Information Management and Technology

Word 2010 for Windows Users

Format an Academic Paper

How to use this guide

I want to

Fix my document

Identify the issue I have with my document

Locate the issues in the Table of Contents

Follow the step-by-step instructions

To prevent damaging your actual document, you are recommended to practice these steps on a **COPY** of your work first.

Format my document

Identify format topic, e.g. *Heading Styles*

Locate topic in Table of Contents*

Identify the issue I have with my document

Locate the practice file here:

Start | All Programs | LSE Services | IT Training | Course Files | Word 2010 Format an Academic Paper

*We usually recommend creating and using templates: they save you time and ensure consistency with formatting. Templates are especially useful for long documents such as PhD theses.

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Managing long documents

Creating a template

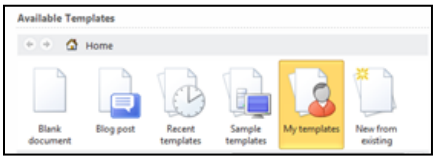
A template is a pre-formatted model on which other documents are created. By default, Word 2010 bases all documents on the **Normal.dotx** template.

Note: .dotx signifies that it is a template rather than a document.

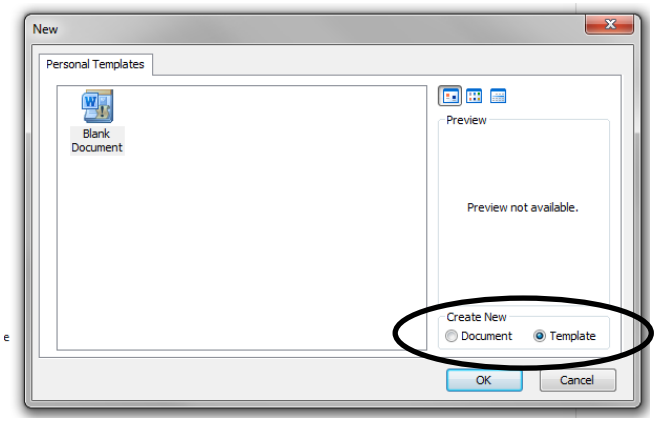
Creating your own template helps you create consistently formatted documents by specifying the default margins and other page setup details, default text format, heading styles and other formatting such as line spacing.

Templates such as those used to create internal memos, invoices or formal business letters often contain text and other content such as organisational logos. A template to be used for academic papers, on the other hand, should be completely blank but contain all the formatting styles you will need. In the next sections you'll learn how to create one.

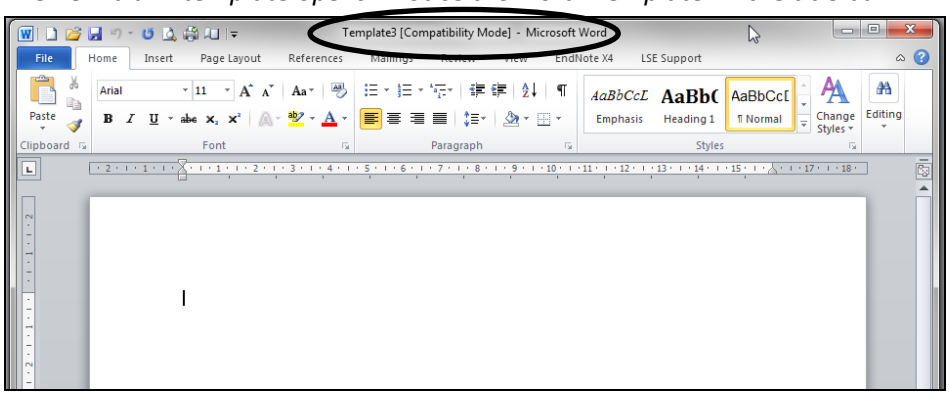
To create a new template



1. Click **File |New**
2. Click **Available Templates | My Templates**
3. Within the **New** dialog box, click ONCE on the **Blank.dotx** or **Normal.dotx** [1]template.[2]
4. Click in Create New **Template | OK**



The new blank template opens. Notice the word 'Template' in the title bar.



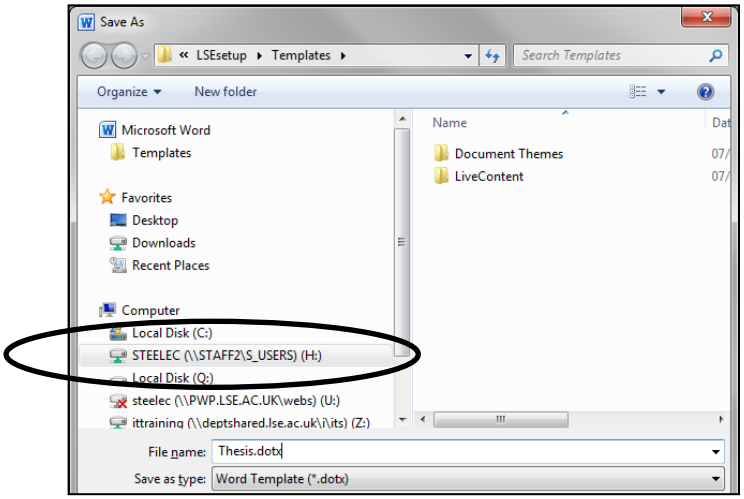
5. Click **File | Save As**. Use the **File name** box to save the template with a relevant file name.

---

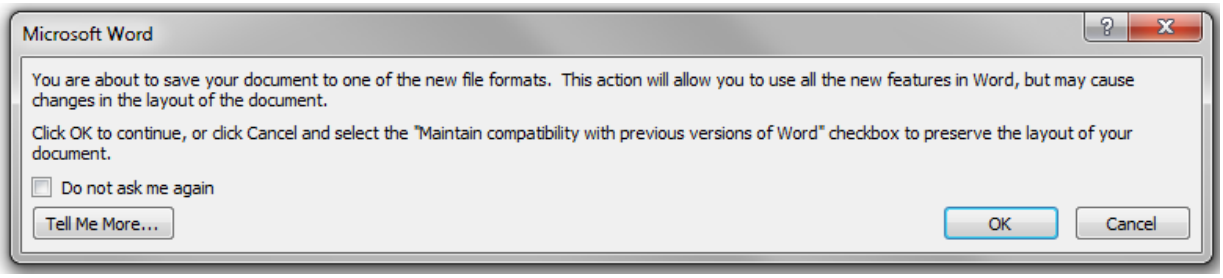
[1] Note that the "t" in ".dotx" indicates that the file is a template.

[2] You may have more templates available so what you see may not match the image here.

NOTE: Do not change the file location. On LSE computers templates are saved to the Templates folder in the LSE setup folder on your H: space. (Your H: space is listed with your LSE user name displayed. The example below shows H: space for Chris Steele selected.) If you are creating your template on a computer that is not connected to the LSE network, make a note of the location of the file. (Here, for example, the file is located on H:\LSEsetup\Templates.)



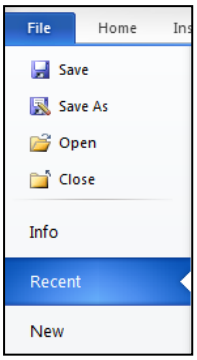
NOTE: When attempting to save the template, a warning box with information about file formats and using new features in Word may appear. If so, click OK to continue and save the template.



Modifying a template

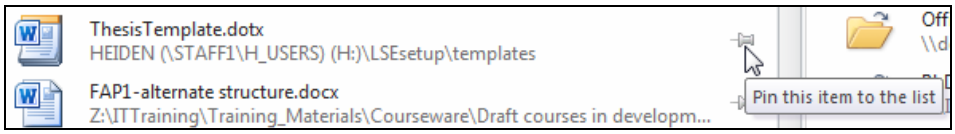
After creating a template, you can then modify it. For example, you may wish to change the page setup including the margins.

To modify the page layout of a template



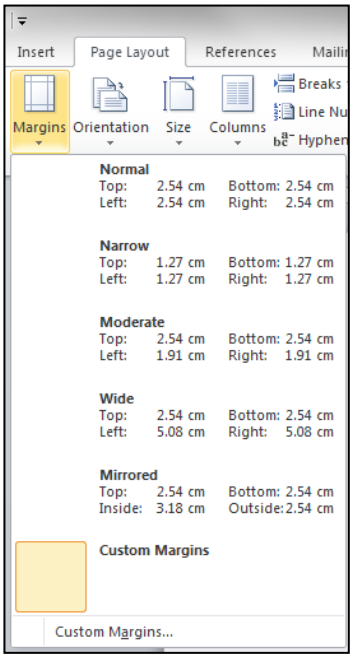
Open your template by right-clicking on it in the **Templates** folder and from the menu click on **Open.**

> **Note:** by default, templates are stored in a dedicated folder. If you have followed the guidance above, you will have saved your template in **H:\LSEsetup\Templates**. If you recently saved it elsewhere, open the **File** tab, select **Recent** and look for the template in your **Recent Documents** list.



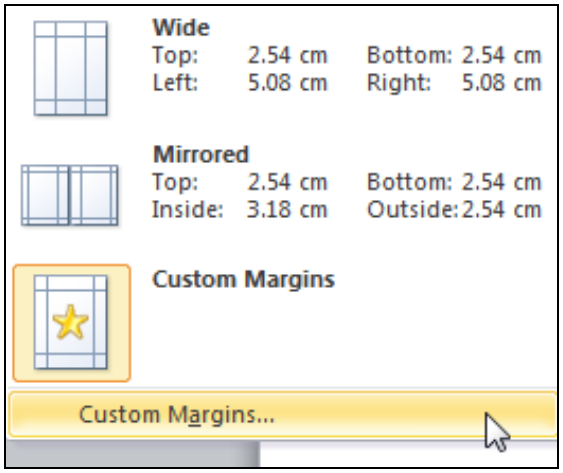
Margins

For predefined margins: with the template open, click **Page Layout | Page Setup | Margins**. *A list of pre-set margins is displayed.* Click on the one that suits your purposes. If there is not a suitable one, you can create a custom margin.

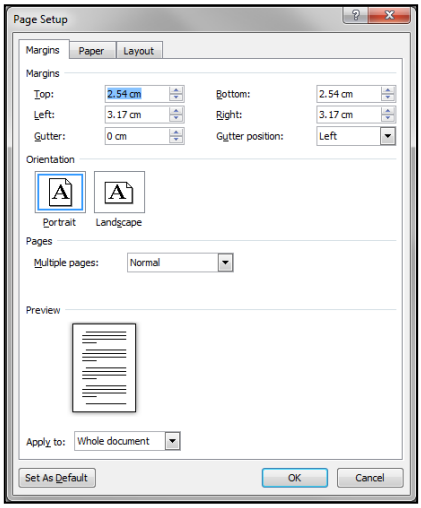


Custom Margin

Click on **Custom Margins…** at the bottom of the list. *The Page Setup dialog box opens.*



With the **Page Setup** dialog box **displayed**, on the **Margins** tab, enter the dimensions you require.



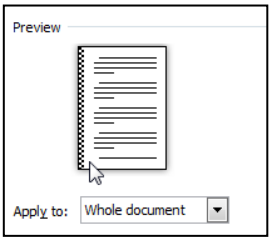
Orientation

Under the margin settings, you can set whether your document is to be landscape or portrait. Make sure you know ahead of time which you will need. Though you can always change this when creating a document, doing so will upset the flow of your work.

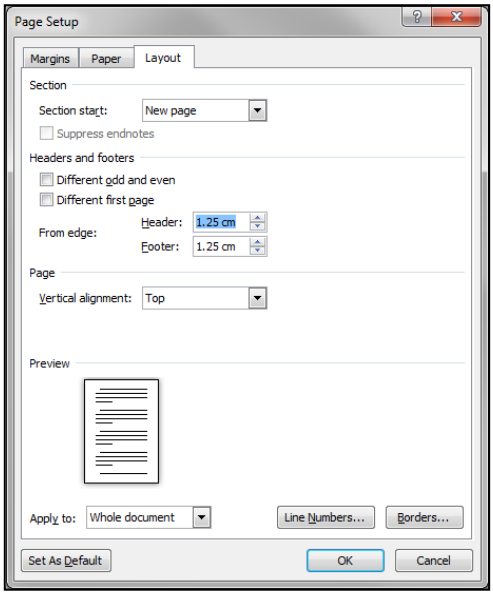
Document Binding (Gutter)

If you want to bind your document when it is finished, you should also enter a **Gutter** dimension and position (the gutter is usually positioned on the left-hand side of a document and allows enough space for the ring binding). The gutter is an area outside of the margins.

As you increase the Gutter size, the preview will begin to display a hatched area representing the binding area you are creating.



Headers and Footers



To change the size of the header and footer, click **Page Layout | Margins | Custom Margins | Layout**

Set the dimensions of the **Header** and **Footer**.

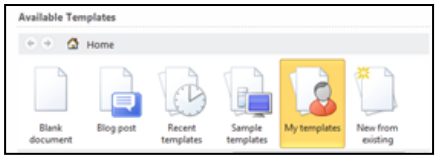
When you have made all the necessary changes to the page setup, click **OK.**

Save the file and keep it open.

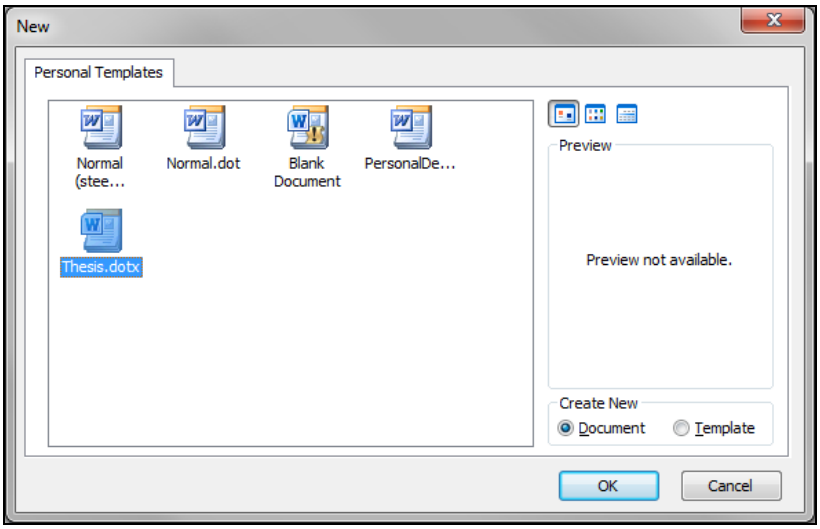
Creating a new document based on a selected template

In Word, all new documents are based upon the **Normal.dotx** template unless you select a different template.

