

FORMATTING YOUR DISSERTATION IN WORD 2007



UNIVERSITY OF MINNESOTA
LIBRARIES

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OFFICE 2007 TERMINOLOGY

Microsoft Office 2007 looks very different from Office 2003. While it has much of the same functionality as the previous version, you have to learn where to find the tools you are used to using (note, most keyboard shortcuts are exactly the same, so if you are accustomed to using those, carry on!).

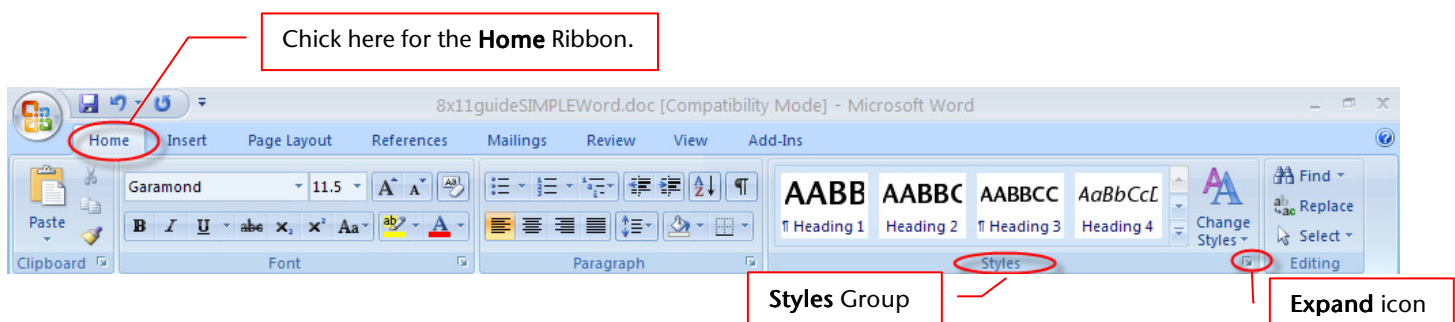
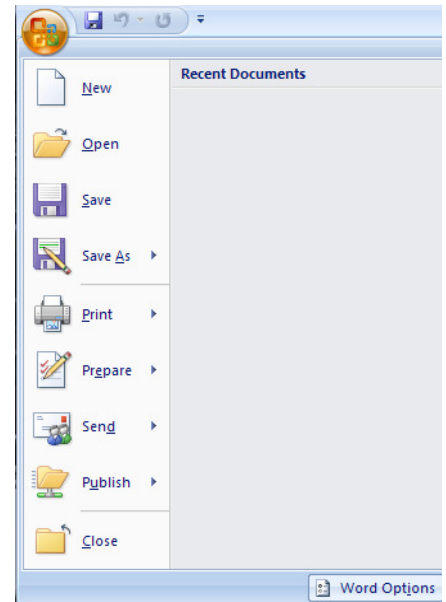
In addition to visual changes, Microsoft has introduced some new terminology.

Office Button (): located in the upper-left corner of the screen, the Office Button replaces much of what was in the **File** menu, such as **Open**, **Close**, **Print**, **Save**, etc. Click once on the Office Button and the list will display as at the right. At the bottom of the window, you'll see an Options button. This replaces the **Options** menu that was located in the **Tools** menu.

Quick Access Toolbar: By default, the Quick Access Toolbar is located to the right of the Office Button. You can customize it by adding other icons you are used to seeing in the Office 2003 Formatting Toolbar.

Ribbon: The Ribbon replaces the Office 2003 toolbars, and it changes contextually, grouping icons into logical groups. Below is the Home Ribbon in Word. Note that it has many of the features of the Office 2003 Standard and Formatting Toolbars, as well as new features such as the **Style Group**.

The Expand icon is in the lower right corner of some groups and gives you even more options.



Extensions/File Types: This new version of Office uses an XML-based file format, and you can see that the default extensions now end with an “x” - *.docx*, *.xlsx*, and *.pptx*. If you are sharing files with people who have Office 2003 (or Office 2004 for Macintosh users), you can save the document in the older format, and even change your default to that older format.

TACKLING THE DISSERTATION DOCUMENT

We've set up a few different scenarios that may reflect your situation. These scenarios will help you decide what steps to take in order to format your document.

SCENARIO 1: JUST STARTING OUT

You're almost ready to begin writing your dissertation. Good luck! Here's some advice we'd like to give you as you begin the writing process:

1. Attend a Formatting your Dissertation in Word 2007 workshop.
2. Set up a template for your dissertation chapters.
 - a. Configure your styles to have the look and feel you want (See *Styles* on page 6).
 - b. Set your left and right margins (See *Margins* on page 5).
 - c. Set up the multi-level list style for automatic numbering of your headings and captions (See *Automatic Chapter and Subheading Numbering* on page 8).
3. Start each new chapter by creating a new blank document from your template (See *Templates* on page 11).
4. While writing, follow these guidelines:
 - a. Use the Heading 1 style for your chapter titles, Heading 2 for the main sections of each chapter, Heading 3 for sub-sections, and so on.
 - b. If you are using **automatic numbering of your chapters and subheadings**, when you apply the Heading 1 style to your chapter title, each chapter will think it is Chapter 1. Right-click on "Chapter 1" and select *Set Numbering Value...* to change the chapter number.
 - c. If you don't like the way your headings look, DO NOT edit them in the text of your document. Instead, modify the look and feel of the style itself, so it will automatically change any occurrences in the document.
 - d. To insert a caption, right-click on the object you want to caption, and select *Caption...* If you don't like the way your captions look, DO NOT edit them in the text of your document, rather change the Caption style, so it will affect all of your captions.
5. If using RefWorks for managing your citations, remember to remove field codes in your final version, as sometimes there are issues with converting into a PDF. (This is a feature in Wire-in-Cite III).
6. If you use EndNote to manage your citation and bibliography style, use only *one* EndNote library for your entire dissertation. Though Word can handle working with multiple libraries, there are occasionally issues when combining your chapters together into one document when you use multiple libraries.
7. Enjoy the writing process!

