Course notes

Uppsala University thesis template for Word

For information on the template and thesis publishing, please visit
http://ub.uu.se/thesis

Figures

Always insert images on an empty line with the style Bilder och tabeller › Bildformat. Other styles have an exact line height, which would limit the visible height of the picture to height of the text line. Also remember to evaluate the quality of your images early by reviewing a printed copy.

Inserting figures as pictures

It is a good idea to save copies of your figures as picture files before you insert them in your document. That way it is often easier to ensure that the pictures are of good quality and you will also have the possibility edit the picture file if necessary. Recommended picture file formats for Word can be found in sections below.

Insert a figure

1. Place the text marker on an empty line.
2. Click **Bilder och tabeller › Bildformat**.
3. Click **Bilder och tabeller › Infoga bild** and select a picture.
   or
3. Copy and paste a figure[1].
   - The picture will appear on the empty line.

Insert a figure caption with numbering

1. Make an empty line after the figure.
2. Place the text marker on the empty line.
3. Click **Bilder och tabeller › Infoga bildbeskrivning**.
   - An automatically numbered label "Figure #." will created.

Apply the style **Standard med luft** to the first paragraph after the figure.

Quality in press

It is easier for the eye to perceive detail in pictures printed on paper as opposed to shown on a computer screen. It is therefore important that pictures included in a thesis are of high quality. Pictures, illustrations, or diagrams that are to be included in your work, should be saved in a file format adapted to the type of picture in question.

Vector graphics

Figures that are built up by geometric shapes and lines – and are saved in a picture file format that preserves the geometric information – are called vector graphics. These pictures can be resized without loss of detail but you should try to avoid lines thinner than 0.5 points.

Examples of software that can be used to create vector graphic are Adobe Illustrator and PowerPoint.

[1] The Paste special command can sometimes improve quality when pasting vector graphics.
1. Click **Edit › Paste special…**
2. Set **As: Picture (Enhanced metafile)** or **PDF** and click **OK**

Raster graphics

Pictures can also be saved as a grid of coloured dots – colour samples or pixels. This is called raster graphics and can be used for all types of figures, but geometric information is not preserved.

Quality is dependent on how small the dots are, and to get a good result when printing you need 120–400[2] dpcm (dots per centimetre), in general 120 dpcm for colour or grey shades, and 400 dpcm for line drawings.

Examples of software that can be used to save raster graphics are Adobe Photoshop and The Gimp.

Calculate image size in pixels

1. Decide on how large the image is to be printed
2. Multiply width and height in centimetres by 120–400[2] ppcm
   - Colour/grey shades: Size in cm × 120 = size in pixels
   - Line drawings: Size in cm × 400 = size in pixels

You can zoom your document to approximately 400% in Word to quickly review the quality of your raster graphics, but remember to print your images for a final evaluation!

Picture formats for Word

There are many kinds of software for creating figures and you should save your figures in a native format of the software that you have used. Word cannot handle all picture formats and you might need to save or export a copy of your figure in a different picture file format in order to use it.

Please note: Remove transparency from raster graphics and always use the colour spaces RGB or grey when preparing images for Word. Using the colour space CMYK.

Vector graphics – examples

Enhanced metafile or Utökad metafil (EMF)
– Can be inserted into all versions of Word.

Encapsulated PostScript (EPS)
– Works well most of the time but please review your printout.

Portable Document Format (PDF)
– Can only be used with Word 2008 and 2011 for Mac OS. Take care not to open and then save these files using other versions of Word.

Raster graphics – examples

JPEG/JPG
– Can be inserted into all versions of Word. Use high quality.

Portable Network Graphics (PNG)
– Avoid transparency.

Tagged Image File Format (TIFF)
– Avoid ZIP compression and transparency.

[2] 120–400 ppcm (pixels per centimetre) correspond to 300–1000 dpi (dots per inch)

Tips for working with figures

- To make things easier you can create two folders for pictures: one that contains original documents (e.g. PowerPoint files); and one where you save copies as picture files for Word (e.g. EMF or PDF).
- If you will be using pictures from the Internet or from other published sources you have to request permission from the copyright holder.
- Keep the intended printed size in mind when creating figures.
- The text width is 12 cm. Try not to use pictures wider than this.
- Raster graphics should be 120–400 dpcm (300–1000 dpi).
- Lines or details should not be thinner than 0.5 points.
- Text size should not be smaller than 6 points.

