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UTSA The Graduate School

Thesis & Dissertation:

Troubleshooting/How-To Resources for Microsoft Word

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Introduction

This guide covers the most common questions that graduate students have while using Microsoft Word to format their thesis/dissertation to meet The Graduate School's requirements. This guide is meant to be used as a troubleshooting supplement to the Microsoft Word templates available on The Graduate School's website (current templates can be found at: <http://graduateschool.utsa.edu/current-students/formatting-requirements/>).

Instructions and screenshots in this guide cover settings found in Microsoft Word 2013. However, all versions of Word contain the features we will cover. If application of the instructions in this guide to a different version of Word is not immediately apparent, visit Microsoft's support site at: <https://support.office.com/en-us/word>.

Using the Template

There are two approaches you can take when using The Graduate School's Microsoft Word template to format your document:

- Copy/paste your document's text into the template file

or

- Use the template as a guide to format your existing/in-progress document

The majority of this guide assumes that you are formatting your document using the template as a guide, and therefore that all settings within the template file have not yet been set up in your document. In other words, we're creating the template from scratch using your document.

If you are formatting your document by copy/pasting or entering your work into the template file, you might still find this guide helpful in the event that template settings need to be changed or replicated.

Page Numbers

The Graduate School's template requires specific pagination of document sections. This section will cover how to format your document within Word to meet these requirements.

Section Breaks for Required Pagination

In order to apply different page number styles to different portions of your document, you'll need to break your document into **sections**. This is accomplished by inserting **section breaks** at the end of the last page of each section.

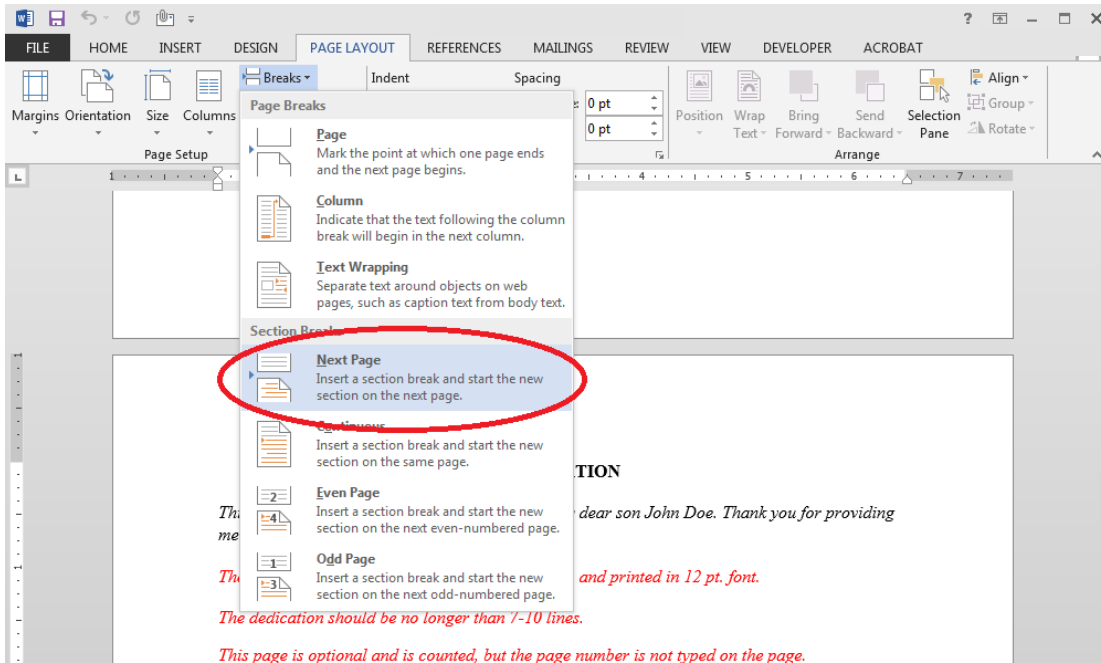
The table below provides an overview of where you will need to place section breaks within your document to facilitate inserting page numbers.

Table 1. Section Breaks for Required Pagination	
PAGE(S)	PAGINATION
Title Page	None (counted, not marked)
Copyright (optional)	None (counted if present, not marked)
Dedication (optional)	None (counted if present, not marked)
SECTION BREAK	
Acknowledgements	Roman Numeral (starts at ii, iii, or iv)
Abstract	Roman Numeral
Table of Contents	Roman Numeral
List of Tables	Roman Numeral
List of Figures	Roman Numeral
SECTION BREAK	
Document Text	Arabic Numeral (starts at 1)
Appendices (optional)	Arabic Numeral
References	Arabic Numeral
SECTION BREAK	
Vita	None (Listed in ToC, not counted)