To create a document based upon a template other than the default Normal template



1. Click **File | New**
2. Under **Available Templates** click **My templates**
3. Within the **New** dialog box, click ONCE on the template to be used and ensure the radio button adjacent to **Document** is selected before clicking **OK**.



Note: if the template you wish to use is not displayed in the **New** dialog box, then it is not in the default templates folder on your computer. For more information, see note on page 6 above.

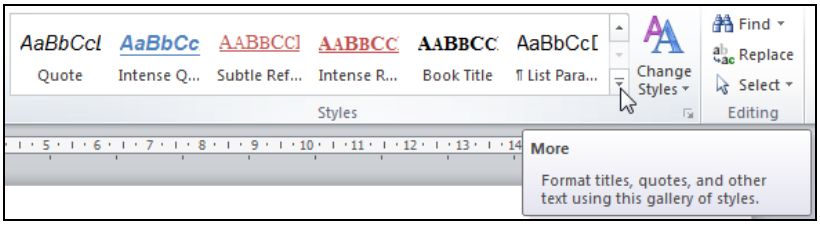
The new blank document is displayed. Notice the word 'Document' in the title bar.

4. **Save** the document with an appropriate name in the location of your choice.

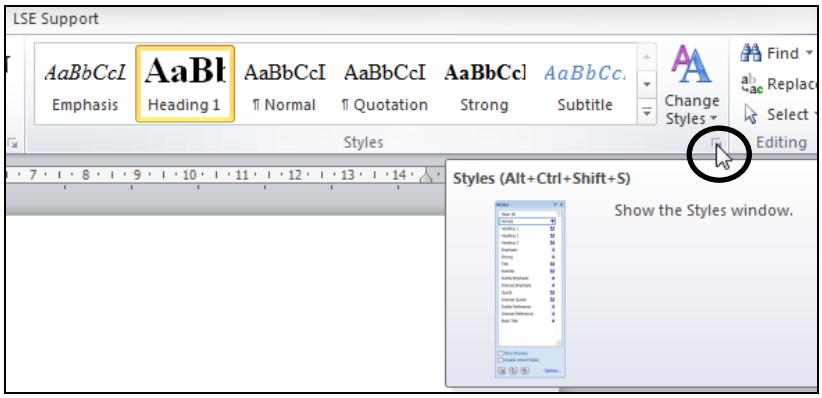
Typing text using the styles in your template

If you are writing your document from scratch, you can start adding text immediately. As you type, every paragraph will be formatted in the style selected in the **Styles** list. If you want to use a different style, select it before you begin typing.

1. Before you begin typing, go to **Home | Styles** and select the style you require. (The options shown here are in the **Quick Styles Gallery**. Use the **More** arrow to display the entire list available there.)



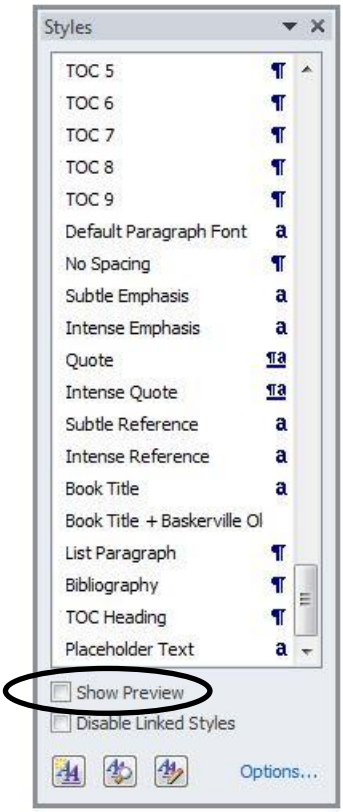
2. By default, many styles are not displayed in the **Styles** group until they have been used for the first time. If the style you require is not shown, click the **Styles** Pane launcher in the far bottom right corner of the Styles group to open the Styles pane.



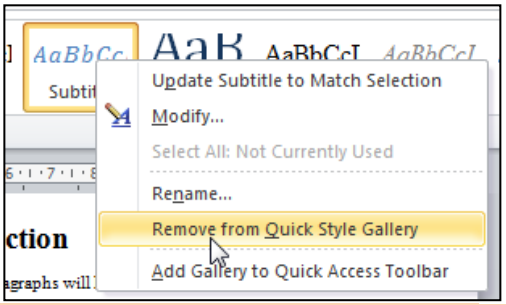
3. Click on a style to apply it.

Note:

- After you use a style for the first time, it generally appears in the **Quick Styles Gallery** on the **Home** tab, making it easier to find the next time you want to use it.
- When you press enter after typing text using a Heading style, by default the next line automatically is formatted in Normal style. (See the **Style for following paragraph** settings point 4 on page 17.)
- There are likely to be styles shown in the **Quick Styles Gallery** which you do not plan to use. To avoid confusion and mistakes, you can remove them from this list by right clicking on them and selecting **Remove from Quick Style Gallery**. This will not delete the style from your template.
- If you cannot find a style in the list, scroll to the bottom and look for it there. Styles are not in strict alphabetical order.
- Tick the **Show Preview** box to display the style names in the style they represent.



4. To change the style of text already in the document, click in the paragraph and click the style required.



Note: Sometimes you'll find that you must click the style button twice to apply all elements of the style. If that still doesn't work, with the relevant text selected, click **Clear All** (at the top of the styles list) and then apply the style required.

Combining multiple documents into a single file

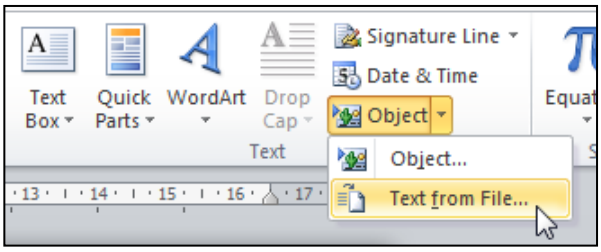
Inserting document text and images using section breaks

When drafting a major academic paper or book, it is easier to work in smaller documents so, rather than creating the paper as one large document, you may choose to create each chapter as a separate document.

Once you have finished each chapter, you can then combine them all into one document, using section breaks to separate each chapter before creating a table of contents and any tables of figures, maps, tables or images you may require.

To insert text from one document to another

1. Click where you want to insert the text from another document.
2. Click **Insert | Text | Object | Text from File…**
3. Navigate to the document that holds the text.



4. Select the document and click **Insert**. The entire contents of the file you have selected, including its original styles & formatting, are pasted into the new document.

Section breaks

By default, Word documents are created as a single section. This means that the page layout, headers and footers will be the same throughout the document.

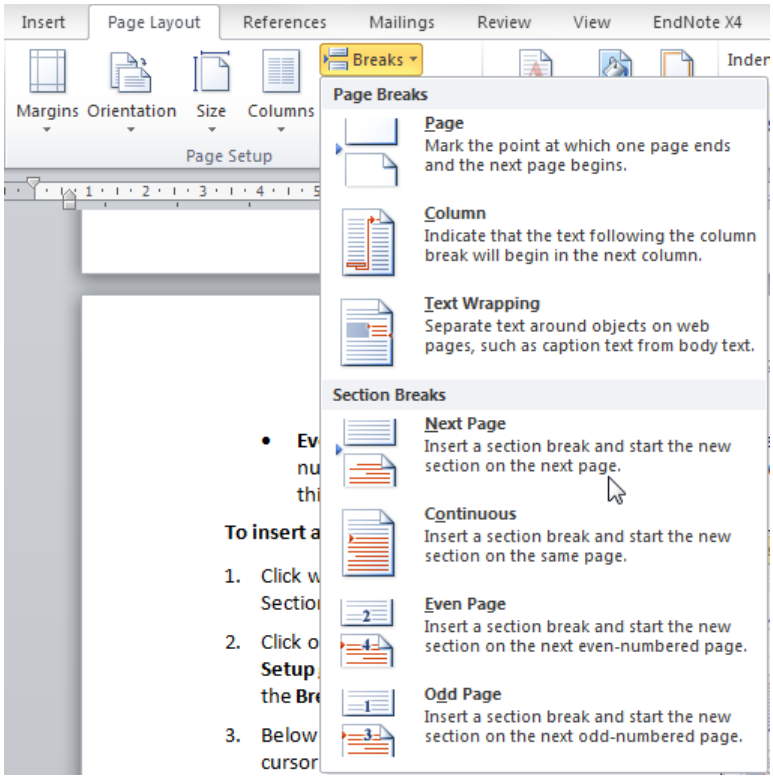
By using section breaks, you can split a document into several sections and apply different formatting and layouts to each. For example you can change the orientation of a single page from portrait to landscape for the purpose of displaying an image, table or chart. You can also use different page number formats such as Roman numbers (i, ii, iii) for the table of contents and abstract and Arabic numbers (1, 2, 3) within the body of your paper.

There are four types of section break:

- **Next Page** section breaks start a new page, and allow the user to change header and footer options (including page number formatting) and/or page layout options from that point forward. (A simple page break, by contrast, starts a new page within the same section of the document.)
- **Continuous** section breaks are used primarily for displaying text in two or more columns.
- **Even Page** and **Odd Page** section breaks start a new section on the next odd or even numbered page. If you want each new chapter to always start on an odd numbered page, this is for you!

To insert a Section Break

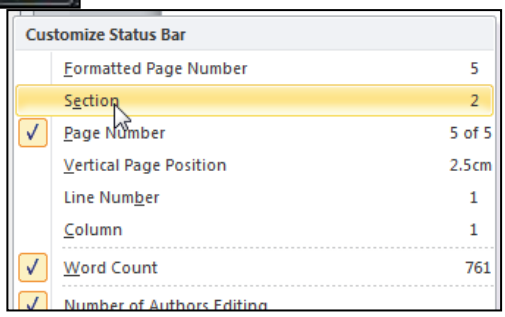
1. Click in your document where you want to insert the **Section Break**
2. Click **Page Layout | Page Setup | Breaks**
3. Under **Section Breaks**, select the section break you need. The cursor moves to the next appropriate page.



Which section am I in?

To identify which section of a Word document your cursor is in, look in the status bar at the bottom of the screen.

Note: if Section isn't displayed in the status bar, right click on a blank section of the bar to open the **Customise Status Bar** list and click on **Section.** ***Section*** *appears on the bar, displaying the current section number.* Click outside the list to close it.



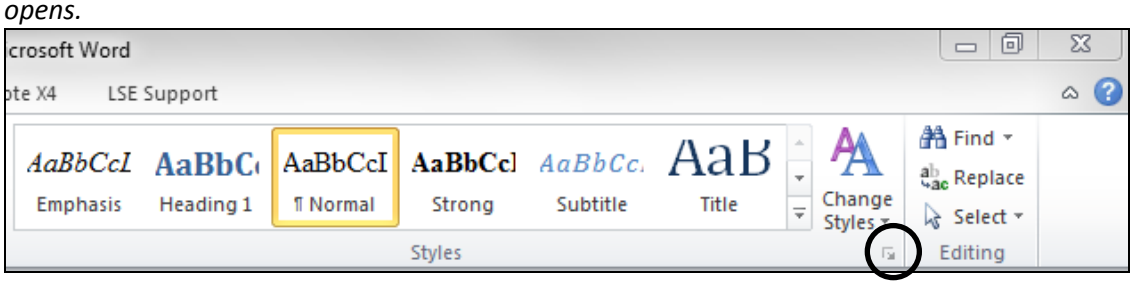
Fundamentals

Modifying & creating paragraph styles

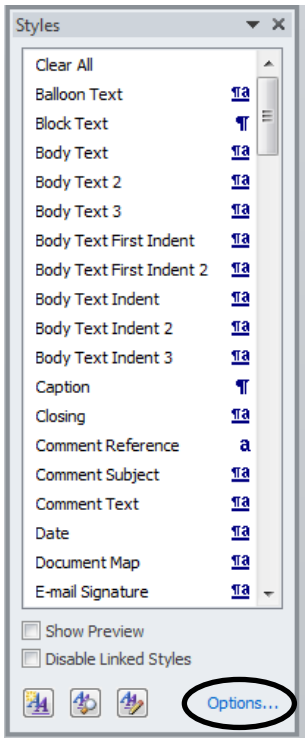
All new documents contain a variety of built-in styles. Each style is relevant to a specific type of formatting: character, paragraph, linked, list and table formats. When you start typing in a new document, the text is formatted in Normal style -- the built-in default style for text; you can create your own Normal style when you create your own template. If you wish, you can modify what the Normal style is in your own template. All styles based on the on the previous Normal style will update to reflect the change. If in doubt, you can find out which style has been applied to selected text or will be used as you type (where the cursor is positioned) by finding the highlighted icon in the Styles group on the Home tab or in the Styles Pane.

Viewing all styles available

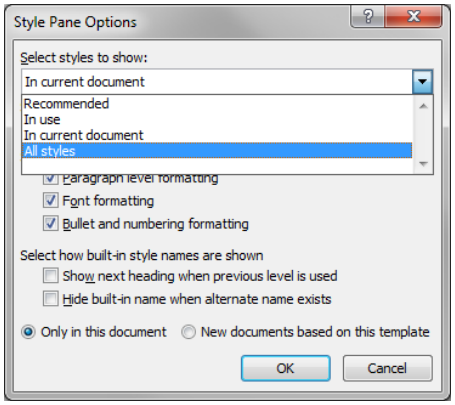
1. Click **Home | Styles | Style Pane launcher** The *Styles pane opens.*



2. Click on **Options**…. at the bottom of the **Style Pane**.



3. With the **Style Pane Options** dialog box displayed, click on the drop-down arrow under **Select styles to show** and select **All styles**.