Tables

Avoid using tables wider than 12 cm and if possible use Bilder och tabeller › Trelinjerstabell. Captions are placed above the tables.

Insert a table

1. Place the text marker on an empty line
2. Click **Bilder och tabeller › Cellformat**.
3. Click **Bilder och tabeller › Skapa trelinjerstabell**.
   - If prompted, select the desired number of rows and columns.

Apply the style **Standard med luft** to the first paragraph after the table.

Insert a table caption

4. Place the text marker inside the table.
5. Click **Bilder och tabeller › Infoga tabellrubrik**.
   - An automatically numbered label "Table #." will created above the table.

Keep all lines of a table on the same page

1. Select the table caption together with all but the last row in the table.
2. Right-click on the selection and click.
   Paragraph… › Line and page breaks.
3. Check the box **Keep with next** and click **OK**.

Tips for working with tables

- The text width is 12 cm. Try not to create tables wider than this.
- You can change width, lines, empty space, and row height by selecting the contents of the table, **right clicking** the selection, and choosing **Table properties…**.

Lists and numbering

A list is an accustomed and easy way of emphasizing for example affinity or ranking, or just a way of making it easier to overview a text consisting of short, more or less independent paragraphs.

For numbering similar to the labels of figures and tables, se Cross-references and descriptions below.

The following list styles are available

1. Basic lists: **Lista › Punktlista** or **Lista › Enkel lista**.
2. Ordered lists: **Lista › Numrerad lista** or **Lista › Romersk lista**.
3. Reference lists: **Lista › Litteraturlista utan siffror**
   or **Lista › Litteraturlista med siffror**.

Restart numbering

1. Right click on the number you wish to reset.
2. Click **Restart numbering from 1**.

Adjusting hanging indentation

1. Select all items in the list and right-click on the selection.
2. Click **Paragraph… › Indents and spacing**.
3. Set **Hanging: 0.8 cm** and click **OK**.

Tips for working with lists

- You can sort lists – as well as paragraphs and tables:
  (Word 2003/2004/2008/2011)
  Click **Table › Sort…**
  (Word 2007/2010)
  Click tab **Home** › field **Paragraph** › button **Sort**.
- If your reference list already have numbers (e.g. from EndNote), you can apply **Text › Litteraturlista utan siffror**. The hanging indentation might have to be adjusted (see above).

Cross-references and descriptions

Word lets you insert cross-references (for example to figure and table numbers), and bookmarks. If text or numbering is changed during the course of the work, Word can update these references so that they always are up-to-date. The reference can for example be displayed as a figure number, a page number, or showing text content.

Insert a cross-reference into the document

1. (Word 2003)
   Click **Insert › Reference › Cross reference…**
   (Word 2004/2008/2011)
   Click **Insert › Cross reference …**
   (Word 2007/2011)
   Click tab **Insert** › field **Links** › button **Cross reference**.
2. Choose **Reference type** (for example *Bookmark*, *Table* or *Figure*) and choose how you wish the reference to look like under **Refer to**.
3. Place the text cursor where you want the cross-reference to be inserted.
4. Select the object/text you want referred to in the list and click **OK**.

Bookmarks

Bookmarks are references that are used to refer to a portion of a text flow. A bookmark can consist of a text part, a sentence, a word, or a specific position in the text.

Create a bookmark

1. Select the text – or place the text cursor at a specific position – you would like to be referred to in a bookmark.
2. (Word 2003/2004/2008/2011)
   Click **Insert › Bookmark…** from the menu.
   (Word 2007/2010)
   Click the tab **Insert** › field **Links** › button **Bookmark**.
3. Designate a unique **Bookmark name** to the reference and choose **Add**.

Labels

The automatic numbering of, and references to, descriptions of for example tables and figures in Word are done by the aid of labels. In the thesis template the labels *Table* and *Figure* are used respectively, but it is also possible to create optional labels for the automatic numbering of schedules, theorems, or exclusive labels for Swedish text.

