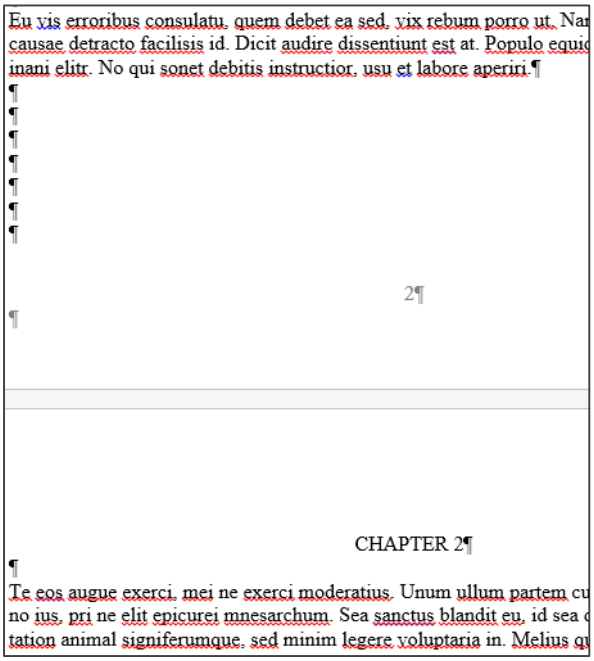
Page Breaks

A page break is a marker in Word that tells your document that whatever follows the break should begin at the top of a new page.

Imagine you are at the end of a chapter in your manuscript and you want to start the next chapter on a new page. A lot of times students use the Enter key to get down to the top of the next page.

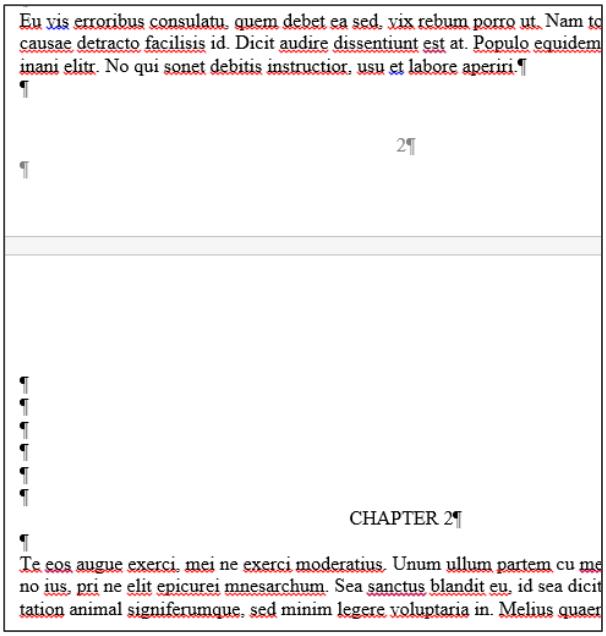
If you turn on the paragraph markers in your document, Entering down looks like this:



The problem with Entering to a new page is that, when you make edits or add text, Word doesn't know to keep your subsequent text at the top of the next page.

Keeping with our example, let's say you add text to the end of Chapter 1, and so Chapter 1 now ends at the bottom of the page, not the middle. See what happens to the beginning of Chapter 2.

Chapter 2 slides down the page, and so your major heading is no longer top-aligned.

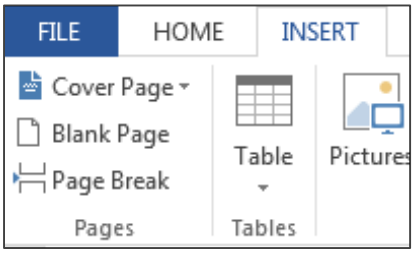


Page Breaks

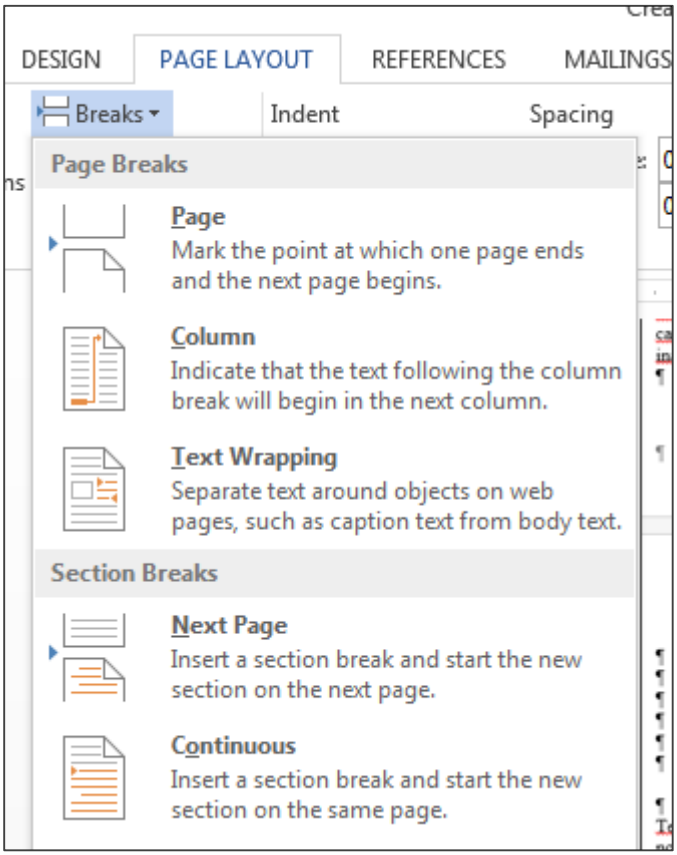
Page breaks are also important when you have a series of pages that includes vertically-centered text. For example, in your Preliminary Pages, your Certificate of Approval, Epigraph, and Dedication all need to be vertically centered on the page. The easiest way to make sure these pages stay centered is to use page breaks.

To insert a page break, simply press Crtl + Enter.

OR, click INSERT, Page Break:



OR, click PAGE LAYOUT, Breaks, and then select Page from the top of the list.

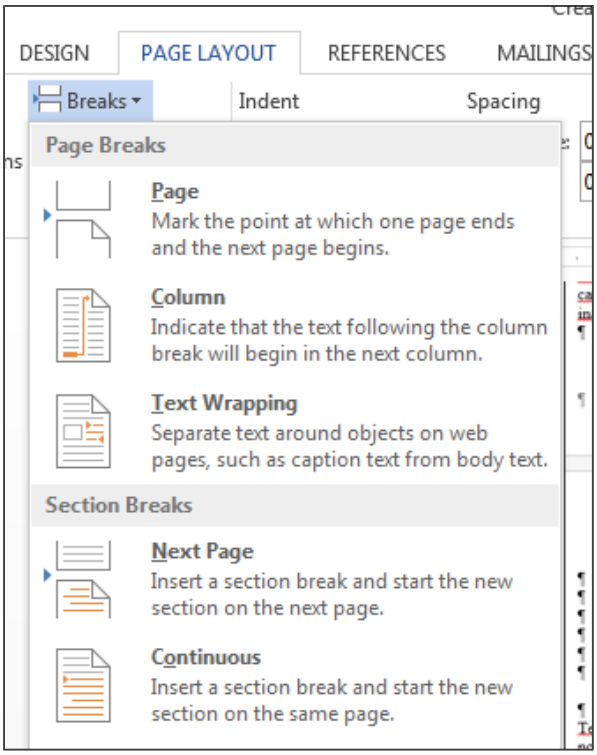


Section Breaks

Although section breaks may be a little bit trickier than page breaks, understanding how they work can save you a lot of time.

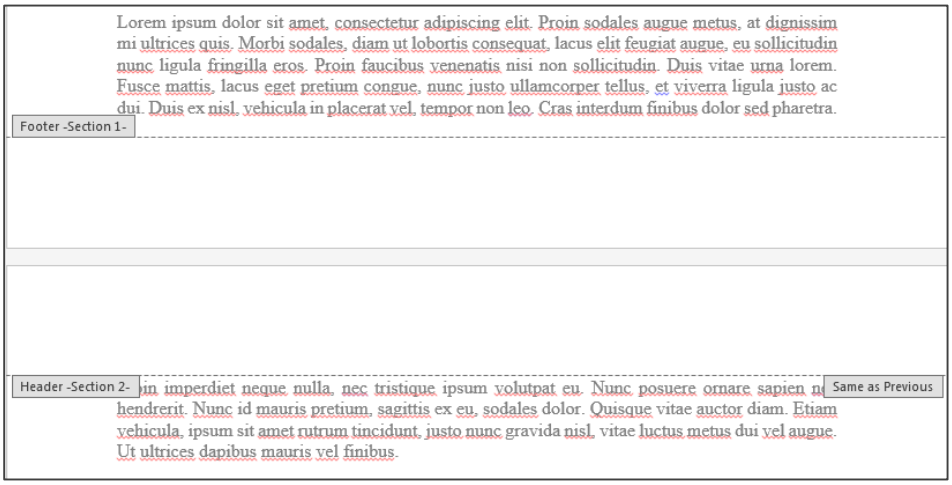
Ever wonder how you can shift both the location and appearance of page numbers? Section breaks.

