Digital literacy training

Word for Academic Writing

Putting your thesis all together

2021

Windows version
# Table of Contents

**Course structure** .................................................................................................................. 1  
Workshop files .......................................................................................................................... 1  
Display extensions for file names ............................................................................................. 1  

**Graphics and Excel elements** ............................................................................................... 2  
Graphics ..................................................................................................................................... 2  
Insert a graphic into a document .............................................................................................. 2  
Align graphics in a document ..................................................................................................... 2  
Table and Figure Line Spacing ................................................................................................. 3  
Chart or data from Excel ........................................................................................................... 4  
Copy Excel Chart ..................................................................................................................... 4  
Capture screenshot of data ....................................................................................................... 4  

**Captions** .................................................................................................................................. 5  
Insert captions: .......................................................................................................................... 5  
Caption Numbers are Fields ...................................................................................................... 5  
Custom Caption Styles and Numbering .................................................................................. 5  

**Preparing to put your thesis all together** .............................................................................. 6  
Combining Chapters into one document ................................................................................... 6  
Title Page .................................................................................................................................... 7  
Front sections and Section Breaks in document ...................................................................... 7  
Headers, footers and page numbers .......................................................................................... 8  
Roman numeral pages ............................................................................................................... 8  
Arabic numeral pages ............................................................................................................... 9  
Insert Chapters into document using Insert text from File feature ....................................... 17  
Master documents feature ........................................................................................................ 17  
Expand the subdocuments when reopening the Master ............................................................ 18  
How to work with a Master Document ................................................................................... 19  

**Bibliography** ............................................................................................................................ 20  
Create a single bibliography in your document ....................................................................... 20  
Remove EndNote field codes ................................................................................................. 20  

**Table of Contents and Table of Figures** ............................................................................... 20  
Table of Contents ...................................................................................................................... 20  
Update a Table of Contents ...................................................................................................... 20  
Format a Table of Contents ...................................................................................................... 20  
Table of Figures ......................................................................................................................... 21  
Insert other types of Tables and Lists .................................................................................... 21  

**Other resources** .................................................................................................................... 22
Course structure

This course set consists of three workshops covering those features of Word that are instrumental for working with long documents such as theses. It is recommended that the training workshops are completed in the following order:

- Formatting your Document
- Maintaining Consistency in your thesis
- Putting your thesis all together

This sequence of training workshops has been developed to emulate the normal process for creating a document. The process followed is to plan the document, create the document structure, create styles, create a document template, create chapters from the template or apply the template to the existing chapters and finally create a master document.

Workshop files

Located at:

ql.anu.edu.au/training

Display extensions for file names

This course covers templates. Template names have a different extension than a Word document.

- A document has the extension of .docx
- A template has the extension of .dotx

It is easier to work with documents and templates if extensions are displayed.

To display extensions on Windows desktop:

1. Open File Explorer

2. Select View tab > tick the box File Name extensions
Graphics and Excel elements

Graphics

Insert a graphic into a document
Recommended procedures are:
1. Activate \textbf{Insert} tab > \textbf{Illustrations} group > \textbf{Pictures}.
2. \textbf{Browse} to image file.
3. Click \textbf{Insert}
4. Resize with corner markers

Align graphics in a document

Two methods:

- In the Picture Tools tab > Format > \textbf{Arrange} group, drop down the <Position> button and choose \textbf{In Line with Text} when positioning a graphic in a document

OR

- Use \textbf{Table} cells (no border) to lock the graphic in place. Text can be aligned in the adjacent cell/s
Table and Figure Line Spacing

If line spacing too large after figure and before caption –

Select Figure > apply Thesis Table and Figure style (this style contains 1.0 line spacing and 6pt after)

Line spacing after caption should return to 15pt. This is to be done manually by placing cursor on figure caption > Layout Tab > After 15pt

Select Table > apply Thesis Table style (this style contains 1.0 line spacing and 6pt after)
Chart or data from Excel

Charts and table data created in Excel can be “copy and paste” from Excel or “capture as .jpg” and placed into Word or any other Office program.