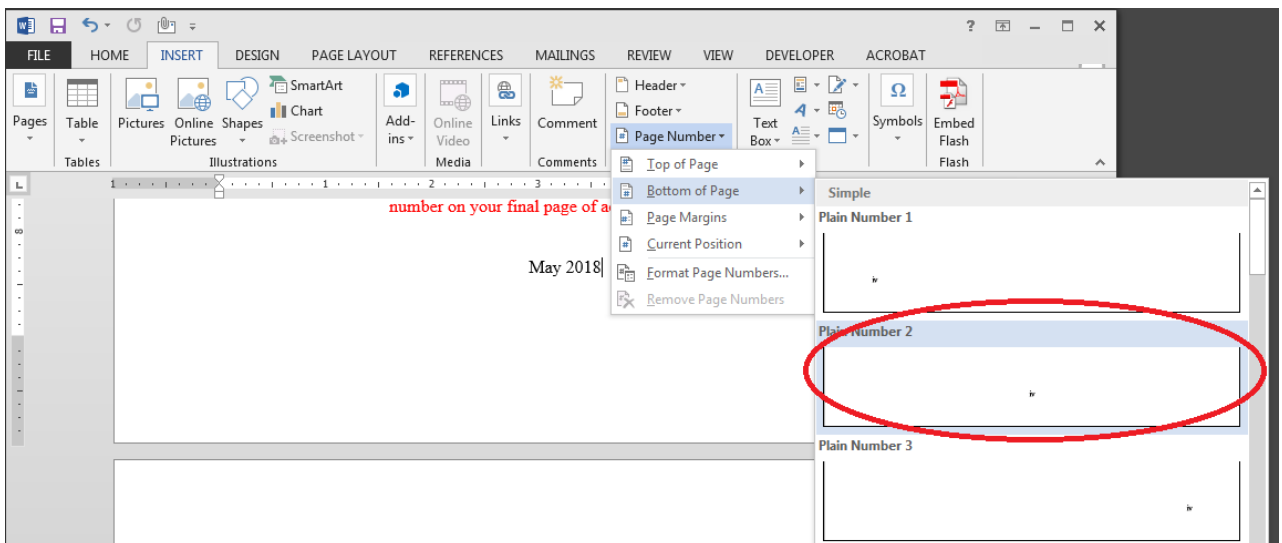
The first page in your document with a page number will always be the Acknowledgements page. Depending on whether or not you have included the optional Copyright and Dedication pages, it will be numbered as ii, iii, or iv. This is because the previous pages are *counted*; they just will not have a number printed on the page.

Roman Numeral Pages

1. Place text cursor at the end of the text on the last page before Acknowledgements page (either Title, Copyright, or Dedication page)
2. Open the “Page Layout” tab of the Ribbon
3. Under the “Breaks” option of the “Page Setup” section, select “Next Page”

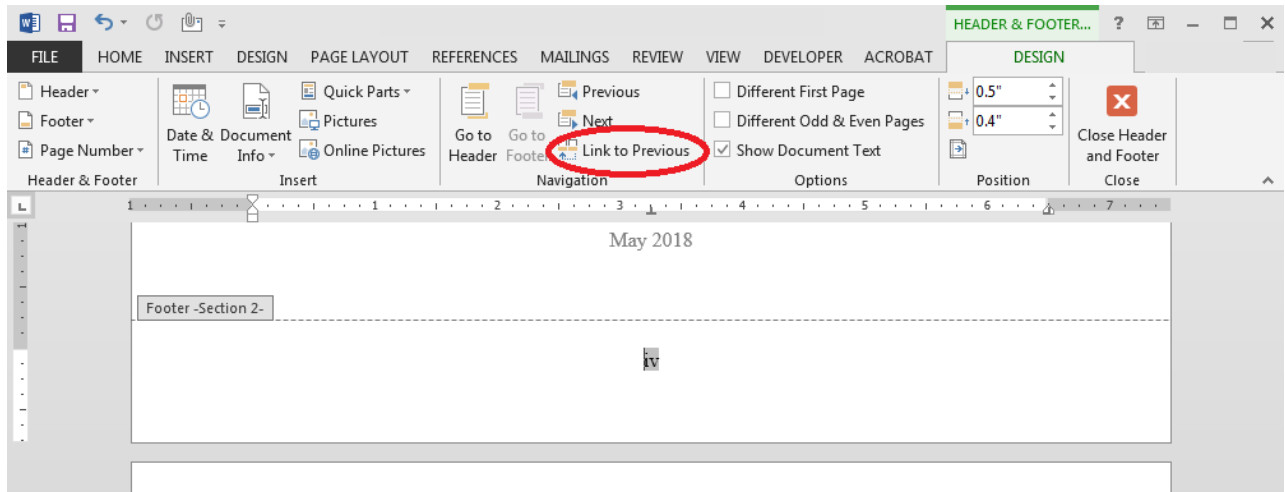


4. Scroll to Acknowledgements page (make sure the cursor is on this page)
5. Open the “Insert” tab of the **Ribbon**. Select “Page Number” in the “Header and Footer” section, and then “Bottom of Page”, selecting the option for page numbers centered at the bottom of the page



6. Page numbers will automatically be inserted and the “Header & Footer” options will open in the Ribbon

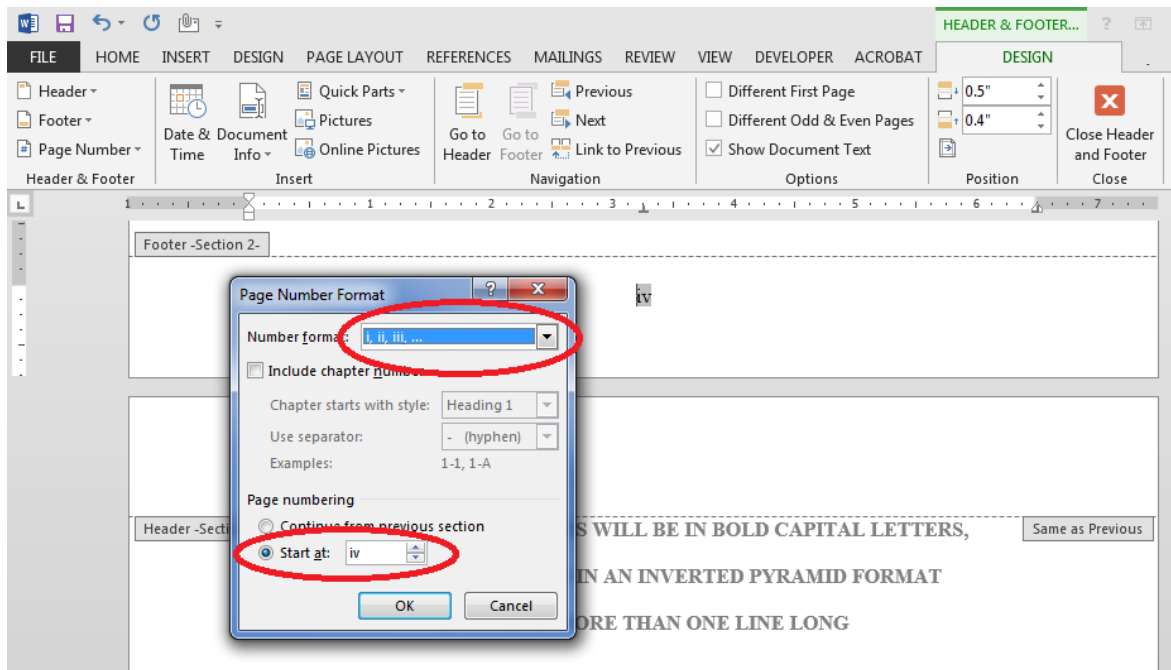
7. Verify that “Link to Previous” is *not* selected