4. Click **OK** to close the **Style Pane Options** dialog box. The Style Pane now displays all styles available in the current document, including those in the template (both default and user-created) and any others applied to the current document.

NOTE: Clear All, at the top of the list, is the only item listed which is NOT a style. Instead, it is a command which, when applied to selected text, changes all formatting to the default **Normal** style.

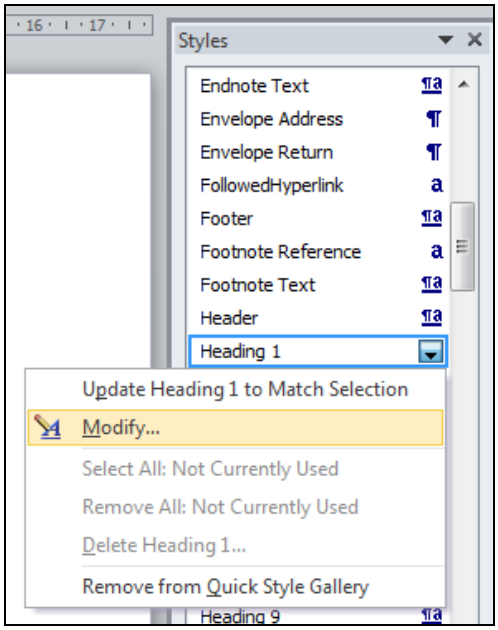
Modifying a style

A style is pre-set in terms of font size, colour etc. but it can be modified.

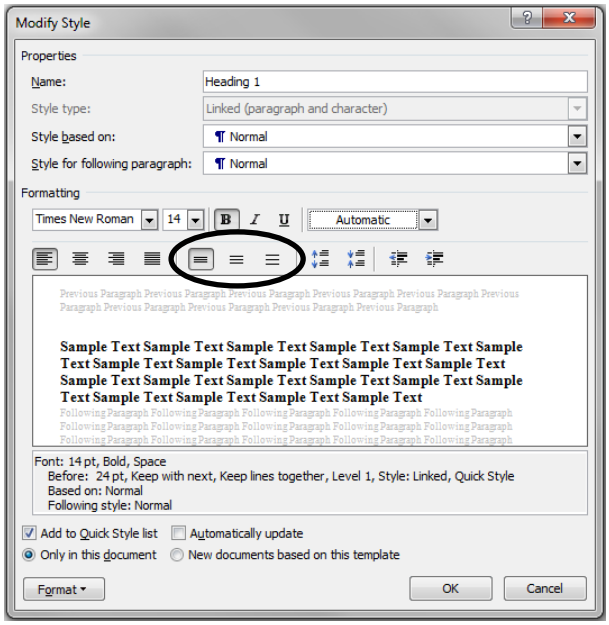
Note: changes you make to a style are automatically applied to all text formatted in that style in your document.

To modify a style

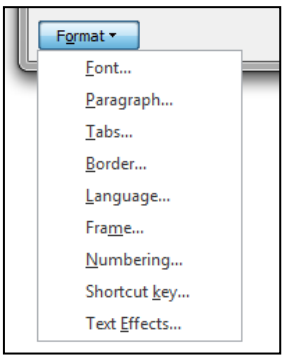
1. With the **Style Pane** displayed, position your mouse pointer over (do not click) the style you want to modify. **Note:** This list is not in strict alphabetical order.
2. Click on the drop-down arrow that appears to the right of the style name and click **Modify** from the list of options.



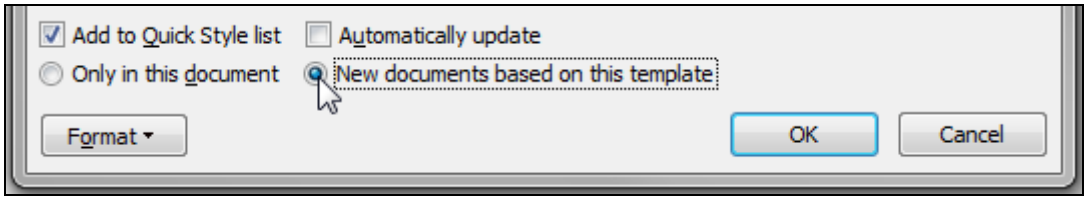
3. With the **Modify Style** dialog box displayed, examine the settings and make any changes required. A number of standard formatting options, such as bold, font size and type, and paragraph alignment, are immediately available within the dialog box.



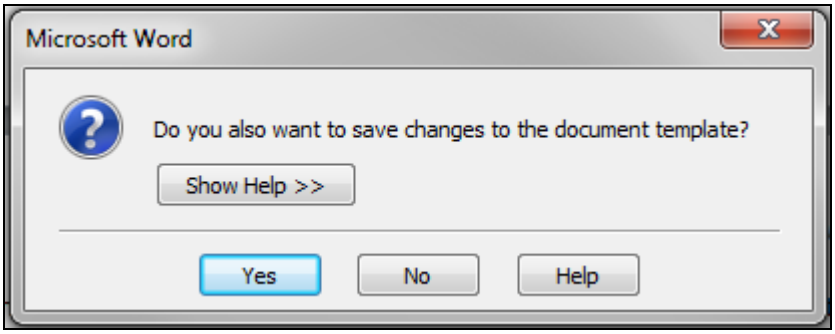
TIP: use the formatting options circled here to adjust line spacing to any of three standard options.



4. For more formatting options, including additional paragraph and font commands, click the **Format** button at the bottom of the dialog box. Click the option required to open the dialog box needed, change the relevant settings, and click **OK** to return to the **Modify Style** dialog box.
    a. To set **Spacing after** each paragraph, select **Paragraph**, and adjust the setting on the **Indents and Spacing** tab. (Setting this to 12, for example, will automatically add an extra blank line after each paragraph.) **Note**: You do not need to press the return key twice between paragraphs.
    b. To set **Indentation**, select **Paragraph**, and adjust settings on the **Indents and Spacing** tab.
5. To ensure that this style will be easily available in the **Home** tab **Styles** group, ensure that **Add to Quick Style list** is ticked.
6. To save this modified style in the template, so that other documents based on the template also have it available, click **New documents based on this template** radio button.



7. When you have finished making the changes needed, click **OK** to close the dialog box.
8. **Save** your document. *A dialog box opens.*

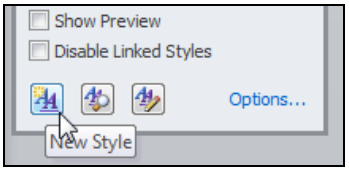


9. Click **Yes** to save your style changes to the template.

Creating a new paragraph style

As well as modifying an existing pre-set style, it is also possible to create a new style:

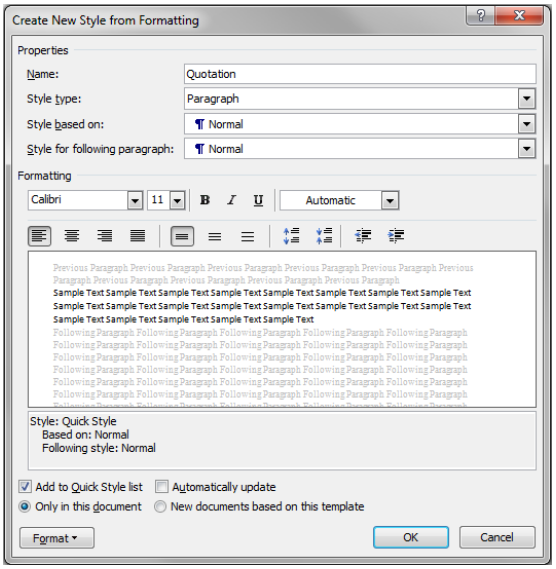
1. With the **Styles** dialog box displayed, click the **New Style** button at the bottom of the **Style Pane**.



2. With the **Create New Style from Formatting** dialog box displayed enter a name for the style.

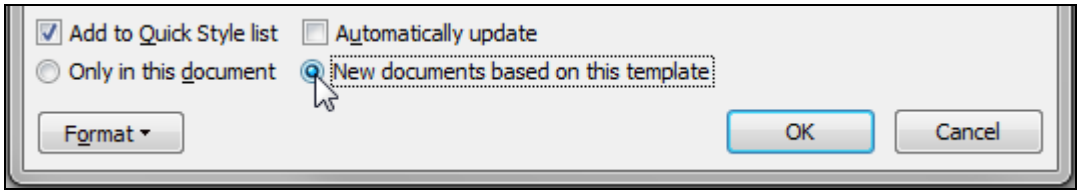
Note: Naming each style according to where/how it should be used will help you maintain formatting consistency later.

3. Select a **style type** from the **Style Type** drop down list.



4. Select a style that you will base your new style on from the **Style based on** drop-down list; this is generally set to **Normal**. (If Normal style is updated later, the changes will be carried through to this style, too.)
5. Select a style from the **Style for following paragraph** drop-down list; this is generally set to **Normal**. (When you press the return key to create a new paragraph, the style automatically changes back to **Normal** style for the following paragraph.)
6. Set the formatting you require, using any options available from the **Format** button.

   Note: To specify a font size that isn't in the list, simply overtype the number.
7. To ensure that this style will be shown in the **Home** tab **Styles** group tick **Add to Quick Style list.**
8. To add this new style to the template associated with your document, click **New documents based on this template**.



9. When you have finished, click **OK** to close the **Create New Style from Formatting** dialog box. *The new style appears within the **Style Pane** and in the **Home** tab **Styles** group.*

Formatting the title page

Even though the formatting used on the title page is unlikely to be used elsewhere in the document, it is still best to create a style for each format used. (Name each style appropriately so that you can easily remember how they are meant to be used.)

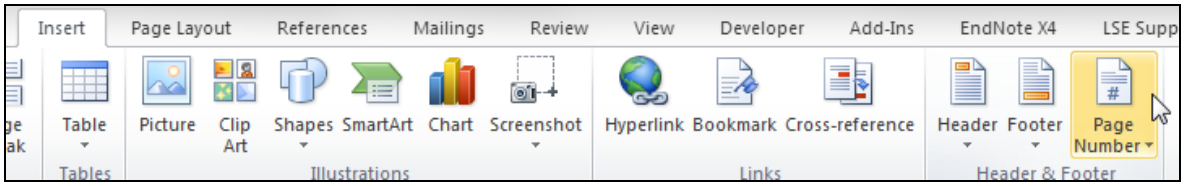
NOTE: do NOT use your heading styles to format the title page, even if the format you require here is identical to one or more heading styles. Any text formatted with a heading style will show up in both the table of contents and in the navigation pane.

Inserting page numbers

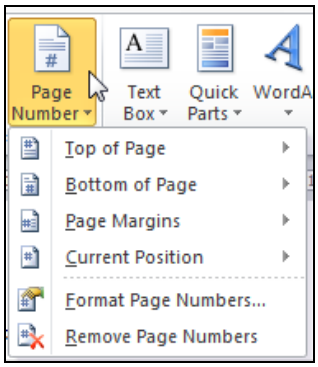
Page numbers in a Word document are placed in either the header, or footer, or margins of each page.

To insert page numbers

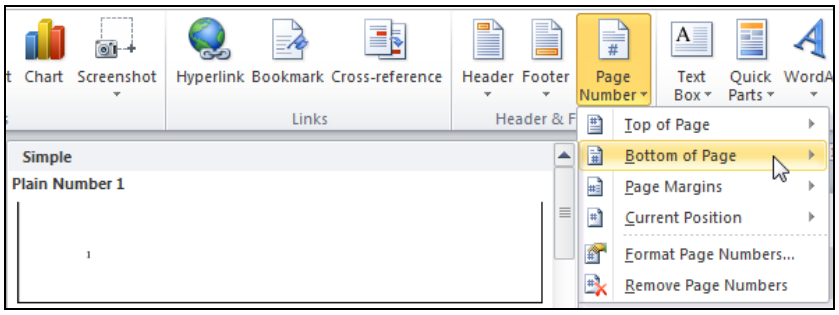
1. Click anywhere in the document.
2. Click **Insert | Header & Footer | Page Number**



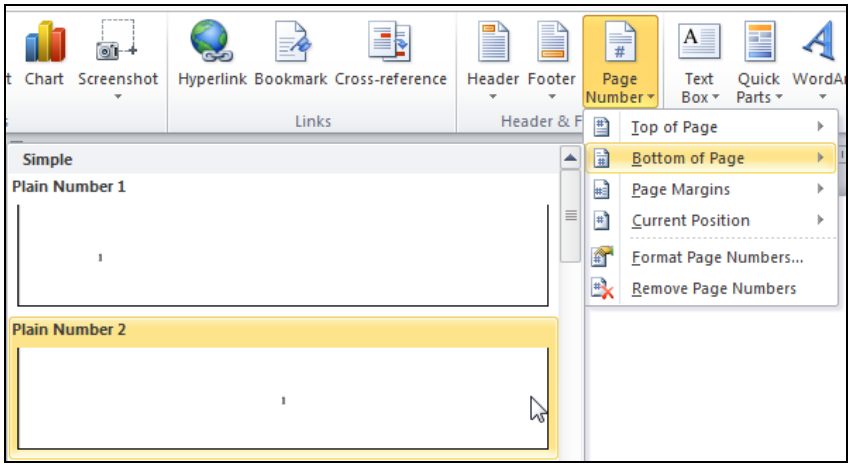
A menu is displayed with various page number options



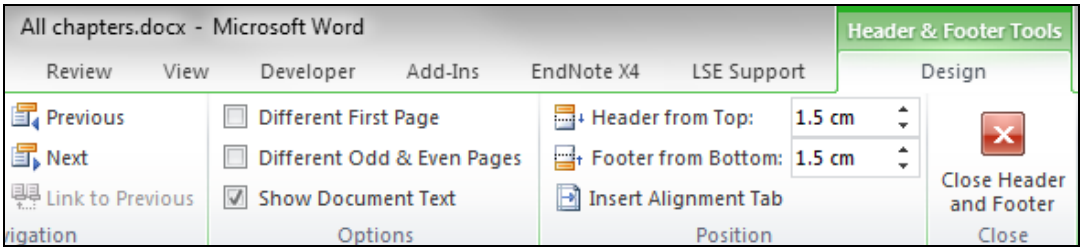
3. Position the cursor over the position of interest to display a gallery with more page numbering options such as alignment and format.



