DISSERTATION WRITING TIPS

The tips below were things I figured out about Word as I was writing my thesis. I am no computer or Word expert so I am sure there might be easier or better ways to do some of these things. This document is intended to give you ideas as to what is possible with Word and if the instructions are not clear just "Google" it since that is how I figured out how to do all these different things. Good luck with writing, there is really light at the end of the tunnel, and the grass is greener on this side.

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- Use EndNote and cite while writing
- Table of Contents:
    o You can use Word to keep an automatic table of contents for you. One advantage of using this tool is that you end up with a completed "table of contents" at the end, and you can update it at any point to reflect any changes. Also you can use the navigation window on the left to jump to any specific section of your thesis which becomes very helpful by the end when the document is getting really large.
    o To utilize this tool go to references tab of word and then select table of contents with one of the built in automatic formats. Then all you need to do is use headings so that Word can automatically create the table of contents. So your chapter titles will be Heading 1, each section of the chapter will be heading 2, and any subsection will be heading 3 so forth. You can select headings on the home tab, under styles. Word has default styles for each heading level but you can right click on each and modify the style so you can choose the color to be black and the same font as what you are using for your thesis.
    o You can first put your chapter title pages and then start filling in the specific content for that chapter. This way if you are choosing to number the pages as Chapter #, then figure number (such as Figure 1.1), the chapter number will be automatically included for that chapter (See below for inserting captions for figures)
- Section breaks:
    o These are good to use when you want to have specific sections to your word document, so that you can change formats, numbering styles, start on a new page, etc... Go under page layout tab and under page setup select the breaks and then select next page under section breaks.
    o For page numbering in each section, you can double click on the footer region to show the footer menu, and you can choose to link the footer to the previous section or not. What this means is that if it is linked it will keep the same numbering format and will continue the numbers from the previous section. But if you want to switch from Roman to normal numbers for example you can unlink them and have new rules for the new section. Also in the page number format menu you can choose to continue the numbering from previous section or not.

- Here are couple examples as to when these can be very helpful:
  - You have your chapter title pages and then you want to start on a new page for the content of that chapter, you can add a section break and then start writing for that chapter on the next section.
  - The title page and copyright page will have no page numbers but then starting with the abstract the front matter will be numbered with Roman numerals. You can make a section break after copyright page. Then double click the footer region of the new section (the abstract page). On the menu that appears at the top unselect the link to previous section and then insert the page numbers, and choose Roman numbers. Once you are done with the front matter, have another section break. Then click on the footer to show the menu options again, unlink from previous section and this time when you insert the page numbers make sure to uncheck continue from previous section box since you want to start with "1"

- For figures:
  - **Quality of figures**: Make sure the figure quality is good from the beginning. At the end when you convert the whole document to PDF the quality gets worse. It is best if you use Illustrator or other advance software for making your figures. However if you are using PowerPoint then you need to make some adjustments. The default export resolution of PPT is 96dpi which is very low. So you need to change your computer settings for higher resolution, max at 300dpi. Here are the instructions: http://support.microsoft.com/kb/827745. You can then export slides as pictures and insert them to your word document.
  - **Adding captions**: Once your figure is inserted, you can insert the caption using Word's reference tab. (reference→captions→insert caption) You can choose the label (figure,table,etc…) and the way you want it numbered. You can choose to include the chapter number so it becomes Figure 1.1. This creates a hyperlink that Word can update. By using Word for your captions, word can update the figure number if you end up inserting a different figure before this current one. (Word doesn't update the numbers automatically, but at any point you can either select the specific figure hyperlink or select all of the document and then press F9 to update all the hyperlinks) (All these caption things can be used for tables, or other things you insert)
  - **Making sure figure and caption stays together on a single page**: According to the formatting rules you need to make sure the caption stays with the figure as long as both fit on the same page (see the format of the dissertation if they don't fit one page page, there are rules to follow in this case). The one solution I found that made my life easier was to put a frame around the caption and the figure. Below are the instructions I found online (http://shaunakelly.com/word/layout/keep-with-caption.html)

1. Make sure the figure is in-line (not floating).
2. Make sure the title or caption is **not** in a text box. That is, it has to be ordinary text.

3. We want to insert a Frame. But we first have to display the Insert Frame tool. To do that:
   o In Word 2003 and earlier versions: click View > Toolbars. Click the Forms toolbar. On the Forms toolbar, you'll find the Insert Frame button.
   o In Word 2007 or Word 2010: customize the QAT (Quick Access Toolbar) to add the "Insert Frame" tool to the QAT.
4. Select both the figure and the title or caption.
5. Click the Insert Frame button. This creates a frame surrounding the figure and its title or caption. Click the frame's edge (so you see 8 little squares), then right-click and choose Format Frame to adjust the frame.

(If you need help finding the "Insert frame" tool: In Word 2010, at the very top left where you have the save, back and forward icons, there is a little arrow thing, click on it then select "more commands" find "Format frame…" and then add it on your list, so a new icon will show now and now you can select the caption and then the figure together and then click on the icon and everything is in a frame)

   o **Cross reference (referring to specific figure number in the main text):** So now that your figure is ready, you can again use the reference tab in Word to cross reference your figure in the main text of your thesis. Select your reference type (figure, table, etc) and then select "only label and number" under "insert reference to" drop down menu. The list will show you all the captions you created with Word references tab and you can select the right one. This way the reference will be hyperlinked to the specific figure and even if you add or delete figures you can update the whole document with "select all" and F9 and the correct figure number will be there.

*How to center chapter names in the center of the page : select the text, go under page layout tab and then page setup (click on the arrow at the right corner for an additional menu), layout tab, page vertical alignment: center, apply to: only selected (Make sure each chapter title page is its own section to make sure the rest of the document is not affected by this selection)

How to save your word document as high quality PDF:

This link has some instructions on how to change settings on Word and Adobe tab of Word to get best quality pdf version. Do not use the regular save as from Word since quality gets really bad. You need to do it on a computer that has Adobe Acrobat Pro and then can change the settings. (*The computer lab in the basement of the Science Center in Cambridge has computers with Acrobat)

http://wordtopdfimage.blogspot.com/2012/02/preserve-image-quality-when-saving-from.html