Digital literacy training

Word for Academic Writing

Maintaining Consistency in your Thesis
2020

Table of Contents

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

NOTE: These are template files **.dotx** and when executed contain no text.

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**

Use and create Templates

What is a Template?

Every Word document is based on a template. A template determines the basic structure. A new document inherits three areas from its parent template:

- Styles

- Page settings – e.g. margins

- Content – e.g. headers, footers, text on page

Using a custom built template allows the user to set the formatting once and use that formatting over and over again eg chapters for a thesis. Therefore, templates save time and effort and produce consistently formatted documents.

Where Templates are located

When Word is installed it creates a Template folder and places all of its pre-made templates in this folder. Any templates created are saved in the main templates folder located on C:\.

Tip: If working on an Information Commons PC or any networked PC that does not have access to C:\ the user needs to determine where the template should be stored.

Change the location where a Template is stored

1. Activate the **File** tab > **Options**.

2. Choose **Advanced** category.

3. Scroll to the bottom of the dialog box.

4. Select <File Locations>.

5. Select **User Templates**.

6. Select <Modify> select Documents > create a new Folder and Open it.

7. Select <OK> > select <OK>.

Note: This does not have to be done on home computers but will have to be repeated each time on the IC computers if the template is to be accessed.

Digital literacy training
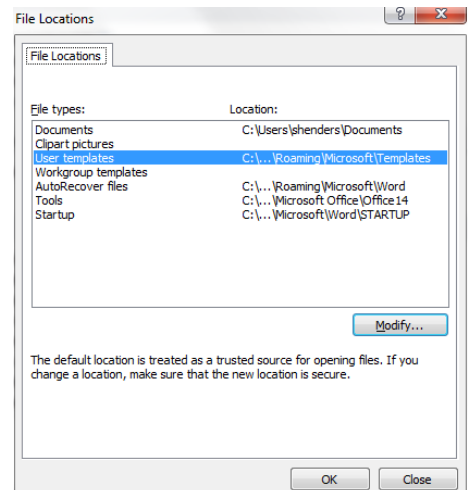
Create a new Template

A new template can be created by either:

- Starting a new blank document which is then formatted as required (i.e. define styles and page settings) OR

- Opening a document that has already been formatted with styles and page settings

Create a Template from scratch

1. **File** > **New**

2. Select on **Blank Document**

3. **Modify** the blank document as required *(adding styles, margins, footers etc.)*

4. **File** > **Save as**

5. Change the **Save as type** drop down to Word Template (*.dotx)

6. Type a **name** for the template

7. Select <Save>

Convert an existing document to a Template

It is also possible to save an existing document with all its styles and layout as a document template.

1. **Open** a document which has the required settings. (Layout, text, footers and styles etc.)

2. **Remove** any **text** and styles not needed in the template.

3. **Follow** from **Step 4** above.

Use an existing Template to start a new document

To use a template that has already been created by Microsoft or by ANU (templates from ANU Marketing).

1. **File** > **New**
   (*This displays Microsoft inbuilt templates*)

2. Under Shared select the required template and click on it

   A new blank document based on the chosen template will open.
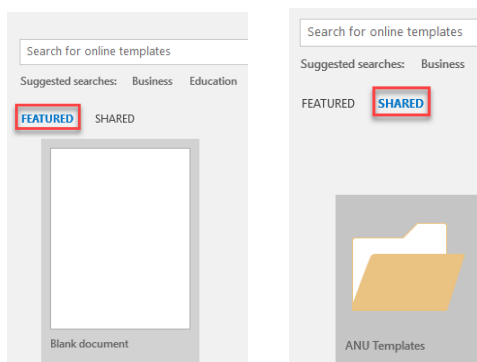
   If you wish to locate your custom template – select **File** > **Open** > Browse to Custom Office Template folder. Located at **This PC** > **Documents** > **Custom Office Templates**

Attach a Template to an existing document

If a document has been formatted using styles, its appearance can be altered by attaching an alternate template which has different settings used for the same style names. This only works because of matching the style names from one document to another.

1. **File** tab > <Options>.

2. **Add-Ins** > **Manage** > **Templates** > select <Go>.

3. **Templates** tab > Select <Attach>.

4. **Browse** to the desired template.

5. Select <Open> button.

6. Tick **Automatically update document styles** box.

7. Select <OK>.

Note: Once this action has been completed, **uncheck** the **Automatically update document styles** box.

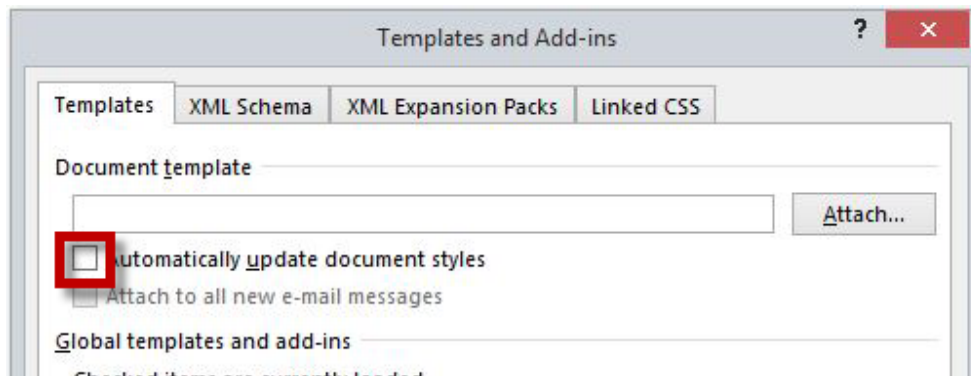Otherwise, if the document is opened on a computer which does not have the correct template, the styles will change to match any standard template. This results in poor formatting.

This action will apply the new styles, but DOES NOT carry page layout settings across e.g. margins, page numbers and headers/footers.

Tip: Use the Styles dialog to hide any styles that will not be used in the Styles pane. Add styles to the Quick Style Gallery and remove unused styles from the Quick Style Gallery.

Modify a template

Once a template is created there may need to be changes to headings, margins or any formatting feature. **NOTE:** This can only be done within Word.

Open Word > **File > Open >** locate **Microsoft Word Template** file

Make appropriate changes.

Save > Close

Protect a Template

Protection can be added to prevent someone from changing either styles or a particular region within the file. Alternatively, the template can be password protected.

