

# THESIS WORD PROCESSING HELP FOR MICROSOFT WORD

## PAGINATION

- I. Step 1 - setting up the page layout
  - A. On the "File" menu select "Page Setup"
  - B. On the "Margins" tab fill in the following settings
    1. "Top:" .....1.25"
    2. "Bottom:" .....1"
    3. "Left:" .....1.5"
    4. "Right:" .....1"
    5. "From Edge:"
      - a. "Header:" .....1"
      - b. "Footer:" .....1"
  - C. On the "Layout" tab select the following
    1. "Section start:" ..... "New page"
    2. "Headers and footers:" ..... "Different first page"
    3. "Vertical alignment:" ..... "Top"
    4. "Apply to:" ..... "Whole document"
  - D. Click on "OK"
- II. Step 2 - formatting the page numbers
  - A. On the "Insert" menu select "Page Numbers"
  - B. On the "Page Numbers" screen select
    1. "Position:" ..... "Top of page (Header)"
    2. "Alignment:" ..... "Right"
    3. Click on the "Format..." button
    4. On the "Page Numbering Format" screen select
      - a. "Number format" "1,2,3,..."
      - b. "Page numbering" "Continue from previous section"
- III. Step 3 - inserting the page number on Page 1
  - A. On the "View" menu select "Header and Footer"
  - B. Click on the "Switch Between Header and Footer" button on the "Header and Footer" toolbar to go to the footer
  - C. Click on the "Center" button on the "Formatting" toolbar
  - D. Click on the "Insert Page Number" button on the "Header and Footer" toolbar

- IV. Step 4 - inserting section breaks between chapters
  - A. Page to the last line of Chapter I
  - B. On the "Insert" menu select "Break..."
  - C. Below the "Section break types" select "Next page"
  - D. Click on "OK"
  - E. Page to the last line of each chapter and repeat the above steps
  
- V. Step 5 - verifying margins
  - A. Print pages 1 and 2
  - B. Measure to the **bottom** of the page number on page 1
  - C. Adjust "Bottom" and "From Edge: Footer" settings as necessary to print above the 1" bottom margin (these two measurements should be the same)
  - D. Measure to the **top** of the page number and from the right edge of the paper on page 2
  - E. Adjust "Top" and "From Edge: Header" settings as necessary to print below the 1" top margin (the "Header" measurement should be .25" less than the "Top" measurement)
  - F. Adjust "Right" as necessary to print left of the 1" right margin
  
- VI. Step 6 - correcting formatting that may already be in place
  - A. Click on the "Show/Hide ¶" button on the "Standard" toolbar to reveal page breaks, section breaks and other format characters
  - B. For a "Section Break (Next Page)" that is within a chapter
    - 1. Highlight the "Section Break (Next Page)"
    - 2. Delete, leaving the text following
    - 3. Insert a "Page break" as necessary
      - a. On the "Insert" menu select "Break..."
      - b. Below the "Break types" select "Page break"
      - c. Click on "OK"
  - C. For a "Section Break (Continuous)" that is within a chapter and necessary for changes in formatting
    - 1. Highlight the "Section Break (Continuous)"
    - 2. Delete, leaving the text following
    - 3. Insert a "Column break" as necessary
      - a. On the "Insert" menu select "Break..."
      - b. Below the "Break types" select "Column break"
      - c. Click on "OK"

- D. For a “Page Break” that is not a section break at the end of a chapter
  - 1. Highlight the “Page Break”
  - 2. Delete, leaving the “Section Break (Next Page)”
- E. Where the “Enter” key was used to move text for the next chapter to the next page
  - 1. Highlight the “Hard Returns” or paragraph symbols (¶)
  - 2. Delete, leaving “Section Break (Next Page)”
- F. Where the “Enter” key was used to move text to the next page within a chapter
  - 1. Highlight the “Hard Returns” or paragraph symbols (¶)
  - 2. Delete, leaving the text you want to move to the top of the next page
  - 3. If the text does need to go to the next page
    - a. On the “Insert” menu select “Break...”
    - b. Below the “Break types” select “Page Break”
    - c. Click on “OK”

This was written while working with a thesis that had the preface pages in a separate document. There are additional steps necessary to change the numbering format if the preface pages are in the same document. This will be updated when those instructions are available.

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## TABLE OF CONTENTS

- I. Step 1 - aligning the words "Chapter" and "Page"
  - A. On the "View" menu click on "Print layout"
    1. The rulers will display at the top and side of the document
    2. The "Tab stop" button will display to the left of the top ruler with the following selections available by clicking on the button to advance through them
      - a. "Left Tab"
      - b. "Center Tab"
      - c. "Right Tab"
      - d. "Decimal Tab"
      - e. "Bar tab"
      - f. "First Line Indent"
      - g. "Hanging Indent"
  - B. Set a "Left Tab" even with the left margin or in less than .25"
    1. Click on the "Tab stop" button as necessary to have the "Left Tab" symbol display
    2. Using the mouse pointer, click on the top ruler at the point you want to set the tab
  - C. Set a "Right Tab" even with the right margin or in less than .25"
    1. Click on the "Tab stop" button as necessary to have the "Right Tab" symbol display
    2. Using the mouse pointer, click on the top ruler at the point you want to set the tab
  - D. With your cursor on the line for typing "Chapter" and "Page"
    1. Tab to the "Left Tab" stop and type Chapter
    2. Tab to the "Right Tab" stop and type Page
    3. Hit the "Enter" key to go to the first line for the Table of Contents listing
- II. Step 2 - setting the tabs
  - A. For the chapter number
    1. Click on the "Tab stop" button as necessary to get to the "Right Tab"
    2. Using the mouse pointer, click on the top ruler at the point you want to set the tab (usually in line with the letter "p" in "Chapter")

B. For the chapter title and subheadings

1. Click on the "Tab stop" button as necessary to get to the "Left Tab"
2. Using the mouse pointer, click on the top ruler at the point you want to set the tab (usually in line with the letter "p" in "Chapter")
3. Using the mouse pointer, click on the top ruler at the point you want to set the tab for the first-order subheadings (usually two spaces in from the chapter tab)

C. For the page number

1. Click on the "Tab stop" button as necessary to get to the "Right Tab"
2. Using the mouse pointer, click on the top ruler at the point you want to set the tab (usually in line with the letter "g" in "Page")
3. Format the tab for the page number for dot leaders
  - a. On the "Format" menu select "Tabs"
  - b. On the "Tabs" menu set the following
    - 1) "Tab stop position" click on the number for the page number tab
    - 2) Below "Alignment" it should already be marked for "Right" (If alignment is not set at "Right" click in the circle for "Right")
    - 3) Below "Leader" click on "2 ....."
    - 4) Click "Set"
    - 5) Click on "OK"

III. Format Painter (if successive lines do not continue with formatting specified)

- A. Highlight the line with the proper formatting
- B. Click the "Paintbrush" button on the Formatting toolbar
- C. Move the pointer over the line to be formatted until the pointer becomes a paintbrush
- D. Click the mouse to paint the format