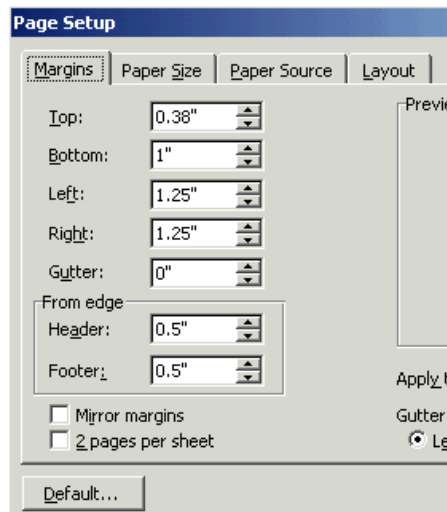

Top 5 things to know in Microsoft Word

1. Page Setup

Use this to set your margins; select File>Page Setup
Left, right, top, bottom = 1.0"

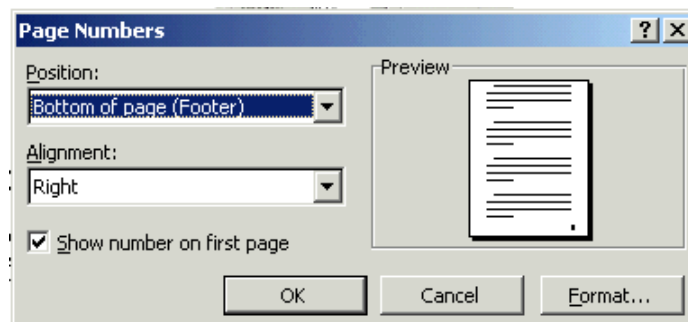


2. Page Numbers

Use the automatic formatting feature instead of manually typing in; select "Insert"> "Page Numbers"> select the Position, Alignment and Format type.

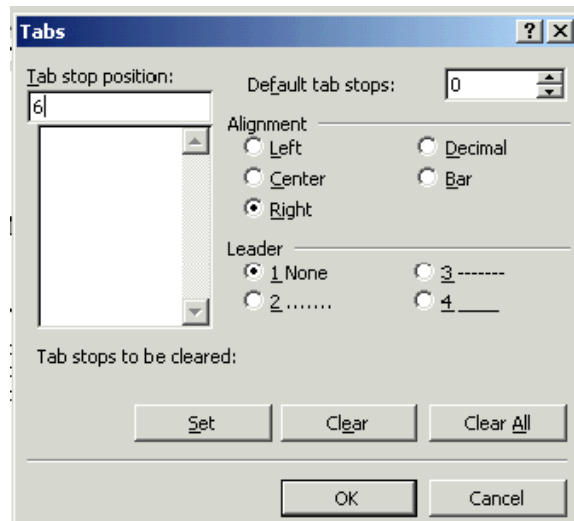
Title Page should not be numbered (you can de-select the default setting "Show number on first page").

The Front Matter (Copyright thru Abstract) will be numbered with small Roman numerals. The Body and Back Matter will be Arabic numerals. It is possible to have 2 different Format types of page numbers in one Word file. See Section Breaks below.



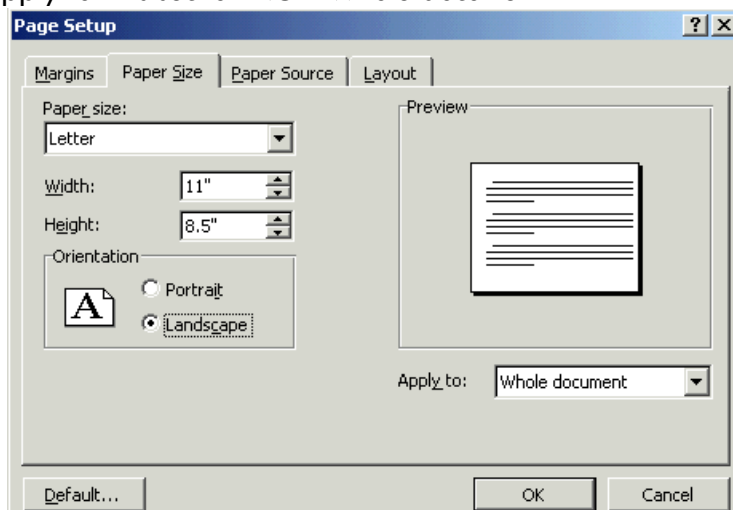
3. Table of Contents

Proper formatting of this section requires a particular use of the Tab function in Word; select "Format"> "Paragraph"> "Tabs"> Set "Default Tab" to 0> Set "Tab Stop position" to 6>Choose "Alignment"> "Right"> "Type" > "2 ..."



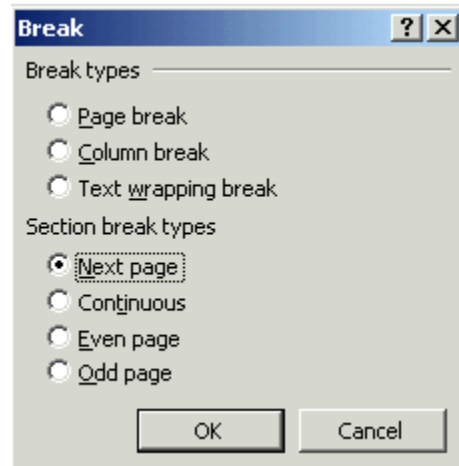
4. Page Orientation

May be vital for incorporating a large table. First: Insert Section Break (see below) Then: File>Page Setup> Paper Size tab> Page Orientation> Landscape
IMPORTANT: Apply to: this section NOT: Whole document



5. Section Breaks

Useful for separating Front Matter (small Roman numerals) and Body and Back Matter (Arabic numerals) and for separating Landscaped pages from Portrait pages (Select “Insert”> “Break”>”Section break type”> “Next page” with the cursor on the appropriate page)



Potential Pitfalls and Potential Solutions

Versions Be aware that your format may change depending on which computer you are using (this is esp. true for Microsoft Word editions prior to '97). Also, when you are formatting your dissertation to meet Graduate School Guidelines you may be deviating from format requirements stipulated by your committee. Make sure that you use pertinent filenames and/or folder names to keep these multiple versions distinct. Using dates in your filenames can be very helpful in keeping track of which version is the most recent.

Storage Even if you are doing all of your work on a reliable computer it is good practice to backup your data. Some backup solutions also lend themselves to portability, which is an asset for most, if not all, students. Strategies that other students have used include:

Flashdrives—inexpensive (b/w \$ 30-60), small, can be used on any computer with a USB (independent of operating system). An iPod will store data too.

Gmail—(and other free email services) An easy backup (I challenge you to use up the entire 2820 MB!). If you send files to yourself or cc correspondence to your account, you have a virtual trail that is secure and reliable. Can be accessed by any computer via internet.

Approvals Be sure to obtain copies of any approvals given by IRB, co-authors, copyright owners, etc. It is the responsibility of the student to include these permissions in the manuscript.