1. Open the template

2. Activate the 'Review' tab

3. Select **Protect** group <Restrict Editing>

4. Select **Formatting Restrictions** > **Settings**... to limit editing to certain styles only

5. Check the option **Allow only this type of editing in the document**

6. Select No Changes (Read Only) from the drop-down list
   (An Exceptions heading is displayed.)

7. Select parts of the document > under Exceptions > allow **Everyone** or **specified users** to freely edit those portions

8. Select <Yes, Start Enforcing Protection>
   (Passwords can be added or not.)
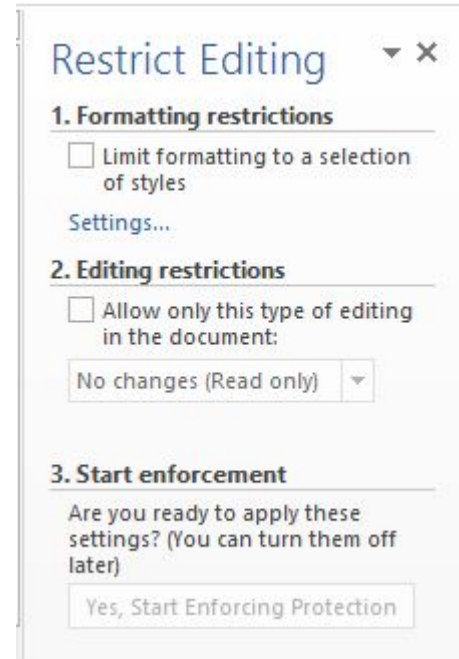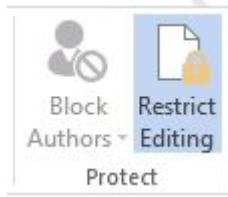
Note: When the template is opened a side panel is displayed so that the user can navigate to regions they are allowed to edit.

Backing up and restoring Templates

1. Save a safe **copy** of your customised template in a backup location

2. The basic template for blank new documents is Normal.dotm (The normal template is extension.dotm, not Normal.dotx)

   If Normal.dotm becomes corrupted, exit Word and Word automatically creates a new version (which uses the original default settings) the next time that you start Word. The new version will not include any of the customisations that you made.

Understand Styles

What are Styles?

A style is a set of pre-defined formatting instructions that can be used repeatedly throughout the document. Everything in Word has a style attached. A new blank document starts by using Normal style.

If each heading in a document must be 1) centred, 2) uppercase, 3) bold, and 4) a slightly larger font size. If these are applied 'directly' by selecting the text, four actions per piece of selected text are required.

If formatting commands are stored in a style, that style is applied once.

Why use Styles?

Formatting with styles

- **Speed** — Create a style once, and then apply it to any paragraph in the document. This eliminates having to format each paragraph individually.

- **Consistency** — When using styles to apply a format, each paragraph is formatted the same way and therefore provides a professional, clean-looking document.

- **Global Change** — If styles are used consistently in a document, it is only necessary to update the Style itself if a change is required. All paragraphs using that style will change automatically without having to be sought manually.

Styles for special purposes

- **Table of Contents** — Styles are used to generate a table of contents.

- **List of Tables & List of Figures** — Styles are used to generate the lists.

- **Faster Navigation** — Using Heading styles allows quick movement to different sections in a document using the Navigation Pane.

- **Working in Outline View** — Styles allow organisation of a document's main topics with ease.

- **Efficiency of Word** — Files which are predominantly manually formatted are less efficient than those which have style formatting imposed. Use styles as much as possible to reduce file size and automate formatting. This is because Word is a style based application. It first reads the attributes of the underlying style, then has to broadcast anything contrary (eg manually formatted on top of that). As such, a lengthy document that has been predominantly manually formatted, will behave sluggishly because Word has to work harder at managing it.

Normal Style and Normal Template

A new blank document is based on what is called the Normal template and text that is typed uses the Normal style. This means that when the text is typed, Word uses the font name, font size, line spacing, indentation, text alignment and other formats defined for the Normal style.

Normal style is the base style for the Normal template. It is also a building block for other styles in the template. Whenever text is typed into a new document, unless specified otherwise, the Normal style is invoked.

When text is selected and formatted manually, this is called **direct** formatting.

Tip: If the Normal style is changed many other styles will automatically change to match this can significantly alter your document.

Types of Styles

Style	Explanation
Title	Title style can used for the declaration, acknowledgements, abstract, preface, chapter titles, bibliography, and appendices. Requires modifications on font size.
Headings	Headings can be modified to meet requirements of style manuals.
Paragraph	Paragraph styles are used most frequently. A paragraph style incorporates formatting for its characters (font and character size) and the paragraph as a whole (line spacing, indentation, bullets and numbers etc.). They are represented by ¶ after the style name in the styles panel. Select body text or create a new paragraph style.
Caption	Used for tables, figures, equations. New captions can be created – this is covered in Putting it all together workshop.
Table	Table styles are used to set the way in which table rows, columns and cells appear. Applying a table style to non-table text places the text into a table.
List	List styles define the way numbered and bulleted list are formatted.
Quote	Quote styles can be formatted to include indents and font and line styles ie. Italic.
EndNote Bibliography	Once EndNote references are inserted into a Word document the EndNote Bibliography style can be modified to match your paragraph style.
Footnote Text	Style can be modified to alter line spacing or font
Footnote Reference	Style can be modified to enlarge footnote numbers

Styles

Clear All
Normal ¶
Default Paragraph Font a
No Spacing ¶
Heading 1 ¶a
Heading 2 ¶a
Heading 3 ¶a
Heading 4 ¶a
Heading 5 ¶a
Heading 6 ¶a
Heading 7 ¶a
Heading 8 ¶a
Heading 9 ¶a
Title ¶a
Subtitle ¶a
Subtle Emphasis a
Emphasis a
Intense Emphasis a
Strong a
Quote ¶a
Intense Quote ¶a
Subtle Reference a
Intense Reference a
Book Title a
List Paragraph ¶
Caption ¶
Bibliography ¶
TOC 1 ¶
TOC 2 ¶
TOC 3 ¶
TOC 4 ¶
TOC 5 ¶
TOC 6 ¶
TOC 7 ¶
TOC 8 ¶
TOC 9 ¶

Show Preview
Disable Linked Styles

Options...

Overview of Word's inbuilt styles and 'style sets'

Word's inbuilt styles

Word provides **inbuilt styles** which are ready to use. eg Heading 1, Heading 2 etc. The format of these inbuilt styles can be modified in many ways.

Style sets

Word provides sets of styles which when used give an 'overall' look to a document. eg Manuscript or Fancy. Once a document has been formatted with Word's inbuilt styles applying a different **Style set** will change the look of the document.
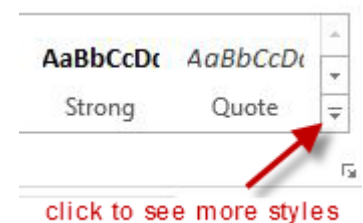
Quick Style Gallery

The Quick Style Gallery is located in the Style group of the Home tab. It provides shortcuts to Style names.