8. In the same tab as above, open the “Page Number” dropdown menu and select “Format Page Numbers”

9. Select the Roman numerals (“i, ii, iii, ...”) option in the “Number format” dropdown menu

10. Under “Page numbering” select “Start at:” and enter the Roman numeral to be displayed on the Acknowledgements page (ii, iii, or iv, depending on inclusion of Copyright and Dedication pages)

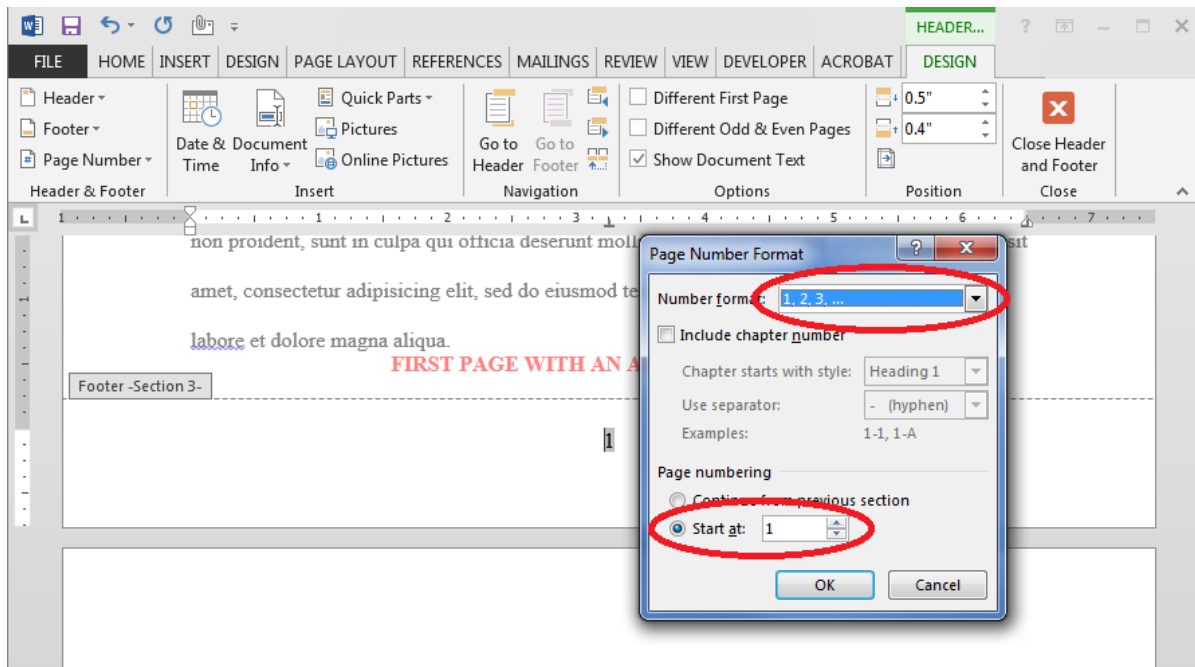


11. Delete any page numbers that are on the pages in Section 1 (Title Page, Copyright, Dedication)—as long as “Link to Previous” in Section 2’s footer is *not* selected, deleting the page numbers in Section 1 will not affect the page numbers in Section 2

Arabic Numeral Pages

1. Place text cursor at the end of the text on the last page before first (or introductory) chapter of document’s body text

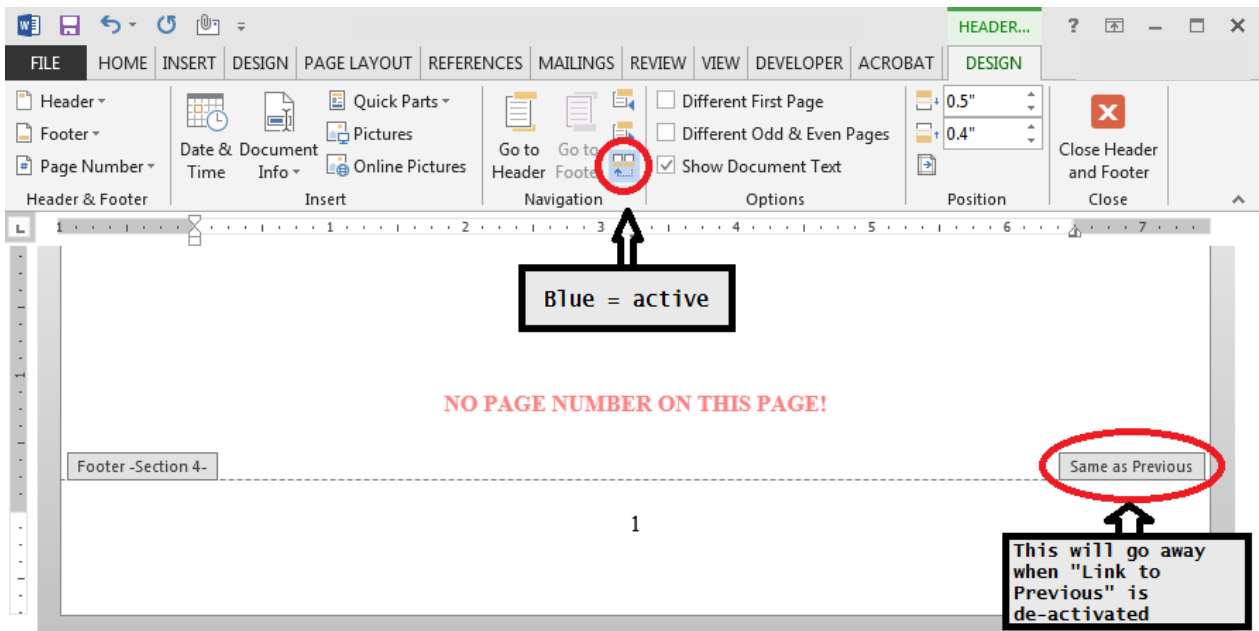
2. Insert a section break at the end of this page (see steps 2-3 above)
3. Scroll to first page of first (or introductory) chapter of document (make sure the cursor is on this page)
4. Insert page numbers (see steps 5-8 above)
5. Select the Arabic numerals (“1, 2, 3, ...”) option in the “Number Format” dropdown menu
6. Under “Page Numbering” start at page 1



