

# Step by Step Guide to Create a User-Friendly Digitized Dissertation



Prepared by  
the Library Sub-Committee  
Digitization of Dissertations 2010

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# **1. Making the Headings Work**

The aim of this section is to guide you in using styles in Microsoft Word.

There are several reasons for using styles in your dissertation:

- **Consistency** — Styles help to create a professional-looking document, which is also easier to modify.
- **Efficiency** — You can create a style once, and then apply it to any section in the document without having to format each section individually.
- **Table of Contents** — Styles are used to generate the table of contents.
- **Faster Navigation** — Using styles lets you quickly move to different sections in a document using the Document Map feature.

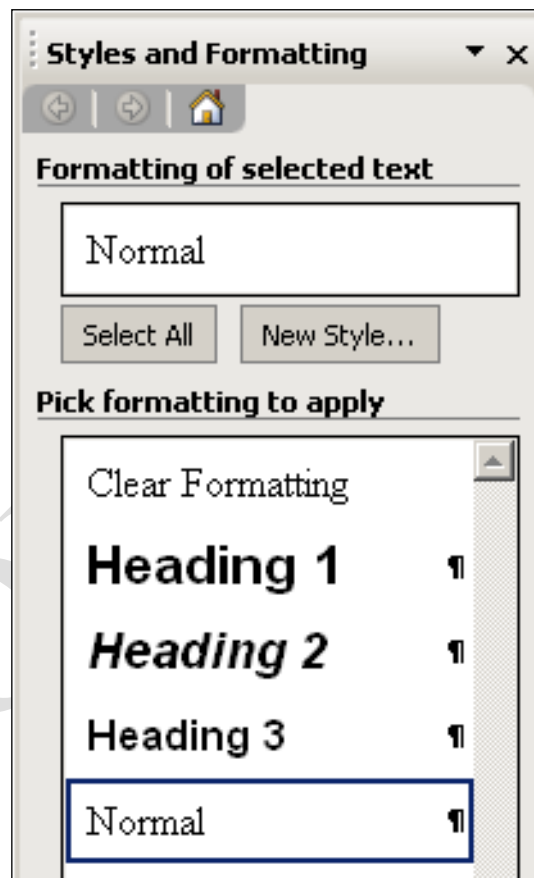
## ***Basics: How to use built-in styles***

### **In Microsoft Office Word XP and 2003:**

- Click on the **Styles and Formatting** icon  on the Formatting Toolbar.



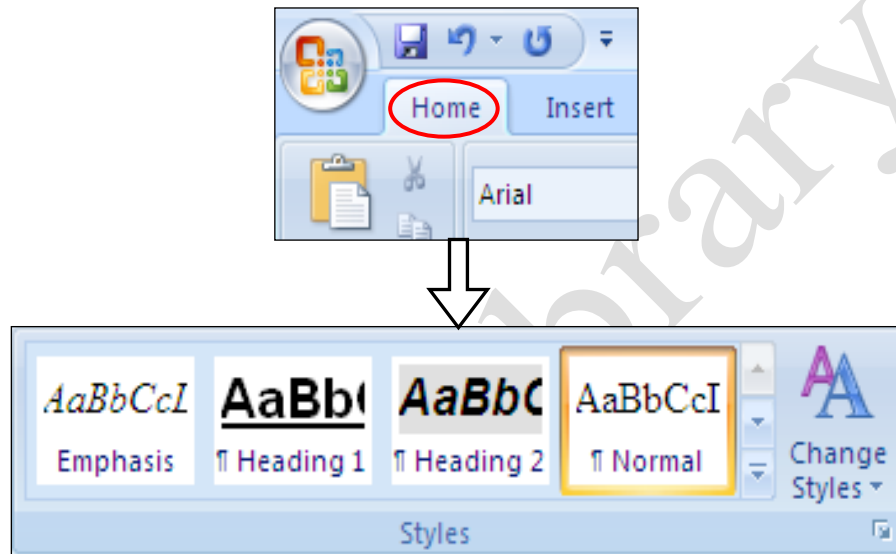
- The **Styles and Formatting** task pane will open up on the right hand side.



- Use **Heading 1** for chapter titles, **Heading 2** for sub-chapters or sections, and **Heading 3** for sub-sections.

### In Microsoft Office Word 2007 and 2010:

- Click on the **Home** tab and select the style you need from the styles section.



- Use **Heading 1** for chapter titles, **Heading 2** for sub-chapters or sections, and **Heading 3** for sub-sections.