Apply Styles with the Quick Style Gallery

The Quick Style Gallery is located on the Home tab in the Styles group. To apply a style:

1. Click anywhere in a **paragraph**.
2. Select the Style name in the **Quick Style Gallery**.

click to see more styles

Create a new Quick Style

Text that has been manually formatted (direct formatting) can be saved as a style – e.g. a word that has been made bold and red.

1. Select the **formatted text** that you want to use as the base for a new style
2. Right-click the selection > point to **Styles** in the pop-up menu > select **Save Selection as a New Quick Style**.
3. Type a name for the style — for example 'boldred' — and then select **OK**. *(The boldred named style appears in the Quick Styles gallery and is ready to use whenever you want a paragraph to be bold and red.)*

Modify a style in the Quick Style Gallery

When you change a style Word automatically updates all the text in the document to which the style has been applied.

1. **Right click** on the style name in the Gallery
2. Left click on **Modify** > Make required changes

Remove a Style from the Quick Style Gallery

1. In the **Style Gallery** > **right click** the style name

2. Choose **Remove From Quick Style Gallery**. *(This only removes the shortcut from the Gallery and does not delete the style itself.)*
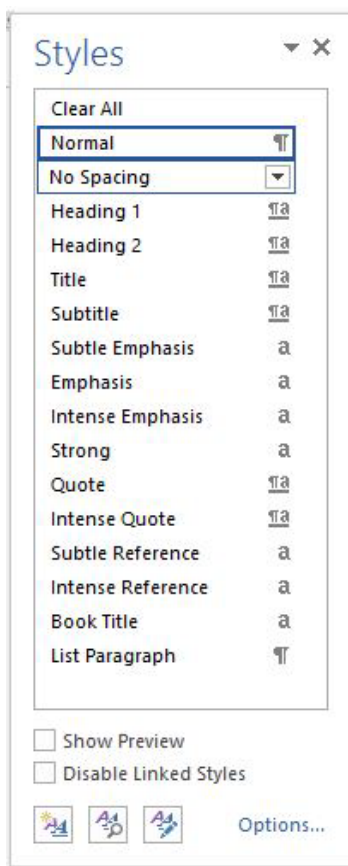
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Remove a style from a paragraph using the Quick Style Gallery

1. **Select** the paragraph

2. Select the <Clear Formatting> button from the expanded Quick Style Gallery.
   (This changes the text back to normal.)
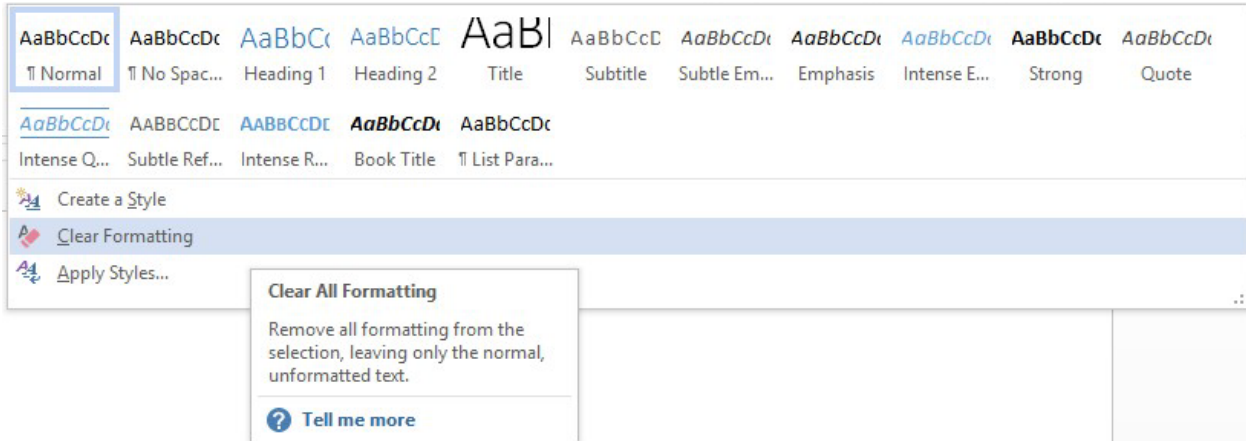
The Styles pane

The Styles pane can list the complete suite of styles available in Microsoft Word.
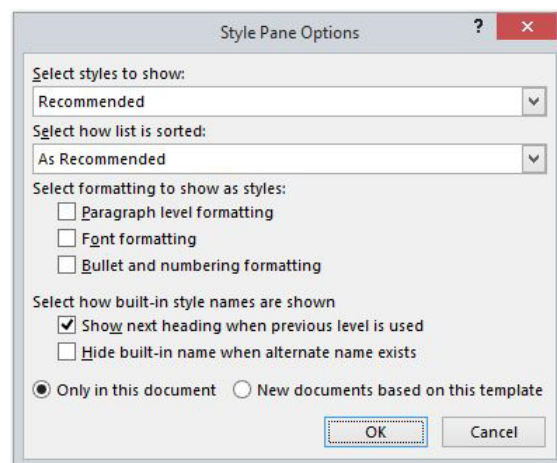
View the Styles pane

In the Styles group select the styles launcher to display the Styles pane.

Style view options

At the bottom of the pane select **Options** to display the Style Pane Options.

A variety of options are available for display. The view can be changed whenever needed.

Tip: It is recommended that you turn on 'Show next heading when previous level is used' to view the next style heading in the Styles pane. To do this, in the Styles pane, select Options, then under Select how built-in style names are shown, select 'Show next heading when previous level is used'.