7. Verify that pagination on previous pages is still the same (Roman numbering on all pages between Acknowledgements and Chapter 1)—as long as “Link to Previous” in Section 3’s footer was *not* selected, changing to Arabic numbering should not have affected these pages

Vita Page

1. Place text cursor at the end of text on last page of References/Bibliography section
2. Insert a section break at the end of this page (see steps 2-3 under Roman Numeral Pages above)
3. Vita page should now be numbered “1”
4. Double-click in footer of Vita page (around the “1”) to open footer options
5. Click on the “Link to Previous” icon in Ribbon to de-activate it



6. Highlight page number and delete it
7. Verify that all previous page numbers in the document are still correctly formatted—as long as “Link to Previous” in the Vita page’s footer was *not* selected, all other pages in the document should not have been affected

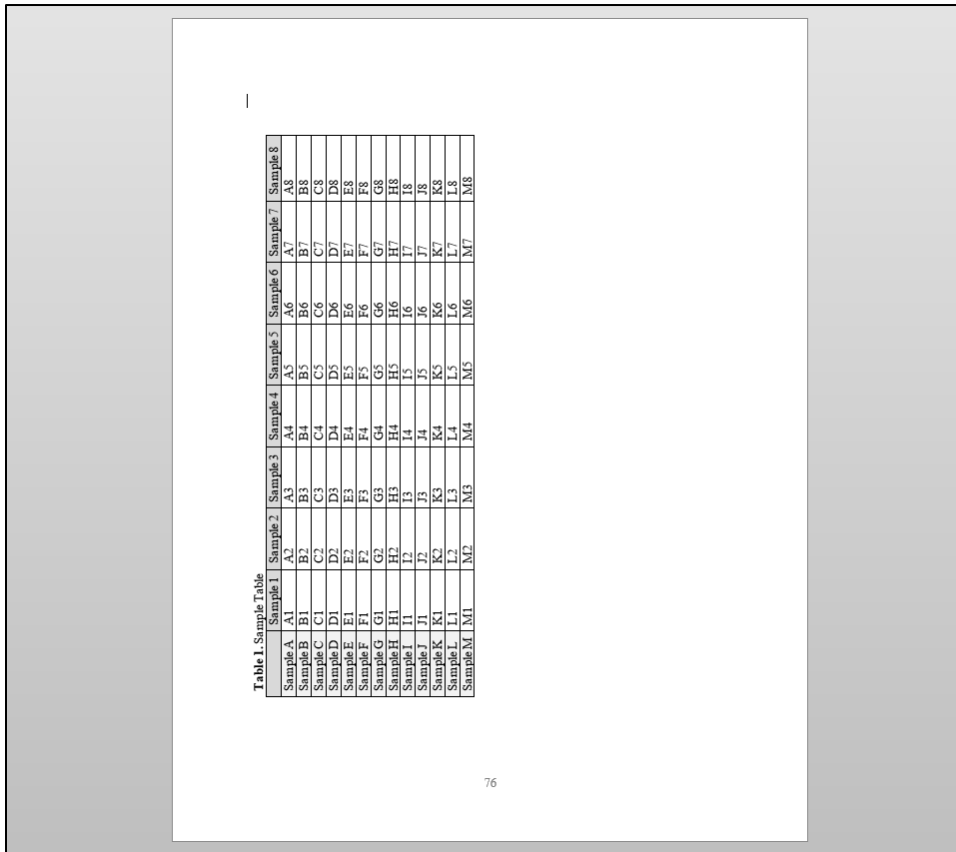
Reminders and Tips

- As a last resort, unwanted page numbers can be manually hidden by:
 - INSERT→Shapes→Rectangle→Fill: White; No Outline
 - Verify that pagination in the rest of the document is accurate when using this method
- Make sure that page numbers are formatted in Times New Roman 12 pt. font—the Word default font (11 pt. Calibri) remains active in the footer and needs to be changed manually
- You might find it helpful to insert **page breaks** at the end of each chapter within your document—this will ensure that while you are working within the chapter, the following chapter will automatically begin on a new page as required

Landscape Pages

The Graduate School’s template strictly requires 1” margins on all sides of every page in your document. This includes all pages containing tables, figures, and images. For larger objects that do not legibly fit within the margins, re-orienting the page from **portrait** to **landscape** layout might prove beneficial.

