

Thesis Essentials

Exercises



IT

Thesis Essentials – Exercises

First navigate to **T:\IT Training** and copy the **Thesis Essentials** folder to your **Documents** folder.

1 Preparation

At this stage you need to configure a document, complete with suitable styles, and save this as a **template** to use for your chapters. When editing styles, it is helpful to use a document containing sample material.

1.1 Configuring the document setup

- 1 Open the **sample document**, which contains examples of text with several styles applied.
- 2 Use the **Page Setup** dialogue to configure the document using these suggested values: [p3]
 - Paper size: A4
 - Top and bottom margins: 2.3cm
 - Left margin: 4cm
 - Right margin: 2cm

University regulations specify the left (or binding) margin should be no less than 4cm, and other margins no less than 1.5cm

- 3 Choose to edit the **footer**, and insert a simple **page number** (use the ‘current position’ option). [p4]
- 4 Using either the **Header & Footer Design** tab or the **Page Setup** dialogue, adjust the position of the **footer** to 1.2cm from the bottom of the page – this positions the number further from the text.
- 5 Re-save the document, because you’ve made significant changes.

1.2 Modifying styles

The presentation of the document text does not match the expectations for a Thesis, so we now need to change the style definitions. Because we are using styles, the changes we make will affect the whole document.

The style changes suggested here are not prescriptive, as Thesis guidelines provide flexibility. For example, line-spacing must be at least 1.5, but ‘may be double’. You could decide on 1.5, double line-spacing or opt for something in between like 1.7. Likewise, the main text ‘shall be not less than 2mm for capitals and 1.5mm for x-height (height of lower-case x)’, which is about 11pt, but depends on the font (which is not specified).

- 6 First, modify the **Normal** style, which is used for the majority of the content – refer to the table below, but feel free to choose alternative settings based on Thesis guidelines. [p5-9]
- 7 Modify the **Heading** styles – again, refer to the table but choose alternative settings if you wish.
- 8 Likewise, re-configure the **Quote**, **Caption** and **Footer** styles. It can be helpful to allow very little space above captions, to keep them nearer the illustration, but add extra space underneath to separate them from the text.

| | |
|------------------|--|
| Normal | Font: Times New Roman, Size 11pt Paragraph: 1.7 line spacing, Spacing Before 6pt and After 12pt |
| Heading 1 | Font: Times New Roman, Size 16pt, Bold, Colour - Black Paragraph: Single line-spacing, Spacing Before 0pt, After 12pt |
| Heading 2 | Font: Times New Roman, Size 14pt, Bold, Colour - Black Paragraph: Single line-spacing, Spacing Before 18pt, After 6pt |
| Heading 3 | Font: Times New Roman, Size 12pt, Bold, Colour - Black Paragraph: Single line-spacing, Spacing Before 12pt, After 6pt |
| Heading 4 | Font: Times New Roman, Size 11pt, Bold, Italic, Colour – Black Paragraph: Single line-spacing, Spacing Before 12pt, After 6pt |
| Quote | Font: (inherited from Normal style) + Italic Paragraph: Alignment – Left, Indentation Left and Right 1.0cm, 1.2 line spacing, Spacing Before and After 12pt |
| Caption | Font: Arial, Size 10pt, Bold, Colour - Black Paragraph: 1.3 line spacing, Spacing before 0pt And After 18pt |
| Footer | Font: (inherited from Normal style), Colour - Black Paragraph: Alignment - centred |

9 Re-save the document.

1.3 Creating a template

Having done all this work on the document, we now want to use the same page setup and styles in each new chapter. To do this, we create a **template** – a starting point for new documents.

- 10 Inside **Thesis Essentials**, create a new folder for your thesis files, calling it **Example Thesis**.
- 11 View the **sample document** and have a last check you have configured the features you need. Select all the content (**Ctrl + A**) and delete it (yes, really). Although the content has gone, the page setup and styles remain as you have defined them.
- 12 Now choose **File > Save As...** to save the document as a **Word Template**. Save it inside the folder you created earlier, **Example Thesis**, and name it **Sample Template**. [p10-11]
This template is the starting point for all the sections, chapters etc that will make up your thesis.
- 13 New documents will be created from the template file, so **close** the template document to prevent accidentally editing its content.

1.4 Making new documents from the template

- 14 Create a new document based on **Sample Template** and save it as **Chapter 1** in your **Example Thesis** folder. [p11]

At this point, you would now start entering the content of this chapter and applying styles as you type. For the purpose of this exercise, we'll insert some pre-prepared text and then apply styles.

- 15 Choose **Insert > Text > Object (drop down arrow) > Text from File**. Navigate to the **Thesis Essentials** folder, select **Hot Chocolate text** and **Insert**.

Note: The contents of this chapter are not yet structured or formatted - we'll do that in the next section using styles.