Copy Excel Chart

1. In Excel, click the chart that you want to copy to another Office program, and then press Ctrl+C.
2. Open the other Office program, click where you want to paste the chart, and then press Ctrl+V.
3. Click Paste Options next to the bottom of the chart, and choose how you want to paste it:

- **Use Destination Theme & Embed Workbook** This updates the chart formatting to match the destination formatting.
- **Keep Source Formatting & Embed Workbook** This keeps the chart formatting exactly as is.
- **Use Destination Theme & Link Data** This updates the chart formatting to match the destination formatting and keeps the chart linked to the original worksheet. (If you later decide that you want to unlink the chart, you'll need to copy it and paste it again as an embedded chart or as a picture.)
- **Keep Source Formatting & Link Data** This keeps the chart formatting exactly as is and keeps the chart linked to the original worksheet. (If you later decide that you want to unlink the chart, you'll need to copy it and paste it again as an embedded chart or as a picture.)
- **Picture** This pastes the chart as a picture. The chart cannot be edited or updated, but you can replace it with another picture and apply picture formatting.

Capture screenshot of data

<table>
<thead>
<tr>
<th>Use Snipping Tool to capture screenshots of data from Excel and save as .jpg:</th>
<th>Select area of Excel data to capture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Snipping Tool &gt; Select New</td>
<td>Click the Save &gt; type the file name&gt; choose image format (.jpg, .png or .gif)</td>
</tr>
</tbody>
</table>

**Windows 10**

- **Alt + PrtScn keys** and paste into Word or Paint to edit
- Alternatively use:
  - **Windows key + Print Screen keys**
  - **Windows + Shift + S keys** together and the computer screen will be covered by a white overlay to allow selection of desired area of the screen using your mouse cursor
Captions

Captions can be added to tables, maps, figures or charts. This allows lists to be generated based on the caption labels. New caption labels can be created to relate to the subject matter. Captions can be displayed above or below the object and will number sequentially as they are inserted. The formatting feature allows the chapter number to be included in the numbering.

**Insert captions:**

1. **Select** the object (table, map, figure, or another object) that you want to add a caption to.
2. Activate the **References** tab and click the `<Insert Caption>` button.
3. Select required options from the dialog box. If separate labels for tables, figures etc. are used, each caption type is numbered independently.
4. **Optional:** If you use headings with Numbering, you may want to add a Chapter number. To do so, click `<Numbering...>` and tick the **Include chapter number** check box. You can also specify the number format, style, and separator.
5. Add any extra caption information after the caption number (e.g Table 1: xxxx).
6. Click `<OK>`.
7. To create a new Label select **New Label**

**Caption Numbers are Fields**

Ensure that the Fields are updated if adding and removing captioned objects.

1. Select text with fields to be updated (or press Ctrl + A to select all text in a document).
2. Press F9 on your keyboard (or select ‘Update Field’ after right mouse click).

**Custom Caption Styles and Numbering**

A new style can be created if Caption is not suitable for the design of the document.

1. Click `<New Style button>` located in the bottom of the Styles Pane
2. Name: Table Caption **XX**(insert Author initials)
3. Style based on: Caption
4. Alter setting of Style ie. Font size / bold/italic – Format>Paragraph line spacing before or after
Preparing to put your thesis all together

It is more convenient to keep chapters separate as you work on them, your final submission will need to be one long document. You can combine all of the files into one large document and then use information in the following sections to

**FORMAT FRONT SECTIONS OF A THESIS:**
- Cover Page with ANU Policy requirements
- Declaration
- Acknowledgments
- Abstract
- List of Abbreviations
- Table of Contents
- List of Tables
- List of Figures