Landscape pages should appear within your document like this:



Please Note:

- Page number placement—bottom short edge of page
- Object orientation:
 - Top of object runs along left long edge of page
 - Justification will match rest of tables/figures in document (example shown is for *centered* tables)

There are two ways to accomplish using landscape pages in your document:

1. Change the page’s orientation to landscape, *or*
2. Keep the page’s orientation as portrait, but rotate the material on the page

Option 1: Change the Page’s Orientation to Landscape

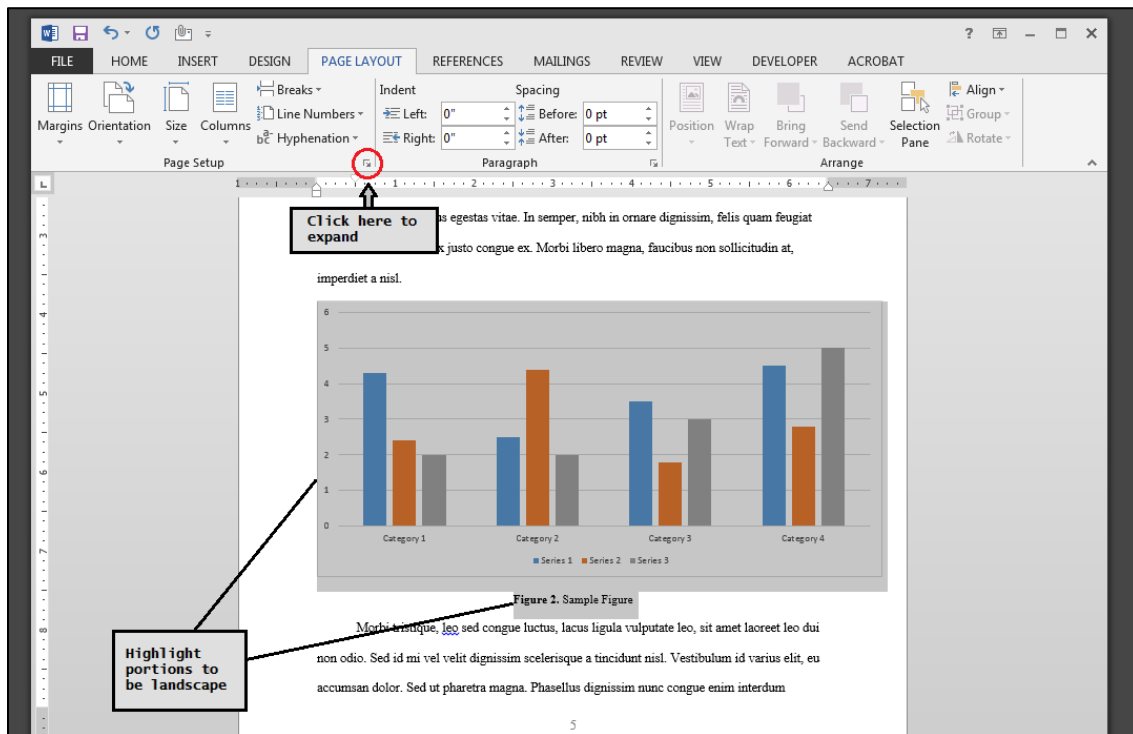
Pro: When scrolling through document in Word, it is easier to read landscape tables/figures at a glance while working on material

Con: Lots of steps and inclusion of section breaks

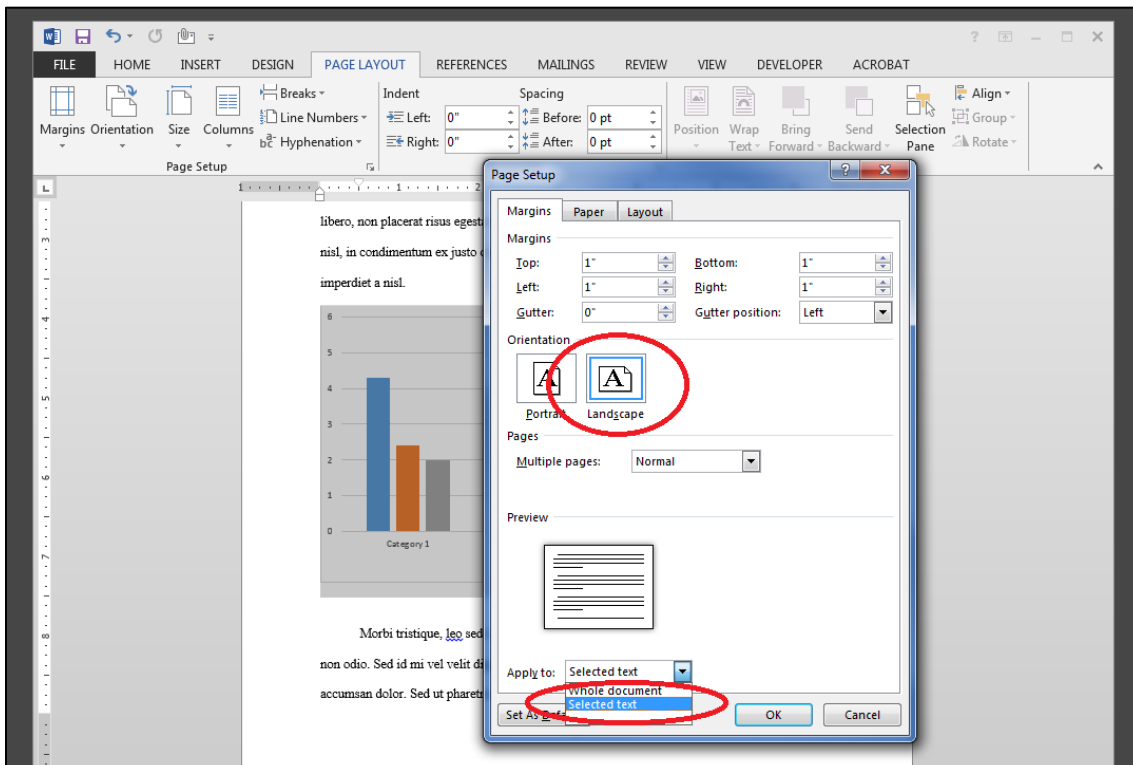
Instructions:

1. Highlight the text and objects that you would like to appear on a separate, landscape page (likely your table/figure and its title/caption)