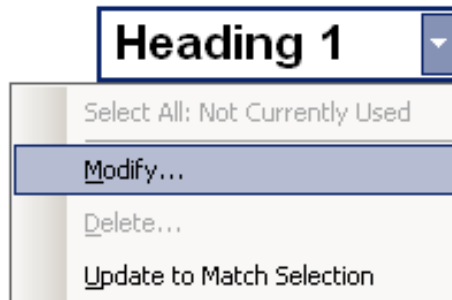
## *Editing Styles*

### In Microsoft Office Word XP and 2003:

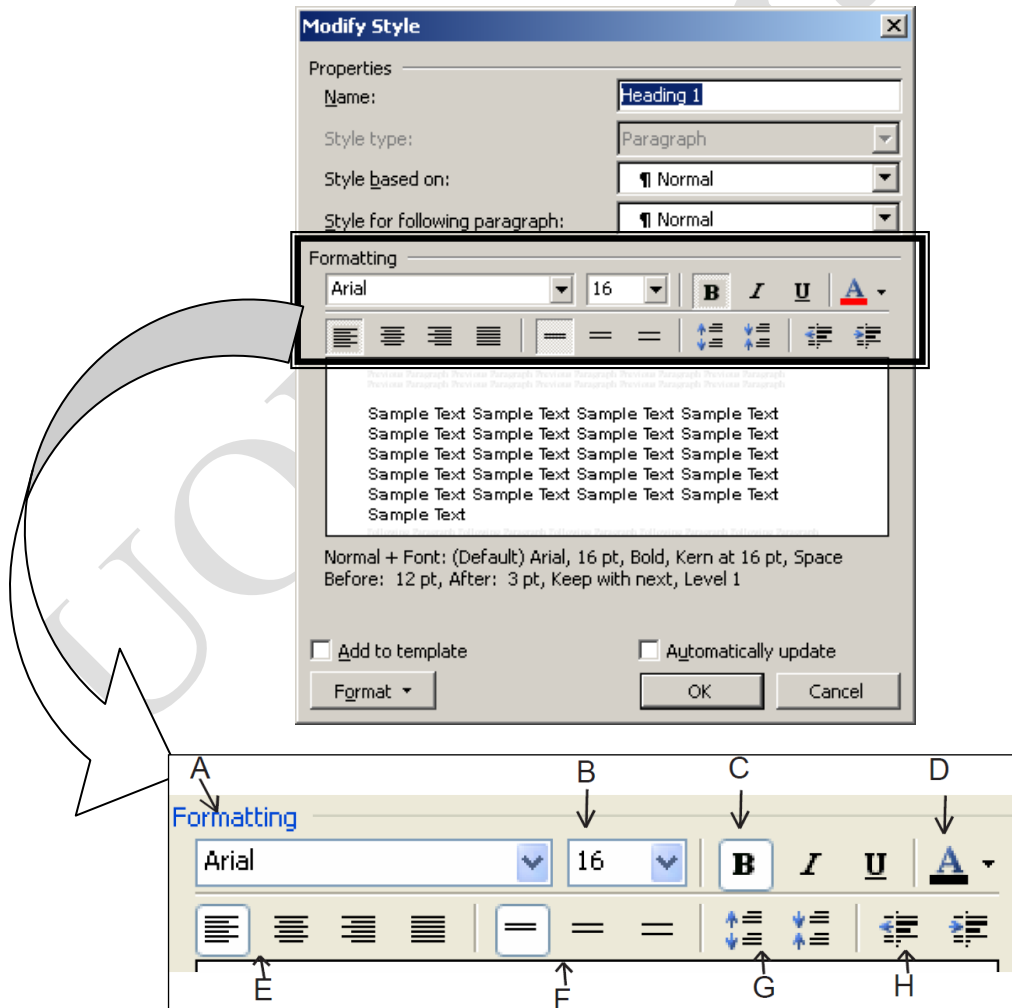
You can modify any of Word's built-in styles.

- From the **Styles and Formatting** task pane hover your mouse over the name of the style you wish to edit.

- Click on the drop-down arrow that appears on the right-hand side of the style name and click **Modify**.



- The **Modify Style** window shows up, as illustrated:



When formatting one should consider:

- A: Font Style
  - It is suggested that **Arial** is used.
- B: Font Size
  - **Heading 1** should be size 16 or more.
  - **Heading 2** should be size 14 or more.
  - **Heading 3** should be size 13 or more.
  - **Normal** should be size 12 or more.
- C: **Bold**, *Italics*, Underline
  - It is suggested that Heading 1 should be **bold** and underlined, Heading 2 should be **bold** and Heading 3 should be *italicized*.
- D: Font Colour
  - This should remain black throughout.
- E: Text Alignment
  - Centre alignment should be used for **Heading 1** and **Normal**.
  - Left Alignment should be used for **Headings 2** and **3**.
  - In the case where Chapter titles are on a separate page, other alignments may be used (see example below where underline and right alignment are used)

## Chapter 4

# Methodology

- F: Line Spacing
  - It is suggested that for style **Headings 2, 3** and **Normal**, one should use at least 1.5 spacing.
  - For **Heading 1**, it is suggested that one should use 2.0 line spacing.
- G: Paragraph Spacing
  - This determines how much spacing is used above and below each paragraph, using the selected style.
  - As a general rule, a large space is created after **Heading 1**, a medium space is created after **Heading 2**, and a small space is created after **Heading 3**.
- H: Indenting
  - This is normally used if, for example, the **Normal** text needs to be set in from the margin more than **Heading 3**.

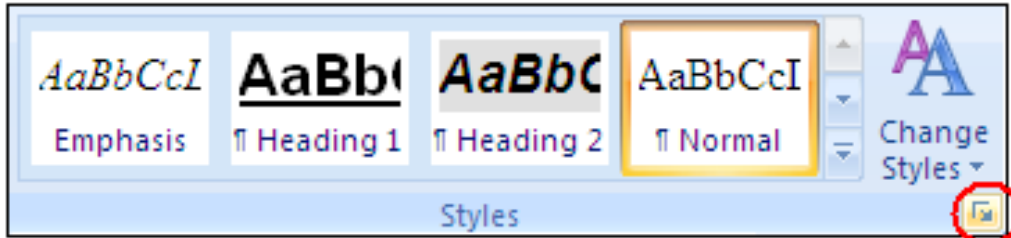
Other options in the **Modify Style** window:



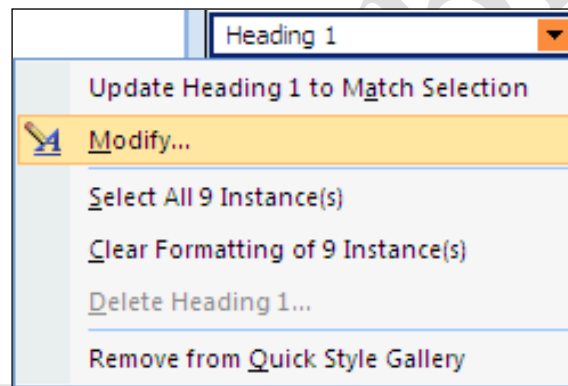
- Further formatting options can be selected by clicking on the **Format** button at the bottom of the **Modify Style** window. The most commonly used options for a dissertation are **Border** and **Numbering**.