Use the Styles pane to view style information

To view formatting that comprises a style:

With the mouse pointer > **hover** over the style name in the Styles pane. *(A pop-up box appears describing the style.)*
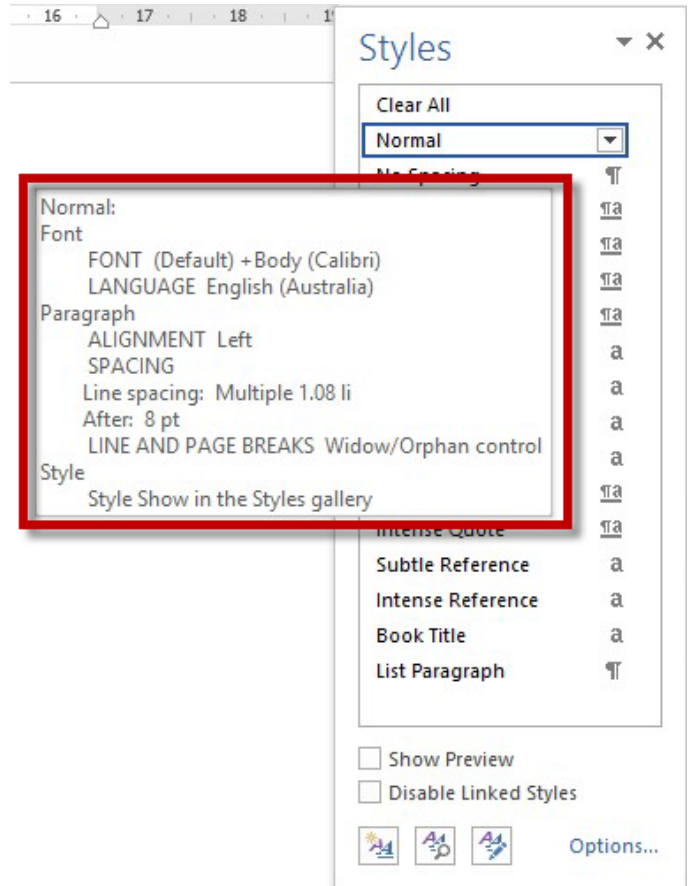
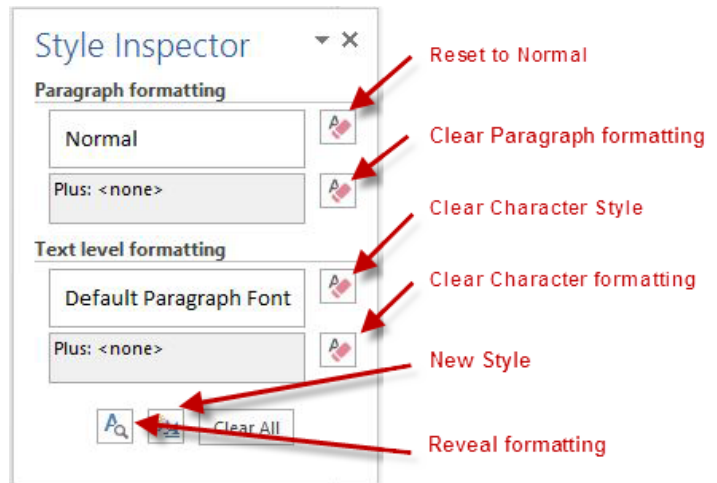## Open the Style Inspector from the Style pane

The Style Inspector displays the Style name for a paragraph and lists any 'direct' formatting that has **overridden** the basic style. Click in the paragraph and open the Style Inspector:

Select the <Style Inspector> button located at bottom of the Styles pane

Work with styles in the Styles pane

Apply styles using the Styles pane

1. Click **anywhere** in the paragraph where the style is needed

2. In the **Styles pane** > select the **style name** to apply

3. To apply a style to multiple paragraphs > first select multiple paragraphs by holding down the **Ctrl** key while selecting paragraphs

Tip: A paragraph style can be applied to part of a paragraph. Make sure the cursor is located in the paragraph or select all text and paragraph mark before applying the style.

Add a style to the Quick Style Gallery

1. Right mouse click on the style on the Styles pane or select ☑ next to the style you wish to modify

2. Select Add to Quick Style Gallery from the drop-down menu

Create a new Style

1. Open the **Style pane**

2. Select <New Style> button located in the bottom of the Styles pane

3. **Type** a name for the new style and select other options as required

OR

Select the <Create a Style> option from the expanded Quick Style Gallery
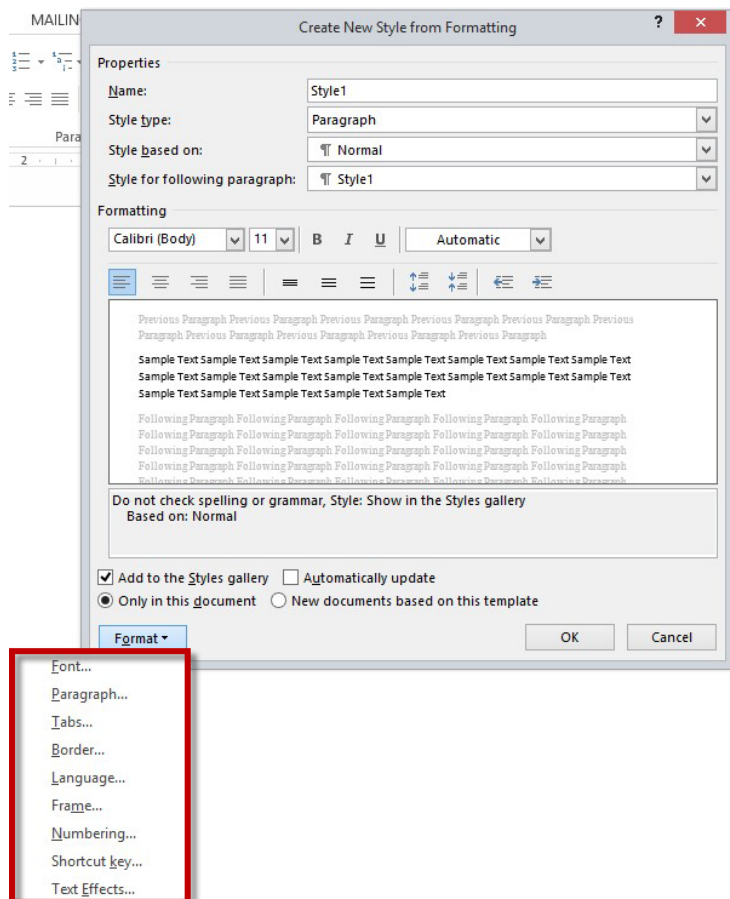
See the list of options on the following page

New Style dialog box

| Option	Description
Name	Type the Name of the new style.
Style type	Defaults to Paragraph. Four other types are available.
Style based on	Create a new style using another style as a starting point. Leave as Normal unless you are created a caption and want to base it on another caption.
Style for following paragraph	Style that is triggered when Enter is pressed at end of style. eg after Heading style will revert to Normal. For academic writing have it set to Body Text.
Formatting	A few basic style changes can be made here.
Add to template	Leave this one **unchecked.**
Automatically update	Leave this one **unchecked** most of the time as it can cause numerous unexpected results.
<Format> button	Many options from different formatting areas can be applied to the style here.

Attach multilevel numbering to a Style

Multilevel numbering should be attached to a Style if it is to be used throughout a document. (This can be saved with the template.)