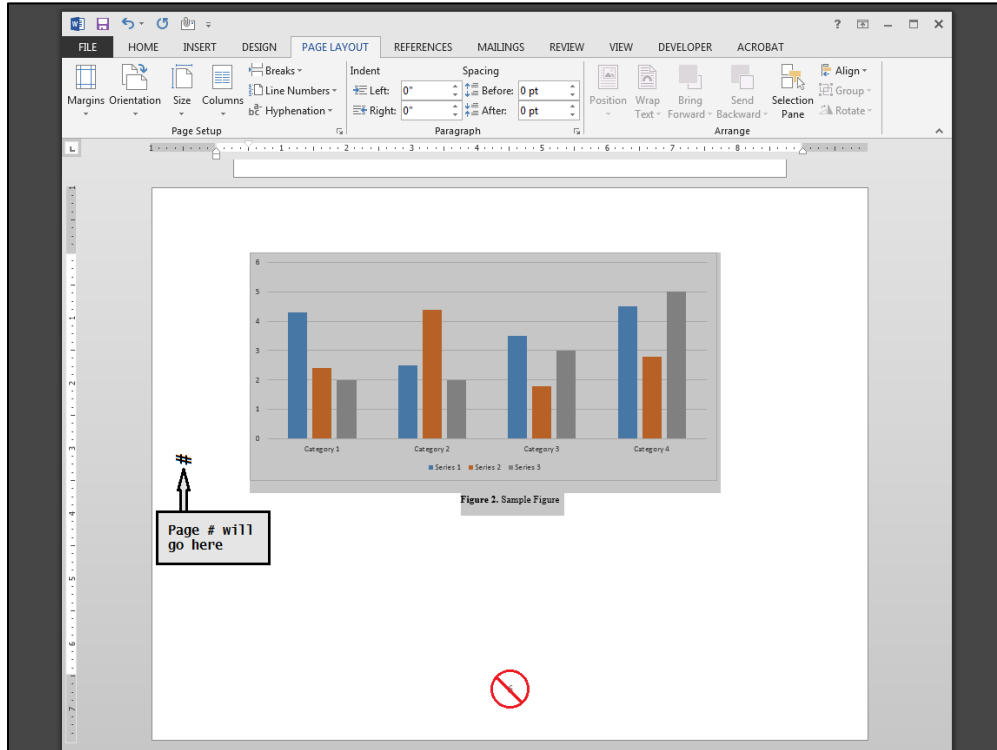
- In the “Page Layout” section of the Ribbon, expand the “Page Setup” section to view advanced page formatting options



- In the advanced “Page Setup” options, select “Landscape” under “Orientation”
- In the “Apply to:” dropdown menu under “Preview,” select “Selected text”

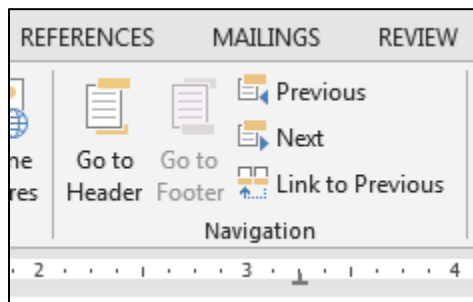


- Section breaks are automatically created—the landscape portion should now be its own section



By default, Word will place the page number on the long edge of the page. The template requires the page number to be placed on the left short edge of landscape pages (to match placement of portrait pages within the document). Now, we must fix the page number placement:

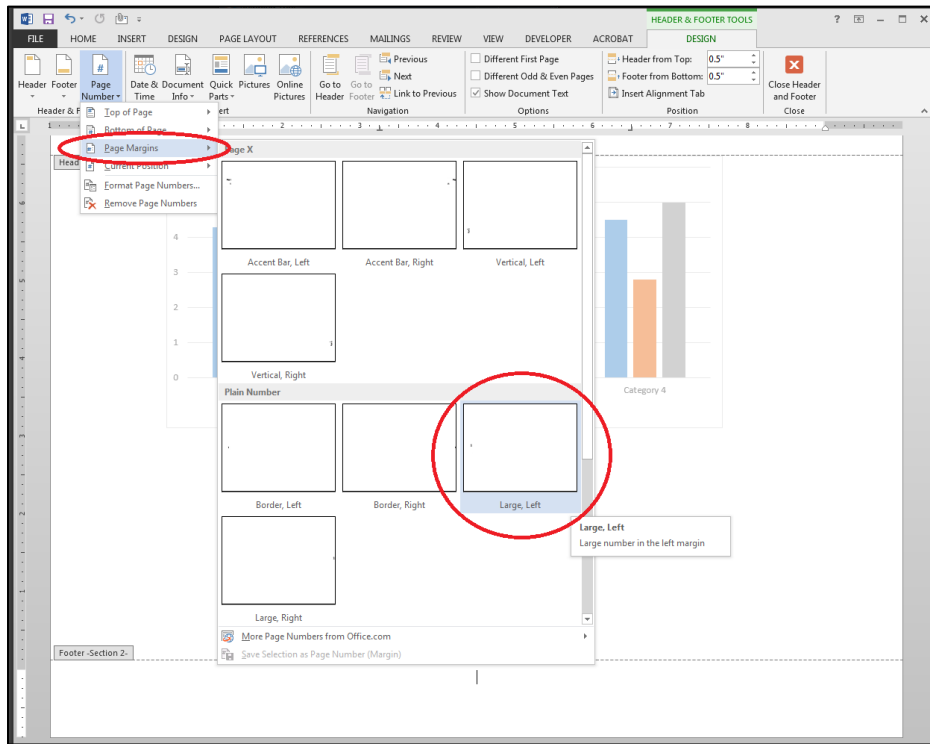
6. Double-click near the page number to activate header/footer view
7. In the “Navigation” section of the Ribbon, unselect “Link to Previous”
8. Click “Go to Header” and unselect the “Link to Previous” option for the header as well



9. Scroll to the next page in document, activate header/footer view as above, unselect “Link to Previous” for both header and footer
10. Scroll back to the landscape page. Double-click near the page number to activate header/footer view. Delete the page number.
 - a. As long as the headers and footers of the landscape page and the first page of the next section are not linked to previous, changes made to the new landscape page will not affect the pages before and after it.