**In Microsoft Office Word 2007 and 2010:**

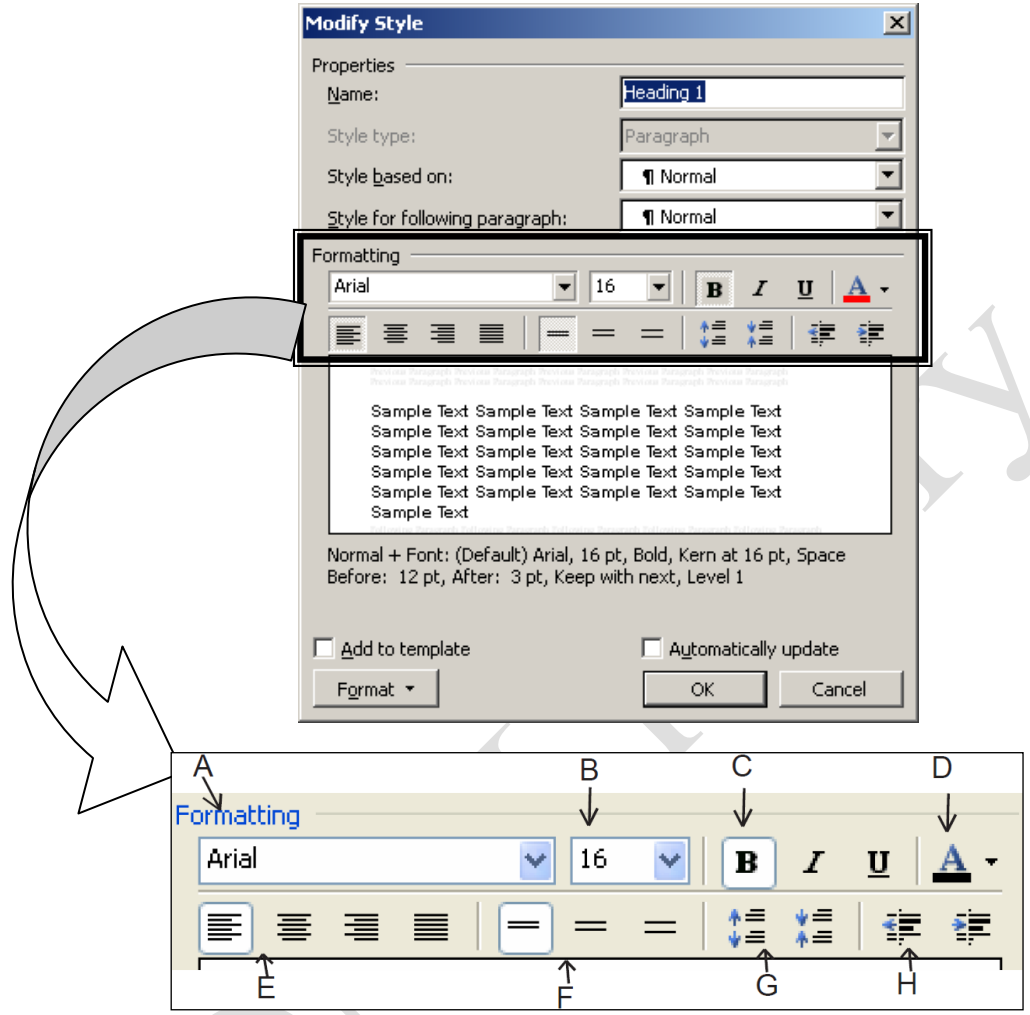
- On the **Home** tab click on the **Styles dialog box launcher**.



- Hover your mouse over the name of the style you wish to edit.
- Click on the drop-down arrow that appears on the right-hand side of the style name and click **Modify**.



- The **Modify Style** window shows up, as illustrated:



When formatting one should consider:

- A: Font Style
  - It is suggested that **Arial** is used.
- B: Font Size
  - **Heading 1** should be size 16 or more.
  - **Heading 2** should be size 14 or more.
  - **Heading 3** should be size 13 or more.

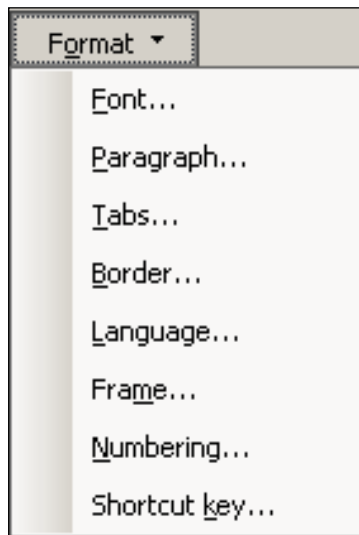
- **Normal** should be size 12 or more.
- C: **Bold**, *Italics*, Underline
  - It is suggested that Heading 1 should be **bold** and underlined, Heading 2 should be **bold** and Heading 3 should be *italicized*.
- D: Font Colour
  - This should remain black throughout.
- E: Text Alignment
  - Centre alignment should be used for **Heading 1** and **Normal**.
  - Left Alignment should be used for **Headings 2** and **3**.
  - In the case where Chapter titles are on a separate page, other alignments may be used (see example below where underline and right alignment are used)

<p><b><u>Chapter 4</u></b></p> <p><b>Methodology</b></p>
--

- F: Line Spacing
  - It is suggested that for style **Headings 2, 3** and **Normal**, one should use at least 1.5 spacing.
  - For **Heading 1**, it is suggested that one should use 2.0 line spacing.
- G: Paragraph Spacing
  - This determines how much spacing is used above and below each paragraph, using the selected style.

- As a general rule, a large space is created after **Heading 1**, a medium space is created after **Heading 2**, and a small space is created after **Heading 3**.
- H: Indenting
  - This is normally used if, for example, the **Normal** text needs to be set in from the margin more than **Heading 3**.

Other options in the **Modify Style** window:



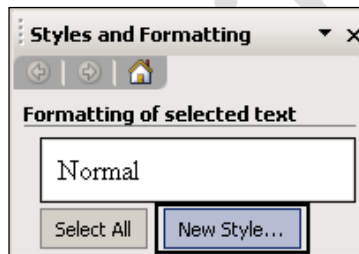
- Further formatting options can be selected by clicking on the **Format** button at the bottom of the **Modify Style** window. The most commonly used options for a dissertation are **Border** and **Numbering**.