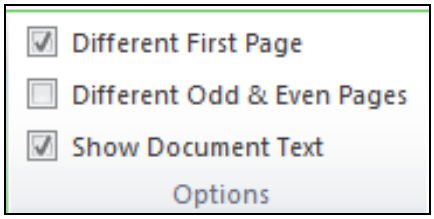
4. Click on the option of interest to insert the page number at that position. In fact, you are inserting a field which updates as your document grows or shrinks.



*The page numbers will be inserted on all pages in the document and the cursor will appear in the related header or footer of the current page. As a result, the **Header & Footer Tools** contextual tab is displayed in the ribbon, allowing you to customise the Header and Footer.*



Note: to remove the page number from the first page of a document, tick the box alongside **Different First Page** in the **Options** group.



You can leave the Header and Footers section by clicking the large red Close Header and Footer button. Alternatively, double-click outside of the footer/header area

Footnotes and endnotes[3]

Footnotes and endnotes are useful when you want to add additional information to your document, such as a reference, which you do not want to include in the main part of your text. A number, or letter, is inserted into the text telling you which footnote or endnote is the relevant one. Footnotes are placed at the bottom of the page on which the reference number appears, endnotes are gathered together and can be placed either at the end of the related chapter or at the end of the document.

Inserting footnotes

To insert a footnote

1. Place the cursor within your main text where you want to apply the footnote.
2. Click **References |Footnotes | Insert Footnote**. A number appears in the text and at the bottom of the page; your cursor is positioned next to the number at the bottom so that you can type the note as required.
3. Type your note, then click back into the text in the main section of the document to continue your writing.

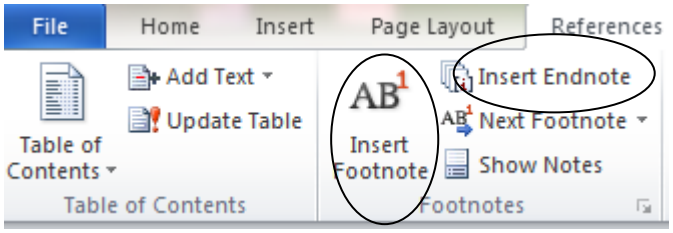
Inserting endnotes

To insert an endnote

1. Place the cursor within your main text where you want to apply the endnote.
2. Click **References | Footnotes | Insert Endnote.** A number appears in the text and at the place where you want the endnotes to appear; your cursor is positioned next to the number so that you can type the note as required.
3. Type your note then click back into the text in the main section of the document to continue your writing.

Combining footnotes and endnotes in a document

Complex documents such as theses could very well contain a combination of footnotes and endnotes. This is possible to do with Word. You need to make sure you select the correct option from **References | Footnotes**

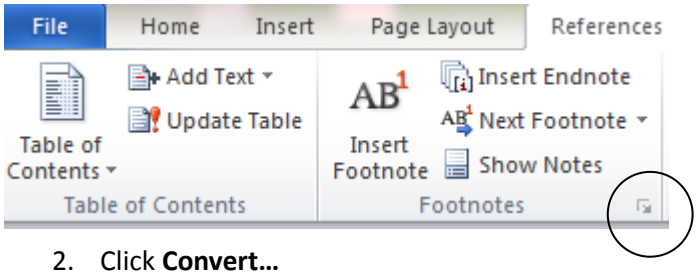


[3] Note: *Endnote* is the name of a product which manages bibliographic referencing. It is supported by the School and help is available at IT Surgeries and training sessions. More information here: http://www.lse.ac.uk/library/services/training/endnote/Endnote.aspx

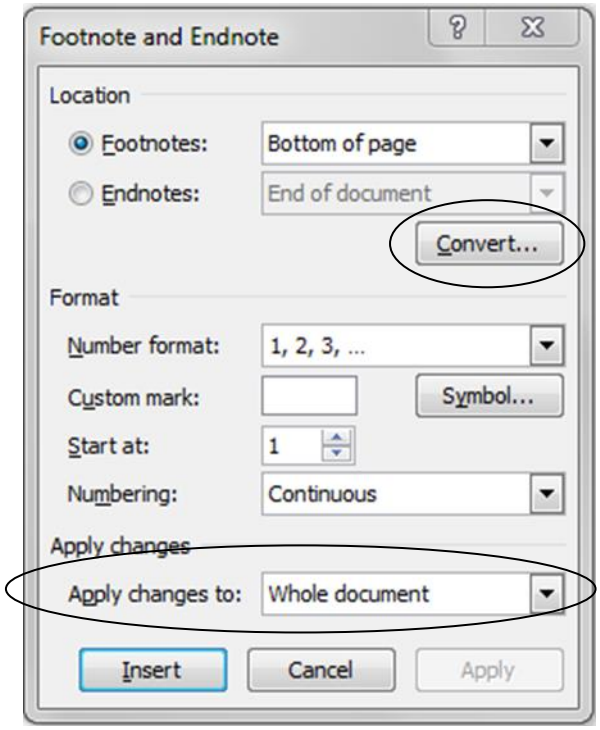
Converting footnotes to endnotes

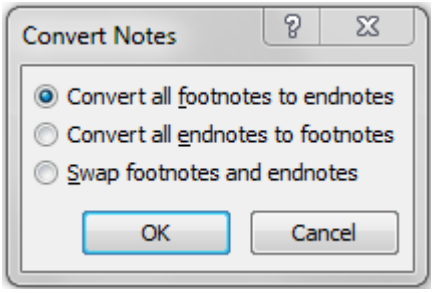
If you decide to convert footnotes to endnotes (or vice versa)

1. Click **References | Footnotes** and then click the dialogue box launcher



2. Click **Convert…**
3. In the **Convert Notes** dialouge box Choose the appropriate option for the change you wish to make

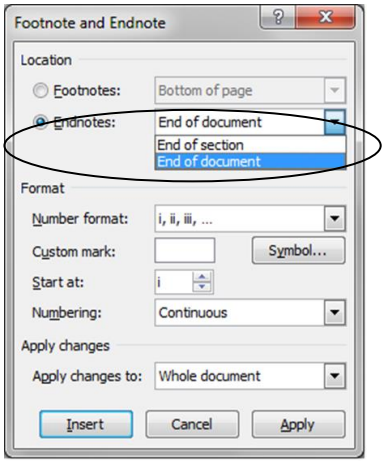




Note: Ensure that you **Apply changes to** the correct part of your document: the current section you are in *or* the whole document.

Placing endnotes

If you wish to place your end notes at the end of each chapter, make sure the chapters are in their own sections. You can also place the endnotes at the end of your document.



Creating & updating a table of contents

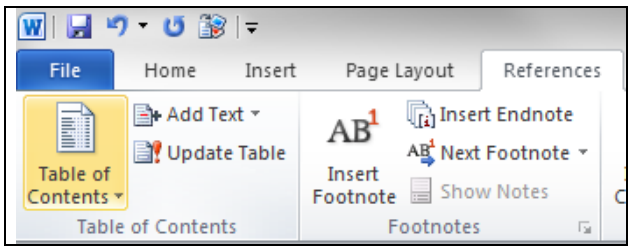
A table of contents shows the order of the headings and sub-headings in the document along with their page numbers. **If you have applied heading styles to the headings in your document you can automatically create a table of contents.** If you edit the document subsequently, it takes just a couple of clicks to automatically update the table of contents.

Creating a table of contents

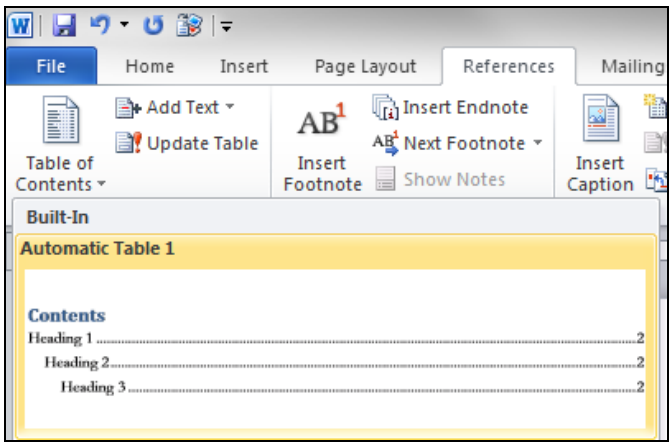
To automatically create a built-in table of contents

Note: The following steps assume that you have used Heading Styles in your document.

1. Position the cursor where you want to insert the table of contents. You might have to create a new page between your title page and the main text.
2. Click **References |Table of Contents | Table of Contents**



3. Click on one of the **Built-in Automatic Tables** and your Table of Contents will be inserted.



The table of contents will be displayed.

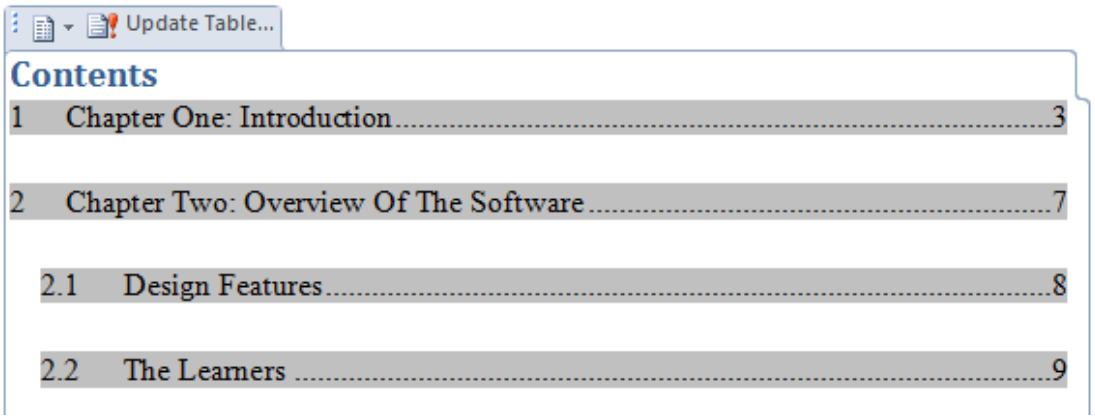
Note: navigate to any heading in the table of contents by holding down **CTRL** on the keyboard and clicking once on the relevant heading.

Updating a table of contents

Once you have created the table of contents it will not update automatically if you edit content which then changes page numbers, or make changes to the headings - you must force it to update by following the steps below.

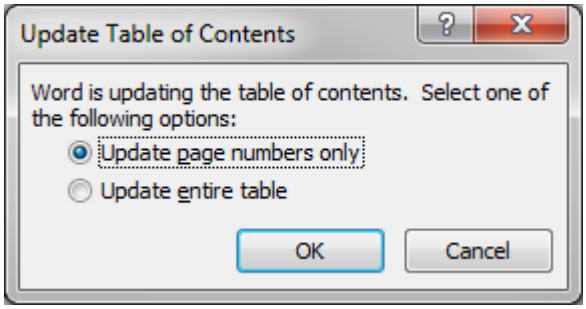
To update a table of contents

1. Click once on an entry within the table of contents and a blue border will appear with a contextual tab at the top-left of the table. Also, the table's fields will be highlighted in grey. It is these fields which allow the updating to occur



2. Click **Update Table…** on the contextual tab or press **F9**

   *The **Update Table of Contents dialog box** is displayed.*

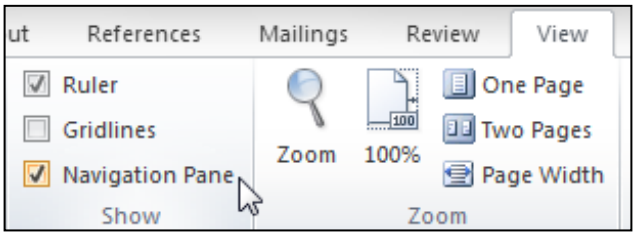


3. Choose **Update page numbers only** if the page numbers have changed as a result of editing *or* choose **Update entire table** if you have made any changes to headings or added new headings.
4. Click **OK**

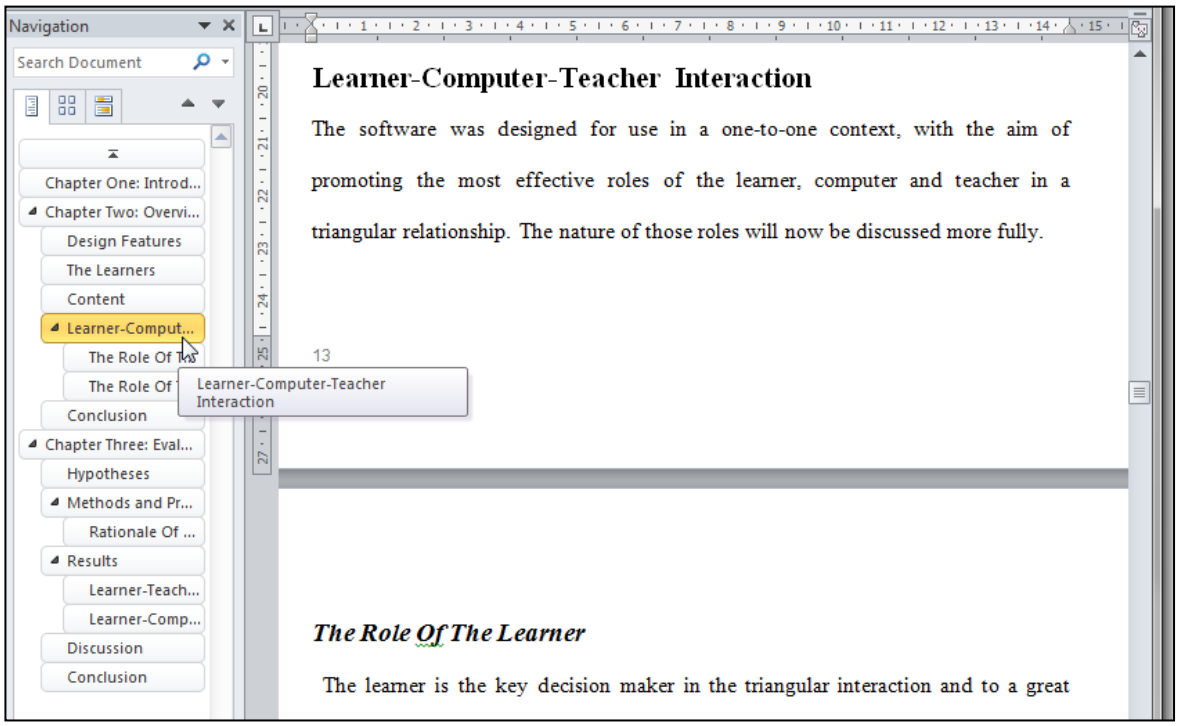
Using the Navigation Pane

The navigation pane creates a navigable outline of any document formatted based on Heading styles, allowing you to easily move between the various sections. You can also use the navigation pane to search for text, images, tables and equations.

