



Word Instructions (Word 2010)

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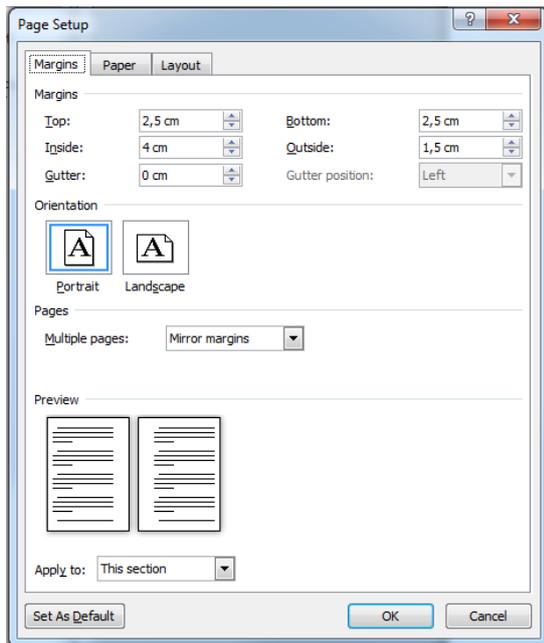
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Page Setup



Margins

For essays and reports, the page setup usually is: *top and bottom margins 2.5 cm and right and left margins 2 cm*. An exception to this rule is formed by the Bachelor's and Master's theses, in which the *left margin is 4 cm and the right margin 1.5 cm*. If you need to change the page settings, choose the *Page Layout* tab, click on *Margins* and then *Custom Margins*.

NB! Master's and Bachelor's theses are printed on both sides of the paper (duplex). This means that having chosen the above *Page Layout, Margins, Custom margins* tab you need to select *Mirror margins* in the *Multiple pages* drop-down menu. It is best to do this at this very stage. If

you activate mirrored margins after adding the page numbers, the page numbers do not necessarily appear in the right places, i.e. at the outer edge of the pages. If you happen to add page numbers before setting mirrored margins, you should remove them and add them again after setting the margins.

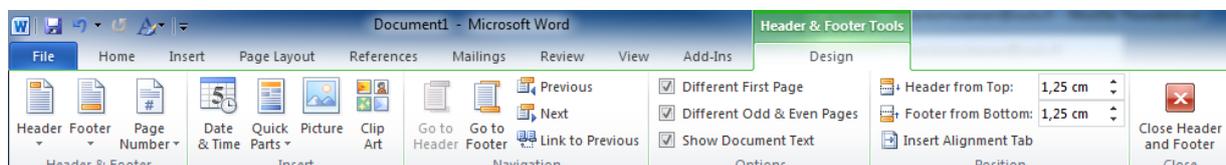
Inserting a section break for the page of contents

Before formatting the headings, it is useful to create an empty page at the start of the document for the page of contents. Do this as follows. Place the cursor at the very start of the document. Add an empty page like this: *Page Layout, Breaks, Section Breaks, Odd Page*.

A section break is added, because (according to the faculty's thesis layout instructions) there shall not be any page number visible on the cover page, abstract page, contents page or the first text page. This can only be done in Word by breaking the documents into sections, which allows the use of different formatting in different sections.

Making sections different from each other

For the section break to function as expected, you also need to change the assumption that the sections are (dis)similar. Do as follows: display the header by double-clicking on the header area at the top of the page, or by right-clicking in the header area and selecting *Edit header*. The left edge of the header area now says *First Page Header-Section 2*, while the right edge says *Same as Previous*. In the *Header & Footer Tools*, choose *Different Odd & Even Pages*. Also make sure that you have selected *Different First Page*.



Same as Previous must be disabled to make Word treat the sections as different, and not the same. This is done by removing the selection *Link to Previous* in the *Header & Footer Tools* when the header area is in view. Also check to see if *Same as Previous* is enabled in the footer or on the following pages. If it is, disable it by clicking on the header/footer and deselecting *Link to Previous*. Having done all of this, you can close the *Header & Footer Tools* tab.

Page numbers

Next **add the page numbers** (*Insert, Page Number*). *NB! According to the faculty's instructions, the page numbers shall be at the outer edge of the page. Older versions of Word have a setting of its own that does this, but in the new Word 2010 this needs to be done manually separately for even and odd pages.*

On the Page Number menu, first choose *Format Page Numbers* and then *Page Numbering, Start at 1*. This makes mirror margins appear properly, and a larger margin appear at the left edge of odd pages.

Page numbers shall be visible **starting with the second page of text (=2)**.

Move on to the second page of text. Choose *Insert, Page Number* to locate the page number on even pages (=2) at the top left edge *Even Page Header Section 2*. Then move to the next page (=3) and select the top right edge as the position for the page number on odd pages *Odd Page Header Section 2*.