**BEFORE COMBINING CHAPTERS:**
- Captions applied for tables and figures
- Checked spelling and grammar
- Removed all track changes and comments
- Finalised sentence structure editing from supervisor and editor
- Place all final chapters into a folder to be ready to combine

If EndNote was used open each Chapter in Word and unformat your bibliography:

- If instant formatting was used then each chapter will have formatted in-text citations: (Jones, 1957), with a bibliography at the end of each chapter.
- In Word, open up each one and use the EndNote Tab: **Convert Citations and Bibliography > Convert to Unformatted Citations**. This should change any citations to their unformatted form to look like this: {Jones, 1957 #4} and the bibliography will disappear.
  
  (No action required for Mendeley or Zotero)

**Combining Chapters into one document**

The **Master Document feature** can be used or **Insert text from File feature**.

Both features start by creating a new blank document based on the template used for the chapters **Thesis Chapter Template.dotx**

Save as **Full Thesis.docx**

First step in the process is to set up and format front sections with headings and page numbers to roman numerals before inserting the chapters.

**Insert** tab > **Footer** > **Edit Footer** > **Page number** – Format Page Number

**Change to** roman numerals (i,ii,iii...) and **Continue from previous section**

**NOTE: Continue from previous section** must be selected in both the Even and Odd Page Footers. You may need to insert two blank pages to activate these footers.
Title Page

Use **Body Text Thesis** style and change point size and font as required.

```
Title of Thesis

Name

Month Year

A thesis submitted for the degree of Doctor of Philosophy of
The Australian National University

© Copyright by Name Year
All Rights Reserved
```

**Procedure: Higher degree by research - submission and examination of theses**

#10 The first page of the thesis gives its title, the candidate's name in full and the month and year of its submission for examination. It includes the statement:

A thesis submitted for the degree of Doctor [or Master, as appropriate] of Philosophy of The Australian National University

#11 It also includes a copyright notice providing the full legal name of the author, centred at the bottom of the page:

```
© Copyright by [Candidate’s Full Name] [Year]
All Rights Reserved
```

At bottom of title page: **Page Layout** tab > **Breaks** > **Odd Page**.

**Front sections and Section Breaks in document**

1. Use **Title** style for headings for Declaration, Acknowledgments, Abstract, List of Abbreviations, Table of Contents, List of Tables, List of Figures

2. Activate the **Page Layout** tab > **Breaks** Select:
   - **Odd Page** (if producing a double sided document using Mirror Margins*)
   or
   - **Page Break** (for single sided document – except when starting new numbering within chapters ie. 2.1, 3.1 use **Next Page Break**)

   *Mirror Margins allows even and odd page headers to display:

   ![Odd Page Headers]

3. At the end of each front section page insert Odd (double sided document) or Page Break (single sided document).
Headers, footers and page numbers

Roman numeral pages

Place cursor on page iii

**Insert** tab > **Header** > **Edit Header** > click **Link to Previous** (*currently has a grey background*)

It is now unlinked (*indicated by a white background*)

Place cursor in Footer and click **Link to Previous** (*currently has a grey background*, once unlinked it will have a *clear background*).

**Place cursor** in Title Page Header on page i and remove all text in Header.

Remove the page number *only* in the Title Page Footer.

Insert roman numeral pages for:
- Acknowledgments
- Abstract
- List of Abbreviations
- Table of Contents
- List of Tables
- List of Figures
Arabic numeral pages
Place cursor on blank page allocated for Chapter 1

**Insert** tab > **Header** > **edit Header** > click **Link to Previous** (*currently has a grey background, once unlinked it will have a clear background*

**Move to Footer** > click **Link to Previous** (*currently has a grey background, once unlinked it will have a clear background*

**Footer** > **Page number** – Format Page Number

**Change to** Arabic numerals (1,2,3...) Select > **Start at: 1**
A thesis submitted for the degree of Doctor of Philosophy of-
The Australian National University

© Copyright by Name-Year
All Rights Reserved

Section Break (Odd Page) used for double sided/mirror margin publications
Declaration

This thesis contains no material which has been accepted for the award of any other degree or diploma in any university. To the best of the author's knowledge, it contains no material previously published or written by another person, except where due reference is made in the text.

