

# Master's Thesis Template

## Microsoft® Word 2003

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*A Workshop for San Diego State University Students*

**BATS**  
Baseline Access,  
Training & Support



## **Where to Find Help When You Need It**

### ***Student Computer Help Web Site***

The computer help web site for students provides information about the type of help you can get and locations where help is available. To find this information, look to: <http://rohan.sdsu.edu/~students>

### ***Help from the BATS Web Page***

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://rohan.sdsu.edu/~bats/>

### ***Help in the Love Library Student Computing Lab***

The Student Computing Lab's purpose is to facilitate students in completing assigned class work, as well as provide assistance to students having computer problems relating to the Internet, Netscape, SPSS, File Transfers, PC Operating Systems, Microsoft Office Software and Business Databases.

**Location:** 2nd floor of the Love Library building in LL-200

**Hours:** 10:00am – midnight Sunday

7:00am – midnight Monday - Thursday

7:00am – 6:00pm Friday

10:00 am – 6:00pm Saturday

### ***Help from the Student Computing Help Desk***

**Phone:** 594-3189

**Location:** Love Library 220

**Hours:** 8:00am – 4:30pm Monday

8:00am – 4:30pm Tuesday

8:00am – 7:30pm Wednesday

8:00am – 7:30pm Thursday

8:00am – 4:30pm Friday

**E-mail:** [problems@rohan.sdsu.edu](mailto:problems@rohan.sdsu.edu)

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## FIGURES & TABLES: ALIGNING TEXT WITH GRAPHICS

You can use your ruler to set temporary left and right margins. For example, *usually* table titles and figure captions in your thesis should be aligned with the left and right margins of the graphic itself (rather than the left & right margins of the page); see the *Dissertation & Thesis Manual* for exceptions.

If you don't have a horizontal ruler showing at the top of your document, bring up the ruler by clicking on View on your Menu Bar and selecting Ruler.

To align the text to the graphic, click on the table title or figure caption that needs alignment.

Move your pointer to the ruler. Click on the rectangular portion of the left margin marker  and you will see a dotted vertical line through your page. Drag the margin marker to the left edge of the graphic (where the dotted line meets the graphic). For "fine tuning," hold down the ALT key while you drag. Release the mouse click. Note that figure captions must be aligned with the *visible* (when printed) edge of the graphic, not the non-printing border displayed on screen when the graphic is selected.

Then click on the right margin marker  and drag it to the right side of the graphic.

**SEE ALSO: Spacing Issues**

## MASTER DOCUMENT

A Word Master Document is a single file that contains links to other, component documents called subdocuments. It is a great way to manage extremely long documents. The template you use for a master document controls the styles used in its subdocuments.

Therefore, when your thesis is already written or partially written, and includes formatted text, you **MUST** use the Master Document feature to bring your thesis into the Thesis Template. Any styles in your thesis that have the same name as styles in the Thesis Template will be reformatted according to the styles in the Thesis Template. This is what you **WANT!**


## INSERTING A SUB- DOCUMENT INTO A MASTER DOCUMENT

Before you start, make sure your thesis document (or documents if each chapter is in a separate file) is **closed**. This will not work if the intended subdocument is open.

From the Menu Bar, select View, then Outline. You'll notice that the way

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your document looks has now drastically changed (that's normal; don't worry). You will also see a new Outline Toolbar appear. (MacIntosh users: you will only get 1 button which, when you click on it, you can expand.)

Click on the Insert Subdocument button.  A window similar to the Open window appears, as shown in Figure 1.

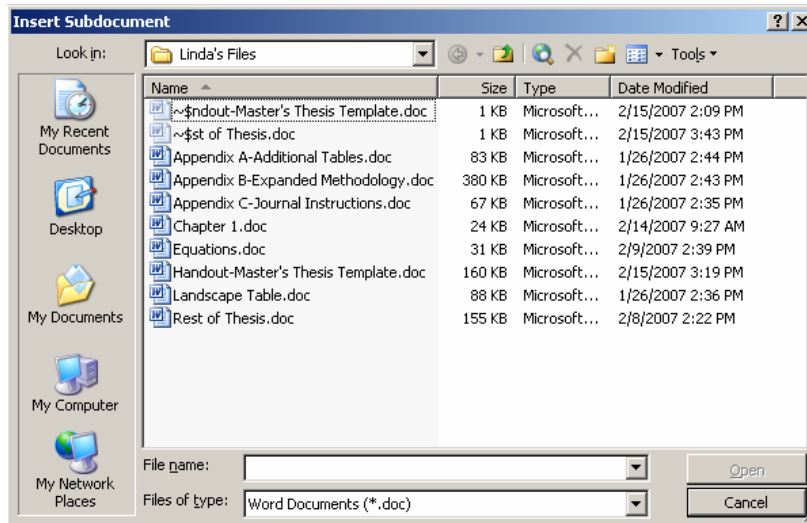


Figure 1

Select the document you want to insert and click Open.

