

NOTES ON WORD
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I'll begin by confessing that I'm not a big fan of MS Word. I don't use it for my own work (see <http://ricardo.ecn.wfu.edu/~cottrell/wp.html> if you're interested). Nonetheless, it's possible to make reasonably intelligent use of Word if you're prepared to spend a little time learning some new ways of proceeding (and possibly unlearning some old ones).

My main message is you should arrange for the formatting of your document to be controlled by a stylesheet or template, rather than applying formatting features such as boldface, double-spacing and the like manually. Manual formatting is OK for short, casual documents, but for extended papers it turns into a quagmire of inconsistency and requires far more work than formatting via a stylesheet. The second, related message is that you should make use of features such as automatic date insertion, automatic page numbering (well, of course), an automated table of contents, and outlining—letting the computer do the work for you to the greatest possible extent.

Here are a few specifics.

1. You can grab the example from class via <http://www.ecn.wfu.edu/~cottrell/ecn297/> Take either the document, `paper-example.doc`, or the template, `paper.dot`.
2. To see what you're doing with styles more clearly, it's advisable to turn on the styles panel at the right of the Word screen. You do this by selecting "Styles and Formatting" from the **Format** menu.
3. To apply a style to a piece of text (generally, a paragraph is the relevant unit), put the text cursor in the paragraph and click on the style you want in the styles pane.
4. To modify a style, select the style in the style pane and click on its drop-down menu button. Choose **Modify...**
5. To create a new style, click on the **New style** button in the styles pane. You then get to choose which existing style you want to take as a starting point for modification ("style based on"). E.g. for an Appendix heading style we might take as a starting point the "heading 1" style and modify it by removing the numbering (unless we have several appendices and want them numbered).
6. To modify the specific details of an existing or newly added style, use the "Format" button at the foot of the style dialog box, and select the formatting domain (paragraph features, font or whatever.)
7. To create a table of contents, pull down the **Insert** menu on the main Word menu bar, select "Reference," select "Index and tables" and click on the "Table of contents" tab in the dialog box that appears. Note that you get to choose how "deep" the table of contents goes: the default is 3 levels, but you might want to restrict this to one level (just the major headings).
8. To update the table of contents in line with changes in your document: right-click in the table of contents, select "Update field" from the pop-up menu, then select "Update entire table."
9. Figures and captions: To create an auto-numbered caption for a figure, select the figure and right-click for a pop-up menu. Select "Caption" and specify the details. Note that from this pop-up you can also crop and resize images ("Format picture" option). You can even "Edit picture," where you actually go "into" the picture and are able to change its internal structure, but in my experience this does not work very well—make sure your figure is backed up first before trying this!
10. Outlining: Very useful for working on the overall structure of a document. Choose "Outline view" and explore: you can hide everything but the major headings to see the structure of your document better. You can also move headings around, and all the material underneath the headings will move correspondingly.