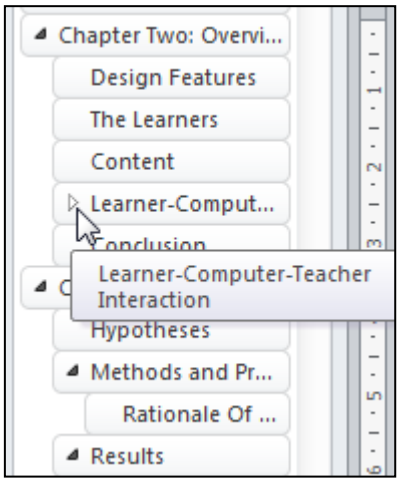
1. To display the **Navigation Pane View | Show | Navigation Pane.** *The Navigation Pane is displayed.*



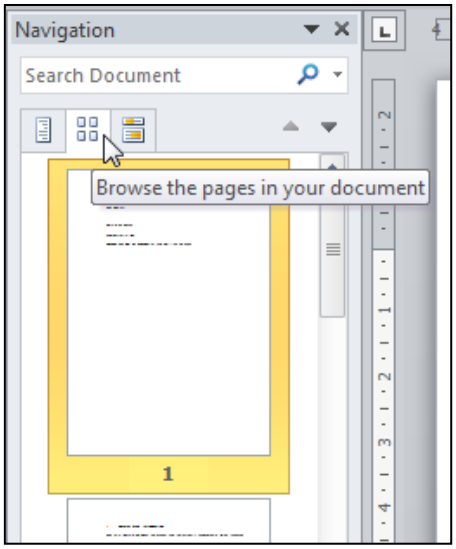
2. Click on any heading to move to that section in your document.



3. The headings are displayed as a hierarchy. Collapse and expand levels by clicking the triangle to the left of a heading.



4. To jump between pages, click the **Browse the pages in your document** tab at the top of the **Navigation Pane**.



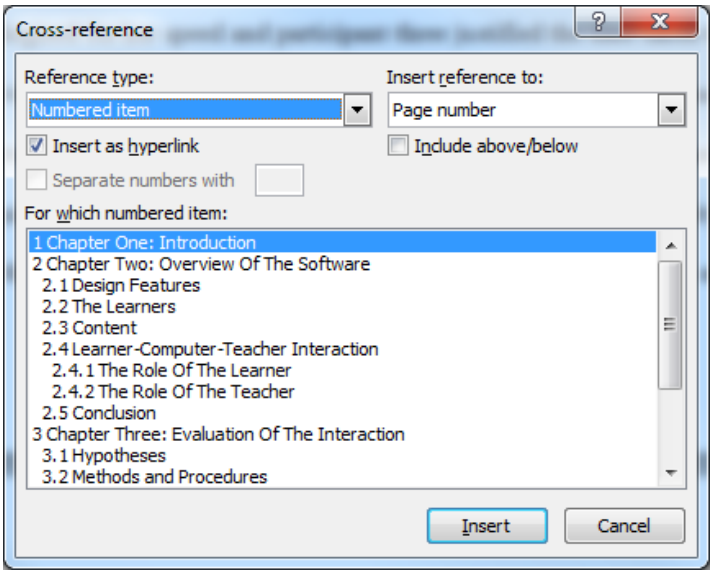
Beyond basic text

Cross-referencing

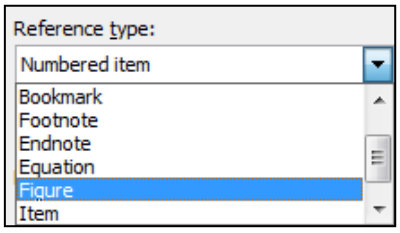
Cross-referencing allows you to refer to text within a document such as a caption assigned to a figure. The reference can be automatically updated if the relevant caption number or text is changed. Cross-references can be created for headings, bookmarks, tables, footnotes and more.

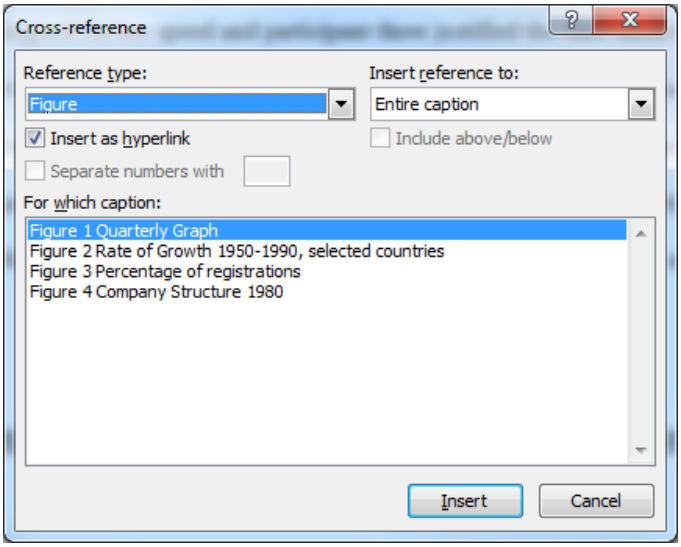
To insert a cross reference to a figure

1. Position the cursor where you want to insert the cross-reference.
2. Click **References | Captions | Cross-reference**. *The Cross-reference dialog box is displayed.*



3. Click on the drop-down arrow below **Reference type** and select "Figure". *A list of captions applied to figures within the document is displayed.*
4. Choose the reference type which is relevant to you.





5. In the **For which** box, select the reference to be inserted.
6. Click **Insert** to insert the cross-reference.
7. Click **Close** to close the Cross-reference dialog box.

Insert Excel charts

Inserting a chart from Excel should be fairly straight-forward. However, there are several ways in which things can go wrong. We'll insert a chart and address the most frequently encountered problems: changing page orientation, updating the chart and fixing uneven time lines.

To insert an Excel chart in a Word document

1. Open the Excel file containing the chart you need.
2. Click once on the chart and click **Copy** (or press **Ctrl + C**).
3. Return to your draft paper in Word.
4. Right-click on a blank line where you want the chart to appear and select **Paste**. The chart is pasted into the document.
5. To change the size of the chart, move the mouse pointer onto one corner of the chart area without clicking. The pointer shape changes to a slanted double-headed arrow.
6. Click and drag the border to the size required. (Use **Undo** and start again if it goes wrong.) If you want to maintain the ratio, drag towards/away from the diagonally opposite corner.

Note: If you use page numbers in the footer, remove them from this page or they will be at the side when your document is bound**.**

Changing page orientation

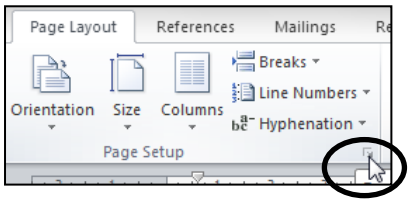
Some charts are too wide and detailed to look good on a page in portrait orientation. The key to changing orientation for the chart page alone, leaving the text before and after in portrait, is to place it on its own page, with **Next Page section breaks** immediately before and after.

To change page orientation for a section of a document

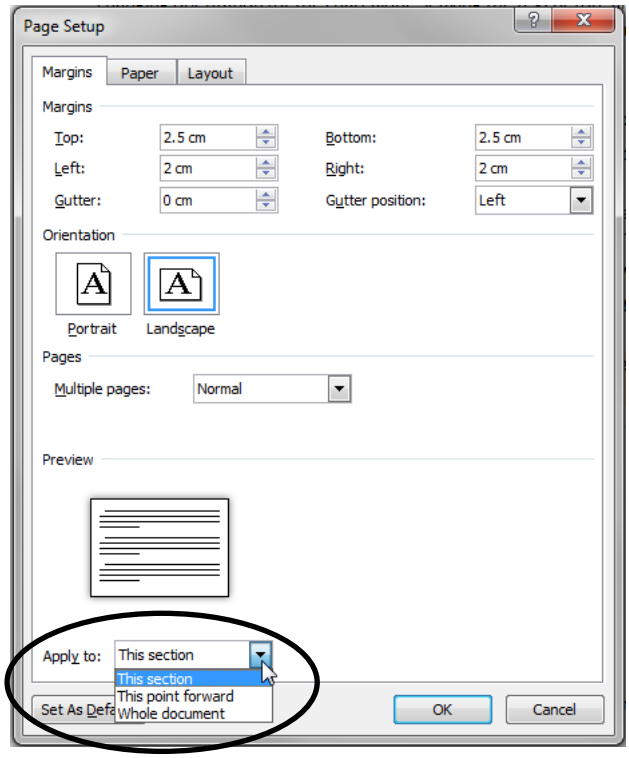
1. Click at the end of the line above the chart and press **Enter** to create a new blank line.
2. Insert a **Next Page Section Break**. (Hint: Go to the **Page Layout** tab and open the **Breaks** icon list.) *The chart is moved onto a new page.*
3. Click in front of the first character on the line below the chart and press **Enter** to move to the next line. Insert a **Next Page Section Break** here, too. *The chart is now on a page of its own.*
4. Click onto the page containing the chart and go to the **Page Layout** tab.
5. Open the **Orientation** icon list and select **Landscape.** *The chart page is changed to landscape, but the pages before and after it remain in portrait orientation.*

Note: by default, the orientation command is applied to the section of the document that the cursor is in. All pages in the section will be affected by this change.

To change the orientation from this point forward or for the whole document



1. Click on the tiny icon to the right of the **Page Setup** label on the **Page Layout** tab to open the **Page Setup** dialog box.
2. Click on the **Margins** tab, open the drop down list for the **Apply to** field and select the required option.

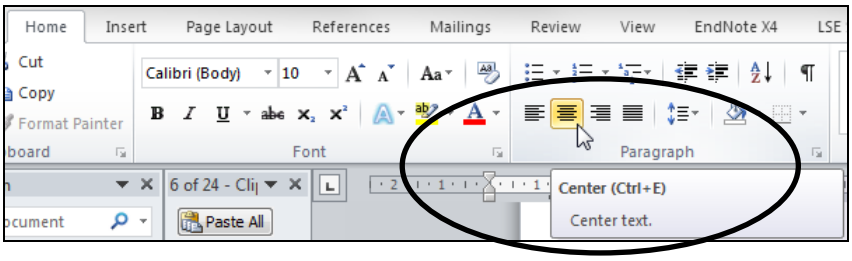
a. 

3. Click **OK** to close the dialog box. *Orientation is changed as directed*.

Centring the chart on the page

To horizontally centre the chart on the page

1. Select the chart by clicking on its outer border.
2. On the Home tab, move to the Paragraph group and click the Centre icon. *The chart is centred on the page.*



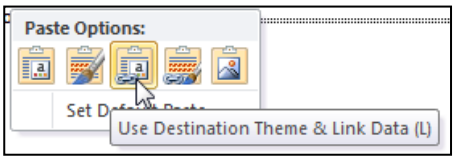
Updating the chart

If the data shown in the chart is likely to change before your paper is submitted, you can insert the chart now with a link to its related Excel file. This will ensure that the chart in your paper is automatically up-to-date after you edit the Excel file.

Note: the process outlined below creates an on-going link between your paper and the Excel file containing the chart data. Before you begin, move the Excel file into the same folder as your draft paper. To ensure that the link between them remains unbroken, you will have to keep them together in a single folder from now on.

To insert an Excel chart linked to the original file

1. Copy and paste the chart as usual. *The chart appears in your Word draft, with a **Paste Options** icon alongside.*
2. Open the **Paste Options** list and select either **Use destination Theme & Link data** or **Keep Source Formatting & Link Data**.



Note: If your chart is linked to the Excel file containing the chart's data, you can update that data directly from Word.

To update an Excel chart to reflect changes to the underlying data

1. Right-click in a blank part of the chart area and select **Edit Data**. The Excel file opens in edit mode, enabling you to make any changes needed.