You may get a message that tells you that similar styles exist in both documents and that the Master Document styles will be used. Your only option is to click OK. **Click Ok.**

You may also get a query that asks you whether you want to **RENAME** a style in the subdocument, as shown in Figure 2.

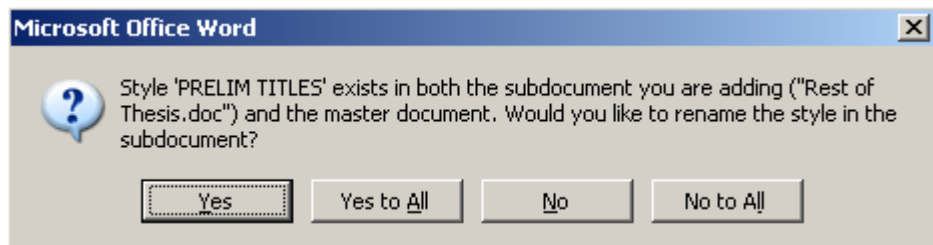


Figure 2

When you get this query, click **NO TO ALL**. If you have used the default NORMAL style for your text or some of Word's heading styles for your headings, you **want** those styles to automatically take on the formatting of the Template styles.

The entire document is inserted and looks like the Chapter 2 section in Figure 3.

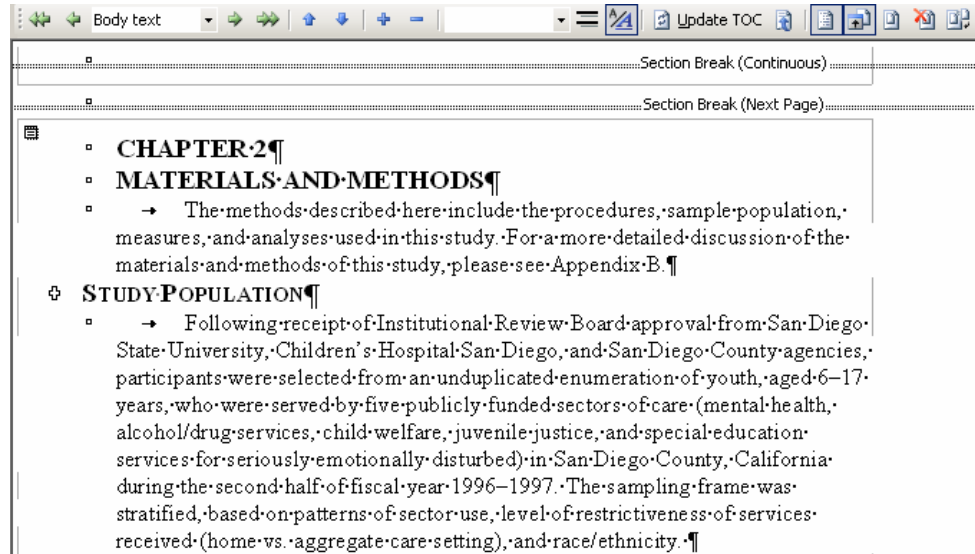


Figure 3

Once you have inserted your thesis into the Template/Master Document, it is usually no longer necessary to use the document management tools available from the Master Document feature. Since it is likely that you will be emailing your manuscript to your faculty committee, it will be easier if your thesis is maintained in one document rather than a Master Document with separate subdocuments.

If you are interested in learning more about Master Documents (which is not necessary for your thesis), use the HELP function and look for “About Master Documents.”

## REMOVE SUBDOCUMENT

To **permanently embed** your thesis into the Thesis Template/Master Document, you will use the (poorly named) Remove Subdocument button. Poorly named because this action only removes the *links* to the subdocuments.

[Explanation: When subdocuments are “collapsed,” all the text disappears and is replaced with hyperlinks as shown in Figure 4. That is because subdocuments still “live” outside of the Master Document and only take on the formatting of the Master Document when opened and “expanded” from within the Master Document.]

