

Using MS Word to your advantage in Honours

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Templates and styles

File>New...Templates>On my computer...Create new>template

Create a document template (that's a word file with a .dot extension) including all the styles you think you'll need.

Here are some examples:

- Title (use a separate style for the title so you can exclude it from the TOC)
- Heading 1 (use outline numbering with 'Chapter')
- Heading 2 (use outline numbering)
- Heading 3 (use outline numbering)
- Heading 4 (use outline numbering)
- Body text (use this rather than 'normal' and set space before/after paragraphs and double/1.5 line space)
- Unnumbered heading (handy for Headings that you want in the TOC but don't want to include as a chapter section, like 'Bibliography' and 'Appendices')
- Header text
- Footer text
- Bullet point item
- Numbered list item
- Captions
- Bold heading (unnumbered, can be excluded from TOC and used for headings like 'Table of Contents')
- Table text (usually single line space, no space before/after paragraphs)

For almost every style, you will want to set the ‘style for following paragraph’ as ‘Body Text’. Failing to do so is a real trap and can cause headaches when you find you have been merrily typing in ‘Normal’ for three weeks because a Heading 3 was not set to Body Text for following paragraph. Having said this, the new style window allows you to select all instances of a given style (eg Normal) and change it to a different style (eg Body Text).

With your new template, create a new document and start with the Title, then a section break. In Section 2, you can start with a Heading 1 (that should be numbered ‘Chapter 1’). Then start writing your thesis...off you go!

References

Footnotes (with Harvard)

Insert>reference>footnote

Use the footnotes window to decide whether you want footnotes or endnotes. Endnotes can go at the end of a section (ie. chapter), which can save problems with a conflict between endnotes at the end of the whole thesis, and the automatically generated list of references if you are using Endnote software with the Harvard referencing system.

Cross-references

Insert>reference>cross-reference

When you want to refer to any heading or caption (or anything), use the cross-referencing tool to create a hyperlink. This is especially useful if you are frequently referring to data extracts or tables (eg ‘See Table 2.3 below’ or ‘...as is clear in Extract 5.7’). This tool will save you having to check all these cross-references every time you change the thing being referred to (this happens VERY OFTEN, usually when moving items or text around, and thus renumbering them).

Captions

Insert>reference>caption

Use this feature to automatically number all sequentially numbered items, apart from numbered lists and pages. That is, use it to number your tables, figures, extracts (of data, ie. transcriptions), images, etc. You can include the section/chapter number in the automatically generated number, and choose an appropriate label (or add a new one).

This will enable cross-referencing and Tables of Figures/Tables etc.

Index and tables

Insert>reference>index and tables

Under the Table of Contents tab you can design your TOC. Select the headings that you want to include. Usually, you will want Heading 1, 2 and 3, plus your Unnumbered Heading.

Exclude the Title.

Headers and footers

View>Header and Footer

Use this space to include Chapter information (this can be automatically generated using a Cross-reference) and page numbers. You may wish to include your name or some other information on each page. Don't forget to use continuous page numbering in the footer, except for the first section (which uses roman numerals). If you are using a Chapter name in the Header, don't forget to uncheck the 'Same as previous' option.

Sections

Insert>break...section break type>next page

By inserting section breaks, you can control the header text and page numbering in the first few pages. You can also have endnotes placed at the end of each chapter if you don't like to use footnotes (footnotes in very long documents can become unstable, ending up on the wrong page).

Using tables for data extracts

By using a Word Table for your transcription, you can easily format line numbers and speaker ID into columns, and separate the transcribed text from your body text. For presentation, you can take off all the gridlines.

Here's an example of mine with gridlines (how it appears to me when I'm working).

Extract 1

299.	SPT1:	=°no↓° (0.6) <u>AFTER THE SECOND ONE</u> ⇒
300.		SO I'VE TURNED <u>AROUND</u> ⇒
301.		I was <u>gonna</u> walk out ⇒
302.		and I've // (seen him*)
303.	pio1:	sorry⇒* after the <u>second</u> one^
304.		so you <u>hit</u> him a // <u>sec</u> *ond time^

And here's how it appears to the reader:

Extract 2

299. SPT1: =°no↓° (0.6) AFTER THE SECOND ONE ⇒
300. SO I'VE TURNED AROUND ⇒
301. I was gonna walk out ⇒
302. and I've // (seen him*)
303. pio1: sorry⇒* after the second one^
304. so you hit him a // sec*ond time^

Incidentally, I used automatic line numbering in the left hand column. This is fine, but personally I suggest starting each extract at line number 1. I used the original line numbers from the complete transcript, which is great for knowing roughly how far into the interview the extract occurred, but fiddly in copy-paste operations as you have to re-set the numbers each time you paste an extract.

Find and replace

Edit>find

This is a very handy function, especially when you want to correct an error globally. It can also be a useful way of simply finding a particular stretch of text – use it like a search engine. I also use it to check that I'm not using a particular word or phrase too frequently – the word 'probity', for instance, can only really appear once in a thesis before it starts to look like it was your Email Word of the Day.

Managing and viewing the document

View>

The 'Normal' view is good for everyday use, as it seems to require less processing time to produce.

The Print Layout view looks attractive, and certainly should be consulted regularly to check that your page breaks are not in silly places¹ (something that can escape your attention in Normal view), but it can clutter up your working space with the Headers and Footers, and the gap between the pages.

¹ Having said this, page breaks should be stoically ignored until the text of the document is complete. Do not be tempted to insert page breaks prematurely, as text distribution across pages WILL change.

As it gets larger, your thesis document may become unwieldy, yet you don't want to keep printing it out. Try the Outline view to get a quick picture of how the Chapters and subsections are hanging together. Using the tools at the top, you can view just the top three heading levels ('Show levels' drop down box), and you can manipulate the sections, promoting and demoting subsections, or moving sections about. I found this an excellent way to manage the structure of my thesis, as you can 'drill down' into any section to check its contents at any time. This is where having a hierarchical system of numbering (Outline Numbering) becomes a clear advantage.

The Table of Contents can be used as an excellent navigational tool, as it provides a set of hyperlinks to all the listed items.