1. Activate **Home** tab > **Paragraph** group

2. Choose the **top row** > drop down the <Multilevel list> button

3. Choose the following button. *This will attach the number levels to the Heading styles*
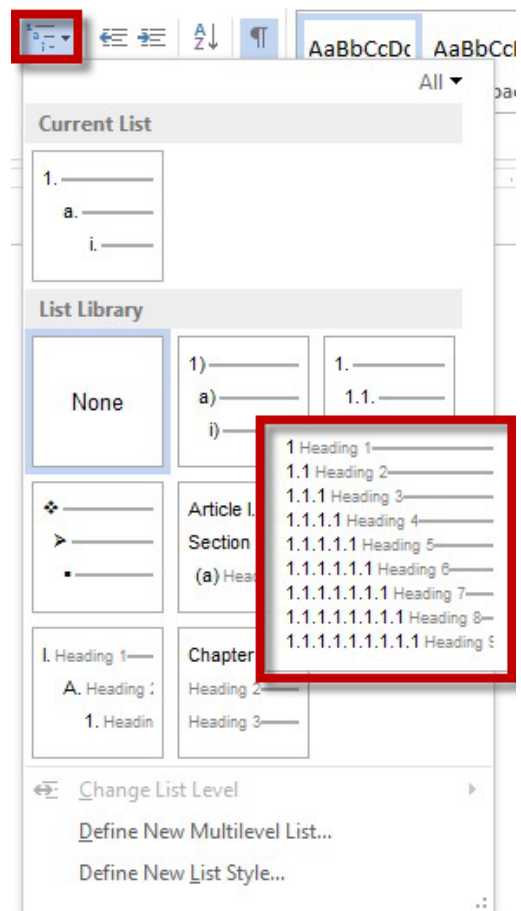
Modify a Style

There are two ways to modify an existing style:

1. Right mouse click on the style in the Style Gallery

2. Select **Modify**

3. Make changes using the same options listed in the 'New Style dialog box' section

OR

1. Make changes to a paragraph or text **directly** in the document

2. Click **inside** the changed text

3. Point to the Style that was changed in the Styles pane

4. Select ⊻ and choose 'Update to match Selection'

Note: When modifying a style all text formatted with that style will change.

Replace one Style with another Style

### Use the Quick Styles Gallery or the Styles pane

1. Right click the style name in the **Quick Styles Gallery** OR the **Styles pane**

2. Choose **Select All** command

3. Select the style name you want to apply in its place

OR

Use Find and Replace

Example – *this assumes a document that has been formatted with Heading 2 styles.*

To change all Heading 2's to Heading 3's using Find and Replace

1. Select the <**Replace**> button in the Editing group on the Home tab, or press **Ctrl+H**

2. Select the <More> button to display options

3. **Delete** any text in **Find what** and **Replace with** box

4. Click in '**Find what**' box > select <Format> button

5. Select '**Style**'

6. Select **Heading 2** in 'Find what style' list and select <OK>

7. Click in '**Replace with**' box and select <Format>

8. Select '**Style**'

9. Select **Heading 3** in 'Find what style' list and select <OK>

10. Select **Replace All**

11. Select **Close**
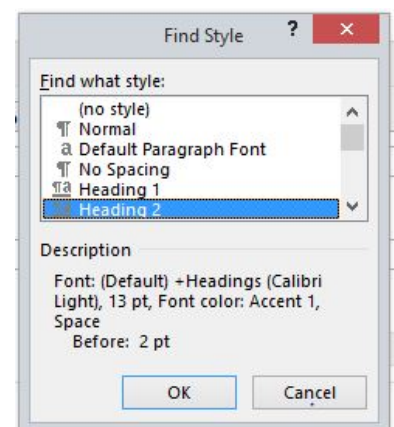
Tip: If finding and replacing for formats only, there will not be any text in the Find what box or the Replace with box. But make sure to click within each box and select <No Formatting> to reset what Word is to search for.
Note: There will not be any text in edit boxes (Find and Replace), just below each box is a message that Word will find and replace styles that are applied to text within the document.

Delete a Style using the Styles pane

Note: Word's inbuilt styles such as Normal and Headings cannot be deleted.

1. Point to the style in the **Styles pane**

2. Select 	and choose delete

3. Any text that had the style applied to it is cleared of the style (and usually reverts back to Normal style). (The style is not removed from the original template.)

OR

Choose <Manage styles>, select the style and press the <Delete> button

Change a Style set for a document

When a document has been formatted with **Word's inbuilt styles** the total appearance can be altered by changing the set of styles used:

1. **Design** tab > **Document Formatting** group

2. Select one of the available style sets

If the changed Set is to be used for all future new documents

Select <Set as Default>
All new documents will use the changed Style set.

Use keystrokes to apply a style

There are several keyboard shortcuts that are useful in applying styles:

Speed Key	Style Name
Ctrl+Alt+1	Heading 1
Ctrl+Alt+2	Heading 2
Ctrl+Alt+3	Heading 3
Ctrl+Shift+L	List Bullet
Ctrl+Shift+N	Normal
Alt+Shift+→ or ←	Will promote or demote to next heading level

Assign a keyboard shortcut to a Style

Extra shortcuts can be assigned to commonly used styles.

1. Right mouse click on the style in the Style Gallery

2. Select **Modify**

3. Select <Format> button

4. Select **Shortcut Key**

5. Click in the 'Press new shortcut key' box and press a suitable keyboard combination.
   (Try not to overwrite an existing keystroke. The Alt key is often free to use in combination with other keys.

6. Select <Assign>

7. Select <Close>

8. Select <OK>
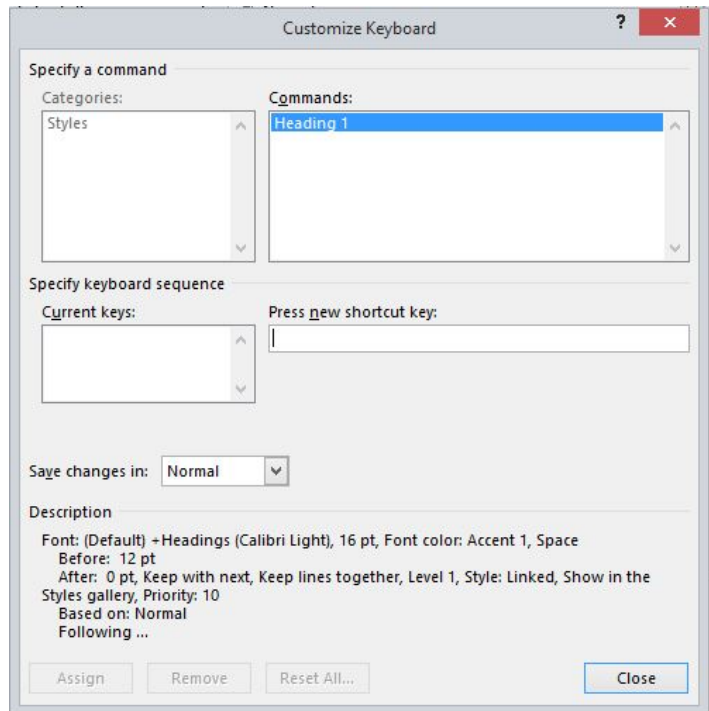
Display the Style Area

The style area is a pane on the left that lists the style names that have been used in the document. It is useful for checking which styles have been applied.