Insert a section break by clicking PAGE LAYOUT, Breaks, and then Next Page at the bottom of the page that represents the end of Section 1.



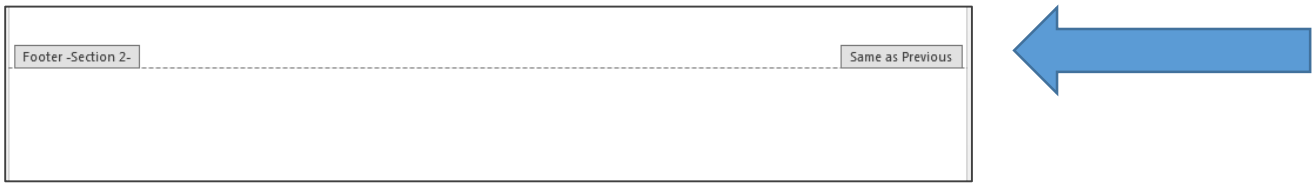
To shift from non-numbered Preliminary Pages (Title Page, Copyright, and Certificate of Approval) to numbered Preliminary Pages (everything that follows), insert a section break at the bottom of your Certificate to separate it from the page that immediately follows, using the step above.

Double click on your footers, and you will see the different sections:

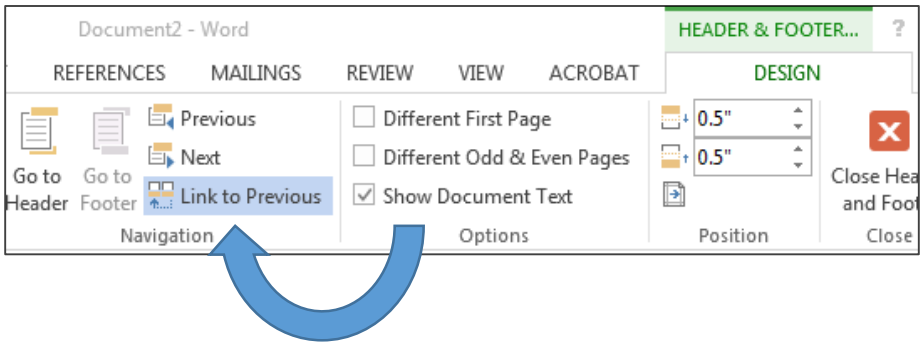


Section Breaks

To ensure that each section has its own distinct footer style (where your page numbers will go), double-click on the Section 2 footer. Here you will see the Same as Previous tab:

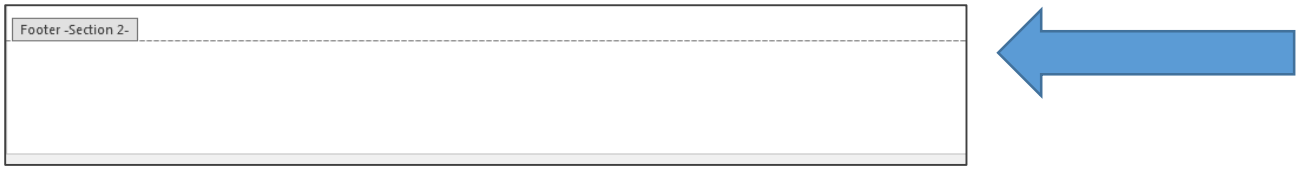


This tab lets you know that Word is set up to keep the document's footers consistent, despite the introduction of different sections. To turn this function off, simply click Link to Previous, found under the DESIGN tab:

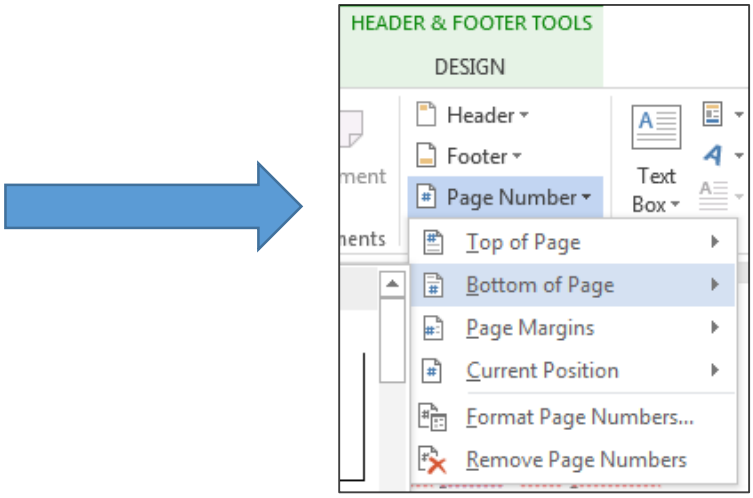


Once the blue highlighting goes away, you know the Link has been broken.

This breaks the connection between the footers in different sections:



Now, you are ready to insert your page number:

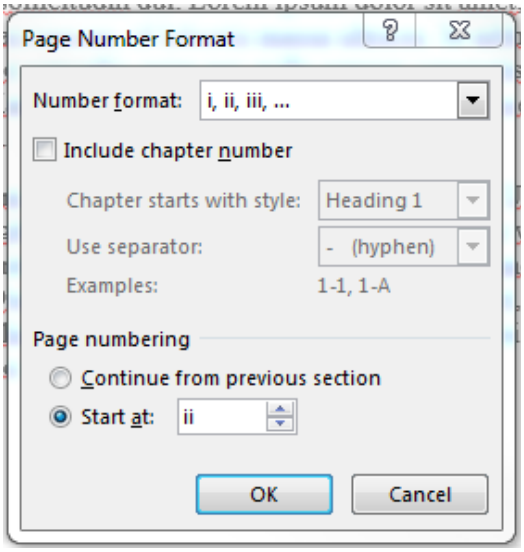


Page Numbers

You are now ready to insert page numbers at the bottom of your Preliminary Pages, starting with the page immediately following your Certificate of Approval. The first page number should be a lower-case Roman numeral ii.

Format your page number as a Roman numeral, starting at ii. Click INSERT, Page Numbers, and Format Page Numbers to bring up the following dialog box:

Note the i, ii, iii Number format and the function that allows you to start page numbers at a certain number (ii, in this case).



When you insert your page number, Word will begin pagination with 'ii'. Your Preliminary Pages should now be numbered correctly.

Next, the page numbers in the body of your manuscript should begin on '1'.

Insert a section break between your last Preliminary Page and the beginning of your first chapter, using the steps above. Unclick Same as Previous in your Section 3 footer, and format your page numbers to begin on '1'.

Remember to start page numbering for the body of your manuscript at 1. If you skip this step, your page numbering will continue from the previous section.

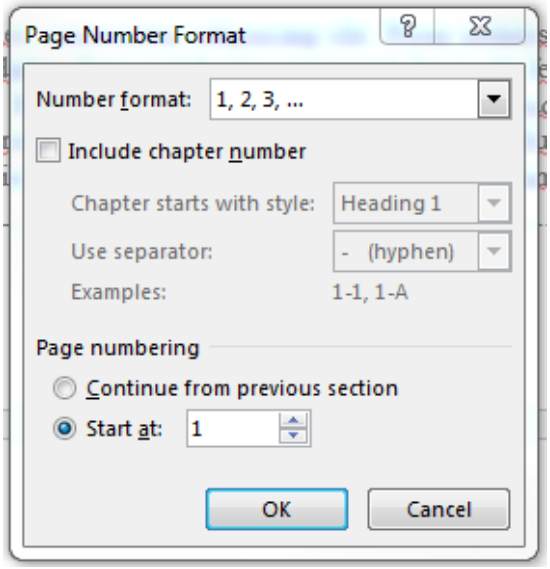
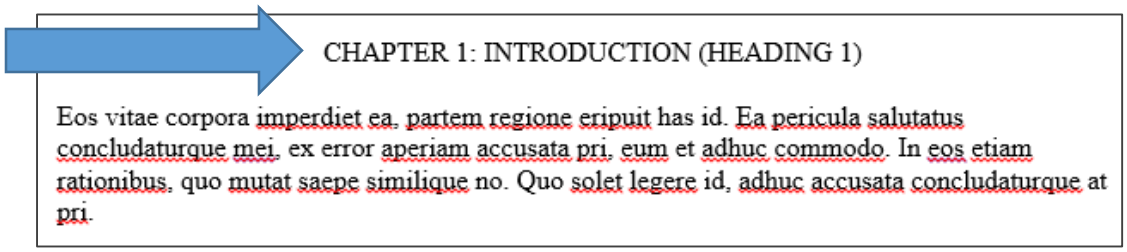
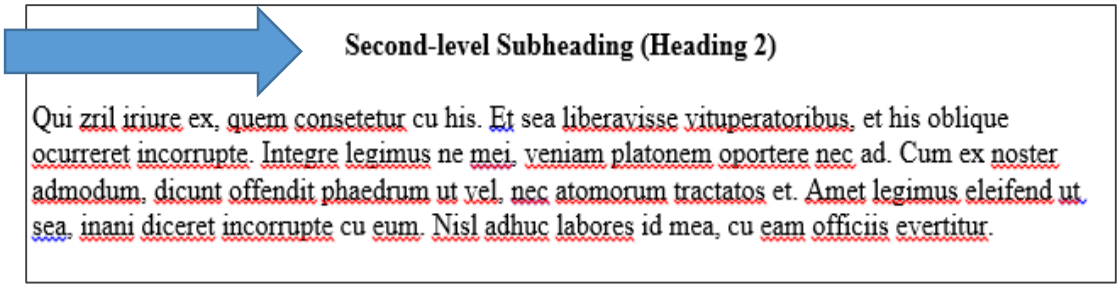


