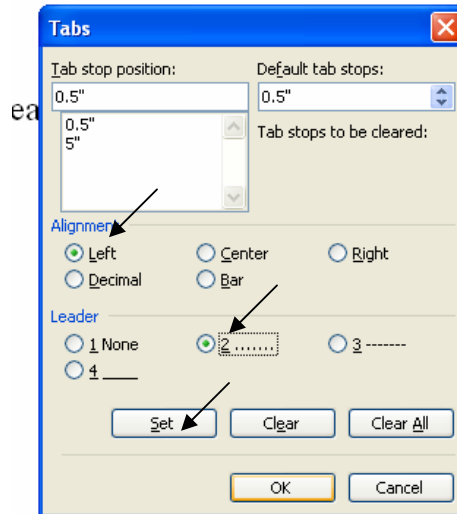


Tips and Tricks for Formatting Thesis and Dissertation Documents

Question: How do I get those dots in my Table of Contents to line up right?

Answer:

- Format
- Tabs
- Alignment = Left
- Leader = "2....."
- 'Set'
- "OK"



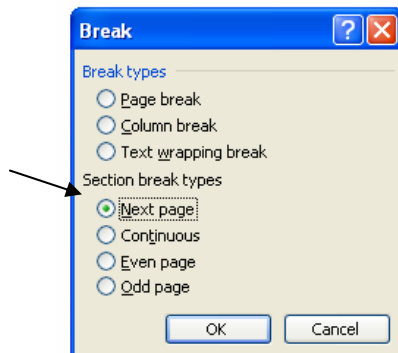
Then when you put in your heading in the TOC, hit "tab" and it will place your dots, and you then put your number...

Beginning.....1
Beginning 2.....2
Beginning 3.....3

Question: How do I suppress the chapter subdivision page numbers?

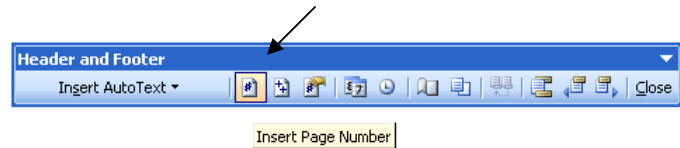
Answer:

1. First, you must insert a section break just before your chapter subdivision
 - Insert - Break
 - Section break types – "Next page"
 - "OK"



2. After inserting your section break:

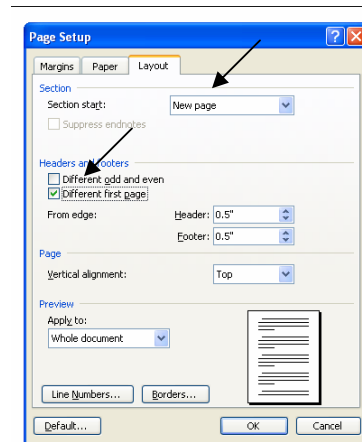
- View Header and Footer
- Insert Page Number (while your cursor is in the header... 😊)



Your page numbers will appear in the header...be sure they are right aligned.

3. Then:

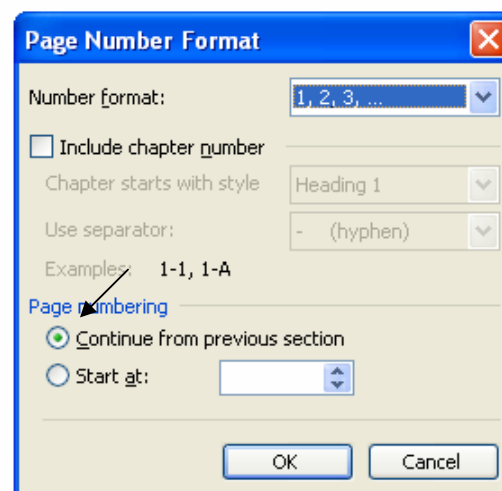
- Page Setup button
- Layout tab
- Check "Different first page"
- "OK"



NOTE: You will have to "View Header and Footer" for each section, and make sure that "Different first page" is selected in each section.

Now, on each page on which you have a section break (your chapter subdivisions), the page number should NOT appear. If you view your header and footer where you have inserted sections, you will notice that it is noted as the first page of a section...hence the 'different first page'.

4. You will also want to go into "Page Number Format" and under "Page numbering" select "Continue from previous section". This is for all sections EXCEPT the first section with that particular number format. The first section with a particular number format will "Start at:" 1.



Tips and Tricks for Formatting Thesis and Dissertation Documents

How do I place a “portrait page number” on a Landscape oriented page?

Answer: The best thing to do is link to Microsoft Support at <http://support.microsoft.com/kb/211930> and follow the instructions there. ☺
If this link becomes outdated, open Microsoft Word Help and type in “How do I add a Portrait Page number to a Landscape Page?”

Question: Do I print the names of my advisor and committee members on the approval page?

Answer: No. Your approval/signature page should say “Thesis/Dissertation/Research Advisor” (whichever is appropriate) and “Member”...Do not print out the names of your committee.