.

## *Changing the location of page numbers*

When landscape orientation pages are used, the page numbers will be in the wrong place. Moving them back to the right place requires some manipulation.

To accomplish this somewhat tedious task, follow these steps carefully:

1. Place the cursor on the landscape page.

2. Double-click the page number to open the footer.

3. **Very Important!** While in the footer of the landscape page, click **Link to Previous** to break the link to the previous page.

   Do the same for the header of the landscape page.

4. Place the cursor in the footer on the next page (following the landscape page) and *deselect* **Link to Previous**. Do the same for the header on that page.

5. Place the cursor back in the footer on the landscape page.

6. Select the page number in the footer and cut it (**Ctrl+X**).

7. From the **Insert** tab, click the **Textbox** button and then choose **Draw Text Box**.

8. Draw a text box to the left of the table (as shown below).
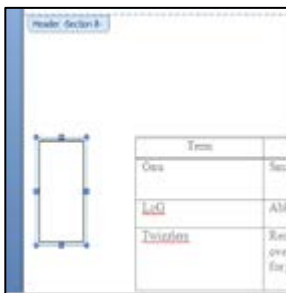
9. **Paste** the page number in the newly created text box.

10. With the text box selected, click the **Text Direction** button once to rotate the text to its proper position.
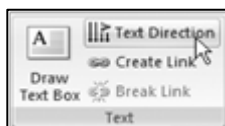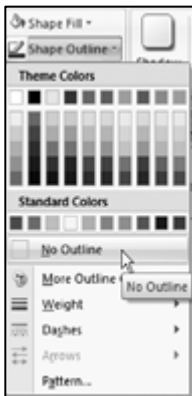

11. **Center align** the page number in the text box (from the **Home** tab, click the **Center** button).

12. Expand the text box from just below the header to just above the footer (as shown below).
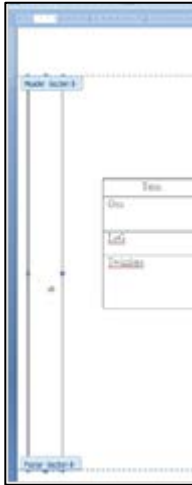
13. Double-click on the border of the textbox.

14. To remove the line around the box, from the *Textbox Styles* group, choose **Shape Outline**. Then choose **No Outline**.


15. From the Design tab, click **Close Header and Footer** button (Header & Foot Tools > Design tab).

16. **Save** the file.

Creating a Table of Tables

To add a Table of Tables:

1. Place the cursor after the word *TABLES*.

2. From the **References** tab, choose **Insert Table of Figures**.

3. From the **Table of Figures** tab,

   o *Check* Show page numbers
   o Check Right align page numbers
   o *Uncheck* Use Hyperlinks
   o *Tab leader* = dot (.....)
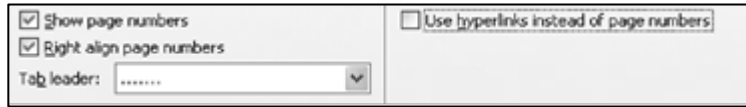
4. For *Caption labels*, choose **None**. Like the figures earlier, the Table of Tables will not display any tables found in the appendices if you search only by label.

5. Click the **Options** button, check **Style**, and then select **Table Title** style.

6. Click **OK,** then click **OK** again.

7. Click **No** in the message box that appears, so the Table of Tables does not replace the Table of Figures.

8. **Save** the file.

Working with Cross-References

If you use styles, inserted captions, or automatic numbering of any kind, you can use Word to keep track of your in-text references to these items, as well. For example, let's say you want to create a linked reference to Figure 1.1. You can manually type the phrase "Figure 1.1" in the main text, but if you insert a new figure, your numbers may change if you insert another figure later. Rather than searching the text for outdated references, let Word do the work for you.

Adding a cross reference to a figure or table

Now that we've asked Word to auto-number our figures, we're going to use that function to create an in-text cross reference.

1. Go to the last paragraph on page 1, beginning with "As shown in …"

2. Highlight the text "Figure 1.1" and delete it.

3. With your cursor still in place, go to the **References** tab and choose **Cross References** from the **Captions** block.

4. Under **Reference type**, change the setting to **"Figure".**

5. Under **Insert reference to**, change the setting to **"Only label and number"**. This label and number refers to the automatic caption label assigned earlier. (See Inserting figure numbers and captions, p. 18.)

6. Select the figure for which you want to insert the cross reference.

7. Click the **Insert** button.

Using the steps above, you can insert linked references to tables, schemes, equations, subheadings, or any other numbered item into your main paragraph text.

Updating cross references

If you only have a small handful of cross references, you can update them manually by right-clicking on the reference embedded in your text, and choosing "Update field".

Alternatively, if you have a lot of references in your text, you may not want to update each one in turn. In this case, you can update all of the links in your document at once.

1. Select all text in the document by pressing CTRL + A or navigating to the **Home** tab, and choosing **Editing**, then **Select**, and **Select All**.

2. Right-click on any Word-generated field in the document (a cross reference, figure or table number, table of contents, list of figures, etc.).

3. Choose **"Update field"**.

This begins a mass link update in your document. Word will progress through all of your generated fields, from the Table of Contents onward, and update every field it encounters. If you have front matter lists, you will need to specify whether you're updating only page numbers or the entire list, just as you would when manually updating these fields.

Note that the cross reference appears to be just like the rest of your paragraph until you click on it. Similar to the table of contents and the list of figures, these inserted references are Microsoft Word-generated fields.

Even if you don't have cross references in your text, selecting the entire document and updating all of your front matter lists and figure/table numbers can be a time-saving trick.
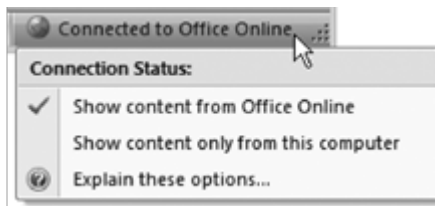
Wrapping up

Getting help

The Help menu

Click the Microsoft Help icon ![help icon] in the upper right-hand corner to get an overview of help options.

Use the Connection Status dropdown (bottom right corner) to choose to view help offline or online. Using online help will allow you to access additional Microsoft Office resources.

Help Desk
For general assistance using MS Word, please contact the Help Desk at 631-8111.

The Graduate School
If you are working on a dissertation or thesis, please consult the Graduate School's *Guide for Formatting and Submitting Doctoral Dissertations and Master's Theses* for the official formatting guidelines. While we covered many of these formatting techniques in this class, we did not cover every detail included in the guide.

For questions specific to the formatting of a doctoral dissertation or master's thesis, contact the Graduate School at ***dteditor@nd.edu*** or call 631-7545 (Shari Hill Sweet). For formatting and submission requirements and additional information, visit their website at:

http://graduateschool.nd.edu