Table of Contents

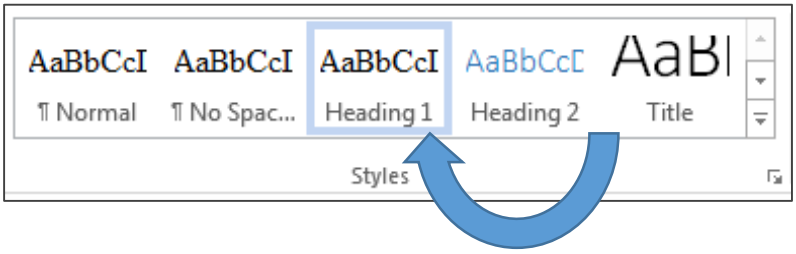
To generate a Table of Contents with Microsoft Word, you must first set your headings so Word knows what to include in the Table. Your chapter titles, for example, will be major headings (Heading 1 in Word), while sections within the chapter may be designated second-level headings (Heading 2 in Word).

To apply a Style, highlight the text you want to serve as a heading.

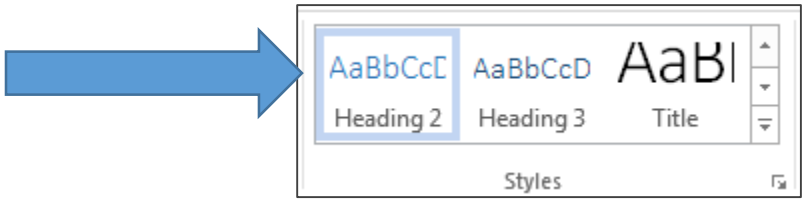




For major headings, click on Heading 1 in Styles to assign that style to your heading. You can find Styles under the HOME tab on your Ribbon.

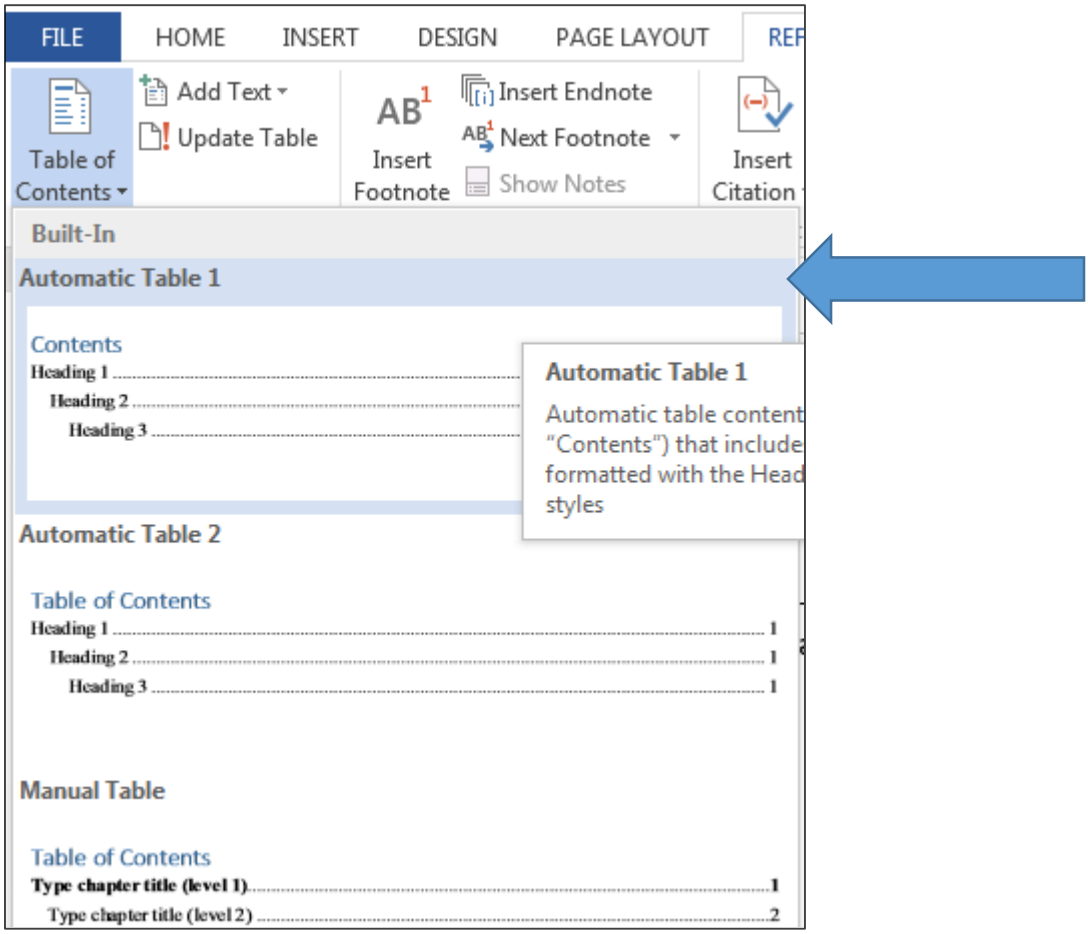


For second-level subheadings, do the same thing. Highlight the text you want to serve as a second-level heading, and assign it a Heading 2 value.



Once you have assigned all your headings their appropriate Style, you can generate your Table of Contents. Under the REFERENCES tab, click Table of Contents and choose a style. Your Table of Contents will include all the headings you assigned throughout your manuscript text.

Table of Contents



You can easily update your Table of Contents to make sure its page numbers and headings are correct. Simply click anywhere on the table, and the Update Table tab will appear.

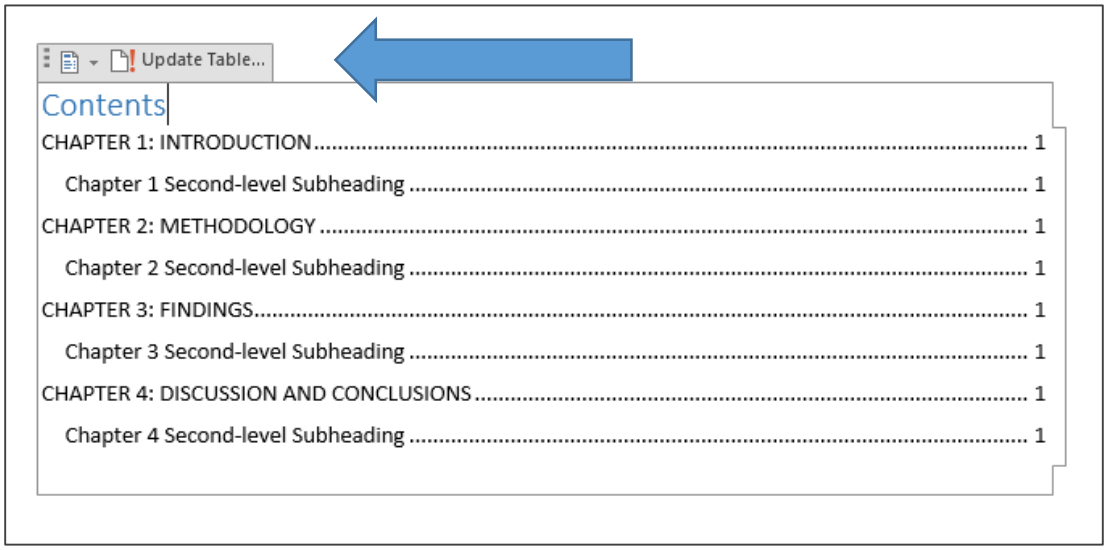
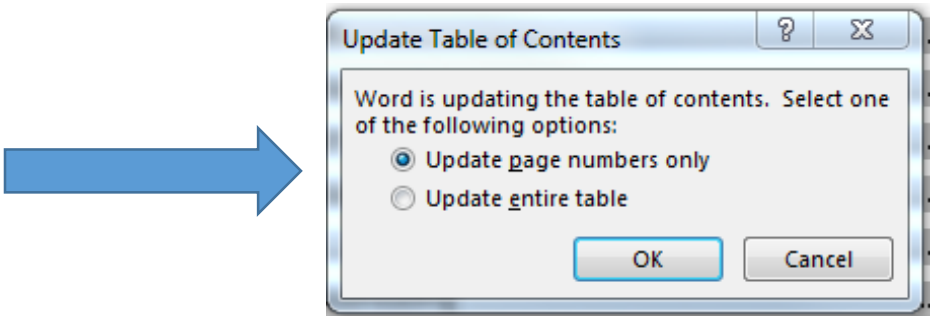