Don't use 'copy and paste' to do this bit!

1.5 Applying styles

- 16 To help you see the result of applying styles, enable the Navigation Pane (**View > Show > Navigation Pane**)

- 17 Apply styles as indicated in the Hot Chocolate text formatting to the content. [p6]

- The chapter heading (Hot Chocolate) – **Heading 1** - indicated by (h1)
- Headings at level 2 and 3, indicated by (h2) or (h3)
- Two **Quotes** (Mesoamerica section and Benefits section – indicated by [quote])

As you apply the styles note how the document structure is built in the navigation pane.

- 18 Re-save the changes to **Chapter1**.

1.6 Checking with another chapter

Take a quick look at 'All about tea' – the appearance is different, but it has used styles, so will easily adopt an alternative appearance.

- 19 Start a new document from **Sample Template** and save as Chapter2 in the **Example Thesis** folder.

- 20 Insert the content of 'All about tea' using the 'Insert text...' method as above, (#15). All being well the content should adopt the template appearance.

- 21 Close **Chapter1** and **Chapter2**

2 Additional content

Much of the content will be text in the 'normal' style, structured using heading styles, but you may also need to include other content such as illustrations, diagrams, tables and footnotes.

2.1 Illustrations

- 22 In **Chapter 1**, insert the following **images** from the **Thesis Essentials** folder:
- 23 After the first paragraph in the Mesoamerica section insert **Kakaw_(Mayan_word).png** and rescale to a height of 4cm. [p16]
- 24 Add the **Figure Caption** – “The word ‘kakaw’ written in the Maya script” [p18]
- 25 After the second paragraph of the Mesoamerica section add a **Drawing Canvas** and insert the image **Mayan_Lidded_Vessel.jpg** [p17]
- 26 Scale the image to 4cm high and add two labels – ‘Cacao pods embellish the vessel’ and ‘The lid is a cacao tree with a bird’. Resize the drawing canvas as required. [p16]
- 27 Add the **caption** – “Mayan lidded vessel (Walters Art Museum)”
- 28 Save and close the document.

2.2 Cross-referencing and footnotes

- 29 In **Chapter 1**, at the end of the first paragraph in the Mesoamerica section, type: An example of a glyph is given in. Insert a **cross reference** to the Kakaw **figure** to include the label and number only. [p19]
- 30 In the last paragraph of the Introduction, after ‘stomach diseases’ enter a **cross-reference** to the **Benefits** section, in the form (see Benefits, p4).
- 31 Insert a **footnote** at the end of the first paragraph in the Mesoamerica section to include the text: Illustration from Kettunen, Harri; Helmke, Christophe (2008). Introduction to Maya Hieroglyphs, p73. [p20]
- 32 Save and close the document.

3 Creating the final document

To ensure things behave as they should, for this exercise use files from the **ThesisAssembly** folder inside the **Thesis Essentials** folder you copied to your user area.

3.1 'Insert File' method

- 33 View the contents of **ThesisAssembly**, and create a new document based on the template **Thesis.dotx**. Save this as **Final Thesis** in the **Thesis consolidation** folder (**NOT** in **My Thesis**).
- 34 On the first page, type a title, **Hot Beverages** and apply the **Title** style. Below the title enter your name and apply the **Subtitle** style. You may want to reconfigure these styles.
- 35 Start a new page by inserting a **page break**. At this point, you would add other front material and create pages for tables of contents, figures and tables. Type **Front matter** and insert another page break.
- 36 On the new page, use **Insert Text from File** to insert **Chapter 1.docx** from the **ThesisAssembly** folder (don't use 'copy and paste' for this – you'll mess up your styles!). [p23]
- 37 Repeat step 36 to insert **Chapter 2.docx** and then **Chapter 3.docx**.
Note: To include different headers in each chapter, use section breaks rather than page breaks
- 38 Update the **cross-referencing** and **caption numbering**. [p27]
- 39 Save and close the document.

3.2 Master Document Method

- 40 Create another new document from **Thesis.dotx** and save as **Thesis Master** in the **ThesisAssembly** folder.
- 41 Repeat above steps 28 & 29 of the '**Insert File**' method above for the title and front matter.
- 42 Switch to **Outline View** and insert the three chapters. If any messages pop up, choose **OK** or **No to All**. [p24-26]
- 43 Close **Outline View** to examine the combined document.
- 44 Save and close the document.

3.3 Tables of contents

Use either version of the completed Thesis for this (the Master document must be expanded):

- 45 Open the **Final Thesis** document.
- 46 Insert a **Table of contents** on a new page after the title page; include two heading levels. [p30]
- 47 Modify the **TOC** styles so that chapter headings appear in bold.
- 48 Insert a **table of figures** on a new page following the table of contents followed by a **table of tables**. [p31]
- 49 Save and close.