8. A year or three later, when you're ready to finally combine your chapters into one long document, you will set up your page numbering, automatic tables of content and introductory pages. If you follow the guidelines in steps 4 and 5, this process will be quick and easy.

SCENARIO 2: ALMOST DONE!

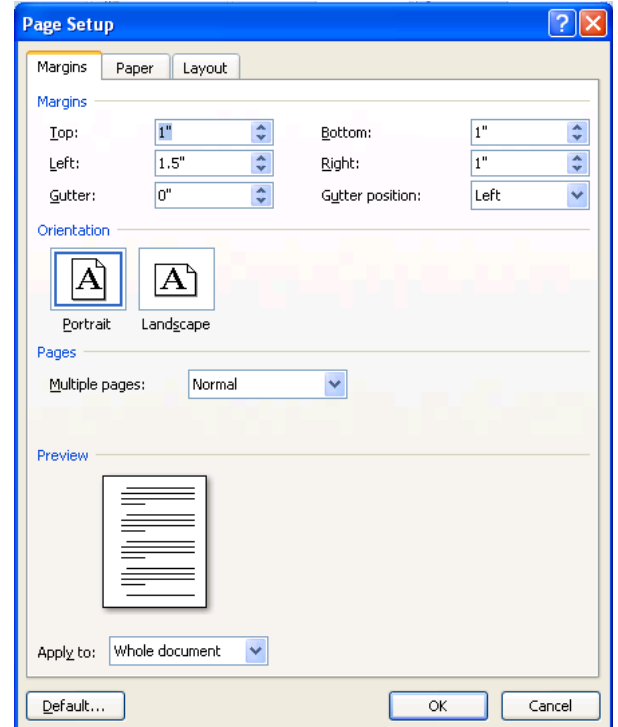
If you're almost done writing your dissertation, and you have not been using styles to manage the look and feel of your document or heading styles to organize the content of your paper (or if you don't know what 'styles' are), then manually making a table of contents and making adjustments to your margins and page numbers is probably your best option.

1. Attend a Formatting your Dissertation in Word 2007 workshop.
2. Combine the content of your dissertation into one, big file.
3. If you want to take advantage of the automatic table of contents feature, automatic caption numbering, and other automatic features, read this entire document.

MARGINS

Every page of the dissertation, including introductory pages, body of text, all appendices, notes, and the bibliography, must have a LEFT margin of *at least* 1.5 inches (3.9cm) and, TOP, RIGHT, and BOTTOM margins of *at least* 1 inch (2.6cm). Nothing can appear in the margins, which means that no page numbers, text, tables, graphs, charts, parts of illustrations, etc., can appear in the margin area.

1. On the Page Layout Ribbon, in the **Page Setup Group**, click on the arrow below the Margins options and select *Custom Margins....*
2. In the Page Setup dialog box, select the *Margins* tab, and type 1.5" into the space for the left margin.
3. Before closing the dialog box, make sure the *Apply to:* setting is set to *Whole Document*.
4. Click OK.



INSERTING FOOTNOTES AND ENDNOTES


1. Put your cursor where you want to insert your new footnote or endnote.
2. On the References Ribbon, in the **Footnotes Group**, click either the Insert Footnote or Insert Endnote to create a new footnote or endnote, respectively.
3. To adjust the settings of your footnote, including the numbering style, when to start and stop the numbering of your notes, and more, click on the Expand icon in the **Footnotes Group** of the References Ribbon.

You can have your footnotes and endnotes restart their numbering in each chapter. To do this, each chapter will need to be its own *section*. To learn more about sections, skip down to *Sections* on page 14.

INSERTING IMAGES, CHARTS, AND OTHER NON-TEXT OBJECTS

On the Insert Ribbon, in the **Illustrations Group**, select the type of object you want to insert.



The Charts icon () will allow you to enter data and create a new chart within Word. If you've already created a chart in a different application like Excel, copy and paste the chart from Excel into Word (it actually works better – better looking charts).

For dissertations, it is *highly recommended* that you do not wrap text around your images. Make sure your images do not allow text wrap by right-clicking the image, going down to *Text Wrapping*, and selecting *In Line with Text* or *Top and Bottom*. To caption your images, read *Automatic Caption Numbering* on page 10.

STYLES

Your dissertation is likely to have a few different categories of text that need to appear differently. These categories may include body text (the words in each paragraph), headings and subheadings, chapter titles, blocked-off quotes, and more. You can specify what each category of text should look like by creating or redefining a style.

For example, you can specify that all of the quotes in your document to be single-spaced and indented by .5” on either side. You can specify that you want your primary headings to be centered and bold, and your subheadings should be left-aligned and italicized. Rather than formatting each heading or quote one-by-one throughout your entire document, you can use styles to specify what each category of text should look like, and then label your text as “heading” or “subheading” or “quote” as needed.