## Creating a New Style

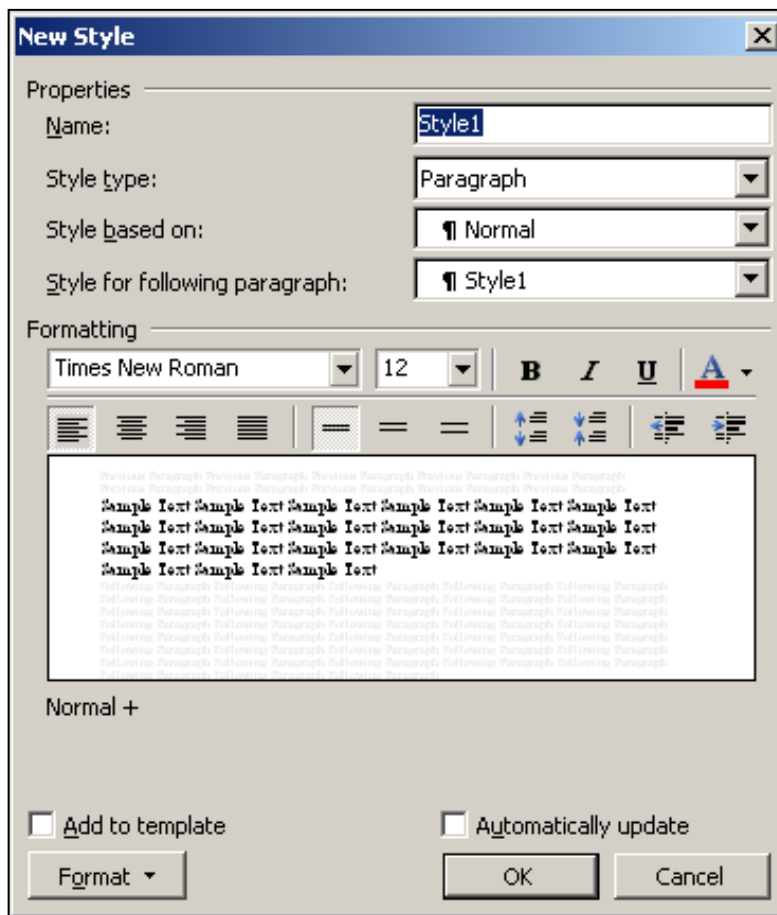
You can create additional styles to use in your dissertation, by following the steps below:

### **In Microsoft Office Word XP and 2003:**

- From the **Styles and Formatting** taskpane, click on **New Style**.



- The New Style window will appear as illustrated below. Give a name to your style and specify the style type (there are four available style types: paragraph, character, table and list).

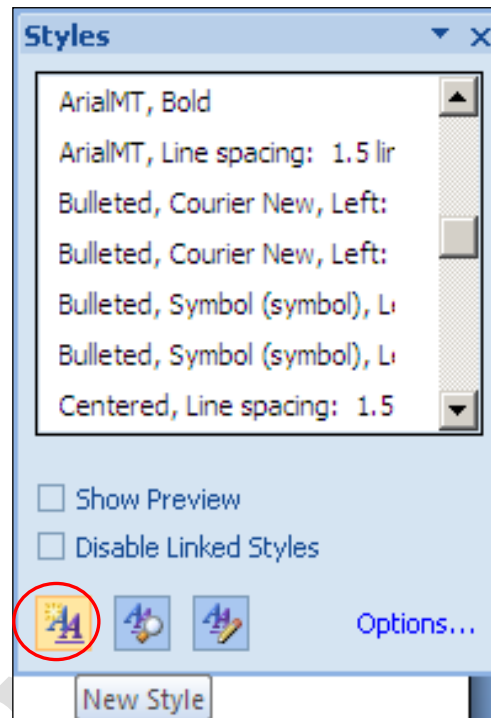


- Choose the formatting options that you wish to apply to your style.
- If you wish to add borders, bullets or numbering to your style, you can click on the Format button and select the necessary options.

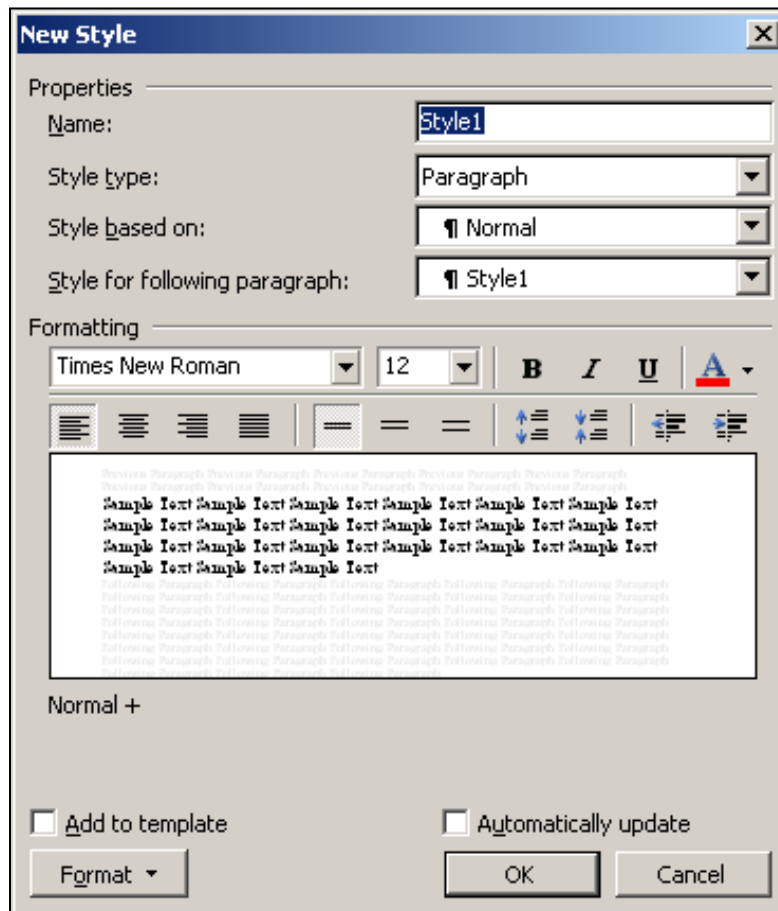
**Note:** For standardization issues, it is essential that no more than two types of bullets are used throughout the dissertation.