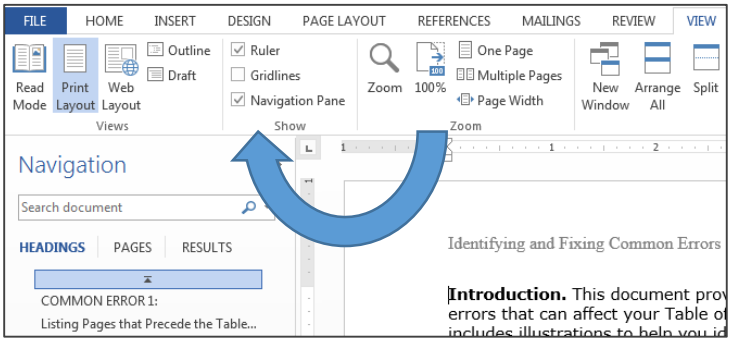
Table of Contents

Click the Update Table tab to open the Update Table of Contents dialog box, which gives you the choice of updating page numbers only or the entire table:



NOTE: You may also apply heading styles using the following key strokes: Ctrl + Alt + 1 for Heading 1 and Ctrl + Alt +2 for Heading 2.

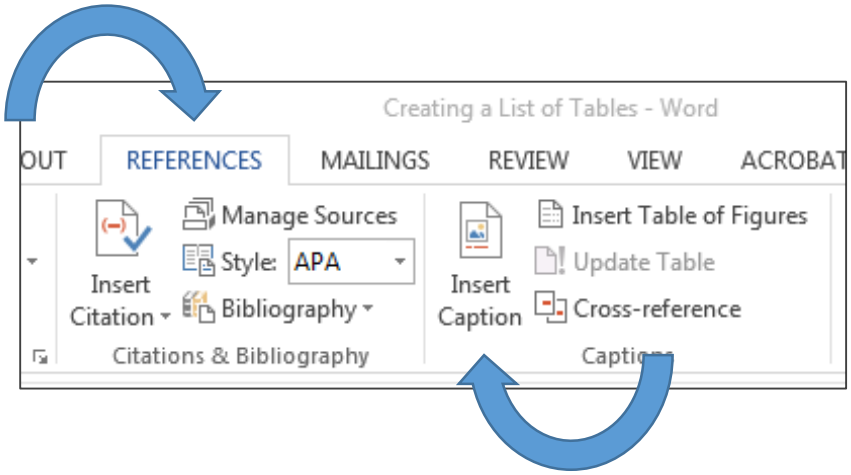
Check: The Navigation Pane is an easy way to check the formatting of your headings. It will show your headings hierarchically, with subheadings indented below major headings. You may also promote or demote heading levels by right clicking on the heading you'd like to change.



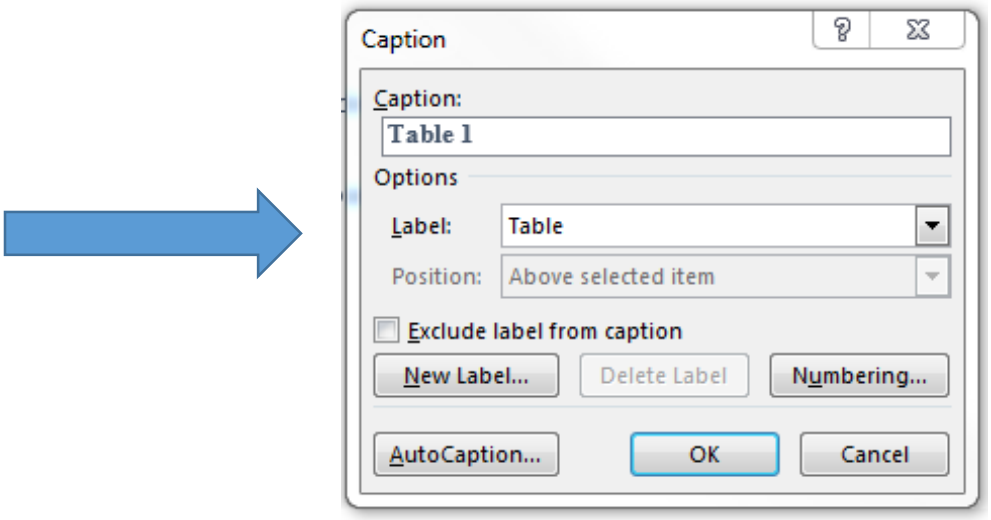
List of Tables / List of Figures

For the purpose of explanation, we will focus on creating a List of Tables, since the List of Figures works in exactly the same way. Creating a List of Tables depends on creating captions that Word will know to include in your List.

To create a Caption, click on the REFERENCES tab in your Ribbon. Then click Insert Caption.

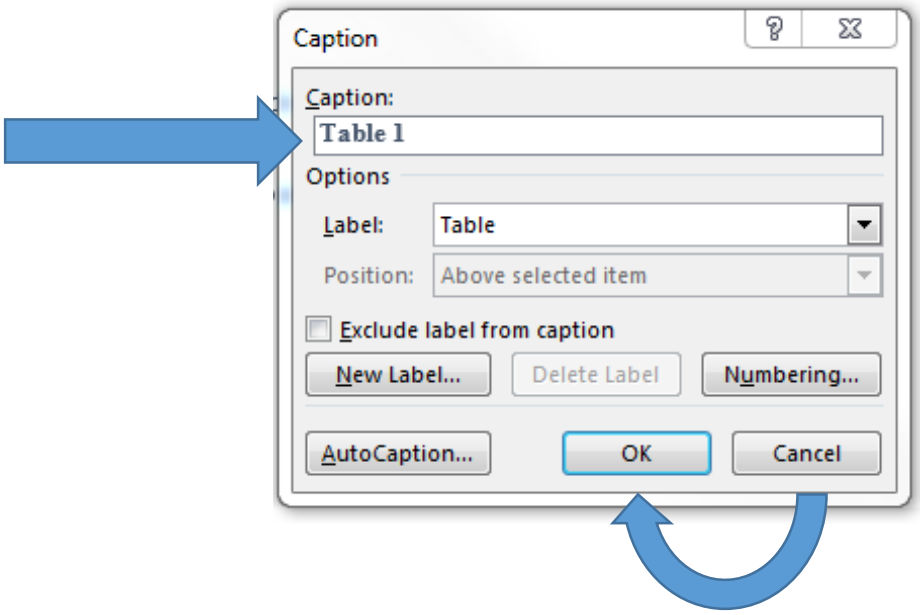


The Caption dialog box will give you a choice of what sort of caption to create: Equation, Figure, or Table. For our purposes, choose Table.

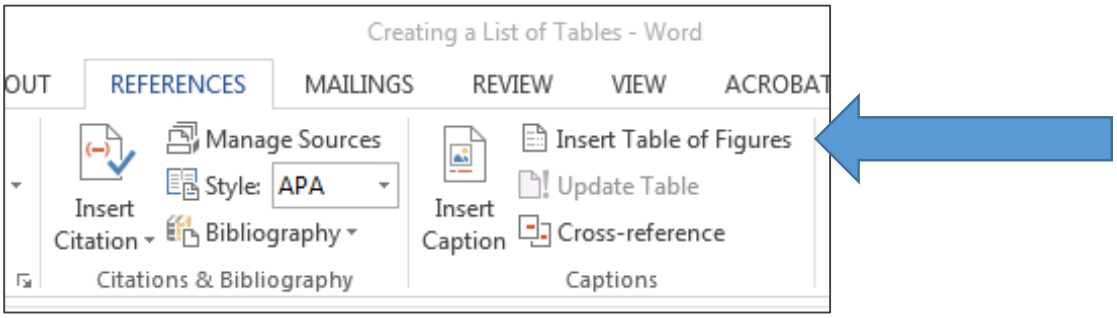


You are now ready to add captions. In the Caption box, type in your table title. Click OK. Repeat this step for every table caption in your thesis.