These “categories” are called Styles in Word. **Styles** define the appearance of text elements throughout your document. In particular, applying the heading styles identifies text that can be used to generate a table of contents. Styles also allow for quick changes throughout your document – if you change a heading style, for example, that heading will then be changed throughout the document. To see a list of the predefined styles in Word, look at the **Style Group** in the Home Ribbon.

APPLYING A STYLE

1. Select the text to which you want to apply a style.
2. In the Home Ribbon, in the **Style Group**, click on the style you want to apply. If you don’t see the style you want to use, click on the Expand icon on the **Style Group** to see a more complete list.

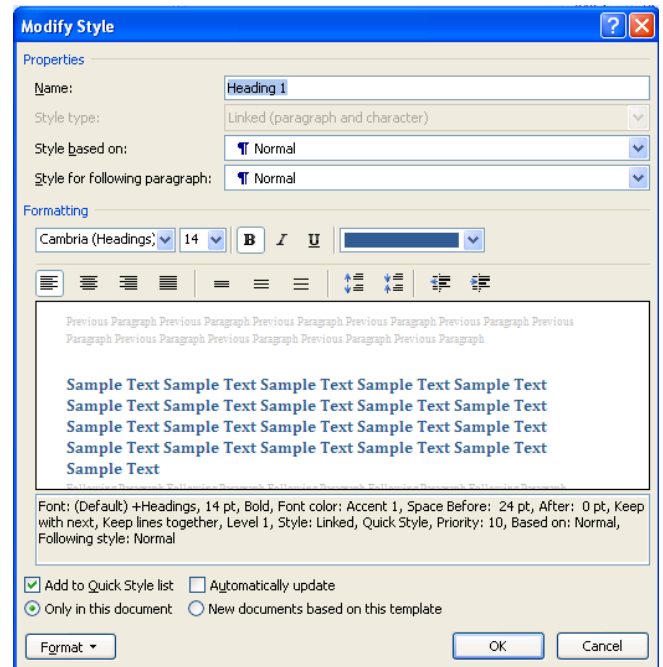
Standard fonts, such as Times New Roman, Helvetica, Arial, and Courier, are accepted by the Graduate School.

- For chapter titles, appendix titles, and headings like “Dedication” and “Acknowledgements,” use **Heading 1**.
- For main headings in your chapters, use **Heading 2**. For subheadings, use **Heading 3**, and so on. (*Note: Headings 3 and above may not appear in your list of styles until you’ve used Heading 1 and Heading 2.*)
- For quotes, use **Quote**.
- For body text, use **Normal**. This is the default for Word; if you start typing without specifying a style, it will be in the Normal style.

MODIFYING A STYLE

You can change the appearance of a style, including its line spacing, font, color, alignment... just about anything! *If you change a style, that change will affect all text in your document in that style.*

1. On the Home Ribbon, in the **Styles Group**, right-click on the style you want to change, and select *Modify*. If you don't see the style you want to change, click on the Expand icon to see a more complete list.
2. In the Modify Style dialog box, you can make any change you want to the style.
3. Click on the *Format* button in the bottom-left corner of the dialog box for even more options such as font, paragraph, numbering, etc.



EMBEDDING FONTS

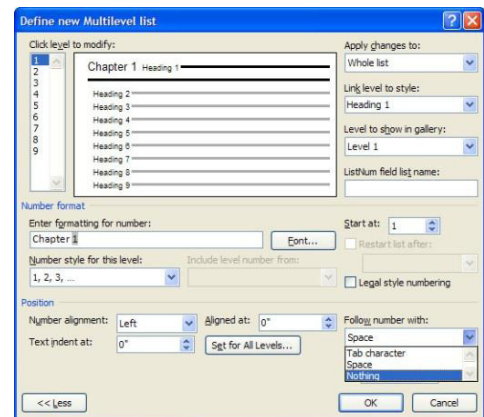
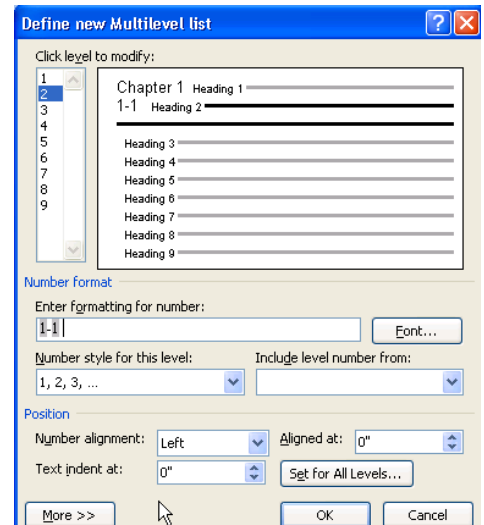
When you submit your dissertation, some time you might be required to embed your fonts. Otherwise, when the Word document is converted to a PDF the spacing and fonts might change. For more information, visit: <http://www.pptfaq.com/FAQ00076.htm>

1. In the Save As dialog box, click the "Tools" button in the lower left corner, then click "Save Options" on the drop-down menu that appears.
2. Under "Preserve fidelity when sharing this presentation" put a check next to "Embed fonts in the file" then choose to embed only the needed characters or all characters.
3. Click OK and continue saving normally.