**In Microsoft Office Word 2007 and 2010:**

- From the **Styles** dialog box click on the **New Style** icon, as illustrated:



- The **New Style** window will appear as illustrated below. Give a name to your style and specify the style type (there are four available style types: paragraph, character, table and list).



- Choose the formatting options that you wish to apply to your style.
- If you wish to add borders, bullets or numbering to your style, you can click on the Format button and select the necessary options.

**Note:** For standardization issues, it is essential that no more than two types of bullets are used throughout the dissertation.

## ***Important Points to Remember***

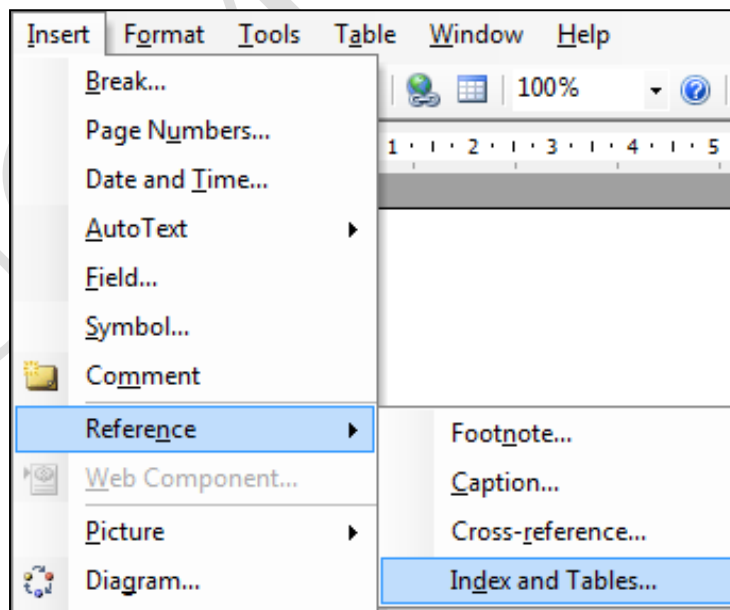
- **Heading 1** should be used for **Chapter Titles**. It should be formatted as:
  - Size 16 (at least)
  - Bold and Underlined
  - Left or Centre alignment
  - Double line spacing
- **Heading 2** should be used for **Sections** in the chapter. It should be formatted as:
  - Size 14 (at least)
  - Bold
  - Left alignment
  - 1.5 line spacing (at least)
- **Heading 3** should be used for **Sub-Sections**. It should be formatted as:
  - Size 13 (at least)
  - Italics
  - Left alignment
  - 1.5 line spacing (at least)
- Unless heading styles are used, the **Table of Contents cannot be created**.
- No more than two types of bullets can be used throughout the dissertation.

## 2. Producing the Table of Contents

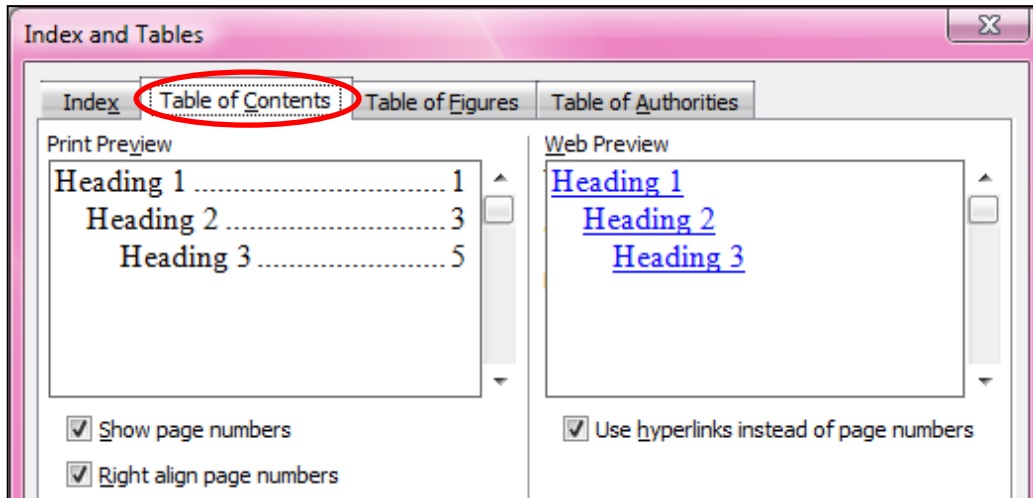
Creating an automatic table of contents is crucial for any write-up. This will not only make things easier for the author, but when the dissertation is converted to PDF format, Adobe will use the items in the table of contents to create bookmarks in the document. This means that the table of contents will be linked to its respective section in the document.

### **In Microsoft Office Word XP and 2003:**

- When the dissertation is completed, create a blank page where you wish to include the table of contents.
- Click **Insert > Reference > Index and Tables**.



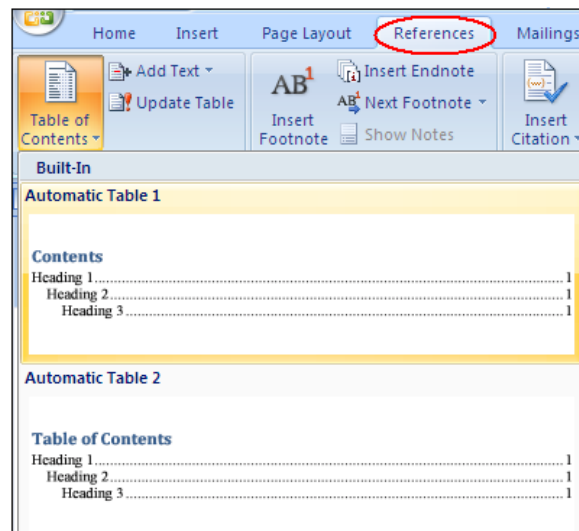
- Then click on the **Table of Contents** tab.