List of Tables / List of Figures

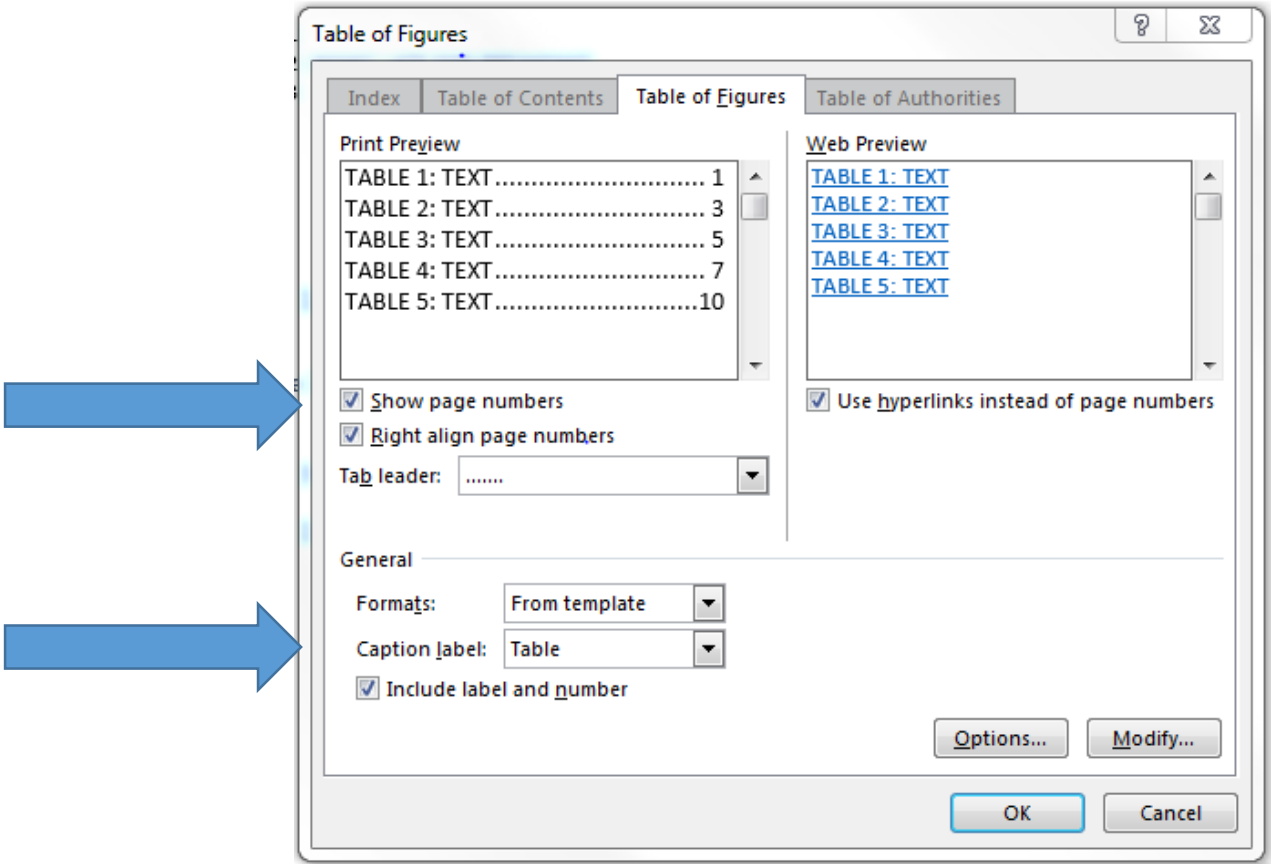


You are now ready to create your List of Tables. On the page immediately following your Table of Contents, under the REFERENCES tab, click Insert Table of Figures.



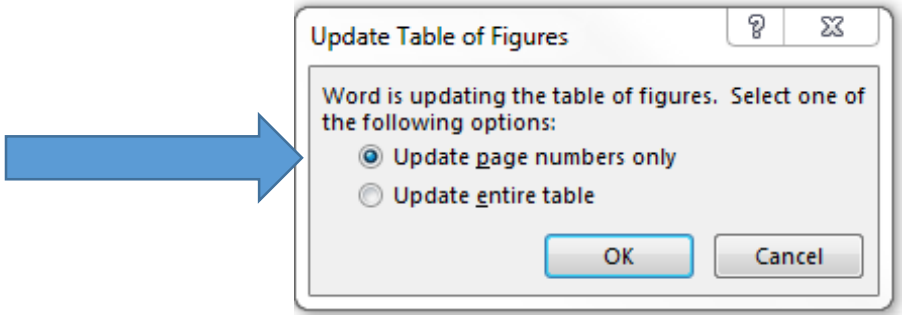
This will bring up the Table of Figures dialog box. From here, you can finalize how your List of Tables will look. Make sure you click Show Page Numbers and Right Align Page Numbers. You can also choose the Tab Leader (the dots that connect the table tile entry with its page number) there. You may also determine the Format, under the General heading in the dialog box.

List of Tables / List of Figures



Click OK, and your List of Tables will appear.

Should you need to make an update, right-click anywhere on the List of Tables, which will bring up the Update Table of Figures dialog box.

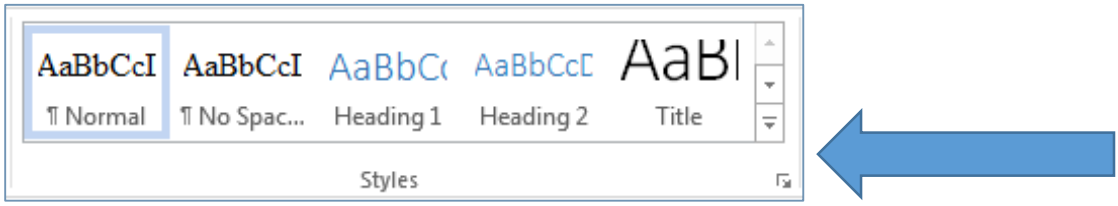


You now have the option of updating page numbers only or the entire table.

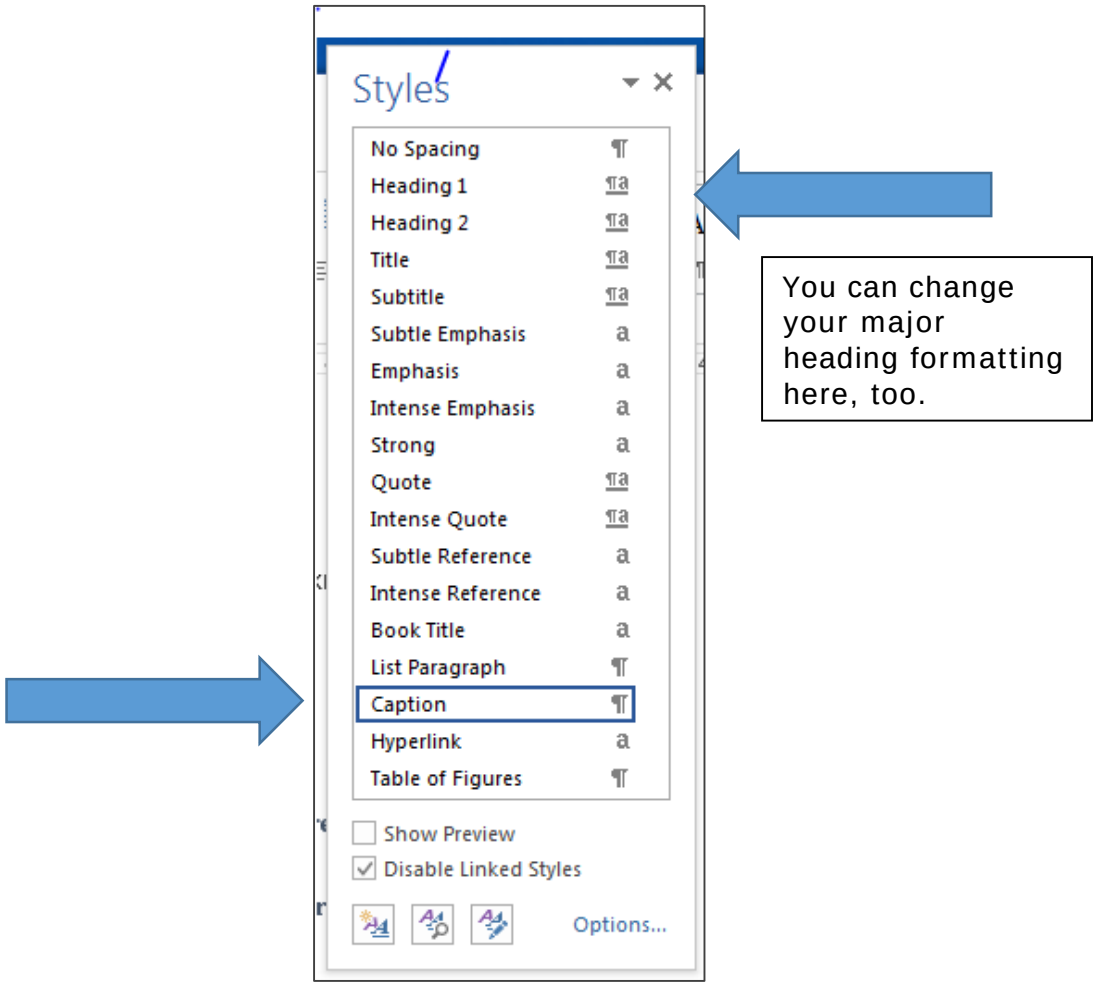
Headings and Captions

If you don't like the formatting of your headings or captions (say, you prefer 12-point font to 10-point, or you want **bolded** font instead of *italics*), you can change the formatting using the Styles tab under HOME tab. This will eliminate the need to manually format your headings and captions.