Name

Month Year


Acknowledgements

I am enormously grateful to my chair supervisor [Name] and panel adviser [Name] for their continuous support and guidance. I would like to thank [Name].

This research is supported by an Australian Government Research Training Program (RTP) Scholarship.


Abstract


List of Abbreviations


Digital literacy training
Chapter 1  Research Context

1  Introduction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

1.1.2  Modelling Approach

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that

End of chapter insert section break - odd page

Chapter 2  Water Quality

2  Introduction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and

This formatted document is available in file: Full Formatted Thesis.docx
ql.anu.edu.au/training
**Insert Chapters into document using Insert text from File feature**

If using this method, the long document and the various chapters are not linked and any changes necessary after insertion must be made in the full thesis file. Create a backup copy of this Full Thesis.docx before continuing.

1. Position the insertion point to insert contents from another file (e.g. chapter).
2. Activate the **Insert** tab > **Text** group > click the <Object> button dropdown list > choose **Text from File**.
3. **Browse** to the file (chapter) required Click <Insert>.
4. Remove any page breaks at end of Chapter
5. Insert a **Section Break** between each inserted file. Select **Odd Page Break** (double sided document) or **Next Page Break** (single sided document)
6. Repeating step 2 for remaining Chapters and page for Bibliography.

**Master documents feature**

Master documents feature must have all files contained in the same folder. Subdocuments (chapters) are inserted into the Master Document using Outline view. Subdocuments appear as hyperlinks in the Master when reopened. Create a backup copy of this Full Thesis.docx before continuing.

1. Create a **folder** which will hold the Master Document and all its subdocuments (e.g. chapters).
2. Position the insertion point to insert contents from another file (e.g. chapter) switch to Outline view.
3. On the **View** tab > **Views** group > click the <Outline> button
4. **Master Document** group > click <Show Document> > <Insert>. *(Word displays the insert Subdocuments dialog box.)*
5. **Navigate** to the required subdocument (e.g. Chapter 1) > click <Open>.

6. Repeat insertions for the remaining subdocuments. **DO NOT change** the position of the cursor between each insertion.

**Note that subdocuments are initially inserted with the subdocuments expanded**

7. **Close Outline View** to see the document formatted. The section breaks may need to be converted to **Odd Page Breaks** if creating a double sided document.
   - Click inside the section you want to change — i.e. Ch 1, Ch 2
   - Go to the **Page Layout** tab.
   - Click the Launch icon at the bottom right of the Page Setup group to open the Page Setup dialog box.
   - Select the **Page Layout** tab.
   - Select the Odd Page section break from the Section Start list, then OK

8. **Save** the Master document

**Tip:** Ensure Show/Hide (¶) option is turned on (Home ribbon) and insertion point is not positioned within a subdocument when inserting another.

**Expand the subdocuments when reopening the Master**

Once the Master document is closed and reopened, the subdocuments will be displayed as links (i.e. the text of the subdocuments will not be seen when the Master is first opened).

**To redisplay the text** of the subdocuments they must be expanded.
1. Open the **Master** document >
2. On the **View** tab > **Views** group > click the <Outline> button
3. To **expand** subdocuments > click the <Expand Subdocuments> button.

4. To **collapse** subdocuments, click <Collapse Subdocuments> button.

5. When ready to work on the entire Master document click **Close Outline View**
How to work with a Master Document

Master documents can be edited in either Outline view or Print Layout view. To work on the entire Master document, expand subdocuments by clicking <Expand Subdocument> in Outline view.

Once a file (chapter) is inserted into a Master document, it still exists as a separate file and any changes made will update the original file and vice versa.