1. On the View tab choose **Draft** view

2. Activate the **File** tab > <Options>

3. **Advanced** > **Display** heading> 'Style area pane width in Draft and Outline views'

4. Type a width (2 cm works well)
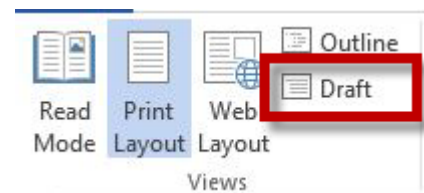
Remove direct formatting with keyboard shortcuts

Formatting that has been applied manually to text is called 'direct' formatting, e.g. selecting text and making it bold. Removing direct formatting will return the paragraph to the basic settings for the underlying style.

Remove font (character) formatting:

1. **Select** text.

2. Press **Ctrl + Spacebar**.

Remove direct paragraph formatting:

1. **Click** in the paragraph.
2. Press **Ctrl+Q**.

Remove all direct formatting from a document:

1. Select all text in document **Ctrl+A**.
2. Select '**Clear All**' located at top of list in Styles pane. *(This action will reset all text to Normal style.)*

Where Styles are found

A lot of confusion can come from not knowing where styles are stored and when they are available in documents. When new documents are created, they are based on templates. The styles contained within these templates are copied to the new document. Changes made to styles in the document as well as new styles that are created only affect that new document.

If the change or addition is to be added to the template, then Word needs to be told to do so. This would then make the new or altered style available in any new document based on that template.

Copy Styles between documents and/or Templates

The styles Organizer looks for templates. When styles are copied from the current document to the Normal template, the style is available each time Word starts. If a style name being copied already exists, Word asks if it should be replaced.

1. Choose Manage styles ![icon] on the Styles pane and select the <Import/Export> button. (*This opens the **Organizer** which is used to copy and delete styles.*)
2. The 'Style available in' box displays the document/template for which available styles are displayed.
3. Select the style/s name to be copied, deleted (or renamed).
4. Select the <Copy> button to copy it to the document/template listed in the other pane.
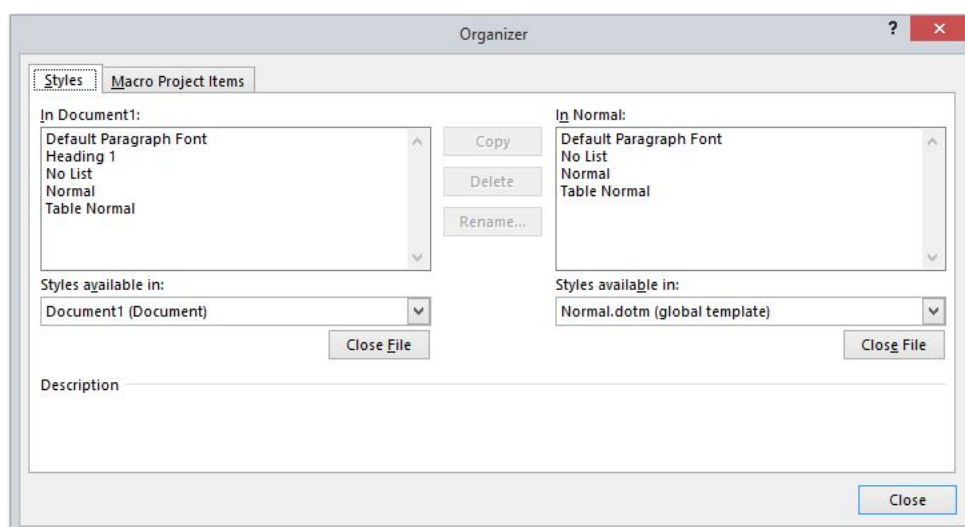
To navigate to other documents or templates > Select the <Close File> button > then access the <Open File> option and browse to the required document/template.

# Troubleshoot Styles

Common problems:

- Word automatically creates styles where they are not wanted.

    1. Activate the **File** tab > <Options> > **Proofing** > **AutoCorrect Options**…
    2. AutoFormat As You Type tab > **Uncheck** the option **Define Styles Based On Your Formatting**.

- A style unexpectedly changes: Check to see if Automatic Updating is turned on.

    1. Right mouse click on the affected style in the Style Gallery
    2. Select **Modify**
    3. If **Automatically update** check box is ticked > **clear** it.

OR

The style may have been based on another style that has changed. Changes to a base style affect other styles which are based on it in the same document. For example, if the font in Normal is changed to Arial, Word changes the font for the styles used in footnotes, headers, footers, page numbers, and other text, as they are all 'based on' Normal.

To keep related styles from changing, make sure the style is not based on another style.

1. Right mouse click on the style in the Style Gallery

2. Select **Modify**

3. In the Style based on box > choose (no style).
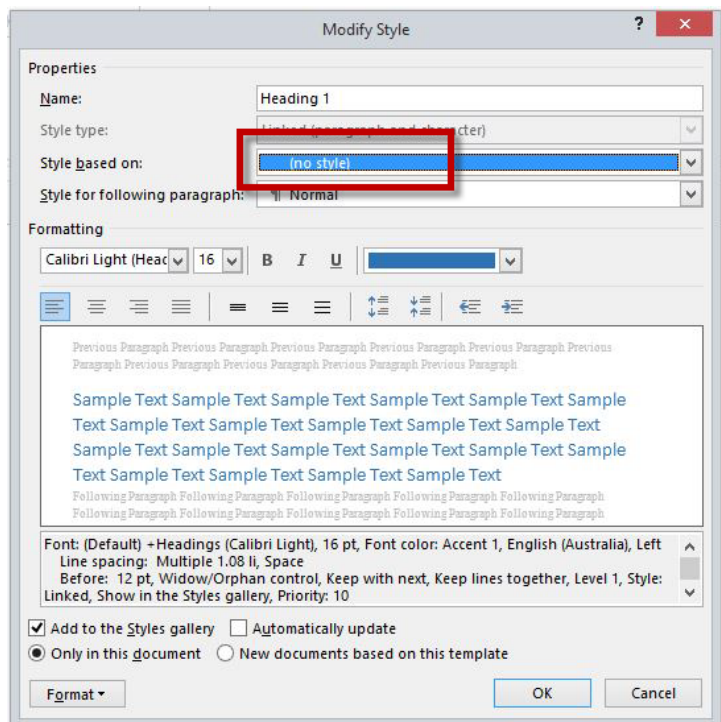
If styles are changed in a template and then a document based on that template is opened, styles in that document may be updated, based on the new definitions in the template.