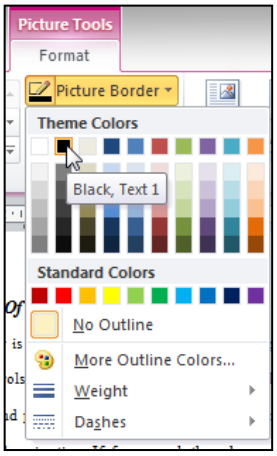
Fixing an Excel chart timeline

If your chart displays data only for some of the years in the period you are studying, sometimes you'll need to tweak it so that it shows the data on a realistic time line. This means that, if you have gaps in the years in your data, your chart will show these gaps. The trick is to set your line chart as a time-scale. Here's how:

1. Open your chart in Excel.
2. Click in the chart. The **Chart Tools** group of tabs appears at the top of the screen.
3. In the **Chart Tools** tabs, go to the **Format** tab.
4. In the **Current Selection** group at the left end of the ribbon, open the selection list and choose the axis you want to convert to a time-scale.
5. Right click on the axis and select **Format Axis**.
6. Using the **Axis Options** item at the top of the column on the left of the window, select **Date** axis (about midway down the dialogue box).
7. Click **Close**. *The missing time intervals should now appear along the axis.*

Inserting photographs

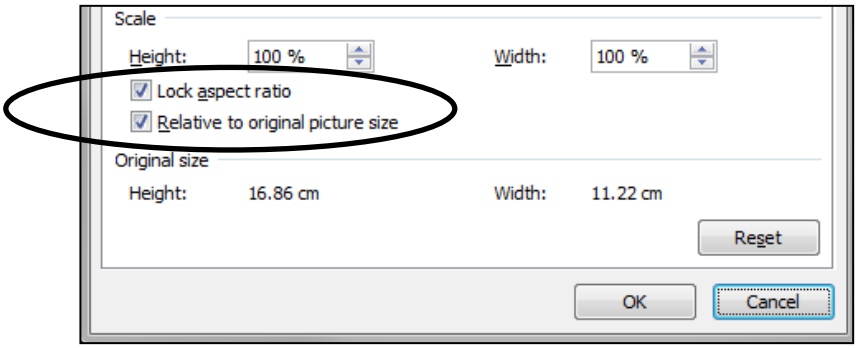
To insert a photograph



1. Click where you want to insert the image.
2. Click **Insert | Illustrations | Picture.**
3. Navigate to the image.
4. Click on the image and then click **Insert**.
5. If you want a border around the picture, click **Format | Picture Border** and make your border choices

Resizing photographs

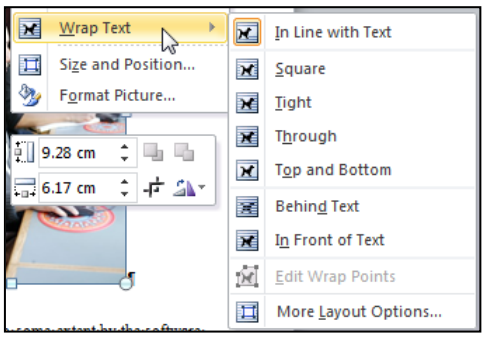
1. Right-click on the photograph and select **Size and Position**. *The Layout dialog box appears.*
2. If needed, click on the **Size** tab to activate it.
3. Ensure that both boxes in the **Scale** section (near the bottom of the box) are ticked. (These prevent distortion of the image as you resize it.)



4. Change either the **Height** or **Width** to the size required and press **Enter**. *The picture is resized.*
5. The image may jump to another position in the text. Click and drag it to where you want it to be.

Note: The method suggested above prevents the picture from becoming distorted as it is resized, so is safer than selecting the picture and resizing it manually.

Wrapping text around images



1. Right-click on the image and select **Wrap Text**.
2. Without clicking, let your mouse pointer rest on each option in turn to preview the effects available. You will need text with your picture to see this work.
3. To make text flow around the picture, click **Square**.
4. Click and drag the picture until you achieve the desired result.

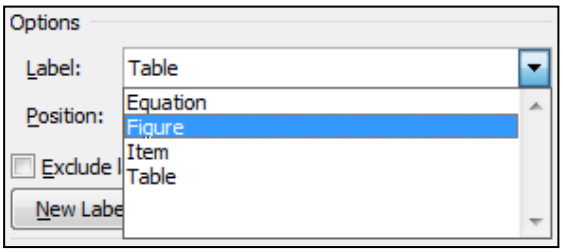
Creating numbered captions

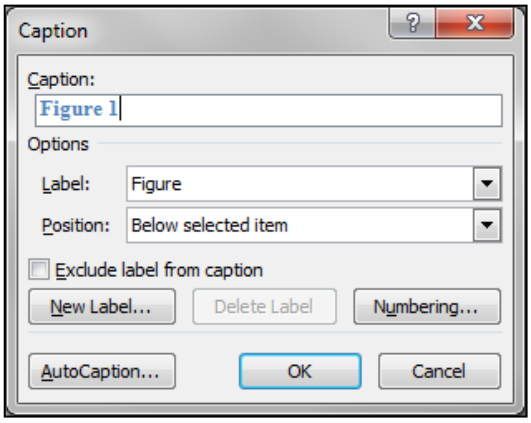
Any objects, such as charts, photos, maps, tables or equations, in your paper, should be labelled. If you turn those labels into captions, Word will automatically number them and enable you to create an automated table of them (Table of Charts, Table of Maps, etc.) just as you created a Table of Contents at the beginning of your draft. If you add, move or delete a caption, the other caption numbers will automatically be updated throughout your document.

You can use or create different labels for the various objects i.e. table or equation, but the figure label can be applied to all.

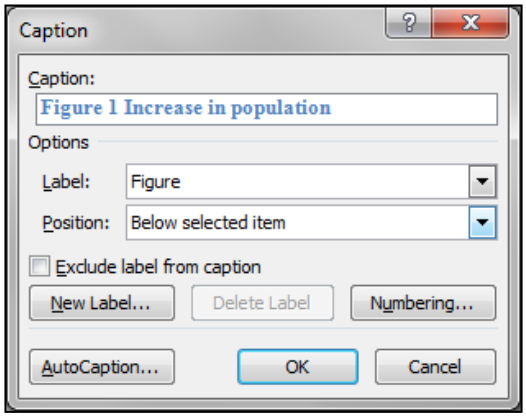
To create a caption below an object

1. Select the object you want to add a caption to.
2. Click **References | Captions | Insert Caption**. *The **Captions** dialog box is displayed.*
3. Click the arrow next to the **Label** box to open the list to display the label options available.





4. You can click to change 'Figure' to another option listed here. Alternately, click the **New Label** button and type in the label of your choice. Press **Enter** (or click **OK**) to close the **New Label** dialog box. *The blue label in the Caption box changes to match the label you have selected or created.*
5. In the **Caption** box, click after the label and number displayed, type a space followed by the caption text required for the object you have selected. *The blue label provides a preview of what your caption will look like, as shown in the example below.*
6. Click **OK** to close the **Caption** dialog box. *Your caption appears below the figure.*

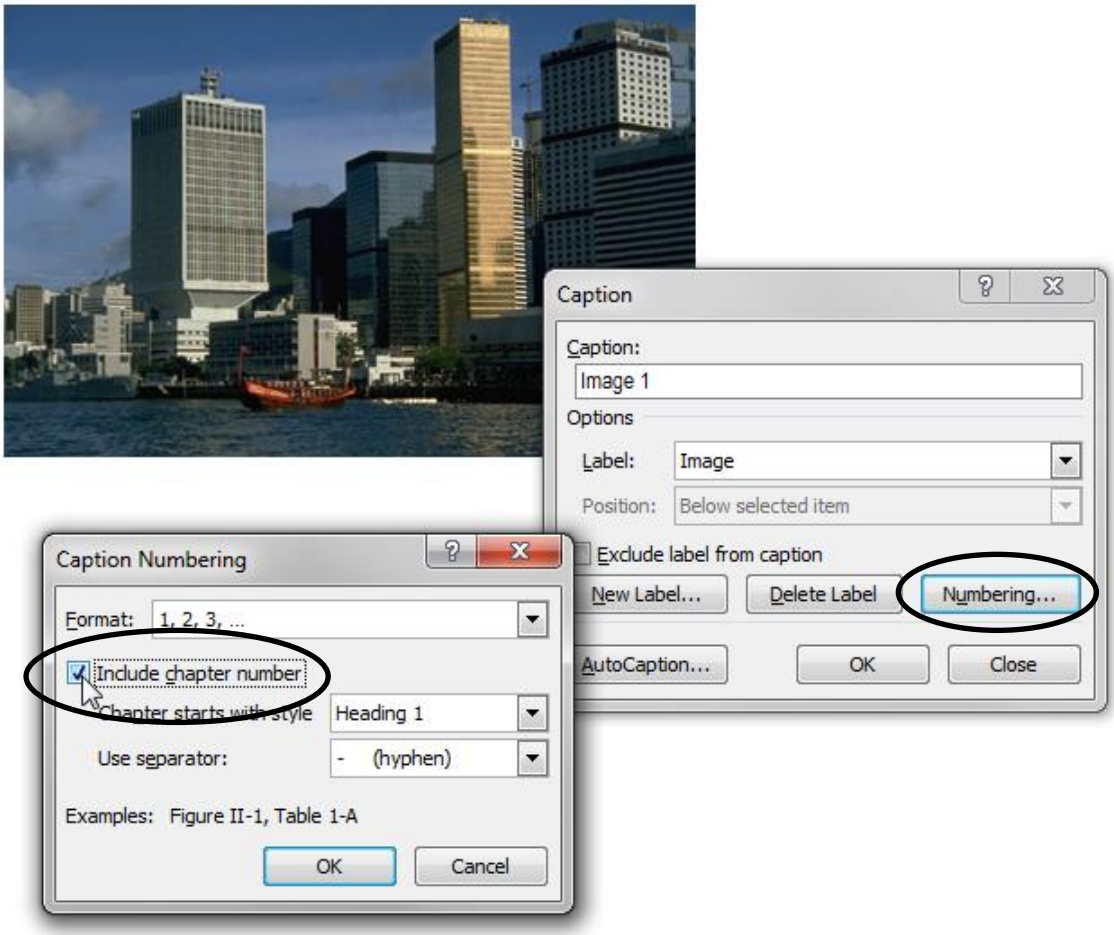


Adding chapter numbers to captions

To add chapter numbers to captions, you must have first created a **numbered list style** for your chapter headings in order for this to work. See companion guide *Creating Numbered Headings* for directions on how to do this.

If you have used a numbered list style for your headings, follow these steps to add numbers to your captions:

1. Click into your document at the point where you want your caption to appear.
2. Click **References |Insert Caption**.
3. Select or create your label.
4. Click N**umbering |Include chapter number**.



5. Ensure that the **Chapter starts with style** box is set to the heading level you use for chapter names. Then click **OK** and **OK** again. *A caption appears including the chapter as part of the item number.*

Creating a table of figures

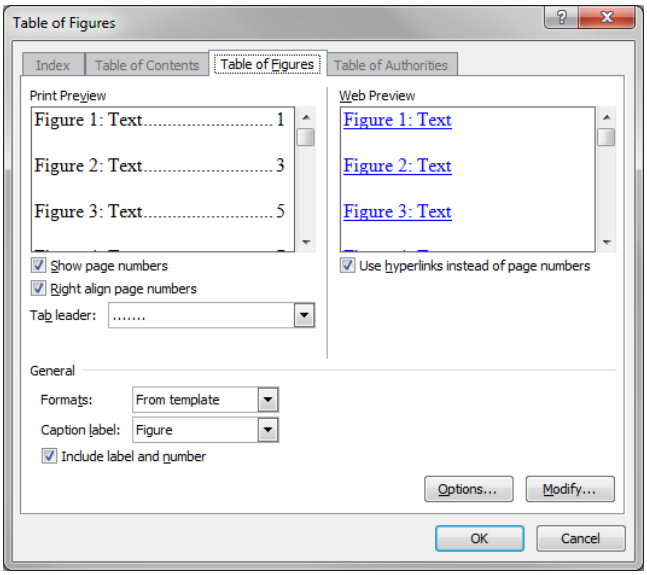
In the same way that you can create table of contents based on the heading styles in a document, you can create a table of figures based upon the captions assigned to objects.

To automatically create a table of figures

1. Click where you want insert a table of figures and type an appropriate title e.g. Table of figures.
2. Clck below the title.
3. Click **References | Captions |Insert Table of Figures**.

*The **Table of Figures** dialog box is displayed.*

4. Click **OK** as no format changes are necessary.



Note: Though the tab is called *Table of Figures*, all captions can be found here on the *Caption label* drop down list**.**

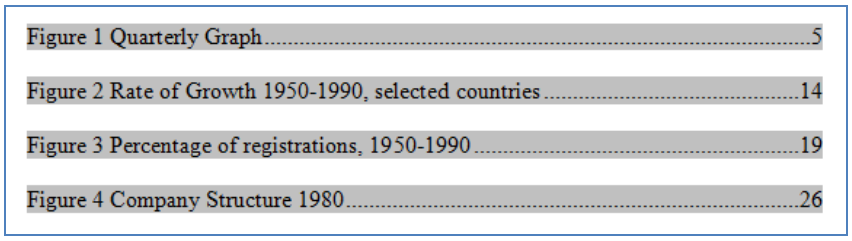
Note: it is possible to navigate to the figures displayed in the table by holding down **CTRL** on the keyboard and clicking once on the relevant link.

Updating a table of figures

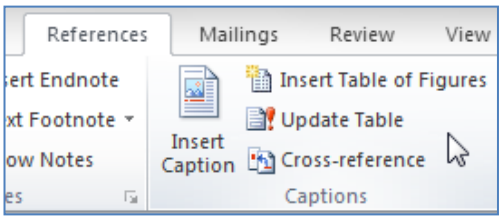
Once you have created the table of figures it will not update automatically when you edit labels or add/remove objects - you must force it to update by following the steps below.

To update a table of figures

1. Click once within the table of figures and a grey background will be displayed on each entry.



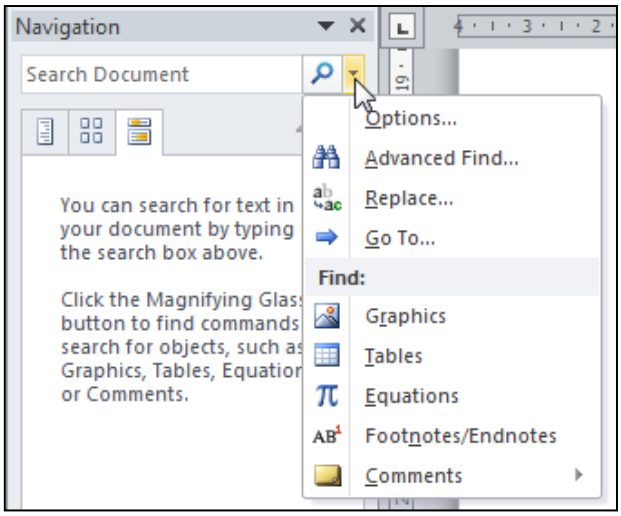
2. Click **References | Captions | Update Table** or press **F9** on the keyboard.