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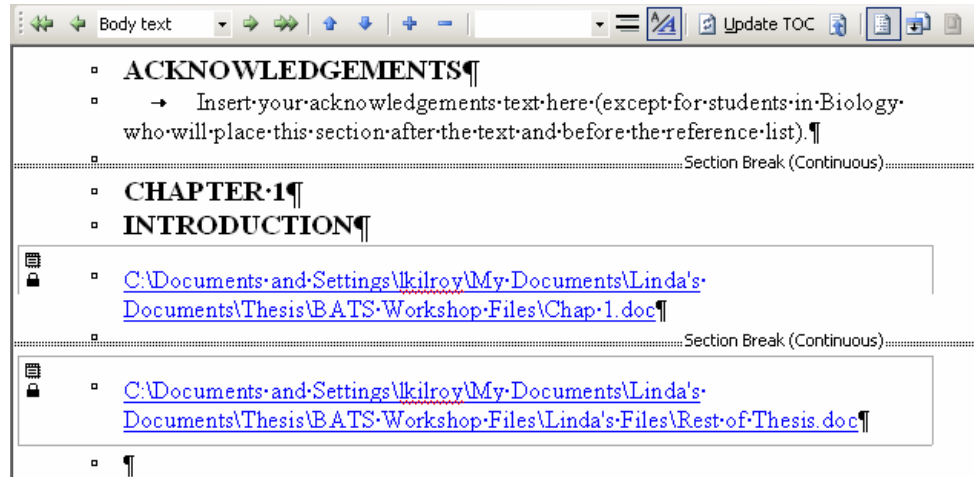



Figure 4

While your subdocument is expanded inside the Master Document (as shown in Figure 3), click within the subdocument area. It will be bordered by a dashed grey box.

On the Outline toolbar, click on the Remove Subdocument button.  The grey border will disappear and the subdocument becomes a permanent part of the Master Document. If you have more than one file to insert into the template, repeat the “Insert Subdocument/click inside the subdocument area/Remove Subdocument” sequence for each file you insert into the template.

Save your new thesis document, now embedded within the Thesis Template, with a new name before you continue to work on your thesis. At this point, you will go back to the beginning of your thesis and format it using the template's styles and preformatted pages. You should be referring to the ReadMe file, and following the guidelines in the *SDSU Dissertation & Thesis Manual* for the formatting of material that could not be built into the template.

## MISCELLANEOUS FORMATTING TOOLS & SHORTCUTS

A few tools and shortcuts to make your life easier.

## CUSTOMIZING YOUR TOOLBAR

If the ¶ symbol doesn't appear on your toolbar, you will want to add it. There will be situations when you will need to see formatting (e.g., paragraph markers, tabs, spaces, page or section breaks) while working on your thesis.

**Adding an Icon to a Toolbar** From the Standard Menu Bar, click on Tools, then Customize. In the Customize window, click on the Commands tab. On the left side of the Commands area, click on View. On the right side, scroll down until you find the ¶ symbol, click on it and drag it up to the toolbar. When you can see the long I-bar appear, you may release the mouse button which will place the icon at that position.


Note that when the Commands area is active, you can put anything that is available on a pull-down menu onto your toolbars. You can also remove any icons that you never use to for a cleaner, easier-to-use toolbar.

**Removing an Icon from a Toolbar** To remove an icon from the toolbar, have the Customize window open at the Command menu. Click on the icon (on the toolbar) you want to remove, drag it down into the document and release the mouse button. You can always put it back by following the directions for Adding an Icon.

**Toolbar Options** On the Options tab of the Customize window, you might want to change the default toolbar properties and check the boxes to:

- Show Standard & formatting toolbars on 2 rows
- Always show full menus

### FORMAT PAINTER

The Format Painter (button on the Standard Toolbar that looks like a paint brush ) is used to transfer formatting from one set of characters to another set, or from an entire paragraph to another.

- Format a character, a set of characters, or an entire paragraph with the desired settings.
- Select the correctly formatted character, set of characters, or paragraph (including the paragraph marker). If selecting an entire paragraph, you may also simply click inside the paragraph.
- Click the Format Painter button on the toolbar. The pointer changes to resemble a paintbrush.
- Click and drag across the characters you want to “paint” with the selected formatting, or select the entire paragraph, including the paragraph marker. If you are applying formatting to an entire paragraph, you can simply click inside the paragraph.

**Tip:** Double-click to lock down the Format Painter button, which is normally good for only one use. Then you can “paint” multiple places in your document (e.g., to reformat equation lines occurring throughout your thesis. Just click on the Format Painter button again to turn it off.

**Equations** Go to your first equation. Set a center tab at the position indicated in Figure 5. Set a right-aligned tab near the right margin marker then click

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and drag it to place it on top of the right margin marker. Make sure the equation line is set for left justification (see Figure 5). Tab once before the equation and once after.