AUTOMATIC CHAPTER AND SUBHEADING NUMBERING

1. Make sure each of your chapter titles are in the Heading 1 style.
2. Click on one of your chapter titles.
3. On the Home Ribbon, in the **Paragraph Group**, click the Multilevel List icon and select the one with the words *Chapter 1* in it from the *List Library* section of the pulldown.

4. If you typed in the text “Chapter #”, and now it is duplicating your efforts, delete the text *you* typed and leave the automatically generated chapter number.
5. To follow the automatically generated chapter number with the title of your chapter on a new line, click just before the text of your title, hold down the *Shift* key on the keyboard, and then press the *Enter* key.
6. If you want the Heading 2 and Heading 3 (and any other heading level) to have automatic numbering as well, you can adjust them in a similar manner.
 - a. Click any of the automatically generated chapter numbers.
 - b. On the Home Ribbon, in the **Paragraph Group**, click the Multilevel List icon (see screen shot above) and select *Define New Multilevel List...*
 - c. In the *Click on level to modify:* section, select *Level 2*.
 - d. Select *Level 1* from the *Include level number from* pulldown. This will include the chapter number in your second level headings.
 - e. Type in a dash or a period to follow the chapter number that has appeared in the *Enter formatting for number* box. (For example, for the third *Heading 2* in Chapter 4, you want the number 4.3 or 4-3.)
 - f. Select the type of number you want for the automatically generated number for *Heading 2* from the *Number style for this level* pulldown.
 - g. Press the *OK* button to close the dialog box.
 - h. Repeat this process for other levels to get *Heading 3*s to be labeled 1.1.1, etc
7. If the alignment of the chapter number is off,
 - a. Click any of the automatically generated chapter numbers.
 - b. On the Home Ribbon, in the **Paragraph Group**, click the Multilevel List icon (see screen shot above) and select *Define New Multilevel List...*
 - c. In the *Position* section of the Define New Multilevel List dialog box, make sure that the *Follow Number with* pulldown is set to *Nothing* for the first level of the multilevel list.



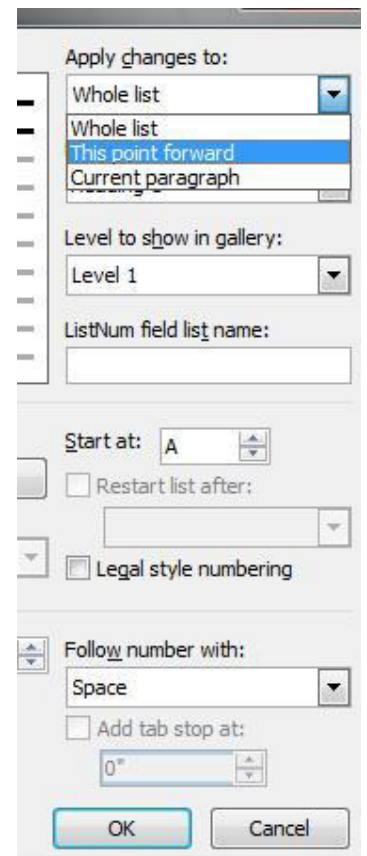
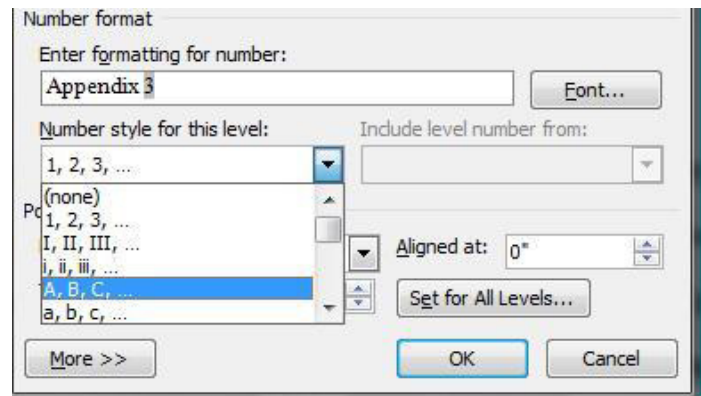
Note: If you have any problems with word automatically adding outline numbering to parts of your introductory pages, simply delete it. Your chapter numbers will reset to show the correct number of chapters.

OUTLINE NUMBERING IN APPENDICES

You may also restart number for captions in your appendices or other separate areas of your dissertation. You will need to change your outline numbering settings before inserting your captions.

Repeat steps 1-6 on the above page. Instead of defining new levels for your list, you will be editing the first level.

1. Under *Enter formatting for new number:*, replace “Chapter” with “Appendix.”
2. Choose the appropriate style, (such as *A,B,C,...*) from the *Number style for this level:* pulldown menu.
3. Click on the *More>>* button if you don’t see the lower half of the dialog box.
4. In the *Apply changes to:* pulldown, choose “This point forward”.
5. Set the correct letter or number in the *Start at:* pulldown.
6. Click *OK* to close the dialog box.



AUTOMATIC CAPTION NUMBERING

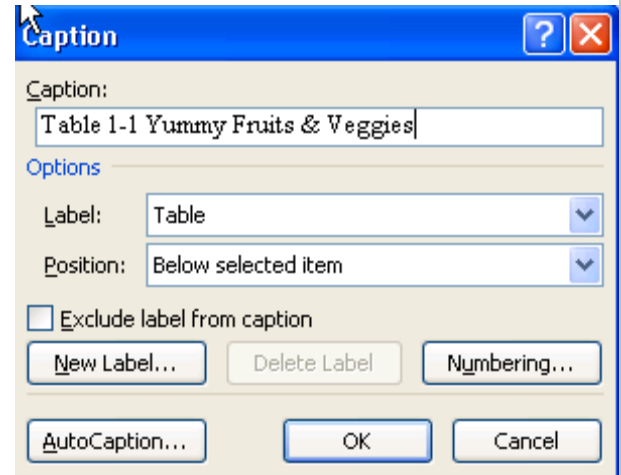
Word can automatically number your captions of tables, figures and equations.