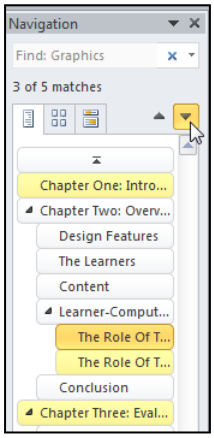
Advanced document navigation

Finding tables, equations, charts & photos, footnotes & endnotes

In Word 2010, the **Find** and R**eplace** commands operate from the **Navigation Pane**. If the Pane isn't already open, **Ctrl+F** will display it.



1. To find charts, photos or any other non-text content, click on the drop-down arrow to the right of the **Search Document** text box and select the type of object you are searching for such as a table or a graphic. *The cursor moves to the first instance of the object you selected. In the navigation bar, just under the **Find** box, a message appears saying how many matches have been found. Amongst the headings in the Navigation bar, each heading that contains a match is highlighted, and the one currently displayed is darker in colour.*



***Note:** Use the **Graphics** option to find and navigate between photographs, charts, clip art and other images.*

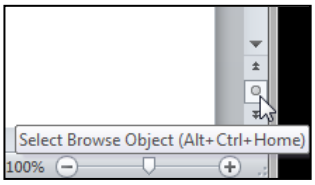
2. To move forward and backward between the objects selected, use the **Previous search result** and **Next search result** arrows.

Note: To find specific text, click the relevant tab at the top of the Navigation Pane and enter the text within the **Search Document** text box.

Moving through your document by heading or section

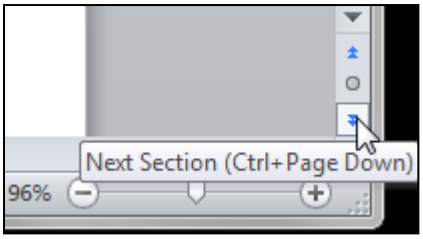
The Browse section of the vertical scrollbar provides additional ways of moving through your document.

To browse by section, heading or other object



1. Click on the grey **Browse Object** button, it has a circle, near the bottom of the vertical toolbar. *A menu opens providing a choice of 10 different ways to move through your document. Rest your mouse pointer on any option in the list to see what it represents at the top of the box.*

2. Click on an option to activate it. *The double arrows above and below the circle in the scrollbar turn blue.*



3. Click on the blue arrows to move through your document, viewing each of the objects you've selected.

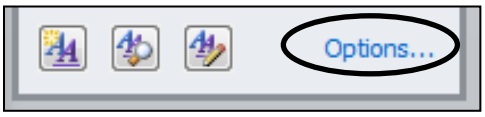
Troubleshooting

Maintaining format consistency

Viewing styles in use

The Styles list is your best friend when it comes to ensuring that formatting remains consistent throughout your document. To identify inconsistencies, you need to view *all styles in use*.

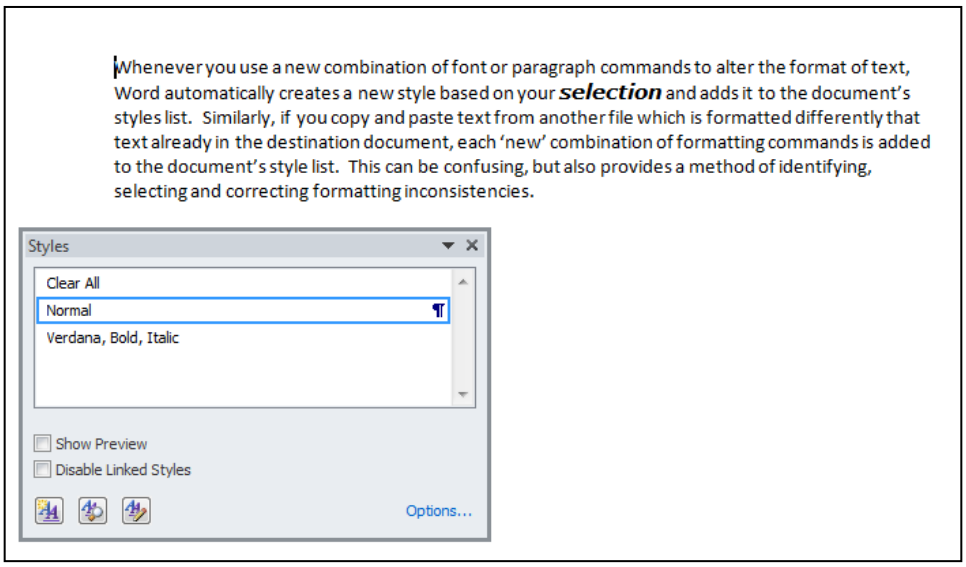
1. To open the Styles pane click **Home |Styles | Styles Pane Launcher**.
2. Click on **Options…** at the bottom of the **Style Pane**.
3. With the **Style Pane Options** dialog box displayed, click on the drop-down arrow under **Select styles to show** and select **In use**.



How your style list grows automatically

Whenever you use a new combination of font or paragraph commands to alter the format of text, Word automatically creates a new style based on your selection and adds it to the document's styles list. Similarly, if you copy and paste text from another file which is formatted differently from text already in the destination document, each 'new' combination of formatting commands is added to the document's style list. Thus, you could end up with a huge style list.

For example, the screen shot below shows a single paragraph document and its list of **Styles In Use**. The paragraph was typed into a new document using **Normal** style (here set to Calibri font size 11). However, the font, bold and italic icons were used to make 'selection' stand out from the rest of the text. The **Styles In Use** list shows both Normal style and the new style applied to this word. (Unless you create a named style, Word will automatically name it by the attributes you have applied.)



This can be confusing, but provides a method of identifying, selecting and correcting formatting inconsistencies. In this section we focus on preventing the inconsistencies which such automatically generated 'styles' usually indicate. Then we will look at correcting problems in a document where styles were not used from the outset.

Maintaining format consistency

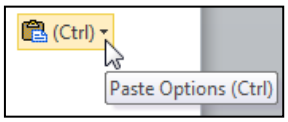
Inconsistent formatting, and the redundant styles it creates, can be avoided by following these three essential rules:

- Always choose the appropriate style before typing new text, headings, etc. If you use the wrong style by mistake, select the text and click the style you need to apply it.
- Avoid bringing additional styles into the document when you copy or cut and paste from other files. See Managing styles as you cut and paste from other files below.
- **Avoid using the formatting commands on the Home tab,** that is, the buttons in the **Font** and **Paragraph** groups**.** If you want to change the way some text looks, create or modify a style, taking care to update your template, too, as discussed below. Then apply the new/modified style.

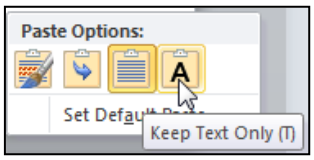
Managing styles as you cut and paste from other files

When you copy and paste text from other documents, check the format of the selection first. If it is different than the styles used in the destination document:

1. Open both documents you wish to work with (source and destination).
2. Copy or cut the text you wish to paste.
3. Open the styles list to view **Styles in use**.
4. Position the pointer in the destination document and ensure that the appropriate style is selected.
5. Paste the text. Near the bottom right corner of the pasted text, the **Paste Options** icon appears.



6. Click the arrow to display the **Paste Options**[4] available and rest your mouse pointer, without clicking, on each of the four options to preview their effect on the format of the pasted material. Click on the option that will require fewest changes. (This will depend upon the style active at the cursor's location and how the selection was formatted originally.)



7. If needed, use the styles icons on the **Home** tab to change the format of the pasted text as needed.

Keeping the styles in your template up to date

You may decide to alter the format of some text as you work. Remember: **avoid using the Font and Paragraph buttons as you work.** If you decide to change the format of some text, modify an existing style or create a new one, update the template accordingly, and then apply that style. This will ensure that this and all future documents based on the template will retain formatting consistency.

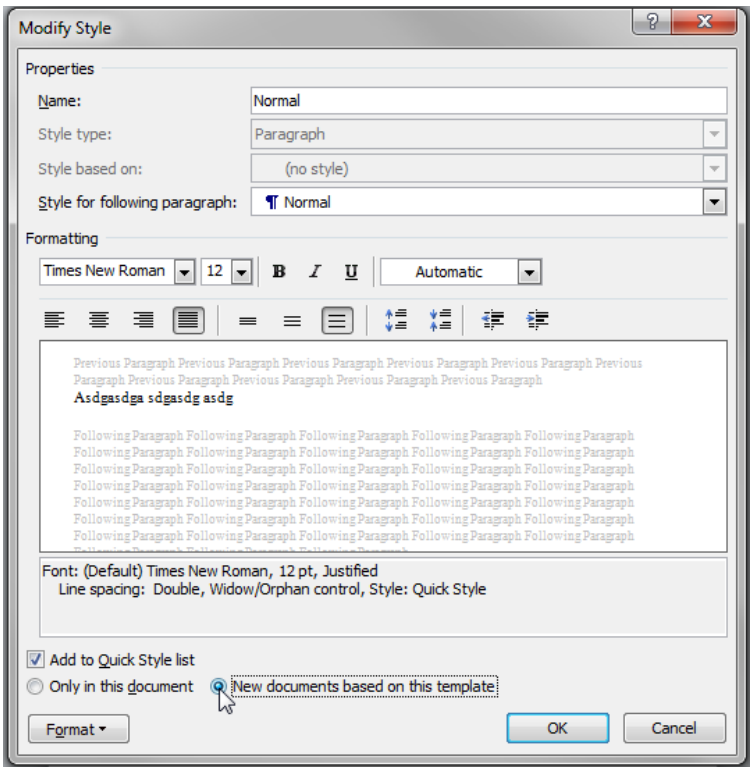
There are two ways to modify a style (directly, by example) in both your document and the template used to create it. If you know exactly how you want to change the style, modify the style directly as

[4] For more on Paste Options, see http://office.microsoft.com/en-us/word-help/paste-options-HA101831692.aspx

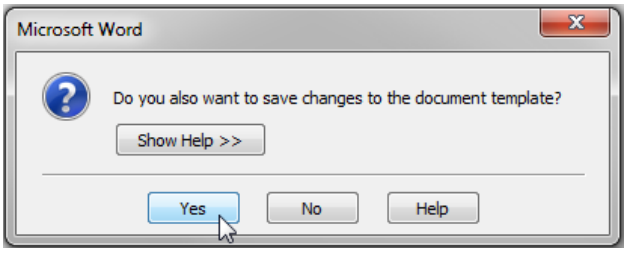
detailed in the first instruction below. You may need to play with the formatting of a bit of text before you decide exactly what formatting you prefer, use the second method.

To modify a style directly

1. Close any other documents, such as other chapters, which are based upon the same template. (You cannot update the template if other documents which use it are open.)
2. Right-click on the style you want to change in either the **Home** tab's Styles group or the **Styles** pane, and select **Modify...**. The Modify Style box opens.
3. Near the bottom of the box, click **New documents based on this template** to ensure that the changes you make to the style in this document also are made in the template.



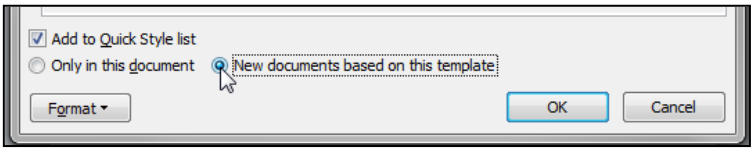
4. Make the changes required.
5. Click **OK**
6. **Save** the document. A dialog box opens asking whether you want to save changes to the template.
7. Click **Yes**. Your template has been updated for all new documents based on this template.



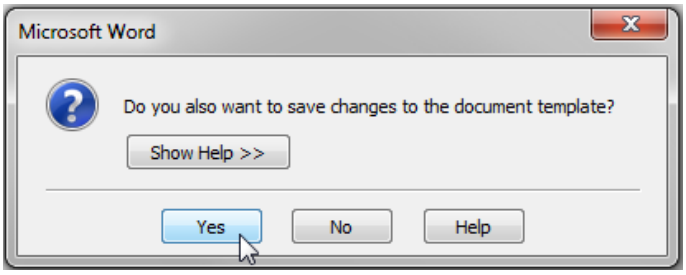
NOTE: this will NOT update the template used in already existing documents, such as other chapters you may already have written.

To modify a style by example

1. Close all other documents, such as other chapters, which are based upon the same template. (You cannot update the template if other documents which use it are open.)
2. Select some text that will be formatted in the modified style. (If you want to change a character style, select a character or word. If you want to change a paragraph or linked style, be sure to select an entire paragraph.)
3. Make the formatting changes required by using the icons in the **Font** and/or **Paragraph** groups on the **Home** tab.
4. Right-click on the style to be modified in the Styles group on the Home page and select **Update [style name] to Match Selection**. All text formatted in that style in the current document is updated.
5. Right-click again on the style you have just modified and select **Modify...** The Modify Style dialog box opens.
6. Click **New documents based on this template**.



7. Click **OK**
8. **Save** the document. A dialog box opens asking whether you want to save changes to the template.
9. Click **Yes**. Your template has been updated for all new documents based on this template.



NOTE: this will NOT update the template used in already existing documents, such as other chapters you may already have written.

Clean Up Method 1 - Clear All!

At times, it will be necessary to remove excessive or redundant styles from your document so that, what you are left with, is a lean collection of styles which are in use.