If you've typed your equations already, remove any spaces you have inserted before or after your equations. Then tab once before the equation and once after. Fix your first equation as instructed above then use the Format Painter to apply the correct formatting to all your equation lines.

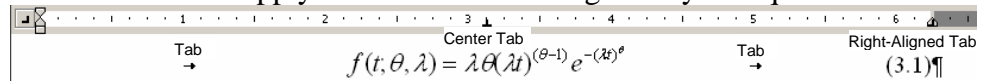


Figure 5

## SHORTCUT KEYS

There are two shortcut keys that you will find helpful when formatting your thesis to comply with formatting guidelines.

**Non-Breaking Space** **CTRL+SHIFT+SPACE** Use this to avoid bad end-of-line breaks as described in Section 4.9.2 of the *Dissertation & Thesis Manual (DTM)*. For example, use this between:

- the word “Table” and the table number [e.g. “Table 6”]
- a list number in text and the next word [e.g., “(1) Text”]
- 

**Line Break** **SHIFT+ENTER** Use this when you want to break a line but not start a new paragraph. For example, if you don't like where a Heading style splits a heading when wrapping to multiple lines, you can change that break point.

## OUTLINE VIEW

Outline view allows you to see an outline of your document while you're working on it. It also is the only way to access the Master Document feature of Word. From the Menu Bar, select View, then Outline.

For more on working with a Master Document, see p.1.

## PASTE SPECIAL

Microsoft Word provides you with two options for pasting text and data into your document once you have copied it: **Paste** (which is the default when using either the paste button or the CTRL-V shortcut key) and **Paste Special**.

When you copy text from a Word document, you also copy the styles associated with the document's template and any specialized formatting that belongs to that document. If you want to disregard the existing formatting, you need to use the **Paste Special** feature.

To activate this function, click on Edit on the Menu Bar and select Paste Special. The window shown in Figure 5 opens. You can see that there are

several different formats to choose from when using Paste Special.

To paste text into the Thesis Template while stripping it of all formatting, select **Unformatted Text**. The inserted text picks up the paragraph style as defined at the insertion point. (In a basic Word document, the default paragraph style is **Normal**.)

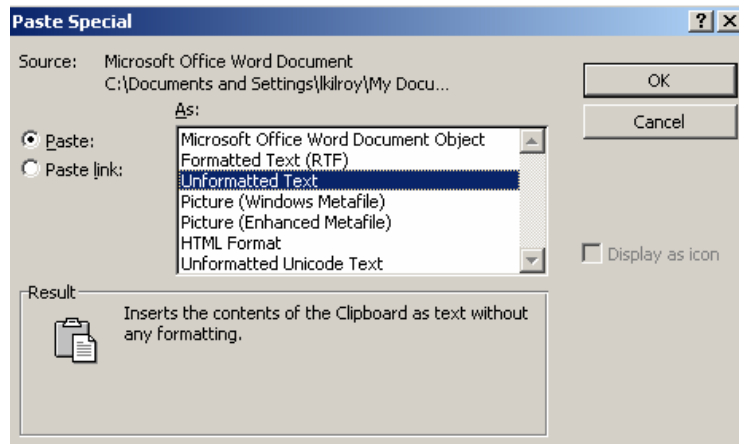


Figure 5

Use this method only when inserting simple text into the template. If your text includes footnotes, tables, lists, bolded or italicized text, etc., DO NOT use this method to transfer text to the Thesis Template. Use the **Master Document** feature instead (see p.1).

## SPACING ISSUES

### PARAGRAPH SPACING

For typical paragraph/line spacing, one can apply single, 1½, double spacing, etc. Word also allows for fine tuning the spacing within and around a paragraph.

### LINE SPACING

Select (or just click inside) the paragraph you want to adjust.

From the Standard Toolbar menu, select Format, then Paragraph. The paragraph menu will appear. If not already showing, select the Indents and Spacing tab as shown in Figure 6.

In the Spacing section, Line Spacing in this figure is set at single. This setting can be changed by clicking on the down arrow and selecting a different setting, including one that says “exactly.” When “exactly” is chosen, you can type in the exact point size you desire in the “At” field.