If you wish to include the chapter number in your caption (e.g. “Figure 1-2” or “Table 3.1”), you need to label all of your chapter titles and introductory pages headings (e.g. “Dedication” and “Acknowledgements”) in the style Heading 1. See *Styles* on page 6 for more details.

Even after this, the only way Word can tell which chapter it is in is if you consistently use the Heading 1 style for your chapter titles and explicitly tell Word that each Heading 1 is a **new**

chapter. You do this by setting up Word to number your chapters automatically. See *Automatic Chapter and Subheading Numbering* on page 8 for more details. Use the following steps to caption your figures, tables and equations:

1. Right-click the object you wish to caption and select the Reference Ribbon.
2. Select *Insert Caption...* from the shortcut menu. For tables, right-click the crosshair icon that appears at the top-left corner of the table when your cursor is anywhere on top of it.
3. In the Caption dialog box, select the label that applies to the object you have selected (e.g. “Figure” or “Table”) and select the positioning of the caption (e.g. above or below the object).
4. If you wish to include the chapter number in your caption (e.g. “Figure 3-2” or “Table 2.1”),
 - a. Click the *Numbering...* button and check the *Include Chapter Number* box.
 - b. Select the separator you wish to have between your chapter number and the caption number.
 - c. Click *OK*.
5. Type your text in the *Caption:* box and click *OK*.
6. If you do not like the appearance of your caption text, *do not* edit them one-by-one, but modify the style instead.
 - a. On the Home Ribbon, in the **Styles Group**, click on the Expand icon.
 - b. Find the Caption style in this list. If it isn’t there, click the *Options...* button at the bottom right corner of the menu and select *All Styles* from the *Select Styles to Show* pulldown.
 - c. Press the arrow to the right of the Caption style and choose *Modify....*
 - d. Change the caption style as you wish, the press *OK* to exit the *Modify Style* dialog box.

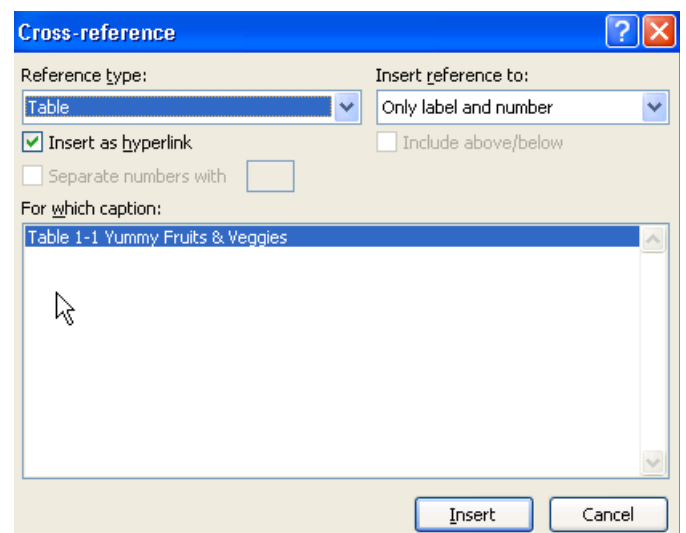


If you get an error that says you have not defined a multilevel list, see *Automatic Chapter and Subheading Numbering* on page 8 for details on how to set this up in your document.


CROSS-REFERENCES

Word will renumber your captions appropriately if you insert a new figure before other figures in your document. Word can also renumber the references in your text as well! When you refer to a particular figure in your document, rather than typing in “Figure 2.1”, let Word do it for you.

1. Put your cursor where you want to put in a



reference to a figure in your text.

2. On the References Ribbon, in the **Captions Group**, click the Cross-reference ( Cross-reference) icon.
3. Select the type of item you are referencing from the *Reference type* pulldown.
4. Select *Only Label and Number* from the *Insert reference to:* pulldown, unless you want the entire caption to appear in the text.
5. Select the item you want to reference from the *For which caption:* section.
6. Click *Insert* and close the Cross-reference dialog box.

When your caption number changes, you can change the in-text references by right-clicking the in-text reference and selecting *Update field*.

TEMPLATES

Templates are useful for remembering the modifications you make to the margins, styles, and automatic numbering features in your document. Rather than setting up your styles in each and every chapter document you have, you can set them up once in a template, and then start each new chapter based on that template document.

CREATING A TEMPLATE

1. Open a blank Word document and adjust your styles (see *Styles* on page 6), margins (see *Margins* on page 5), and any automatic numbering features you want in your document.
2. Click on the Office Button (remember, upper left corner of the screen), select **Save as...**, then select **Word Template**. Save it somewhere that you can find easily.
3. To modify your template later, open Word first, then open the template file – if you double-click on it, it will create a new document based on the template as described below.