For purposes of example, we will focus on caption styles, knowing that you can change any sort of style (headings, captions, titles) you'd like. They all work in the same way.

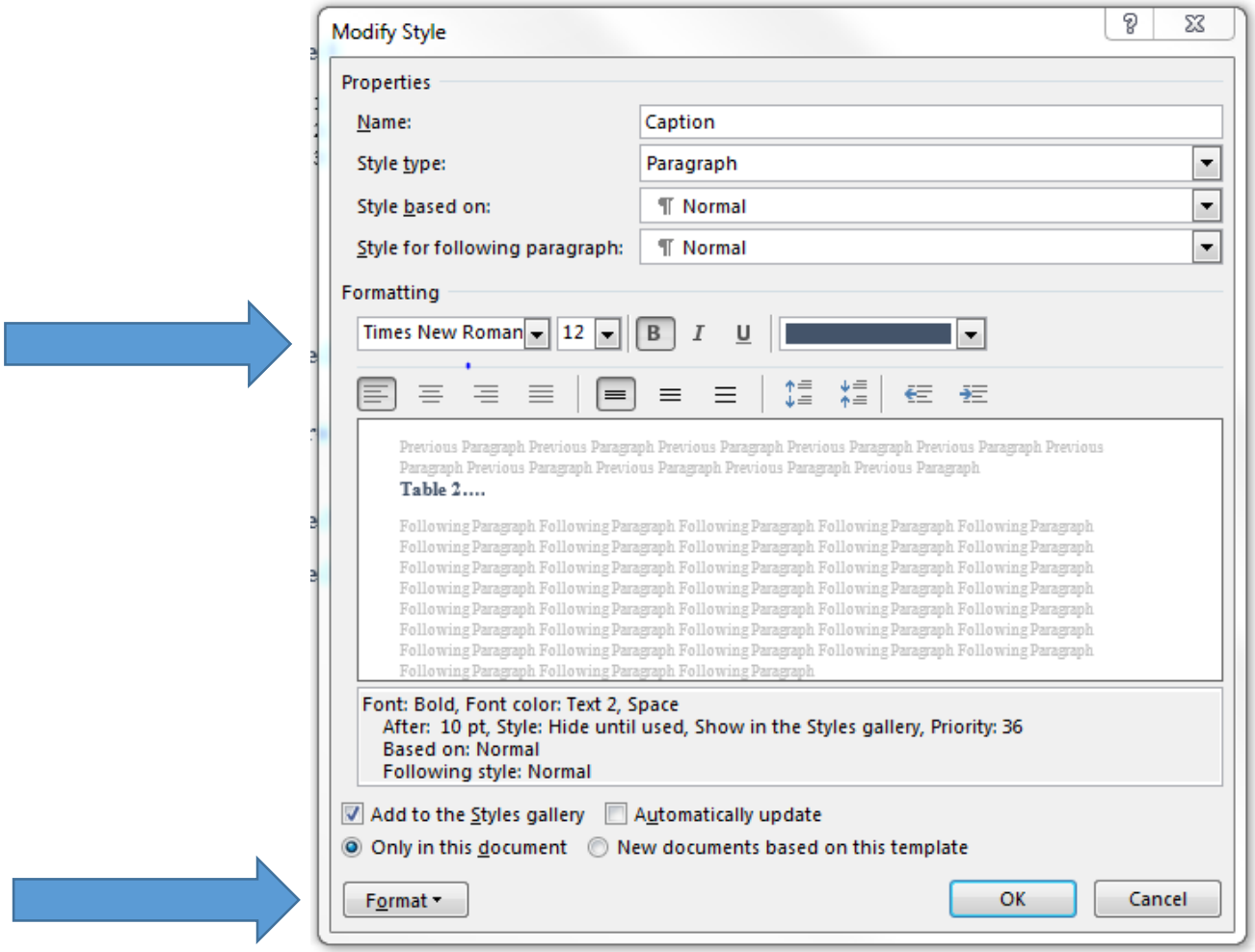


Click on Styles (from the HOME tab) and scroll down to Caption, toward the bottom of the list.



Headings and Captions

Clicking on Caption will open a drop-down box. From there, click Modify, which will open the Modify Style dialog box, shown below.



About one-third of the way down the Modify Style box is Formatting, which shows the styles captions are currently formatted in. You may make changes here and then click OK.

You may also make changes through clicking on the Format button at the bottom of the page.

Common Formatting Errors

This portion of the document provides information about common formatting errors that can affect your Table of Contents and List of Tables / List of Figures. It includes illustrations to help you identify these errors and basic information on how to fix them.

Below is a list of common errors and where they can occur within your thesis:

Common Formatting Error	Table of Contents	List of Tables / List of Figures
1. Listing pages that precede the Table of Contents	X	
2. Use of upper-case Roman numerals	X	
3. Use of **boldface**, *italics*, or <u>underlining</u> for stylistic purposes	X	X
4. Inconsistent spacing	X	X
5. Descriptive titles (entries or table/figure captions) run into the page number column	X	X
6. Page numbers do not right align	X	X

There is also a final recommendation about keeping your Table of Contents simple. After all, the more detail you include, the greater chance you have of introducing errors.

Common Formatting Errors

COMMON ERROR 1:

Listing Pages that Precede the Table of Contents

ABSTRACT ii

PUBLIC ABSTRACT iii

TABLE OF CONTENTS iv

LIST OF TABLES v

LIST OF FIGURES vi

CHAPTER 1: INTRODUCTION 1

Correction

LIST OF TABLES v

LIST OF FIGURES vi

CHAPTER 1: INTRODUCTION 1

Note: Preliminary pages that come before your Table of Contents (Acknowledgements, Abstract, Public Abstract, etc.) should not be listed in the Table of Contents. Make sure the Preliminary Pages before your Table of Contents are not marked as major headings. This way Word will not place them in your Table of Contents. Or, if you do mark them as major headings, make sure to carefully highlight the entries in the Table of Contents and delete them once the Table has been constructed.

COMMON ERROR 2:

Use of Upper-Case Roman Numerals

LIST OF TABLES IV

LIST OF FIGURES..... V

Correction

LIST OF TABLES iv

LIST OF FIGURES..... v

Note: The Table of Contents should reflect the page numbering convention you've used in your Preliminary Pages: lower-case Roman numerals. If you create an automated Table of Contents using Microsoft Word, your Table of Contents will reflect all of the page number formatting you've used. If, for some reason, it doesn't, you may replace the upper-case numbers with lower-case by highlighting them, right clicking, choosing font, and turning off all caps. If you are creating your Table of Contents manually, make sure you use lower-case as opposed to upper-case Roman numerals.

COMMON ERROR 3:

Use of Boldface, Italics, or Underlining
(for non-scientific or scholarly purposes)

LIST OF *TABLES* iv

LIST OF *FIGURES*..... v

CHAPTER 1: INTRODUCTION..... 1

CHAPTER 2: LITERATURE REVIEW..... 20

Correction

LIST OF TABLES iv

LIST OF FIGURES..... v

CHAPTER 1: INTRODUCTION 1

CHAPTER 2: LITERATURE REVIEW..... 20

Note: Although you may choose to use certain conventions in your headings within the manuscript text, these conventions (such as **bolded** font, *italics,* underlining) should not be replicated in the Table of Contents OR in the List of Tables / List of Figures. You may manually remove bolded, italicized, or underlined font from your Table of Contents and List of Tables / List of Figures once they have been constructed.

COMMON ERROR 4:

Inconsistent Spacing

LIST OF TABLES iv
LIST OF FIGURES..... v

CHAPTER 1: INTRODUCTION 1

CHAPTER 2: LITERATURE REVIEW..... 20

CHAPTER 3: METHODOLOGY 45

APPENDIX.....150

Correction

LIST OF TABLES iv

LIST OF FIGURES..... v

CHAPTER 1: INTRODUCTION 1

CHAPTER 2: LITERATURE REVIEW..... 20

CHAPTER 3: METHODOLOGY 45

APPENDIX.....150

Note: While you may be tempted use spacing to set off different entries in your Table of Contents, entries should be spaced in a way that is consistent and visually pleasing.