- Click **OK** and the table of contents will automatically be inserted in your document.

**In Microsoft Office Word 2007 and 2010:**

- When the dissertation is completed, create a blank page where you wish to include the table of contents.
- Click on **References > Table of Contents**. Then choose the style that you wish to use.
- The table of contents will automatically be inserted in your document.



## Frequently asked questions

### *How can I insert a table of figures?*

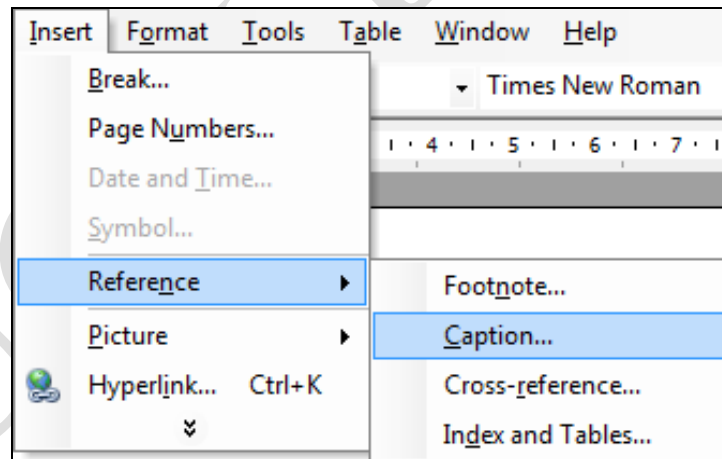
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The table of figures is very similar to the table of contents. It lists the figures that you include in your dissertation.

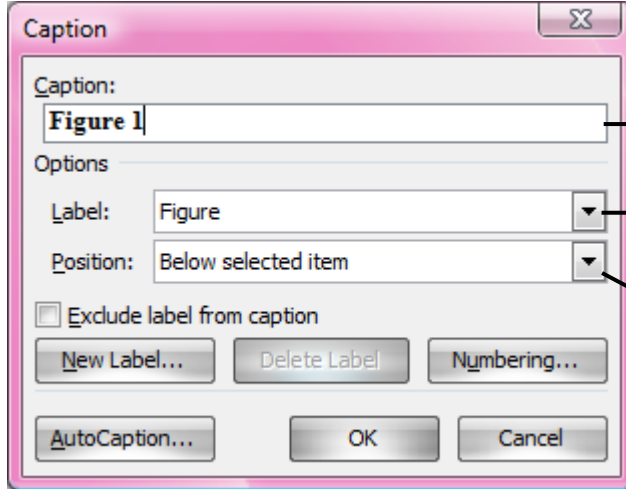
In order to be able to use this feature, you should label each figure using the appropriate method, as follows:

#### **In Microsoft Office Word XP and 2003:**

1. Click on the image to which you wish to add a caption.
2. Click **Insert > Reference > Caption**.



- The **Caption** window will pop-up as illustrated:



Here you can type a caption title for your image

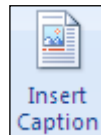
Use this drop-down arrow if you wish to change the label of your object to **equation** or **table** instead of **figure**.

Click here if you wish to change the position of the caption in relation to your object.

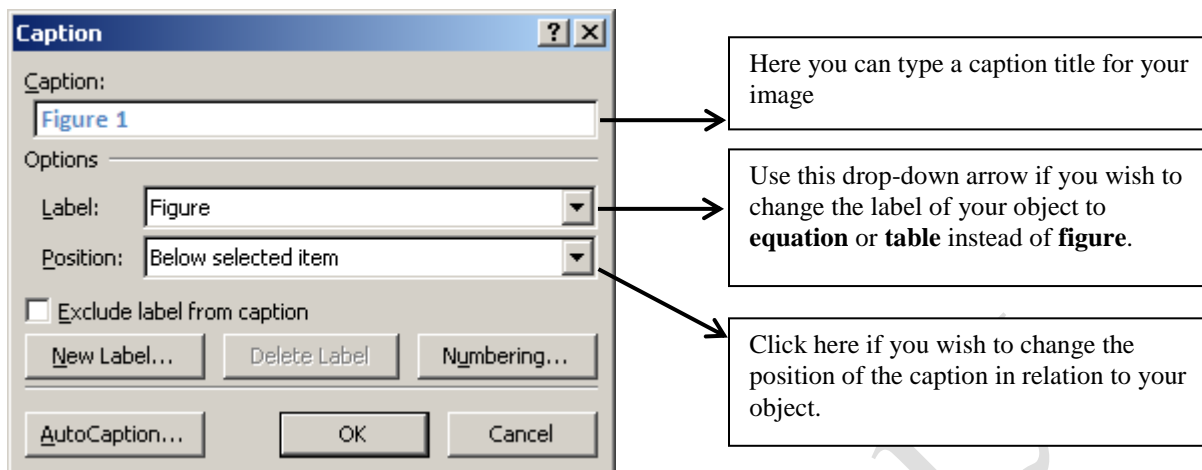
- The table of figures can then be inserted by clicking on **Insert > Reference > Index and Tables**. Then select the **Table of Figures** tab.

**In Microsoft Office Word 2007 and 2010:**

1. Click on the image to which you wish to add a caption.
2. From the **References** tab, click on **Insert Caption**.



3. The **Caption** window will pop-up as illustrated:



- The table of figures can then be inserted by clicking on **Insert Table of Figures** from the **References** tab.