Use Outline View to
- See or revise the structure of a long document
- Open a specific subdocument

Use Print Layout View to
- Work on a Master document as a whole
- Determine where section breaks are to occur and their properties.
- Add Headers and Footers, Table of Contents, Table of Figures, and to create Cross-References between subdocuments etc.

Troubleshoot Master Documents

Master documents can save time and effort, but they have been known to have problems. The more complex a master document is, or the more changes made to it, the more likely it is to become corrupted. Follow the following guidelines to avoid trouble
- Protect your work by keeping back-ups
- Keep the Master document and all of its subdocuments in the same folder
- Save the Master document frequently while working with it
- If any problem occurs, close the Master document and create a new one
Bibliography

Create a single bibliography in your document

After assembling your Full Thesis document to generate a single bibliography.

- *EndNote tab in Word > Bibliography > Update Citations and Bibliography*.
- Ensure your required style is showing in the Style box above

Remove EndNote field codes

You can use Word to create an identical copy of your document without the EndNote formatting (field codes). This can be useful for any styles that are not available in EndNote and require manual editing.

- *EndNote tab in Word > Convert Citations and Bibliography > Convert to Plain Text*
- A new copy of your Full Thesis document will be created without links to EndNote.

Table of Contents and Table of Figures

Table of Contents

1. Activate the **References tab > click <Table of Contents> button.**
2. Choose **Custom Table**
3. In **Show levels** (i.e. Heading levels) select the number of heading levels to display.
4. Click **<OK>**.

If the document already has a Table of Contents a dialog box will ask for confirmation to replace the existing Table.

Update a Table of Contents

- Activate References tab, click <Update Table> button.

or

- Place the cursor in Table of Contents (TOC) and press F9.
  You will be prompted to update the whole TOC or Page Numbers only.

Format a Table of Contents

Each level of heading used within the Table of Contents is assigned a style. For example, Heading 1 converts to TOC 1. Change the settings for the TOC styles and save back to the template.
Table of Figures

This can only be created if captions have been assigned to elements such as tables, maps and figures.

1. **Place** the insertion point where a Table of Figures is required.
2. Activate **References** tab > **Captions** group, click on the `<Insert Table of Figures>` button.
3. Choose formatting and style options.
4. Click `<OK>`.

**Insert other types of Tables and Lists**

1. Choose Caption label from the General section
2. Click `<OK>`.
Other resources

Training notes
To access training notes, visit the Research & learn webpage anulib.anu.edu.au/research-learn and select the skill area followed by the relevant course. You can register for a workshop and find other information.

Research & learn how-to guides
Explore and learn with the ANU Library's how to guides (anulib.anu.edu.au/howto). Topics covered are:

- AGLC Reference Style
- Citations & abstracts
- E-books
- EndNote
- Evaluating Sources
- Finding books and more
- Finding journal articles and more
- Finding theses
- Library Research
- Mendeley
- Increasing your research impact
- Open Educational Resources
- ORCID
- Research Data Management
- Text and Data Mining
- Topic analysis

Subject guides
Find subject-specific guides (anulib.anu.edu.au/subjectguides) and resources on broad range of disciplines. Such as:

- Asia Pacific, Southeast Asia and East Asian studies
- Business, economics, art, music and military studies
- Criminal, human rights and taxation law
- History, indigenous studies, linguistics and philosophy
- Biological, environment, physical & mathematical sciences, engineering & computer science, health & medicine

Navigating the sea of scholarly communication
An open access course designed to build the capabilities researchers need to navigate the scholarly communications and publishing world. Topics covered include finding a best-fit publisher, predatory publishing, data citations, bibliometrics, open access, and online research identity. Five self-paced modules, delivered by international and local experts/librarians (anulib.anu.edu.au/publishing).

Training
A range of workshops are offered to help with your academic research and studies (anulib.anu.edu.au/training-register).

Feedback
Please provide feedback about workshops on the online feedback form (ql.anu.edu.au/survey).