USING YOUR TEMPLATE

1. Double-click on the template file you created in the steps above. This will open a new document based on that template.
2. If you already have a chapter written, you can insert that chapter into this new document to apply any style settings to it. To do this...
 - a. On the Insert Ribbon, in the **Text Group**, click on the arrow next to the Object icon and select *Text from File...*
 - b. Navigate to and select the file you wish to insert.
 - c. Navigate to the document you wish to insert and click *Insert*.

PUTTING IT ALL TOGETHER

Though it is more convenient to keep chapters separate as you work on them, your final submission will need to be one long document. The following sections will help you generate your table of contents, lists of figures, tables and equations, and take control your page numbers.

COMBINING MULTIPLE DOCUMENTS INTO ONE DOCUMENT

1. Open the file that will begin your long document (e.g. “Chapter 1” or your introductory pages).
2. Scroll down to the very bottom of that document.
3. On the Page Layout Ribbon, in the **Page Setup Group**, click on the arrow next to the Breaks icon and in the *Section Breaks* area, choose *Next Page*.
4. On the Insert Ribbon, in the **Text Group**, click on the arrow next to the Object icon and select *Text from File....*
5. Navigate to the document you wish to insert and click *Insert*.
6. Repeat steps 2 through 5 for the remaining documents.

TABLE OF CONTENTS

You cannot generate any automatic tables without first using styles effectively throughout your document. Microsoft Word can scan your document and find everything in the Heading 1 style and put that on the first level of your table of contents, put any Heading 2’s on the second level of your table of contents, and so on. If you want an automatic table of contents you need to label all of your chapter titles and introductory pages headings (e.g. “Dedication” and “Acknowledgements”) in the style Heading 1. All major headings within your chapters should be labeled Heading 2. All subheadings should be labeled Heading 3, and so on.

CREATING A TABLE OF CONTENTS AUTOMATICALLY

If you have used Heading styles in your document, creating an automatic table of contents is easy.


1. Place your cursor where you want your table of contents to be.
2. On the References Ribbon, in the **Table of Contents Group**, click on the arrow next to the Table of Contents icon, and select *Insert Table of Contents....*
3. If you want to change the style of your table of contents (e.g. you want more space between the items on level 1 and level 2 of your table of contents, or you want all your level 1 items to be bold), click on the *Modify* button, select the TOC level you want to change, then click the *Modify* button to do so.
4. If you want to change which headings appear in your table of contents, you can do so by changing the number in the *Show levels:* pulldown.
5. Click *OK* to insert your table of contents.

CREATING A TABLE OF CONTENTS MANUALLY

To create a manual table of contents in which the page numbers line up correctly on the right side of the page, you will need to modify the tab settings on your document. By default, when you press the *Tab* key on your keyboard, it moves over to the next ½ inch mark. What you must do is change the behavior of the *Tab* key. The next steps will help you do this.


1. Click where you want to begin typing your table of contents.
2. On the Home Ribbon, in the **Paragraph Group**, click on the Expand icon to bring up the Paragraph dialog box.
3. Click the *Tabs...* button. In the Tabs dialog box, type in 6” in the *Tab Stop Position* box, select *Right* as the alignment, then choose *Option 2* (the “...”) as the leader.
4. Click *OK*.

Any time you press the *Tab* key, Word will insert a row of periods and allow you to put in page numbers that will be right aligned on the screen.

If you want to put in a second-level entry in the table of contents, you cannot use the *Tab* key to move your text up by ½ and inch anymore. In this situation, click the Increase Indent icon () in the **Paragraph Group** of the Home Ribbon to move your text forward.

AUTOMATIC LISTS OF FIGURES, TABLES AND EQUATIONS

If you have captioned your figures, table and equations using Microsoft Word’s captioning feature (see *Automatic Caption Numbering* on page 10 for details), you can have Word generate your lists for you automatically.

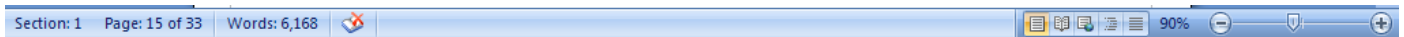
1. Place your cursor where you want your list to be.
2. On the References Ribbon, in the **Captions Group**, click the Insert Table of Figures icon ( **Insert Table of Figures**) (even for lists of tables and equations).
3. In the Table of Figures dialog box, select the label for which you want to make a list from the *Caption Label* pulldown.
4. If you want to change the style of your table of contents (e.g. you want more space between each item in the list), click on the *Modify* button, select the *Table of Figures* style, then click the *Modify* button to do so. Click *OK* when you are done.
5. Click *OK* to insert your table of contents.

Repeat these steps to insert other lists into your document. If you want to create a manual list of figures, equations or tables, follow the steps in *Creating a Table of Contents Manually* on page 13.

SECTIONS

Sections allow you to create landscape pages within a portrait document and insert page numbers with greater control.

The first step in working with sections is to customize your Word document to show you what section you are working in. Along the bottom of your Word document is the **Status Bar**. At the left end of this bar, Word tells you what page you are on, how many words are in your document, which section you are in, and so on. To the right end of the bar, you can click on the various views (Print Layout, Outline, etc.) as well as zoom in and out. To add the section information to the Status Bar, *right-click* on it, and select **Section** in the menu that appears.



CREATING A LANDSCAPE SECTION

There are two ways to make a landscape section of pages in your portrait document.

IF YOU HAVE ALREADY INSERTED THE CONTENT OF YOUR LANDSCAPE PAGES INTO YOUR DOCUMENT...