If styles are not to be updated, do the following:

1. Activate the **File** tab > <Options> >
   Add-Ins > **Manage** > **Templates**

2. Clear the **Automatically update document styles** check box
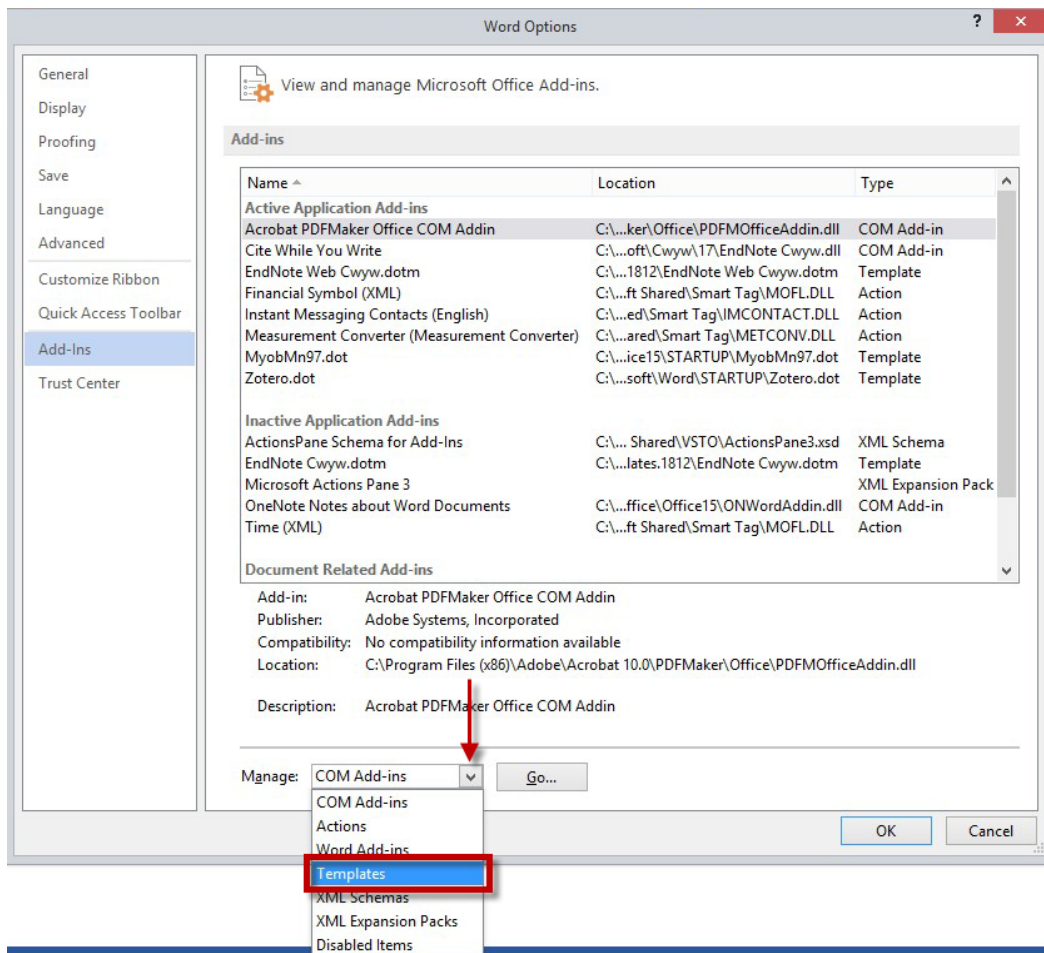
What if a Style Template is damaged?

If the template that contains the style definitions is missing or damaged, styles in the current document use the style definitions from the Normal template.

Apply a Style turns off bold, italic, or underlining

Sometimes, when a style is applied reverse formatting may occur. For example, when a bold style is applied to a paragraph that contains some bold text, the bold text may lose its bold formatting. This problem will not occur if character formatting (bolding in the above example) is added — either through a character style or direct formatting — after a paragraph style was applied. Therefore, apply the style first, and then select the words to receive additional formatting. Remember: direct formatting always overrides a style.

Outlines

An **Outline** is a framework on which a document can be built. In **Outline** view you can quickly and easily check the text for consistency of styles.
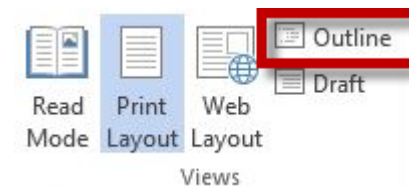
In **Outline View** each heading style is automatically applied as an outline level, with **Heading 1** as the top level, **Heading 2** as the next, and so on through **to Heading 9**.
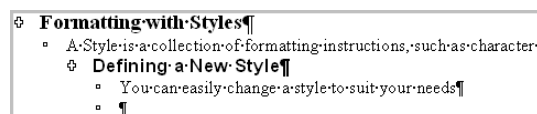
Switch to Outline view

View tab > <**Outline**>

An Outlining tab becomes available

To view and reorganise the structure of a document do the following:

Promote a heading or body text

- To promote a heading to a level 1, with the insertion point in the heading, select the <Promote to Level 1> button

- To promote to a higher level, select the <Promote> button until reaching the level required

Demote a Heading

- Select the <Demote> button (insertion point in the heading)

Demote to Body Text

- Select the <Demote to Body Text> button

Move a heading

- Drag its symbol up and down or use the <Move> buttons. This will move the heading and the collapsed text below it.

Expand/Collapse a Heading

- Select <Expand/Collapse> button

View First Line of Text

- Click in <Show First Line Only>

Display levels

1. Select **Show Level** drop-down to display heading levels to view. For example, select **Level 3** to display levels 1-3 and hide lower levels and normal text.

2. Select **All Levels** to display all levels plus normal text.

Digital literacy training

Headers and Footers

Headers and Footers add repeating text to the top and bottom of the page. Examples of Header/Footer text:
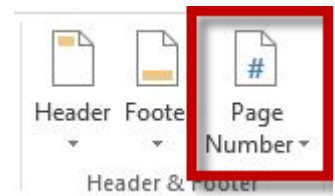
- Page number
- Document name and path
- Text/graphics
- Date/Time
- Logo

Headers and Footers can be added to a template (see next section).