COMMON ERROR 5:

Descriptive Titles Run into the Page Number Column

LIST OF TABLES iv

LIST OF FIGURES..... v

CHAPTER 1: AN INTRODUCTION TO THE THESIS, WITH SPECIAL ATTENTION GIVEN TO MY ACADEMIC BACKGROUND 1

CHAPTER 2: LITERATURE REVIEW, INCLUDING BOTH PRIMARY AND SECONDARY SOURCES 20

CHAPTER 3: METHODOLOGY:WHAT I DID AND THE MEANS THAT I WENT ABOUT TO DO IT..... 45

Correction

LIST OF TABLES iv

LIST OF FIGURES..... v

CHAPTER 1: AN INTRODUCTION TO THE THESIS, WITH SPECIAL ATTENTION GIVEN TO MY ACADEMIC BACKGROUND 1

CHAPTER 2: LITERATURE REVIEW, INCLUDING BOTH PRIMARY AND SECONDARY SOURCES 20

CHAPTER 3: METHODOLOGY:WHAT I DID AND THE MEANS THAT I WENT ABOUT TO DO IT 45

Note: Sometimes longer entries overlap with or run into their corresponding page numbers. An easy solution is to let Word generate your Table of Contents, as it will not allow text to intrude on the page number column. If you craft a Table of Contents by hand and this error occurs, use the space bar to drop the interfering text down to the next line.

COMMON ERROR 6:

Page Numbers Don't Right Align

LIST OF TABLES.....iii

LIST OF FIGURES.....iv

CHAPTER 1: INTRODUCTION.....1

CHAPTER 2: LITERATURE REVIEW.....20

Correction

LIST OF TABLES iii

LIST OF FIGURES..... iv

CHAPTER 1: INTRODUCTION 1

CHAPTER 2: LITERATURE REVIEW 20

Note: The Word automated Table of Contents function will automatically ensure your page numbers are right-aligned.

If you construct a Table of Contents manually, you can align your page numbers through setting your Tabs to ensure the Leader Lines (…) are consistent.

1. Type your entries and their page numbers into your Table of Contents (for example, LIST OF TABLES iii).
2. Highlight the entries, click on Paragraph in the Toolbar, and then click on Tabs.
3. For a page layout with 1-inch margins, set the Tab stop position at 6.5.
4. Set the Alignment at Right.
5. Set the Leader at 2.
6. Click Set at the bottom of the Tabs box, or else the settings will not hold.
7. Click OK, and un-highlight the text.
8. The Ruler at the top will now show a carrot symbol, which marks the 6.5 stop position you just created.
9. Go to your Table of Contents, click Tab between your entry and its corresponding page number, and Word will automatically separate your entries and page numbers with leader lines.
10. The numbers will automatically right align.

FINAL RECOMMENDTATION:

Keep It Simple!

CHAPTER 1: INTRODUCTION 1

CHAPTER 2: LITERATURE REVIEW 20

1.1 Primary Source Documents 21
1.1.1 Archival Materials 22
1.1.1.a The University of Iowa 25
1.1.1.b The University of Illinois 28
1.1.2 Personal Letters 29

1.2 Secondary Source Documents 33
1.2.1. Books 37
1.2.2. Journals 39
1.1.3. Additional Electronic Sources 40

Alternative

CHAPTER 1: INTRODUCTION 1

CHAPTER 2: LITERATURE REVIEW 20

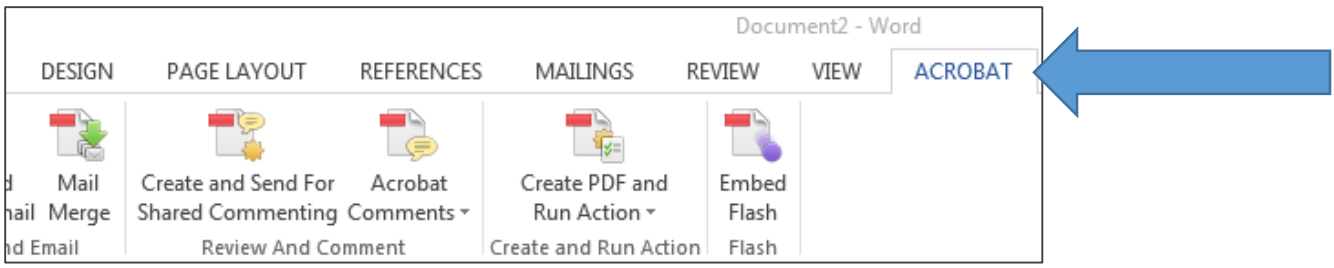
Note: A Table of Contents may be most useful to the reader when it is simple and easy to follow. Also, because it is easier to introduce errors the more details you include, keep it simple.

Converting Word to PDF

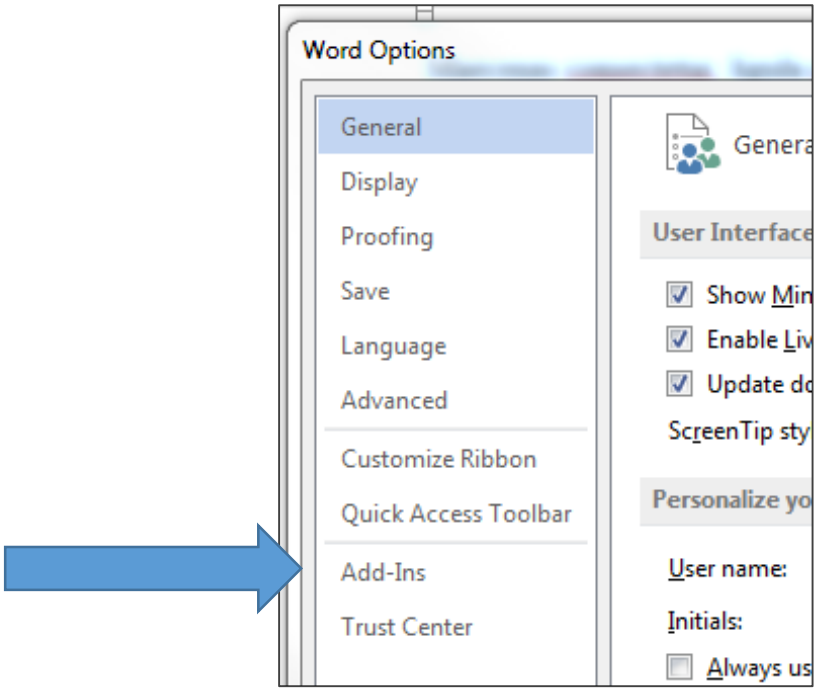
A pdf document stabilizes the formatting you've used by freezing it. When others open a pdf, you can be certain they will see the document with the formatting you intended, which is not always the case in Microsoft Word.

Here you will learn how to convert your thesis from Word to a pdf version.

Make sure you are using a computer that has Adobe Acrobat Pro installed on it. All UI computers should have this software. If it does not already appear, add an ACROBAT tab to your Ribbon. You can do this by right-clicking on the Ribbon, and then clicking Customize the Ribbon. The ACROBAT tab looks like this:

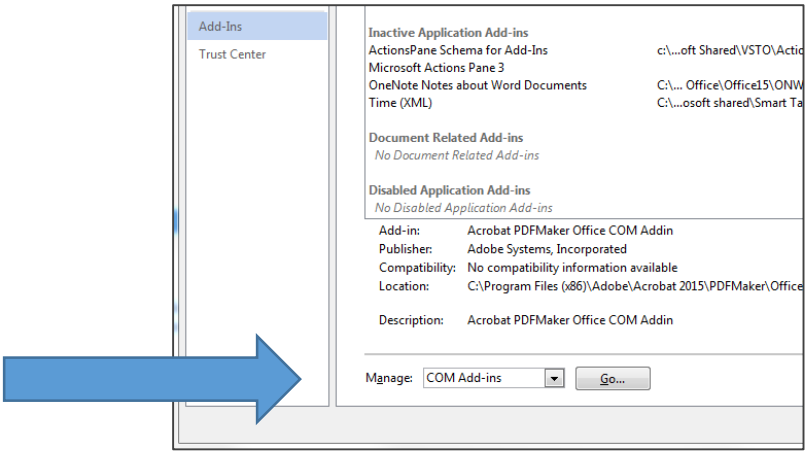


Click FILE in your Ribbon, then Options. Click the Add-ins tab below:

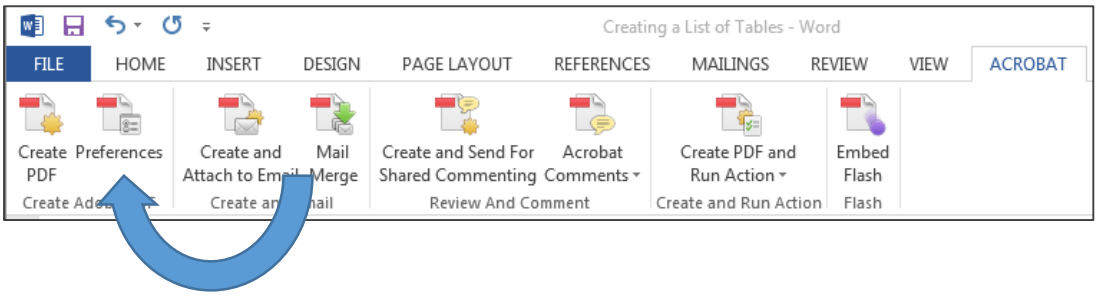


Click COM Add-ins in the Manage drop-down box at the bottom of the dialog box:

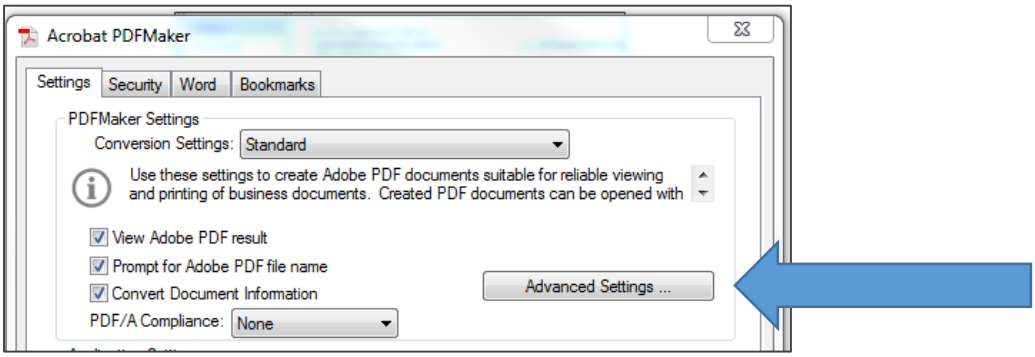
Converting Word to PDF



Now, you are ready to embed fonts. Embedding fonts ensures that the fonts you've used in Word appear as you intend when the reader opens and prints your thesis. Under the ACROBAT tab in your Ribbon, click Preferences:



From there, first click Advanced Settings:



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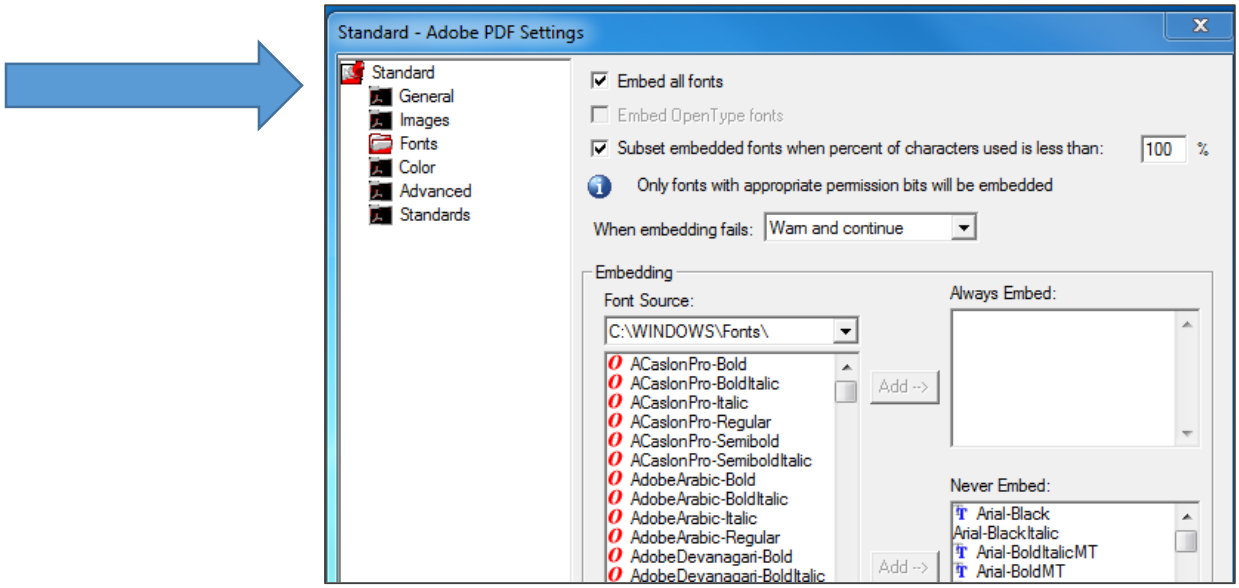
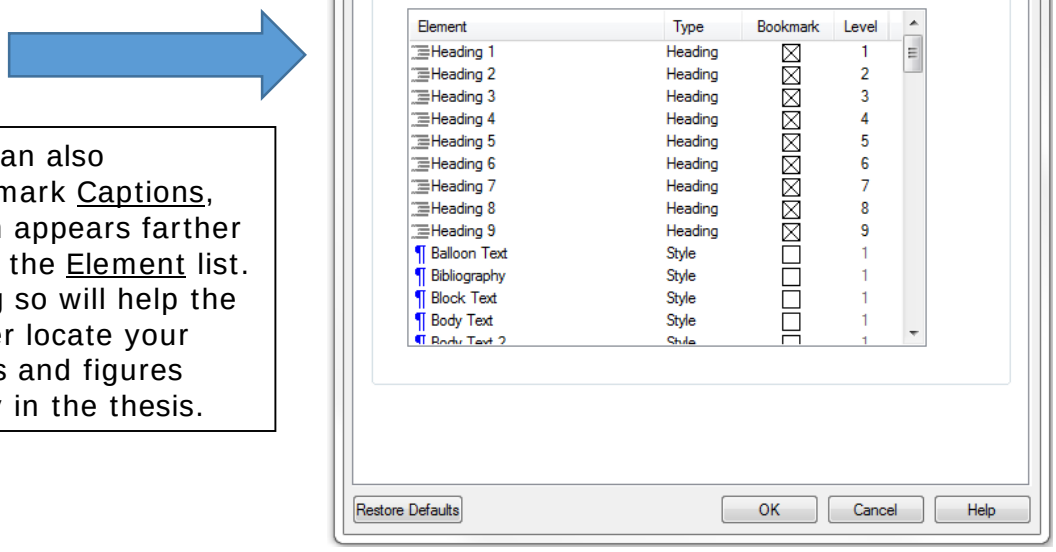
Click Fonts, and make sure the Embed all fonts check box is marked:



You can also set your Preferences to make sure your headings convert to Bookmarks. Bookmarks allow your reader to navigate through your thesis easily, by simply clicking on the heading they are interested in.

Under Preferences, click Bookmarks, and make sure your Headings are checked.



You can also bookmark Captions, which appears farther down the Element list. Doing so will help the reader locate your tables and figures easily in the thesis.

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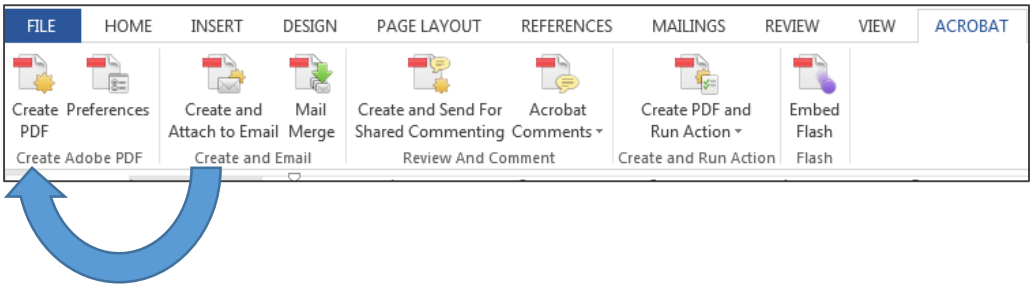
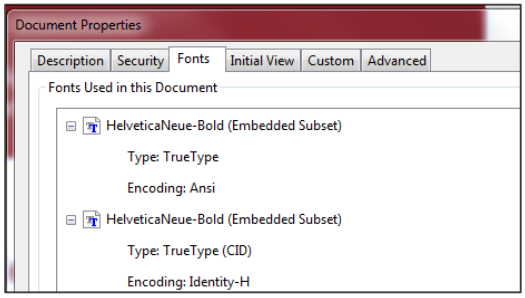
Now, convert your document. Under the ACROBAT tab, click Create PDF:



Choose where you want to save your PDF, and name and save the file.

You can make sure your fonts are embedded by right clicking anywhere on the pdf, selecting Document Properties, and clicking Fonts:

Here you can check to make sure your fonts are embedded in your pdf.