1. Click on the last line of the page *before* the page you want to have landscape orientation.
2. On the Page Layout Ribbon, in the **Page Setup Group**, click on the arrow next to the Breaks icon and select *Next Page* under the *Section Breaks* section.
3. This will create a new page and a section break. Use the *Delete* key, **not** the *Backspace* key (sometimes called the *backwards delete* key), on the keyboard to bring the next page's content back up to the page you are currently on.
4. Click on the last line of the last page that you want to have landscape orientation, and repeat steps 2 and 3.
5. Click anywhere in section you want to have the landscape orientation.
6. On the Page Layout Ribbon, in the **Page Setup Group**, click on the arrow next to the Orientation icon and select *Landscape*.

IF YOU WANT TO CREATE A NEW SECTION OF LANDSCAPE PAGES AND YOU HAVEN'T PUT IN THE CONTENT...

1. Click on the last line of the page *before* the page you want to have landscape orientation.
2. On the Page Layout Ribbon, in the **Page Setup Group** click on the arrow next to the Breaks icon and select *Next Page* under the *Section Breaks* section.
3. Repeat step 2 again to create another blank page.
4. Use the *Delete* key, **not** the *Backspace* key (sometimes called the *backwards delete* key), on the keyboard to bring the next page's content back up to the page you are currently on.
5. Click on the blank page created in step 2.
6. On the Page Layout Ribbon, in the **Page Setup Group**, click on the arrow next to the Orientation icon and select *Landscape*.

PAGE NUMBERS

Page numbers generally start at “1” on the first page and continue on throughout the document. Page numbers should begin on the *third* or *fourth* page of your document (depending on if you include a graphical frontispiece) and the page number on that page should be Roman numeral “i”. Page numbering should continue on in roman numerals until the first page of Chapter 1 is reached. At that point, the numbering should restart in Arabic (“1, 2, 3...”).

USING SECTIONS TO CONTROL PAGE NUMBERING

Microsoft Word provides you with the option of selecting a numbering style (e.g. “Roman Numeral”, “Arabic”) and gives you the option of selecting the “starting at” number. You can set the page numbers for your entire document, or if you need more control, you can do it section-by-section as well. These steps assume you are including a title page, a copyright page, acknowledgements and dedication and other introductory pages, and then the body of your dissertation.

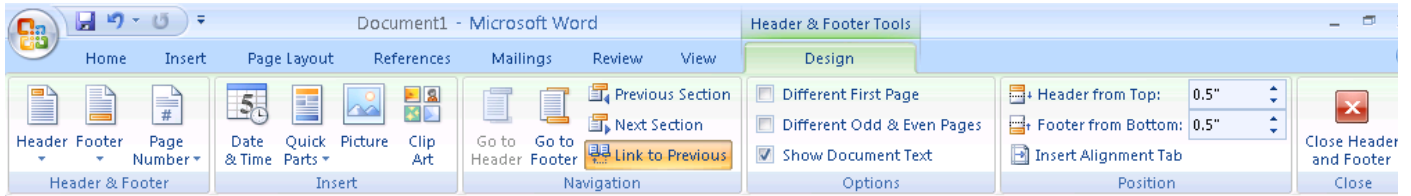
1. Click on the last line of your copyright page.
2. On the Page Layout Ribbon, in the **Page Setup Group**, click on the arrow next to the Breaks icon and select *Next Page* under the *Section Breaks* section.
3. Use the *Delete* key, **not** the *Backspace* key (sometimes called the *backwards delete* key), on the keyboard to bring the next page’s content back up to the page you are currently on.
4. Scroll down to the last line of the page *before* the body of your dissertation begins and repeat steps 2 and 3.

You have just separated your dissertation into sections. This will allow you to control the page numbering section-by-section instead of applying one style of page numbering to your entire document.

1. On the Insert Ribbon, in the **Header & Footer Group**, click on the arrow under the Header icon and select *Edit Header*.
2. You will see which section’s header you are in. Scroll up until you are in the section that contains your introductory pages (e.g. “Dedication” and “Acknowledgements”), then click in the header of one of the pages in that section.

If you were to insert page numbers now, Word would still insert page numbers into your entire document, giving you little control over where numbers start and stop. For this reason, you need to unlink this section’s Header and Footer from other sections’ Headers and Footers.

3. In the Header & Footer Tools Design Ribbon, in the **Navigation Group**, unlink this section's Header from previous sections' headers by clicking the highlighted Link to Previous icon.



4. Click on the Go to Footer icon and repeat step 7 for the Footer of this section.

Now any page numbers you insert here in this section *will not* be inserted into previous sections. This is good – you don't want to insert page numbers in the section that contains the title and copyright pages. However, we still have to make one more change. You also don't want to insert roman number page numbers into the body of your dissertation – those need to be Arabic numbers.

5. Scroll down to the first page of the body of your dissertation and click in the Header. Repeat steps 7 and 8 for this section.

You have successfully unlinked the Headers and Footers of the body of your dissertation from the Headers and Footers in the introductory pages of your document. Any page numbers you put in the body of your document will not affect the page numbering of your introductory pages, and vice versa.

6. Scroll up to the section that contains your introductory pages and click in the Footer of any page.
7. On the Insert Ribbon, in the **Header & Footer Group**, click on the arrow next to the Page Number icon and select the positioning you'd like. Generally, *Bottom of the Page* is the choice, and either *Plain Number 2* (centered) or *Plain Number 3* (right aligned).
8. To change to Roman Numerals, on the Insert Ribbon, in the **Header & Footer Group**, click on the arrow next to the Page Number icon and select *Format Page Numbers...* to set the "start at" number and the style of numbering.
9. Scroll down to the first page of the next section that contains the body of your dissertation and click in the Footer.
10. Repeat steps 11 and 12 to set the page numbers for this section.