### ***What if I wish to include the table of figures within the table of contents?***

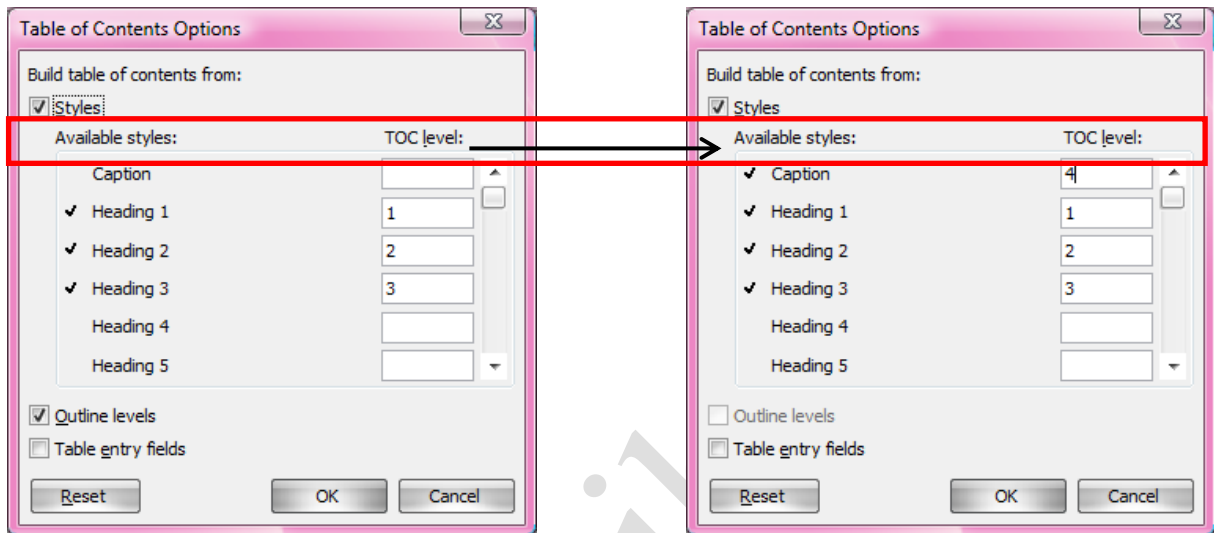
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You will still need to use heading styles or your chapters / sections / sub-sections and you will still need to add captions to your objects using the method explained above. However, the following procedure will need to be employed when producing your table of contents:

#### **In Microsoft Office Word XP and 2003:**

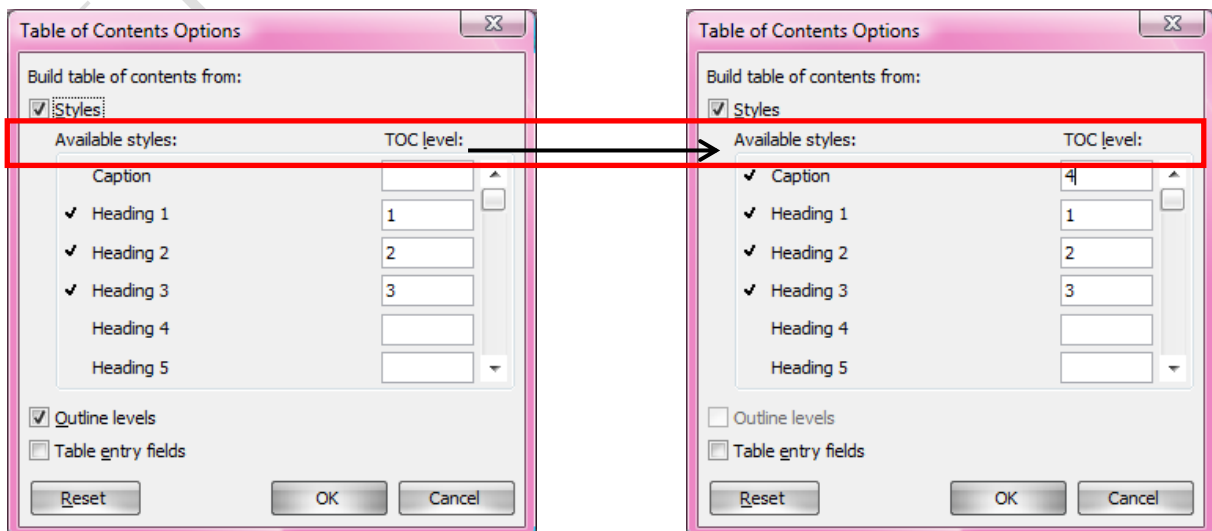
1. Click **Insert > Reference > Index and Tables**.
2. From the **Table of Contents** tab click **Options**.

3. The **Table of Contents Options** window will pop up. Below '**Available styles:**' you shall see '**Caption**' listed as a style. Add this style as TOC level by giving it the next number in sequence (see example below).



### **In Microsoft Office Word 2007 and 2010:**

1. Click **References > Table of Contents > Insert Table of Contents**.
2. From the **Table of Contents** tab click **Options**.
3. The **Table of Contents Options** window will pop up. Below '**Available styles:**' you shall see '**Caption**' listed as a style. Add this style as TOC level by giving it the next number in sequence (see example below).



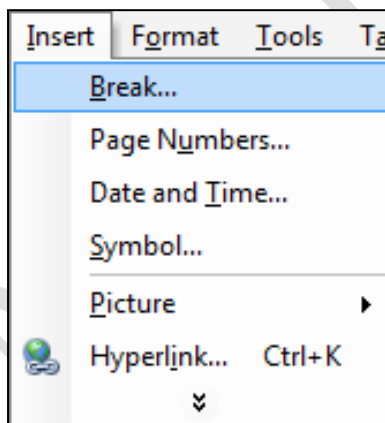
## ***How can I apply different page numbering for different sections in my dissertation?***

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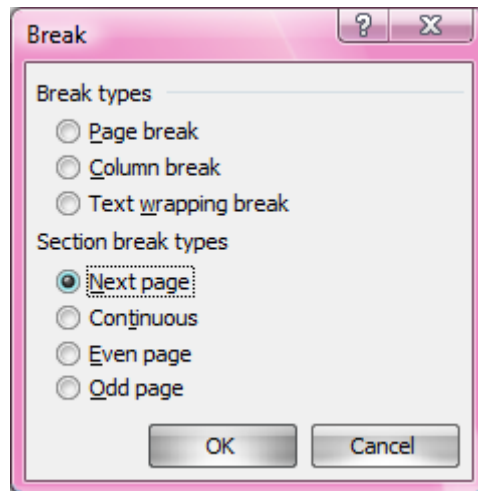
To apply different page numbering to the different sections in your dissertation (e.g. to the table of contents) you will need to create 'section breaks'.

