The Honors College Formatting Workshop

The Honors Capstone: Formatting in Word

TIPS FOR WORKING WITH THE HONORS COLLEGE SENIOR PROJECT TEMPLATE

There are several issues that arise when using the Honors College Senior Project Template. Most common are formatting tabs, margins, and page numbering. Correcting each of these issues has been outlined in detailed steps in other resource documents.

The Honors College Senior Project template provides detailed instructions on font, spacing, and text but given the tedious nature of working in the template, there are other things that are frequently overlooked. Below are some tips to help you avoid these.

After all of your text has been placed into the template, be sure to check the following:

1) **Margins**—not just the actual page margins, but that the document has justified left and right margins as well. The only pages without justified margins are the appendices and reference sections.
   Tip: If a sentence ends on a page, but the words appears overly stretched from the left to the right margin, put the cursor after the period (.) and press enter—this is pull the last line (only) to the left margin.
2) Do not use **bold** in your document. Some use this as a way to highlight a new section or subsection, but it is not needed.
3) Use **black ink only**, unless what is being shown requires color to be understood. Sometimes graphs or pictures need to be in color for the reader to understand.
4) When inserting **tables, pictures, graphs, etc.**, be sure that they are centered (without an indentation) and that they are labeled (e.g. Table 1.1).
   Note: These images **do not** have to stretch from margin-to-margin; they should not be too small to read or so large that it looks like a "space-filler."
5) If there are **subsections** or **multiple sub-subsections**, be sure to indent these according to the specifications in the template.
6) **Save the Table of Contents, List of Illustrations, and List of Tables for LAST**. Ensuring that all of the page numbers are correct in these sections can be tedious. Doing it last will hopefully save you from doing it more than once.
   Tip: Print the Table of Contents, List of Illustrations, and List of Tables pages ONLY, and write the page numbers on them as you go through your document—pay close attention to ensure the titles in the text and in these pages are exactly the same. When you have finished, enter all of the page numbers at one time.
7) **Valuable Tools for Formatting in Word**:
   a. *Rulers* that can be viewed on the top and side. Make sure both are visible as they are extremely helpful in working with margins and indentations.
   b. Using the ***paragraph toggle button*** (¶) allows you to easily see where all the returns, extra spaces, and next-page breaks are.

FORMATTING MARGINS

The first page of each new section has a 2″ top margin and a 1″ bottom margin, and each subsequent page in that section has a 1″ top and a 1″ bottom margin. The left and right margins should be set at 1.25″ throughout. If this is not how your document looks, then you can take the following steps to correct them:

STEP ONE:

Place curser at top of page
Select Page Layout, Margins, Custom Margins
1) 2″ Top
2) 1″ Bottom
3) 1.25″ Left and Right

You will notice that all of the pages in the section now have a 2″ top margin. Step Two will fixes this.

STEP TWO:

Place your curser at the end of the last word on the first page.
Select Page Layout, Breaks, Next Page

If the word on the second page of your document is not the beginning of a new paragraph, put your curser in front of the first word and remove the indention—effectively moving the words to the left margin.

Select Page Layout, Margins, Custom Margins
1) 1″ Top
2) 1″ Bottom
3) 1.25″ Left and Right

Look at the first page to ensure that it still has a 2″ top margin. All of the remaining pages in the section should now have the 1″ top margins.

COMMON PROBLEMS WITH MARGINS AND SPACING WHEN THERE IS A NEXT PAGE BREAK

Often there is too much space at the bottom of a page, the text on the subsequent page does not align to the top margin, or there is a gap between the last word on a page and the right margin. This is because the template has built-in "next-page" breaks that do not always conform to the specific text being used. If you encounter this, the following steps will help correct it:

1) Delete the original "next-page" break
2) Reset the top margin on the 1st page of the new section to 2″
3) Place the cursor at the end of the last word on the 1st page and press <u>shift</u> and <u>enter</u>
4) Insert a new "next-page" break (sometimes the cursor is on page 2, but it should self-correct the issue after you enter the break)
5) Reset the top margin on the 2nd page to 1″ and remove any indentations (if needed)
6) Review all the pages to ensure the top margins and words are correctly aligned.

Note: It is better to have one extra line of blank space at the bottom of a page, than to have a gap at the end of a page between a word and the right margin that is not at the conclusion of a sentence.

FORMATTING "TABS" FOR USE IN THE
TABLE OF CONTENTS, LIST OF ILLUSTRATIONS, AND LIST OF TABLES

STEP ONE:

Look at the ruler at the top of the page in the Table of Contents, List of Illustrations, and/or the List of Tables to see if the following "Tab Stop Positions" have been created.

The template has these already formatted but if you need to create them, you can do so using the following steps:

1) Go to the Paragraph formatting tool in Word and click on Tabs in the bottom left corner;
2) Create a "Tab Stop Position" at 5.5"; under "Alignment" choose Left; under "Leader" choose (2) …; click "Set" and "Ok."
3) Create another "Tab Stop Position" at 6.0"; under "Alignment" choose Right; under "Leader" choose (1) none; click "Set" and "Ok."

If you find that the 5.5 and 6.0 Tab Stop Positions are already there, you can skip this step and start from Step Two.

STEP TWO:

Place your cursor at the beginning of your page number and back-space until your page number is flush with the end of the words. It should look like this:

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STEP THREE—THE MOST **IMPORTANT** STEP:

Look at the ruler at the top of the page and remove any extra "Tab Stop Positions" between the end of the number and the 5.5" left "Tab Stop Position." You can do this by left-clicking the Tab Stop Position on the ruler and dragging it down. You will need to do this line-by-line as each requires different indentations and some have more words.

