

Preparing the Thesis/Dissertation Cheat Sheet

Thesis Manual:

<http://graduateschool.colostate.edu/index.asp?url=publications>

Style Command (Heading, Body, Caption) use this pull-down menu to change the classification of the text). Alternate headings may be preceded by a small black square, this is the non-printing code for the heading, and can lead to modifications of the heading when double clicked.

Index and Tables (Insert Menu) Index/Table of Contents/List of Tables... This function produces the table of contents/List of Tables from designated categories set by headings. Styles can be changed for this to include up to 9 categories at various indents, etc.

Caption: (Insert Menu): Allows the placement of a caption to describe a figure/table/equation. Enables the automatic numbering function so captions are counted consecutively. (Can also be used for setting up a numbering of chapters and appendices).

Cross-Reference: (Insert Menu) Insert into the text (e.g. Figure 1) link to a table/figure/equation etc. caption that updates with changes in numbers. Multiple menus/options.

TO UPDATE: (TOC, Captions): Ctrl+a (select all function) followed by a right mouse click, to UPDATE on menu. (may need to be done twice, the first time captions will be updated after the TOC is updated, therefore, second update run, updates the TOC)

Break: (Insert Menu) Allows the addition of page breaks, section breaks, column breaks, etc. These can hardwire the end of a page (i.e. end of the chapter or before a full page figure) Section breaks can allow for changes in formatting (margins etc). Use this function to change margins to Landscape

Margins: (File: Page Setup Menu) Pay attention to the requirements set by the grad. School for left margin at 1.5" and 1st page in a chapter at 2" top margin. Section breaks can be used to isolate for changing to landscape pages.

Page Numbers: (Insert Menu) Options on the location and style. Can be changed by double-clicking on the number in the Header/Footer to open the toolbar.

- Problems with numbering can occur after BREAKS, so that the "continue from previous section" must be used.
- "Same and Previous" button on Header/Footer to keep numbering the same or vary from iii to 3, etc
- Other options available on the toolbar
- Landscape Formatting: (be sure to *turn off* same as previous function before and after, or all the other page numbers will change also). See **Break** above.
 - Activate the footer, grab and move the page number box to the location desired (may need a hardwire for the location: double click the frame)
 - In the Tables and Borders toolbar there is a change text direction button
 - Make sure page numbering is "continuous"

Bullets and Numbering: (Format Menu)

- Allows both outline form or simple bullet form with odd shapes to be used. (Tab or the Shift+Tab command will move indentation length)
- Outline numbering can have modified titles.
- Also use to setup the counting of chapter titles: Customize button and link to style of heading
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Equation Editor: (Insert: Object: Microsoft Equation 3.x) A tool to set up pretty combinations of equations with Greek lettering and symbols.

Tables: (Table Menu)

- Right click: Table Properties: (or click on the arrow cross)
 - Set specific sizes for the table
 - Set selected rows to repeat at the top following pages
 - Ctrl+x to “cut”/remove table entirely

Keys for Ease

A list of shortcut keys (Often specific to internal commands and modifications)

Tools: Macro: Macros Menu

1. In the *Macros in* box, click *Word commands*.
2. In the *Macro name* box, click *ListCommands*.
3. Click *Run*.
4. In the *List Commands* dialog box, click *Current menu and keyboard settings*.

My favorite Keyboard Shortcuts

Ctrl+a: Select all

Ctrl+b: Bold

Ctrl+b: Copy

Ctrl+x: Cut

Ctrl+v: Paste

Ctrl+u: Underline

Ctrl+i: Italics

Ctrl+enter: page break

Ctrl+s: Save

Ctrl+w: Save and close

Ctrl+e: Center

Ctrl+f: Find

Ctrl+g: Goto

Ctrl+h: Find and Replace

The list goes on...

Ctrl+Home: Top of document

Ctrl+End: Bottom of Document

Shft+Home: Selects everything from cursor to beginning of the line

Shft+End: Selects everything from cursor to end of the line

Shft+Arrows or pgup/down to highlight sections

Paste Special: to paste without previous formatting, so it auto accepts the formatting in the location being pasted

Reviewing: (View: Toolbars Menu) Allows a overlay of comments and corrections onto the document, without removing the initial inforamtion

Word Count: (Tools Menu) Great for counting the number of words in an abstract

ToolBar Buttons: (pulldown carrots on toolbar)

- Undo: Removes both mistakes and unwanted formatting(must use right after formatting occurs)
- Superscript/Subscript
- Hanging Indent
- Comment
- Et cetera

Hints

- **Be consistent** in the use of style: this helps the use of the TOC function, captions etc.
- **Be paranoid:** Assume computers will crash at the worst possible moment
 - Save documents often
 - Save important documents in multiple locations and formats
 - Yahoo accounts...
- **Save drafts** under new names so that as drafts proceed, the previous copy is not lost
 - Thesis1.wpd (5 April 2005)
- **Use the Properties button** to make notes about the draft, etc.
- **Turn AutoFormats** on/off (Tools: AutoCorrect Menu) Lots of options (including autotext replace, most often great for spelling mistakes...)