

SOME USEFUL TIPS IN WORD (2004) FOR (THESIS) WRITERS
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1. To insert a section, go to Insert > Break > Section Break (choose Continuous or Next Page depending on what you want)
2. To insert a bookmark, select text or place the cursor in a spot, and go to Insert > Bookmark... > give the bookmark a name > OK

“I’m going to Bookmark this phrase”

3. To insert a cross reference, go to Insert > Cross-reference... > Select the type of reference > Select the format you want to use > OK

“I’m going to Bookmark this phrase”

4. To insert a Table of Contents, go to Insert > Index and Tables... > Choose the ‘Table of Contents’ tab > Choose a format > OK (can also modify the properties/layout of the ToC)
 - When you first do this, you will see ‘**Error! No table of contents entries found.**’
 - You must use the ‘Heading 1’, ‘Heading 2’, etc. ‘Styles’ to populate the ToC. (see below)

Something here

Some other section

A subsection

A second subsection

This is the Table of Contents

Something here	1
Some other section	1
A subsection	1
A second subsection.....	1

- You can modify the Heading styles as you see fit.
- You can use the ‘Numbering’ (outline) format to give chapter/section numbers



- To insert a figure caption, go to Insert > Caption... > Choose 'Figure' > Choose Numbering to format the numbering style (can be based on chapter numbers, etc.)

Image goes here

Figure 1. This is a figure caption.

Figure 2. Some other figure caption.

- Can also include table captions, equation captions, scheme captions, etc.

- To insert a figure caption list, go to Insert > Index and Tables... > Choose 'Table of Figures' > Choose Figures > OK (can modify the format)

This is the Figure Caption List

Figure 1. This is a figure caption.	2
Figure 2. Some other figure caption.....	2

- To reference a figure, go to Insert > Cross-reference... > Select the type of reference > Select the format you want to use > OK

As shown in Figure 2...

- To use consecutive numbering, first define a number with a bookmark. Then choose Insert > Field... > Numbering > Seq > Options: define the following switches (the bookmark, \n for next number, '1,2,3...', '0', etc.
 - This is the bookmarked number: 1
 - This is the sequence of numbers (copy/paste field to insert next number):
1 2 3
 - Can then bookmark each number for use elsewhere in referring to those numbers – I used this for structure numbering

- To refresh any field, right click on it and choose 'Update Field'.

- To insert page numbers according to sections, first define sections (above), then choose Insert > Page Numbers... > Format... > Choose what number to start at – then in the Header/Footer formatting bar, deselect 'Same as Previous' to make sections different. Can also choose 'Same as Previous' to continue same formatting from section to section.

Read the dissertation formatting guidelines here:

<http://www.gsas.columbia.edu/sub/dissertation/guidelines/formatting/index.html>

Note: *I recommend setting up the formatting of the document first, and then filling in with content. I think this is easier than modifying the content afterwards.*