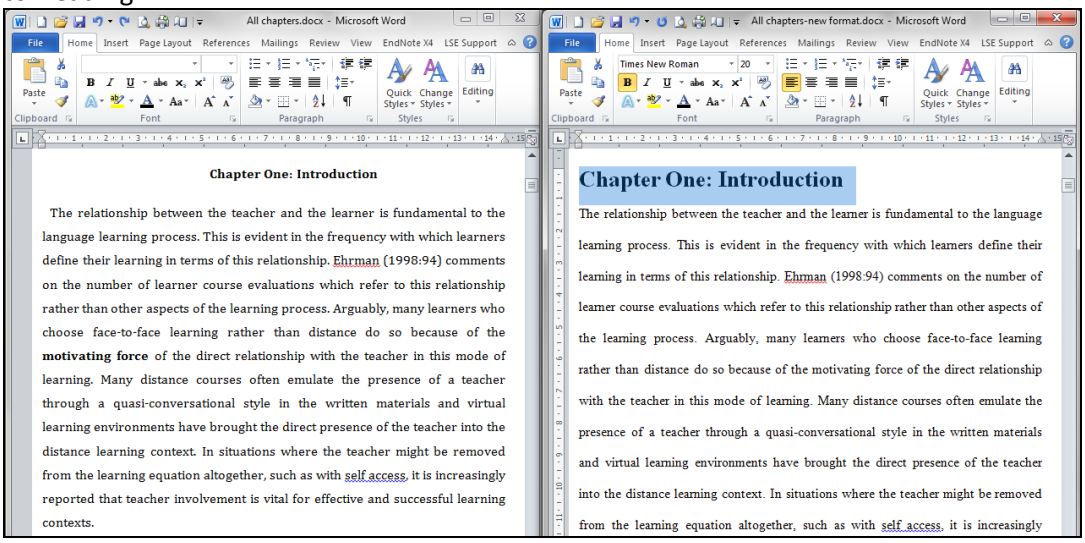
This method is ideal for a document where there are too many formatting problems to count! In such cases, it is often best to reformat the entire document on **Normal** style and then apply other styles as needed, working systematically through the document.

Note: if your document contains tables, charts and other content with special formats, it may be easier to use this method on one section of your document at a time, avoiding the specially formatted elements so that you do not inadvertently remove formats you want to keep.

1. Save your file with a new name so the original can be used as a comparison and backup copy.

Note: It's a good idea to make a back-up copy of your draft after each key step. That way, if something goes wrong, you won't have too many steps to retrace.

2. Select the entire contents of your document by clicking anywhere in the text and pressing **Ctrl + A** on the keyboard.
3. Click **Home | Styles | Style Pane Launcher**.
4. From the top of the list, click **Clear All**. The format of the entire document is changed to **Normal** style. Hyperlinks, footnotes, charts, etc. are formatted distinctively.
5. Open the **Styles** list to view styles **in the current document**.
6. Starting at the beginning of the document, find each chapter heading and change the format to Heading 1.



7. When all the chapter headings have been formatted correctly, return to the first page and systematically apply Heading 2 style everywhere required through the document. Then repeat the process for all other headings and then each of the other styles required. This includes: quotes, body text etc.
8. Save **AllChapters-NewFormat.docx**.

Note: So that you don't miss anything that needs reformatting, you may find it helpful to open each of the original files in turn, comparing them side-by-side with your latest draft to help you find all other text that requires application of a different style. To do this, click

View | Window | View Side by Side

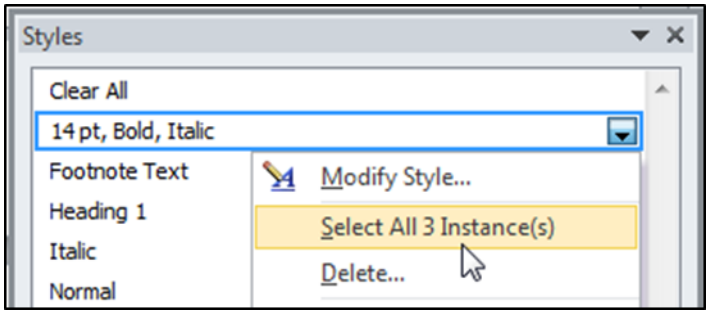
Clean Up Method 2 - Using the Styles list to find & correct inconsistencies

Whenever you use individual formatting commands, Word automatically identifies the combination of commands applied to the text you have selected and either creates a new style based on those commands, or adds the selection to the list of other instances where the same formatting commands are in use. A long list of such styles can be confusing, and usually indicates problems in formatting consistency. However, this feature can be used to rapidly correct formatting problems.

In the lengthy course of producing a major paper, such inconsistencies have a habit of creeping in, even if you started out with a well-designed template, or applied Method 1. However, as long as you have adhered to the guidance on maintaining consistency, these shouldn't be too onerous to fix individually.

Note: This method is good for cleaning up a relatively small number of inconsistencies.

1. Open the style list and examine the list of styles **in use**. In addition to the styles you have created or modified in your template, there may be a number of other styles listed.
2. Move to the top of the list, find the first 'extra' style listed and **Select all instances**. All text formatted in this style is selected throughout the document.



3. Use the scroll bar to scan the selection to decide whether all can be reformatted using the same style.
4. Hold down **CTRL** and click to deselect any anomalies; then apply the appropriate style to the rest. Repeat this step until the 'extra' style no longer appears in the list.
5. Repeat steps 2-4 until the first 'extra' style disappears from the list.
6. Move to the next 'extra' style, and repeat steps 2-5. Continue this process until only the styles you created or modified in your template are left in the list.

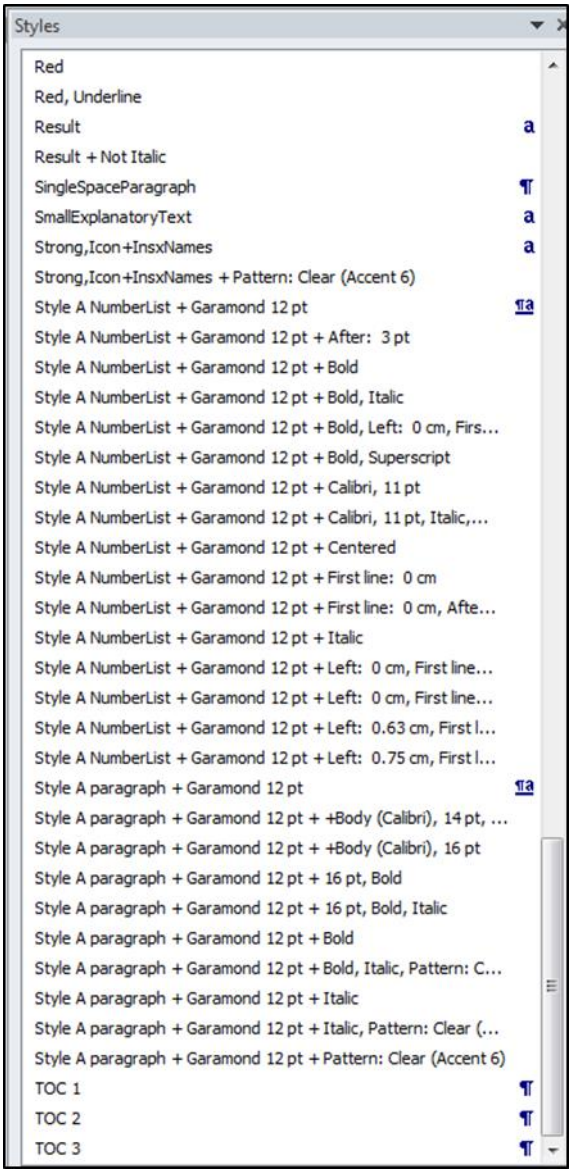
Method 1 or Method 2: which should I use?

Both methods have their advantages and disadvantages. If you have lots of formatting issues to correct, but also have sections containing intricately formatted tables or other content, it may be wise to apply Method 1 to selected sections of your document, one by one, rather than clearing all formatting from the entire document.

Method 2 can be very useful but protect yourself from unpleasant surprises: scroll through to find each instance of a style's use before you modify it or apply a different style to all selected.

The biggest problem with applying Method 2 comes when you've inadvertently created many dependent styles. (These are styles based upon styles that are themselves based on other styles! This happens all too easily, without you realising it, when you use formatting icons - Font and Paragraph images below - rather than applying styles you have created in the Styles list.) The Styles list shown here is the result of many people working together on a long document. One person created and used a few styles; Style A was used to do most of the drafting, but various individuals later saw fit to apply additional formatting commands. The end result was a formatting nightmare! In cases like this, Method 1 is almost certainly going to be the most efficient way to bring some order to the document's format.

Don't be afraid to experiment with each method. Remember: Word provides an **Undo** icon for a reason!! Also remember create a backup of your work as you go along, just in case



Using Show/Hide to correct problems

Styles are the answer to most – but not all – formatting problems. When something in Word just doesn't look right or doesn't work in the way you expect, the **Show/Hide** button is often key to identifying the nature of the problem. Click **Home | Paragraph | Show/Hide** ¶

Show/Hide is a kind of on/off switch used to display hidden formatting commands[5].
Each command has its own symbol. In most cases, **to delete the command simply delete the symbol**.

Symbol	Command	Example
. (dot)	Space (inserted using the space bar)	··The· computer· can· also· be· conceived· of· as· information·provided·on····learning·strategies·
→	Tab (inserted using the tab key)	→ The· tutor· role· of· the· computer· is· software· design.· The· computer· assumes· th
¶	Paragraph (inserted by pressing Enter) (Note: this mark also stores the formatting commands for the paragraph)	business·plans·and·in·creating·their·own.¶ ¶ ··Levy· states· that· the· tutor/tool· framework· d exclusive· (1997:179).· The· role· of· the· com conceptualised·as·both·tutor·and·tool.¶
↵	Line break (inserted using Shift+Enter) (Note: this starts a new line in the same paragraph, and is especially useful in numbered lists.)	1.→ Create·a·List·style·called·**Headings**·and·link·it·to and·Heading·3.↵ ↵ The·number·style·for·all·levels·should·be·**1,2,3…** ↵ The·**Text·position·for·first·level:**·should·be·set· **level**·should·also·be·set·at·**0·cm**.¶ ¶ 2.→ Ensure·that·only·the·**Normal**·style·is·in·use·on·th
⚓	Anchor (indicates that the related image, chart, etc. will move with the text it is 'anchored' to)	⚓ 1.→ Close·all·other·documents, such·as·other·chapters, which·are·bas *cannot·update·the·template·if·other·documents·which·use·it·are·open.*¶ 2.→ Right-click·on·the·style·you·want·to·change·in·either·the· **Home**·tab's·**Styles**·group·or·the·**Styles**·pane, and·select· **Modify…**····*The·Modify·Style·box·opens.*¶ 3.→ Near·the·bottom·of·the·box, ·click·**New·documents· based·on·this·template**·to·ensure·that·the·changes·you· make·to·the·style·in·this·document·also·are·made·in·the· template.¶ 4.→ Make·the·changes·required.¶

Turning on **Show/Hide** also displays any user-input page or section breaks. (See examples below.) To delete one of these, triple click on it to select it. Then press **Delete** on the keyboard.

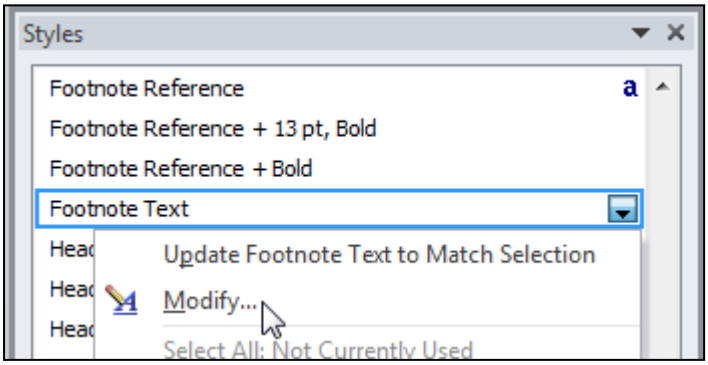
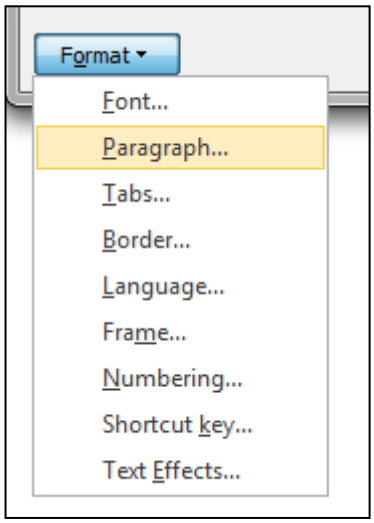
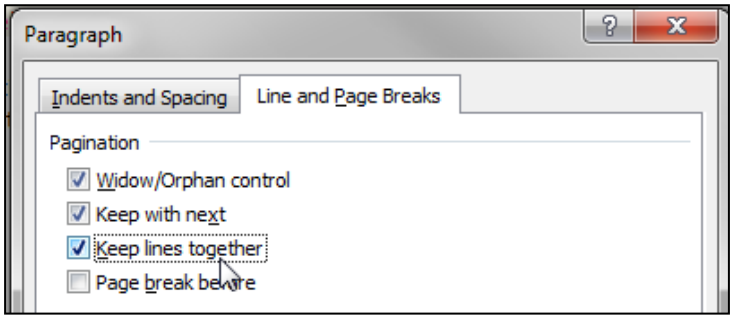
[5] For help with other command symbols, see http://word.mvps.org/faqs/formatting/NonPrintChars.htm.

Trouble-shooting footnotes

Preventing footnotes from splitting across pages

To keep lines of each footnote together at the bottom of a single page

1. Click anywhere in a footnote in your document.
2. Open the **Styles** list to display **Styles in use**.
3. If necessary, scroll through the list to find the style applied to this footnote.
4. Rest your mouse pointer on the name of this style and click the options arrow on the right. Click **Modify**.



5. From the **Modify Style** dialog box click **Format | Paragraph.**
6. Select the **Line and Page Breaks** tab and ensure **Keep with next** and **Keep lines together** are selected. Click **OK** and click **OK** again.