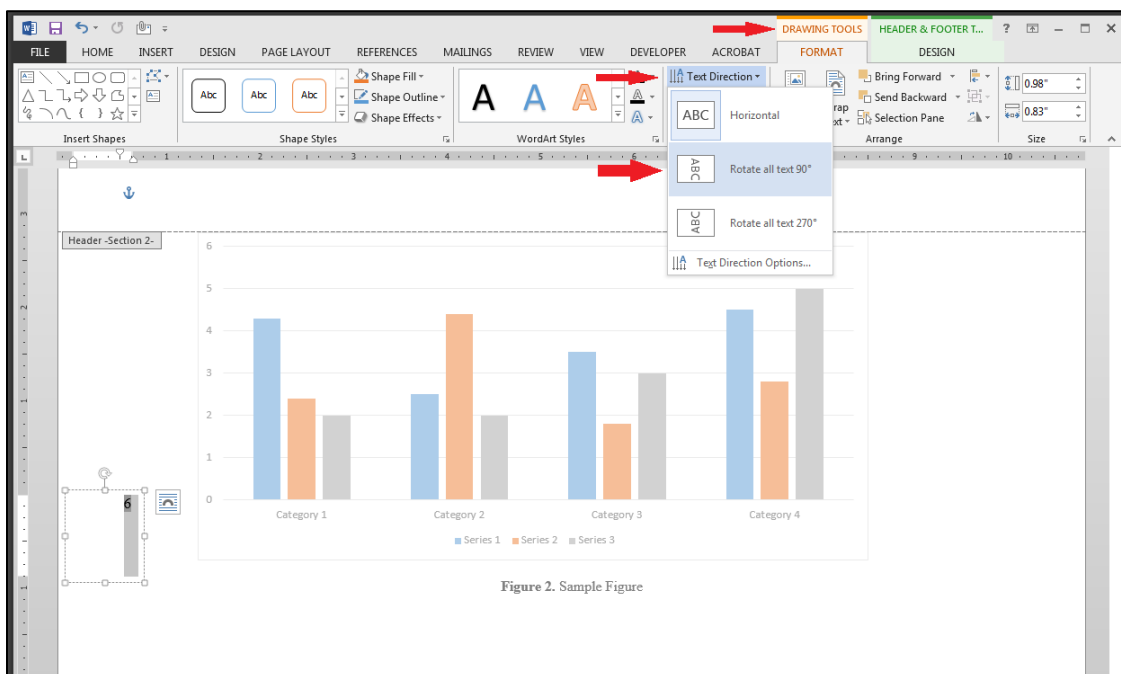
11. Insert a new page number in the “Page Margins” using the “Large, Left” option

- a. At this time, Word does not have an option for a small, plain number in the left margin, so we will have to insert a large number and change it to match the rest of the document



12. A large page number will appear in a text box on the left side of the page. Highlight this number and change the font to Times New Roman 12 pt.

13. Rotate the page number by selecting the “Text Direction” in the “Drawing Tools” section of the Ribbon. Choose “Rotate all text 90°”



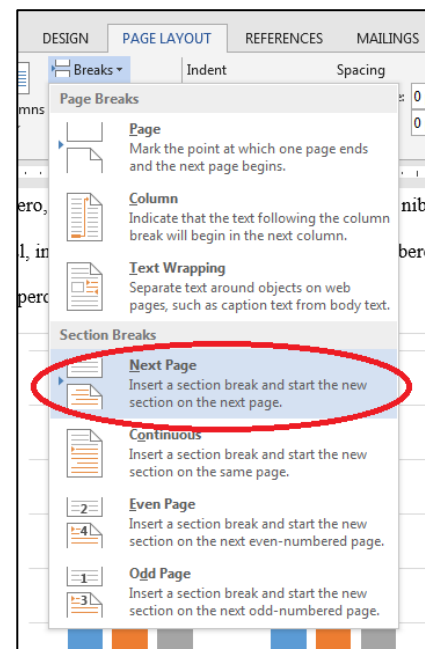
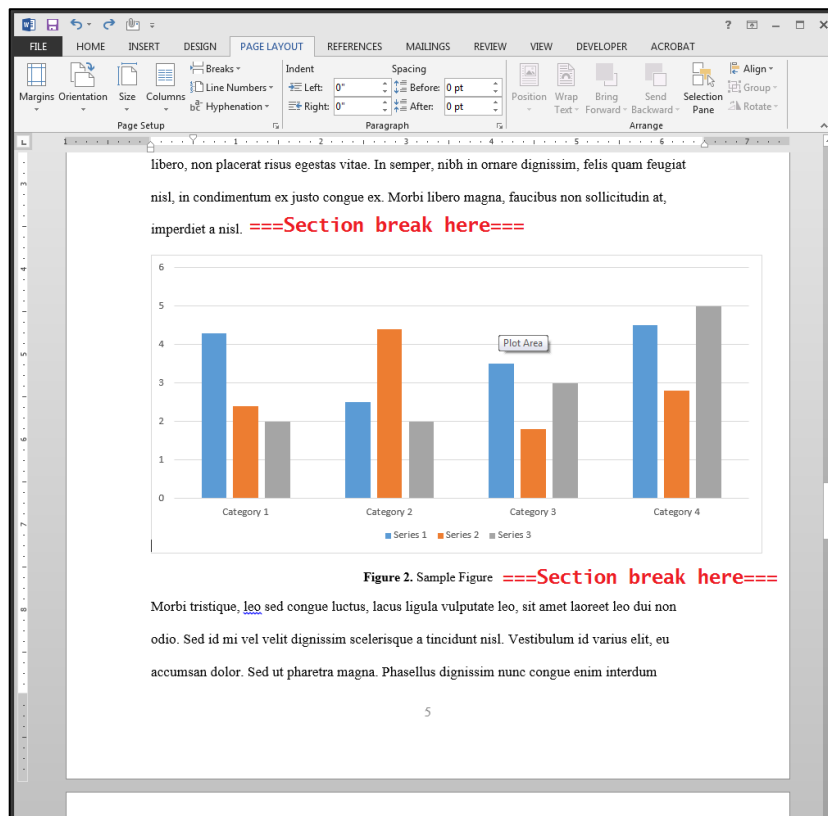
14. Your page number should now match style and placement of all other page numbers in the document. Scroll to the pages before and after the landscape page and verify that these pages have not been affected by changes made to the landscape page.
 - a. If they have been affected, verify that “Link to Previous”/”Same as Previous” is not selected for both the headers and footers of the landscape section and the section following it