Remember a single-spaced line equals approximately 12 points, but this is *not* an exact science. Unless you have an unusual formatting situation, you probably will not need to use this feature for your thesis

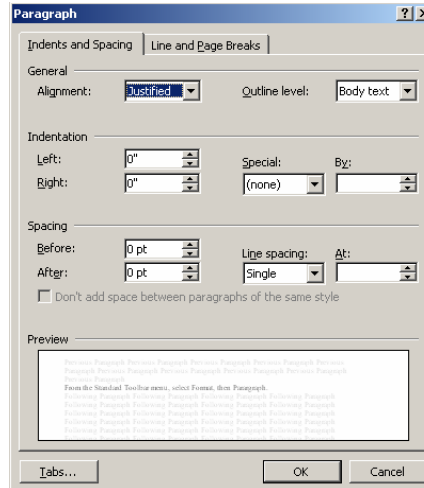


Figure 6

## SPACING BEFORE AND AFTER

Also in the Spacing section (shown in Figure 5) are the Before and After fields, both of which are set to 0 pts in the figure. With this feature, you can add extra space before or after a paragraph without pressing the Enter key. This space can be adjusted by as little as 1 point. You *will* be using this feature in your thesis to add space around figures, tables, equations, etc. (Note that most of the template styles are also programmed with this feature.)

Select (or click inside) the paragraph around which you want to change spacing.

Under Spacing, enter the points of spacing you want in the Before or After box. You can click the up/down arrows which adjusts in increments of 6 pts, or you can type in the number of points you desire.

### Spacing After a Table

For your thesis, you need to adjust the spacing **after** a table. Click in the paragraph below the table and add points “before.” Note that Word does not “see” the border at the bottom of the table, only the last line of text. So depending on the distance between the last line of text in your table and the first line of text in the following paragraph, you may be adding Space Before in different increments for each of your tables. This is normal. Just make sure the spacing under the table looks approximately the same as the spacing above (i.e., between text and the table title. Spacing before the table title is already built into the *Table Title* style you will be applying to your table titles.)

### Spacing Around a Figure

For your thesis, you need to adjust the spacing **before** a figure. Place your cursor in the paragraph preceding the figure and add 12 points “after.” Before you do that, be sure to crop out any white space above and below your figures. (See Figure 7 below and the information under Images in the Document Formatting Workshop handout.)

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The additional spacing required after the figure caption is already built into the *Caption* style you will be applying to your captions. However, make sure the caption itself is close to the bottom of the figure. You may need to change the line spacing of the “paragraph” the graphic is in to single space vs 1.5 or double space. Or, you may need to crop out white space at the bottom of the figure. An easy way to do this is to use the Crop tool from the Picture Toolbar:

Right click on the graphic and select “Show Picture Toolbar.” Select the Crop tool, place it on the middle square at the bottom of the graphic, and drag it up to the appropriate position. See Fig. 7.

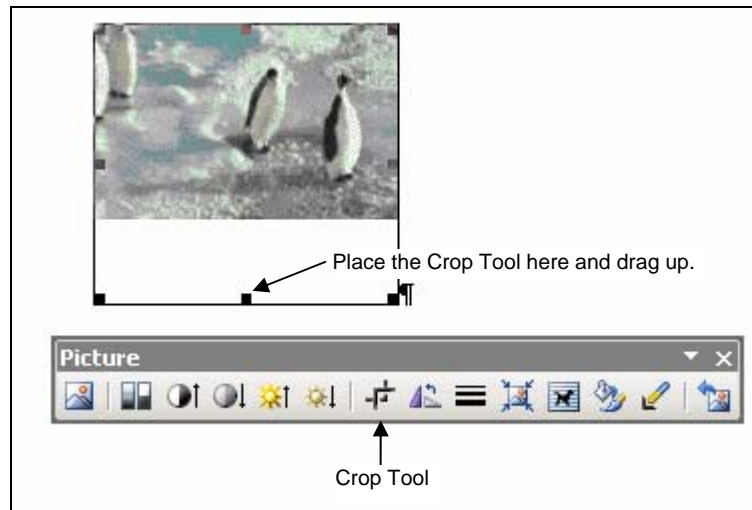


Figure 7

## STYLES

Refer to the handout for the Microsoft Word Document Formatting workshop.

## TEMPLATE INSTRUCTIONS

For step-by-step, page-by-page instructions on how to use the template, see the template's ReadMe file which can be downloaded from the Dissertation & Thesis Review website ([www.sdsu.edu/thesis](http://www.sdsu.edu/thesis)).

Everything taught in this workshop that is not included in this handout, is covered in the ReadMe File, including instruction on how to insert **Landscape pages** (from the separate landscape page template) and how to duplicate and insert **Appendix cover sheets**. The ReadMe File also contains troubleshooting tips for each item, as necessary.

Complete formatting guidelines are contained in the *SDSU Dissertation & Thesis Manual*. You will need to use the manual, the ReadMe file, and your departmental style guide to correctly format your thesis or dissertation.