Insert a description using an optional label

1. Select the table, picture, or text that you would like to add a description to.
2. (Word 2003)
   Click **Insert › Reference › Caption…**
   (Word 2004/2008/2011)
   Click **Insert › Caption…**

(Word 2007/2010)
Click tab **References** › field **Captions** › button **Insert caption**.

3. a) Set **Label: [label of your choice]**.

or

3. b) Create a new label by clicking **New label…** and entering a label text.
4. Click **OK**.

Fields

In a Word document there are fields (or field codes), which are used by Word to keep track of – for example – figure numbers, indexes, and cross-references. The field codes are usually hidden by their content but if you notice a shaded grey background when you place the text cursor in a section of text, it is likely a field. Word will not update all fields without being told to do so.

Please note that Add-ins to Word, such as EndNote, also uses fields to store information. Fields are stored as field codes as follows: **{ field code }**

To update fields

1. Select the text you wish to update or the entire document.
2. Right-click on the selection.
3. Click **Update field**.

Toggle visibility of codes

- Press the keyboard command **alt + F9** to toggle visibility on/off
  (If F9 is a media key on your, please press **alt + fn + F9**)

Table of contents and indexes

Included in the thesis template is a *Table of Contents* based on the headings used in the document, which you can update, by **right clicking** on the *Table of Contents* and choosing **Update Field**. If you've changed any headings you can then choose **Update entire table**, otherwise **Update page numbers only** is sufficient.

Insert a new Table of Contents

1. Place the text cursor on an empty line
2. (Word 2003)
   Click **Insert › References › Index and tables… › Table of contents**
   (Word 2004/2008/2011)
   Click **Insert › Index and Tables… › Table of contents**
   (Word 2007/2010)
   Click tab **References ›** field **Table of contents ›** arrow under button **Table of contents › Insert table of contents…**.
3. Set **Show levels: [heading level to include]** and click **OK**.

The table of contents is used to easily navigate through the contents of the book, make sure that your headings are meaningful and accurately describe the text. Table of figures and tables can be useful if you make references to tables and figures across chapters.

Inserting an index

1. Place the text cursor on an empty row where you want to insert an index.
2. (Word 2003)
   Click **Insert › References › Index and tables… › Table of Figures**
   (Word 2004/2008/2011)
   Click **Insert › Index and tables… › Table of Figures**
   (Word 2007/2010)
   Click tab **References ›** field **Captions ›** button **Insert table of figures**.
3. Set **Caption label: Figure**, or **Caption label: Table**, and click **OK**.

Hidden symbols and special characters

Letters from alphabets other than the Latin alphabet are sometimes used as symbols to represent variables, or to display text written in languages using other alphabets. Many of these symbols are not available on the keyboard and are therefore instead retrieved from a character palette. Some of these symbols are taken from the Greek alphabet, for example α and β, or are mathematical operators, for example Δ and ∂.

Word also uses another type of symbols, hidden symbols, which are not visible in print, but do affect the text flow of a document.

Examples of hidden symbols

- Paragraph mark: ¶ ; inserted when you press the *Enter* key.
- Manual line break: ↵ ; breaks a line, but not a paragraph. Primarily useful in text which isn't justified (aligned both to the left and right margins), and where line breaks are important, for example in poems and transcriptions.
- Nonbreaking Space: ~ or º ; a space that keeps words together. Used to connect two separate words (or symbols) that always should be displayed on the same line. (A normal space is shown as a dot in the middle of the line: ·).
- Nonbreaking Hyphen. Has the same function as the Nonbreaking Space, but in the form of a hyphen.
- Tabs: → ; a flexible space stretching to a fixed horizontal position.

Inserting special characters

1. (Word 2003/2004*/2008*/2011*)
   Click **Insert › Symbol…** (Infoga › Symbol)
   (Word 2007/2010)
   Click tab **Insert ›** field **Symbols ›** button **Symbol › More symbols…**
   (Infoga › Symboler › Symbol › Fler symboler).
2. Choose a character under **Symbols** (Symboler) or **Special characters** (Specialtecken).

In Mac OS there is an alternative, system-wide palette

1. **-menu › System preferences… › Language and text › Input source**
   (-menyn › Systeminställningar… › Språk och text › Inmatningskällor)
2. Check the box **Keyboard and character viewer**.
   The input menu should now be visible as part of the menu bar, located in the upper right hand corner of your screen:
3. Click **Show character viewer…**

Sections, page numbers, and page formats

Section breaks in can be used to change the page size, and the header/footer, for a part of a document. A new, blank Word document consists of one section. To create a new section you insert a section break, starting from the next row, next page, next even page, or next odd page.