## Insert a predefined Header or Footer

If only a Page number is required

1. Activate **Insert** tab > **Header & Footer** group > <Page Number> button.

2. Choose required layout > Plain Number 3 will place a number in the outside corner of a single sided document.

Footer for adding text

1. Activate **Insert** tab > **Header & Footer** group > select <Header> or <Footer> button to display layout styles.

2. Choose desired layout. (Using the **Blank** layout is best for a thesis.)
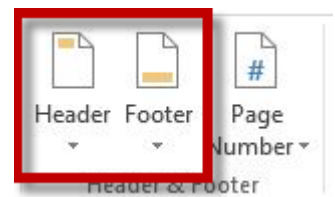
Create a custom Header and Footer

1. Activate the **Insert** tab.

2. In the **Header and Footer** group select either the <Header> or the <Footer> button and select the <Edit Header/Footer> option near the bottom of the drop down list. (*This will open the header/footer area of the document display the Header/Footer Design contextual tab – see the next page.*)

3. Type **text**, insert a **page number** or **graphic** into the Header/Footer. (Use the tab key to position the cursor across the page.)

4. To close the Header/Footer **double click** on the main part of the page or select the <Close> button.
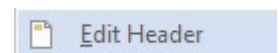
Header/Footer Design Contextual Tab

- **Header** – Used to edit or remove a header. Also enables selecting a header's contents and saving the selection to the Header Gallery so you can use the header in other documents

- **Footer** – Used to edit or remove a footer. Also enables selecting a footer's contents and saving the selection to the Footer Gallery so you can use the header in other documents

- **Page Number** – Insert a page number field, includes a 'Remove Page Numbers' option and the 'Format Page Numbers' option
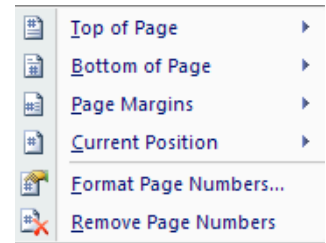
- **Date & Time** – Opens the 'Date and Time' dialog box which enables inserting the current date and time or updating information automatically

- **Quick Parts** – Used to insert Word fields or document properties

- **Picture** – Opens the 'Insert Picture' dialog box

- **Clip Art** – Opens and closes the 'Clip Art' task pane to insert clip art items

- **Go to Header/Go to Footer** – Switches between the header and footer areas

- **Previous Section/Next Section** – Jumps to the next/previous section's header or footer

- **Link to Previous** – Links the current header/footer to the previous section's header/footer so the content is the same in both

- **Different First Page** – Allows a unique header or footer on the first page of the document

- **Show Document Text** – When editing a header/footer the text on the main part of the page will display
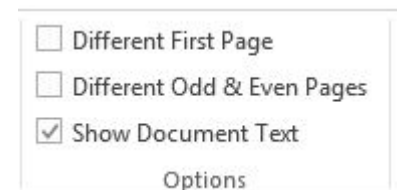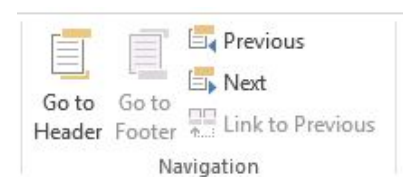
- **Header From Top** – Controls where the header is positioned from the top edge of the page

- **Footer From Bottom** – Controls where the footer is positioned from the bottom edge of the page

- **Insert Alignment Tab** – Select for Alignment tab dialog box to insert a tab relative to the margin or indent

- **Close Header and Footer** – Closes the header and footer areas and the Header/Footer Tools
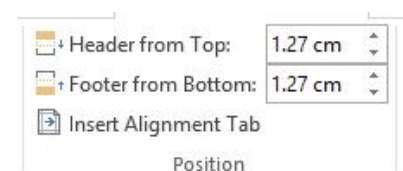
Create a different Header/Footer for parts of a document

You may wish to have a different header for each chapter or different page numbering schemes between the preliminary pages and the body of the document.

Insert section breaks to create sections in the document

Section breaks divide the document into areas which can have a different numbering system or orientation.

1. **Page Layout** tab > **Page Setup** group > **Breaks** > Section Breaks > **Next Page**.

2. Double click in the header/footer in the section where the change is required.

3. Select the <Link to Previous> button to turn off > change the text or number style as required.

| Footer -Section 2- | Same as Previous |

Please **note** that, by default, every section's header/footer is 'Same as Previous'. This means it is linked to the previous section and it will be identical to the previous section's header/footer. To disconnect a headers/footer from the previous section, on the *Design contextual tab > Navigation* group, select the <Link to Previous> button. This will allow the creation of a different header/footer.

Change the page number format between sections

1. Click in the required section > **double click** the header/footer area to activate it.

2. Choose Header & Footer group <Page number> **Format page number**.

3. Change the **Number format** or **Page numbering** or both.

Note: If sections have NOT been created, this change will affect the whole document.
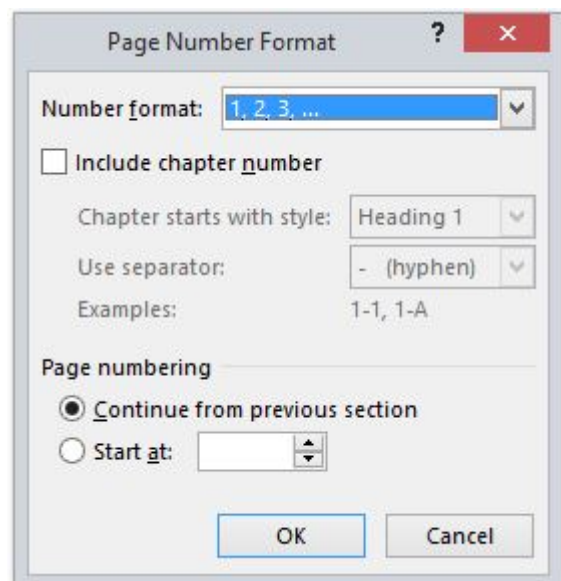
Other resources

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:

- Citations & abstracts
- E-books
- EndNote
- Evaluating Sources
- Finding books and more
- Finding journal articles and more

- Finding theses
- Increasing your research impact
- ORCID iD (Open Researcher and Contributor ID)
- 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).

Online learning

Online learning is available through ANU Pulse, which can be accessed from both on and off campus by all ANU staff and students (ql.anu.edu.au/pulse).

Modules available in ANU Pulse

- Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Project, Visio, Word)
- Microsoft Office (Mac)
- Adobe suite (Illustrator, Photoshop)
- Type IT

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).