

# Long Documents III: Troubleshooting

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## Page Numbering and Sections

The best way is with Insert > Page Number > Format... Page numbering schemes (as well as margins, headers/footers, and other page level formatting) belongs to the **SECTION**, not the whole document. Most documents have only one section, so you would never notice this. A **SECTION BREAK** (Insert > Break > Section break) allows you to re-insert page numbering for that section and choose a new scheme. You also have the option of leaving the first page of each section (e.g., each chapter) unnumbered. A Next Page section break is usual for a new chapter, while a Continuous section break is good for briefly changing margins or columns.

**HEADERS** and **FOOTERS** have their own margins, smaller than the main text. They aren't just for page numbers; try "Printed on [inserted date]" with your drafts. Watch out for a "Same as Previous" message near the header/footer, or you'll change other sections too; the "Link to Previous" button toggles this. If you want to change just one section, make sure "Same as Previous" is off for both header and footer, both for that section and the section following.

If you change margins, choose whether the whole document changes or just that section (or all following sections); you can even switch to **LANDSCAPE** for a page, perhaps to accommodate a large table. But if you do this, the page number will be in the wrong place (the upper right corner, rotated) when you collate your printout.

## Tables of Contents

Use Insert > References > Index and Tables (or, in Word 2007, References > Table of Contents). Word uses your basic Heading styles as ToC entries, but you can choose other styles to include, and choose how many levels of heading are used. The default is usually to Show and Right Align the page number, using a dotted leader tab; there are several templates available. The different levels in the ToC all have their own paragraph styles, and it's best to format these styles rather than the text directly. You have to click on the page number itself to get access to the ToC style, as Word annoyingly makes most of the ToC text into a hyperlink.

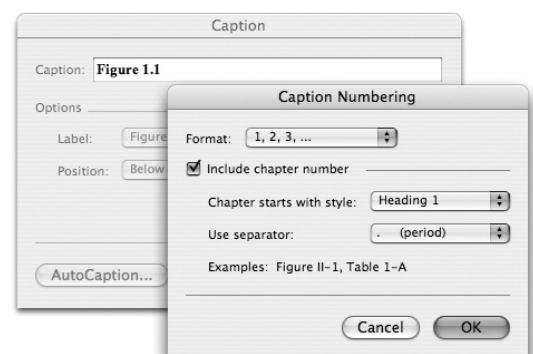
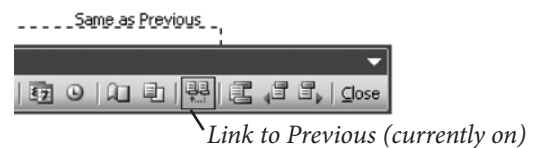
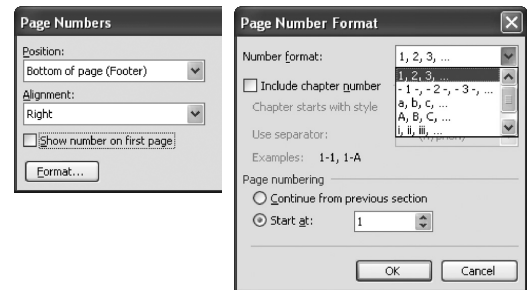
## Figures, Tables, and Captions

When you insert a figure (or a table or equation), double-clicking brings up the tab for wrapping text around it. Usually you don't need to do this in a thesis—the text can jump straight over it.

You can select the figure and Insert > Caption. The Label (e.g. "Figure") and the Number are inserted for you by Word, and you can add optional text after them. (The caption will be an ordinary paragraph if your graphic is, or a text box if the figure has text wrap. Decide before you insert the caption.) Numbers change as you move the caption around, and if you choose AutoCaption figures will be numbered when you insert them.

You can get really fancy and make part of the caption number refer to the chapter number, but you have to use Heading 1 for the chapter name, and apply a multilevel list format (in short, it's a headache).

The important part about captions is that you can insert a Table of Figures or Table of Tables, and Word will use your caption text and automatically add page numbers. Keep the caption text concise: if you need explanatory text after it, use a new paragraph and style.



## Cross-references

Inserting a cross-reference adds a field that can contain any number of things: the name or page number of the figure/equation/table that you created a caption for (this is another reason why we use captions), or the caption text, or just the words “above” or “below”, so these remain accurate if you move the figure, or a combination of those things. So you can create a cross reference that says “(see **Table 1: All known *Aepyornis* egg dimensions, below**)” or “(see **Figure 5, p. 244**)”.

If you do move figures around, you may need to right-click on the field to update it, or use F9 (maybe Select All so every field gets updated).

## Master Documents

Do you need to split your Work document up? Possibly, if it contains so many huge graphics that its file size goes over 50 MB, or it becomes very slow to open and scroll through. Possibly also you’ll be sharing different chapters with different people simultaneously. But if you don’t, keep it as one document (and make lots of backups of different ages. Master documents in earlier versions of Word were very buggy, and they still might have problems.

I would create a skeleton document to act as your master document. You can create placeholders for the title page, table of contents, tables of figures and captions, abstract, and references. Then you’ll insert the actual chapters into this master document as subdocuments, which you can expand or collapse as convenient.

Go to the Master Documents toolbar from Outline view. You can Insert one of your chapters as a subdocument; Collapsing the view shows you just the link to your chapter. It’s a good idea to organise all your files neatly, then create the master document, then create the links, and then not move everything around. Don’t use any of the other buttons: Master documents are very prone to corruption, and you could lose or scramble your text if you don’t do anything other than what I’ve described.

The styles in master documents take priority over the styles in your individual chapters, but it’s better to get your styles all sorted out first before you create the master. And edit your chapters directly, not from within the master. To avoid corruption problems, assemble the master late in the process, generating the table of contents last of all.

For more on masters, see <http://word.mvps.org/faqs/general/WhyMasterDocsCorrupt.htm>