The automatic page numbering is usually placed in the page footer, which is the same on all pages in the current section. By default the footer will look the same in all sections, ensuring that page numbering is consistent within the document and to remove the page numbering in part of the document you need to use sections breaks.

Inserting a section break

1. Place the text marker where you want the section to start.
2. (Word 2003)
   Click **Insert › Break… › Section break**.
   (Word 2004/2008/2011)
   Click **Insert › Break › Section break**.
   (Word 2007/2010)
   Click tab **Page layout › Page setup ›** button **Breaks › Section break**

Changing the page size, margins, and orientation of a section

1. Place the text marker anywhere within the section you wish to change.
2. (Word 2003/2004/2008/2011)
   Click **File › Page setup…**
   (Word 2007/2010)
   Click tab **Page layout ›** *square arrow in bottom corner* of **Page setup**
3. (Word 2003/2007/2010)
   Make adjustments and set **Apply to: This section**.
   (Word 2004/2008/2011):
   Choose **Paper size/orientation**,
   set **Settings: Microsoft Word › Apply to: This section**,
   and click **OK**

Placing a selected text, figure or table on a landscape page

1. Select the text, table or image that should be placed on a landscape page.
2. (Word 2003/2004/2008/2011)
   Click **File › Page setup…**
   (Word 2007/2010)
   Click tab **Page layout ›** *square arrow in bottom corner* of **Page setup**
3. (Word 2003/2007/2010)
   Set **Orientation: Landscape** and **Apply to: Selected text** and click **OK**
   (Word 2004/2008/2011)
   Click **Orientation: ↑** , **Settings: Microsoft Word ›**
   Apply to: Selected text and click **OK**

Changing the page footer for a section

1. Place the text marker anywhere within the section you wish to change.
2. (Word 2003/2004/2008/2011)
   Click **View › Header and footer** and place the text marker in the footer.
   (Word 2007/2010)
   Click tab **Insert ›** field **Header & footer ›** button **Footer › Edit footer**

3. (Word 2003/2004)
   In the toolbar **Header/footer** deselect icon **Link to previous**
   (Word 2007/2010)
   Click tab **Design** › field **Navigation** and deselect icon **Link to previous**
   (Word 2008)
   In **Formatting palette** › **Header and footer** uncheck **Link to previous**
   (Word 2011)
   Click tab **Header and footer** uncheck **Link to previous**

Note! If you do not want to use the new footer for the following section, repeat step 3 for the following section before you continue.

- Change the footer and return to the text to make sure that the expected result was achieved.

Note! If you encounter problems with section-related issues such as page numbering in your thesis document, Thesis production at the University library can help you when you hand in your thesis document for printing.

Language and hyphenation

Word can automatically hyphenate a document to avoid that the text is perceived as "scattered". The default language of the Thesis Template is English, and automatic hyphenation is activated.

Changing language

1. Select the text that is not written in English.
2. (Word 2003)
   Click **Tools › Language › Set language…**
   (Word 2004/2008/2011)
   Click **Tools › language…**
   (Word 2007/2010)
   Click tab **Review** › field **Proofing** › button **Set language**.
3. Choose desired language and click **OK**.

Preventing the hyphenation of a single word

1. Select the word that should not be hyphenated.
2. (Word 2003)
   Click **Tools › Language › Set language…**
   (Word 2004/2008/2011)
   Click **Tools › language…**
   (Word 2007/2010)
   Click tab **Review** › field **Proofing** › button **Set language**.
3. Check the box **Do not check spelling or grammar** and click **OK**.

Manual hyphenation

1. (Word 2003)
   Click **Tools › Language › Hyphenation…**
   (Word 2004/2008)
   Click **Tools › Hyphenation …**
   (Word 2007/2010)
   Click tab **Page layout** › field **Page setup ›**
   button **Hyphenation › Hyphenation options…**
2. Uncheck **Automatic hyphenation** and click **Manual…**.
3. You will determine where to hyphenate each hyphenated word.