Option 2: Keep Protrait Orientation, Rotate Material on Page

Pro: Easy to achieve

Con: Pages will appear sideways when scrolling through document in Word, making it harder to read tables/figures at a glance while working on material

1. Create section breaks before and after the table/figure (as well as its associated title/caption) that you wish to be landscape:
 - a. Place cursor at end of last line of text before table/figure
 - b. In the “Page Setup” section of the “Page Layout” tab of the Ribbon, select “Breaks” → “Section Break” → “Next Page”
 - c. Place cursor at end of table/end of last line of figure caption
 - d. In the “Page Setup” section of the “Page Layout” tab of the Ribbon, select “Breaks” → “Section Break” → “Next Page”

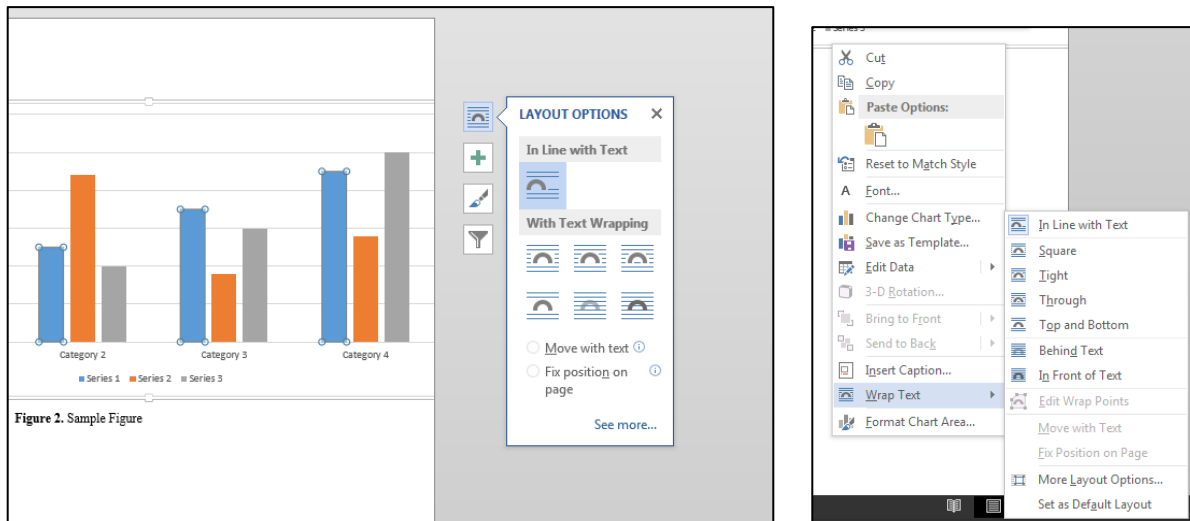


2. Table/figure and its associated title/caption should now be on its own page.
3. Rotate the object on the page so that it is oriented as shown above on page 13 above

- a. For tables, you might have to cut (ctrl+x) the table from the document and then insert it back into the document as an image (right click→"Paste Options"→"Picture")
4. If the title/caption is not part of the table/figure image, you'll need to insert a text box, rotate it 90 degrees, and place it above or below the table or figure as required

Reminders and Tips

- When formatting new sections, select the "¶" button in the "Paragraph" section of the "Home" tab of the Ribbon to show your document's formatting. This will let you see where your section breaks are, and also helps to prevent accidentally deleting them.
- When using landscape pages for tables and figures, make sure that the table/figure placement on the landscape page is the same as the placement for tables/figures in the rest of the document (centered, left justified, etc.)
- When inserting sideways page numbers in the page margins, make sure that the final, rotated page number is placed in the same place as other page numbers in the document (centered, .5" from edge of page)
- If tables/figures are not cooperating with your text (for example, centering the figure centers all of the text in the document; moving the figure moves entire paragraphs of text to the wrong place), try playing with the "Layout Options" that appear when you select or right-click the table/fig



- Using "In Front of Text" or "Behind Text" will enable you to place the image/object anywhere on the page you wish

General Tips and Tricks

- Click the “¶” button (Ctrl + *) on the Home ribbon to show hidden formatting marks. This can alert you to any unintentional formatting present in the document.
- Save the task of perfecting the overall spacing within the main document text for last (after content is ready to go)—otherwise, future content revisions could end up undoing your hard work and/or causing new spacing issues.
- Do NOT use Google Docs (or mobile Word applications) to format your document. All UTSA students have access to full versions of Microsoft Word for **free**. Visit: <https://www.utsa.edu/oit/services/software-and-application-support/OfficeProPlus.html>
- If you are struggling with something, chances are excellent that somebody else is struggling with it as well, and chances are also good that somebody has provided the answer online. Do a Google search for your issue, and don't discount YouTube tutorials—they can be very helpful! Tip: Include the word “solved” in your search to increase chances of finding a solution.
- The Graduate School will be evaluating your formatting in PDF format. A PDF is essentially a digital printout/image of your document. What this means is, in the end, **your document just needs to look right**. Any background formatting tricks you need to do to accomplish this will not be seen! With that in mind:
 - Text boxes are your friend—any time you need to insert text in a specific place in your document and Word is giving you grief, you can always use a carefully placed text box
 - You can hide anything you don't want to be seen (page numbers, headings you have inserted for the purpose of populating a Table of Contents, etc.) by covering the offending material with a solid, unlined white box
 - If you are having a hard time formatting something in Microsoft Word, you might have better luck in a PDF editor. All campus computers have full versions of Adobe Acrobat installed, enabling you to insert or delete content without using Word.