WHAT YOU JUST DID IN A NUTSHELL...

You inserted section breaks in your document where you wanted something to change about the page numbering. After inserting the section breaks, you then made sure that each of those sections' headers and footers were *not* linked to one another in order to ensure the page numbers you put in each section did not spill over into the other sections.

PAGE NUMBERS ON LANDSCAPE PAGES

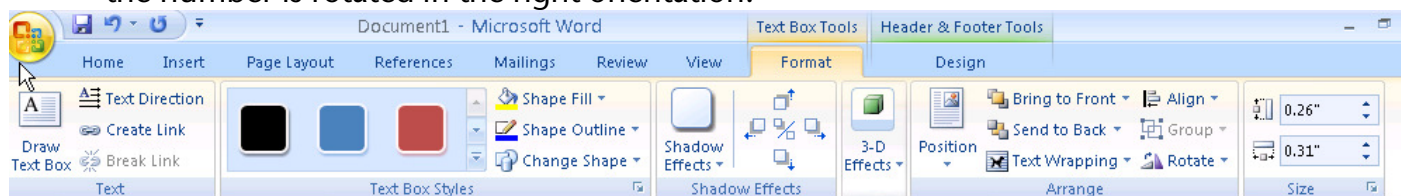
When you change the orientation of a section of page to landscape, the Header and Footer of that section do not change orientation. Instead, the Header and Footer are at the top and bottom of the page on your screen, but when you print, they are in the left and right margins of the page, not the top and bottom.

Any page numbers in the Header or Footer will appear sideways on the left or right of the printed page. These steps will help you move the page numbers to the appropriate spot and turn them on their side so they print correctly.

1. Click somewhere in the first page of the section with landscape pages.
2. On the Insert Ribbon, in the **Header & Footer Group**, click on the arrow below the Header icon and select *Edit Header*.
3. In the Header & Footer Tools Design Ribbon, in the **Navigation Group**, unlink this section's Header from previous sections' headers by clicking the highlighted Link to Previous icon.
4. Click on the Go to Footer icon and repeat step 3 for the Footer of this section.
5. Scroll down to the first portrait page following your landscape section and click in its Header. Repeat steps 3 and 4 for this section.

You have now disconnected the headers and footers in the sections prior to and following the landscape section of pages. This will prevent any changes you make to the page numbers on the landscape pages from affecting the numbering on other pages.

6. Delete the page numbers from the footer of the landscape section.
7. While still in the Footer, on the Insert Ribbon, in the **Text Group**, click on the arrow next to the Text Box icon and select *Draw Text Box*.
8. Your cursor will turn into crosshairs. Click where you want your page number to appear – a large text box will appear there.
9. On the Insert Ribbon, in the **Header & Footer Group**, click on the arrow next to the Page Numbers icon, then *Current Position* menu, and select *Plain Number*.
10. In the Text Box Tools Format Ribbon, in the **Text Group**, click on Text Direction icon until the number is rotated in the right orientation.



11. In the Text Box Tools Format Ribbon, in the **Text Box Styles Group**, click on the arrow next to the Shape Outline icon and select *No Outline*.
12. You can just drag the text box to the desired location, or position it. With the cursor either in or on the text box, click on the Position icon in the **Arrange Group** and choose *More Layout Options*. In the *Vertical* section, choose *Center*, then relative to whatever is desired.

COMMENTING AND REVIEWING

You will be sending your documents back and forth with your faculty advisors throughout your writing process. To keep track of the suggestions they make on your document, you will want to use Microsoft Word's commenting and reviewing features. Before you send your document to your faculty advisor, you should enable the *Track Changes* feature. Any changes your advisors make to your document will be recorded, so you can approve or reject that change later.

USING TRACK CHANGES

- On the Review Ribbon, in the **Tracking Group**, click on the Track Changes icon to highlight it and enable it.
- To disable track changes, repeat step 1.
- To view your document with all changes accepted, click on the top-most pulldown on the right side of the **Tracking Group** and select *Final*.
- To accept a change, click on the changed text, and then click the Accept icon in the **Changes Group** of the Review Ribbon. You can accept all changes at once by clicking on the pulldown below the Accept icon and selecting *Accept All Changes in Document*.
- To reject a change, click on the changed text, and then click the Reject icon in the **Changes Group** of the Review Ribbon. You can reject all changes at once by clicking on the pulldown below the Reject icon and selecting *Reject All Changes in Document*.

CREDITS

This workshop and materials are from the University of Michigan and used with permission of Librarian, Melissa Gomis.

FURTHER RESOURCES

The following resources will be helpful when creating your University of Minnesota dissertation.

- Preparing the Doctoral Dissertation.
http://www.grad.umn.edu/Current_Students/forms/gs16.pdf
- Dissertation Templates:
http://www.grad.umn.edu/current_students/degree_completion/doctoral/ElectronicDissertationSubmission.html#templates
- Dissertation Calculator: <http://www.lib.umn.edu/help/disscalc/>
- University Digital Conservancy: <http://conservancy.umn.edu/>

If submitting electronically you will have the option to put your work in the UDC. Please consider doing this, and contact your Libraries liaison with questions.