

## **Information and Cautionary Measures for Formatting a thesis workshop**

### **Overall**

- Always keep an untouched copy before doing updates. If anything goes wrong, you can revert back to the backup copy.
- The earlier functions that I show will be needed for the later functions.
- When you use any functions, please check your word document to see that the information created by the word functions are correct as you do your work. Before finalising the document, do go through the whole document to see that the information is correct before you finalise the document.

### **Styles**

- The Styles that you create are only for the document you created the Styles in. Other documents will not have those styles if you didn't create them in those documents.
- Before you format a Style, there is already existing formatting in the Styles that are available by default. If you do not want any of the specific default formats, just remove them.

### **Multilevel lists**

- For Multilevel lists, please choose the multilevel list option that you want before you make the changes in the document, it can't be changed after that.

### **Captions**

- Captions will automatically update when you add a caption,
- When you remove a caption you must right click and select "Update Field" to renumber the changed captions.
- For captions created using Chapter numbering option, please create the main chapters by Multi-level lists and Styles and number and format your headings before you start using captions for your figures, tables, etc. Please use Multi-level lists and Styles function for this.

## **List of Figures/Tables**

- To generate your list of figures and tables, you need to label your figures and tables, etc using the Captions function.

## **Table of Contents**

- For Table of Contents function, click on the Options button to put the TOC levels which will influence the indentation of every specific Style that you use.
- If you created a new Style, this Style will appear in the TOC levels under Options for the Table of Contents function.
- To use this Table of Contents function, you need to label your Headings using the Styles function

## **Cross-reference**

- Choose the “update field” option to update the cross-references once you make a change.
- If you delete a Figure or Table which you have cross-referenced in the document body, you have to search for the cross-reference showing an error message and delete the cross-reference.
- To use the cross-reference function, you need to use the Caption functions to label your figures, tables, etc.

## **Ctrl-A**

- Press Ctrl-A keys together to select all the contents of the word document for updating the content changed by the functions such as captions, list of figures/tables, table of contents, cross-references.

## **Page numbering**

- Please make sure you have a back-up copy of your thesis word document before you do page numbering. Should anything go wrong with your page numbering, you can refer back to your back-up copy of the word document and redo page numbering once more.
- Please make sure you finish creating the List of Figures, List of Tables and Table of Contents. Please make sure that your TOC, List of Figures, List of Tables will not move or change when you update them after doing page numbering.

- For page numbering put the cursor at the top of the page where you want to place the break. Use the “Continuous section break” so that contents in your document is not moved when doing 2 types of page numberings in the Word document.
- Do page numbering at the near end, as breaks will move if you change the page and the numbering will go wrong. Make sure you have a backup copy should things go wrong with your page numbering.
- After doing page numbering, update TOC, List of Figures, List of tables, make sure to choose "Update page numbering only" to only update the changed page numbering. This option will not change the other elements such as formatting, heading, etc.
- Show how to view and remove breaks.