STEP FOUR:

Put your curser between the end of your word and your number and press "Tab" on your keyboard. This will create the dotted lines. It should look like this:

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Press "Tab" one more time to create the space between the dotted line and your page number. This will make all of your numbers align with the margin automatically. It should look like this:

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FORMATTING PAGE NUMBERS

Page numbers are centered in the footer of the document and both the header and footer should be set to .5″ (see Correcting Headers/Footers below for how to do this).

Page numbering begins with <u>Roman numeral iii</u> in the Acknowledgements section. Roman numerals continue until Chapter One, which starts as page 1.

If the page numbering does not match this, follow these steps to correct them:

1) Double-click on the page number you want to change. This will open the footer section and allow you to highlight the page number.
2) Then, right-click and choose <u>Format Page Numbers</u>
3) Choose the <u>number format</u> from the top drop-down box (1, 2, 3, or iii, iv, v)
4) Under <u>Page Numbering</u>, you can choose to <u>Continue from Previous Section</u> or <u>Start at ____</u>.

EXAMPLE ONE:

If the page number on Chapter One is not page 1, then you would follow steps 1-3 above and in step 4, you would choose to "Start at: ___1___."

This should correct the remaining page numbers; however, if it does not, you can fix the problem one of two ways.

EXAMPLE TWO:

If the second page of Chapter One is not page 2, then you can follow steps 1-3 above and in step 4, choose "Continue from Previous Section." This should correct the problem. If this does not, then take the steps in the next example.

EXAMPLE THREE:

Follow steps 1-3 above and in step 4, choose "Start at: ___2___." Be sure to check the remaining page numbers in the document to ensure that there are no gaps or repeating numbers.

Appendices must also have the continuous page numbers; however, sometimes, the information that needs to be placed in an appendix makes it difficult to do this. If what is placed in the appendix is not actual text (e.g. it is a picture of text), you will need to make sure that you have enough space on the pages at the bottom to include the page numbers in the footer.

CORRECTING HEADERS AND FOOTERS IN WORD 2010

Top and bottom margins may not align even though the page margins are correctly set, and often page numbers appear too close to the text of the document. The most common reason for either of these problems is the settings of the headers and/or footers of the pages. These can be easily corrected by following the guidelines below.

To check the settings of the Header or Footer on a page, you can *double-click in the area* to open the Header/Footer Tools, *or you can*:

1) Put your cursor at the top or bottom of the page;
2) Select Page Insert;
3) Select the drop-down menu of the Header or Footer;
4) Select "Edit Header/Footer" at the bottom of the menu.

Once you are in the Header/Footer Tools section, look for the "Header from the Top" and "Footer from the Bottom" sections and make sure that both are set to .5".

Tip: Sometimes, the easiest way to fix the page numbering is to delete them entirely and start over. When reinserting a page number, Word often inserts an extra return which causes the page number to be too high on the page. If your page number(s) appear too high, check for the extra return space and remove it (if needed).

Due to the many page and sections breaks throughout the document, the header and footer of each page should be checked to ensure that your margins and page numbering are consistent.

FORMATTING TABLES, ILLUSTRATIONS, AND CHARTS

Tables and Figures should be:
- Centered on the page, and
- The title/label should be single-spaced, and centered as well (if on one line) or aligned to the dimensions of the box (if more than one line).

Titles/labels can be placed above or below the table, illustration, or chart; however, it must be consistent throughout the document. Important: titles in the text should match (exactly) what is in the Table of Contents, List of Tables, and/or List of Illustrations. This includes not just the actual wording, but also in capitalization (e.g., if each word is capitalized within the text, it should be the same in the indexes as well).

Table 1.1: Sample Table Insert Title Line

	Engineering (%)	Biology (%)	Education (%)	History (%)
Labeled Improperly	25	15	10	30
Exceeds page margins	10	10	20	15
Hard to read	45	25	35	15
No nearby text reference	20	50	35	40

Day	Max Temp	Min Temp
Mon	20	13
Tue	22	14
Wed	23	12
Thurs	25	13
Fri	18	7
Sat	15	13
Sun	20	13

(a) First Week

Day	Max Temp	Min Temp
Mon	17	11
Tue	16	10
Wed	14	8
Thurs	12	5
Fri	15	7
Sat	16	12
Sun	15	9

(b) Second Week

Table 4.2: Maximum and minimum temperatures recorded in the first two weeks of July. If the title has more than two lines, it should be aligned like this.

REMEMBER: Tables, graphs, and any other images *do not* have to be aligned margin-to-margin. It is important that the text not be too small to read or so large that it does not match the overall text and other graphics within the document.

CENTERING TEXT ON THE COPYRIGHT, TITLE, AND APPENDIX TITLE PAGES

Delete all extra spacing/returns on the page, and then set the margins at 1″ on the top and bottom, and 1.25″ on the left and right margins (_for these pages only_). If the top margin is set at 2″, the text will not be centered on the page.

Highlight the text and go to "Page Layout," "Margins," and "Custom Margins." The text box shown below appears. Click on the "Layout" tab and select "Center" for Vertical Alignment and "Selected Text" next to Apply To.

This will center the text on the page and should not impact any other pages; however, it is important to check those pages just to be sure; especially the subsequent pages in an appendix. If you are unable to get the text to align to the top 1″ margin, it is most likely because the vertical alignment is still set to "center" on the page.

UP TO FOUR THESIS TITLE LINES, IN ALL CAPS,

INVERTED PYRAMID FORMAT, DELETE

ALL TEMPLATE LINES LESS

THAN FOUR

by

STUDENT NAME IN ALL CAPS

Presented to the Faculty of the Honors College of

The University of Texas at Arlington in Partial Fulfillment

of the Requirements

for the Degree of

HONORS BACHELOR OF XXXXXX IN XXXXXX

THE UNIVERSITY OF TEXAS AT ARLINGTON

Month YYYY