Page numbers shall not be visible in the abstract, preface if any, or the table of contents pages. The source/reference list is page numbered, while the appendices are not. The appendices are placed after the sources, and they are numbered separately (Appendix 1, Appendix 2, etc.).

If necessary, **page numbers are removed** by double-clicking on the header area, whereby the upper margin becomes accessible. The page number can be removed by selecting it with the mouse and simply deleting it like any other text. Page numbering needs to be removed separately for the even and odd pages. *NB.* When you have inserted a section break as described above, the page numbers disappear from the section in which the cursor is located.

Heading types and their management using heading styles

The process of writing and formatting the text takes place by first **writing the entire text** without worrying too much about formatting. Then **all the headings are formatted** using heading styles. When all of the text has been written, the text is justified and hyphenated: *Page Layout, Hyphenation, Automatic*.

Heading types

Main headings

Heading 1 = Times New Roman, Bold, 14

1. The heading is typed in capitals.
2. According to the instructions, headings are spaced from the preceding chapter with 3 empty lines, with 2 empty lines added below.
3. Every main chapter starts from a new page, so a page break is added after every main chapter *Insert, Page Break*.

Other headings

Heading 2 = Times New Roman, Bold 12

Heading 3 = Times New Roman, 12

1. Normal typeface (starting with a capital letter).
2. Numbering follows the decimal system.
3. According to the instructions, headings are spaced from the preceding chapter with 3 empty lines, with 2 empty lines added below.

Body text

The font to be used for body text is Times New Roman, size 12 pt. The line spacing is 1.5.

Management of heading types by means of heading styles

In practice, the above settings are managed by defining heading styles. The heading style definitions in the computers used by the students do not necessarily follow these instructions, so you should check on them. When the heading styles are defined correctly, the computer automatically adds the right amount of empty space above and below the headings. ***As a result, you shall not create empty lines by pressing enter repeatedly, as the "3 lines before and 2 after" rule is implemented automatically by following the instructions below.***

The formatting of main headings, for instance, is done as follows: *Home* tab, *Heading 1*. The toolbar contains a number of previewed heading styles, place the cursor on *Heading 1*, right-click and then select *Modify*.



In the *Modify Style* tool select the font Times New Roman, Bold, 14. Then click on *Format* in the bottom left corner and select *Paragraph*. Next click on *Spacing*. Input the values of *Before 24pt* and *After 12pt*. Also select *Keep with next* on the *Line and page breaks* tab.

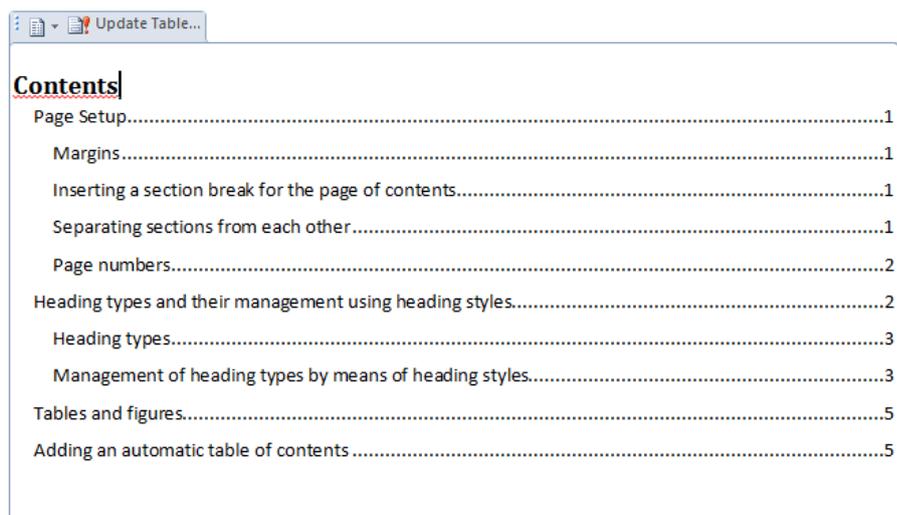
Tables and figures

If you use tables and figures, they shall be *numbered* and each table and figure must be provided with a *caption*. The caption for a table is placed above the table at the left margin (e.g. Table 5. Competences provided by the education.), while the captions for figures come at the left margin below the figures (e.g. Figure 3. Model of experiential learning.) If necessary, source information is added, e.g. Kuvio 3. Model of experiential learning (Kolb 1984, 42).

Adding an automatic table of contents

Because you used heading styles, you can use automation to create the table of contents. The table of contents is constructed automatically based on the heading styles. Now go to the first page of your document. Click on the *References* tab and then *Table of Contents* at the left edge. Then choose what kind of table of contents you wish to add to your document.

While you are working on your document, you can update the table of contents by left-clicking somewhere on it. The *Update Table* tool will appear on top of the table, allowing you to refresh the table of contents.



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