### **In Microsoft Office Word XP and 2003:**

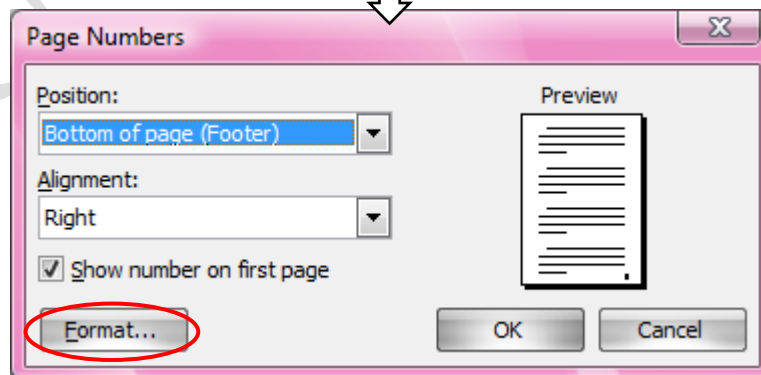
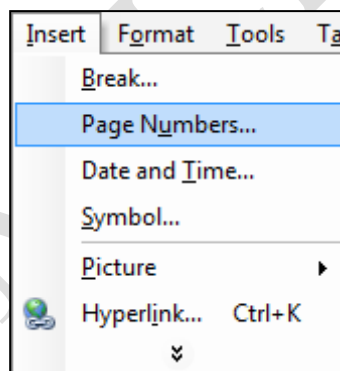
- Click **Insert > Break**.



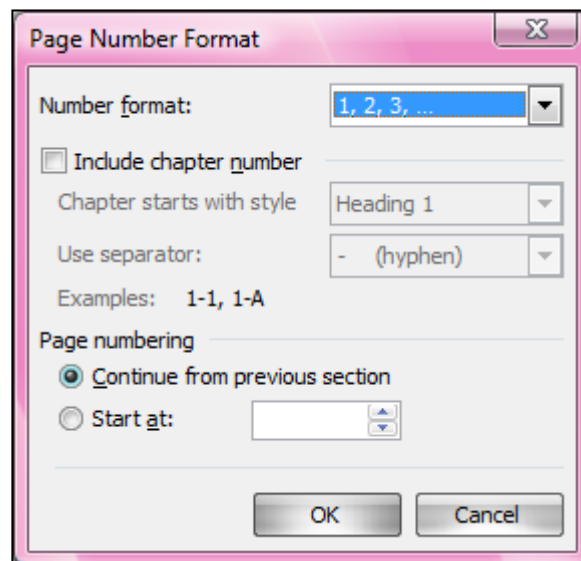
- Below '**Section break types**' choose **Next Page** and click **OK**.



- Insert page numbers in the first section by clicking on **Insert > Page Numbers**. *Note:* You can change to roman numbers by clicking on **Format** (see below).



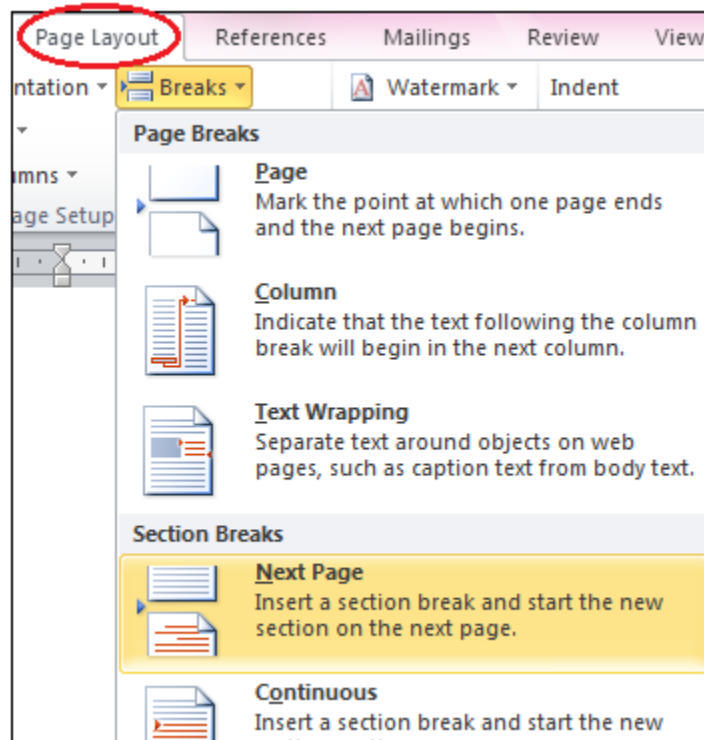
- When you're done from the first section, go to the next section and click **Insert > Page Numbers**.
- Click on **Format**.



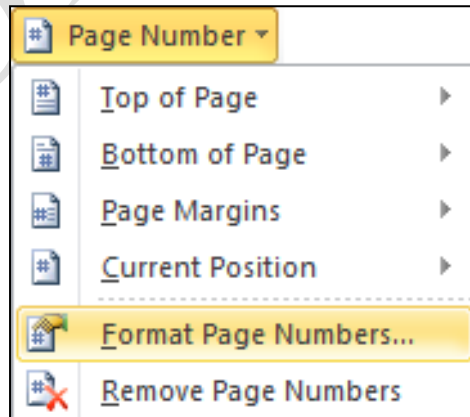
- Choose the number format. Then, in the '**Page numbering**' section choose whether you wish to continue your page numbering from the previous section or whether you wish to start from a different number.
- Click **OK**.

**In Microsoft Office Word 2007 and 2010:**

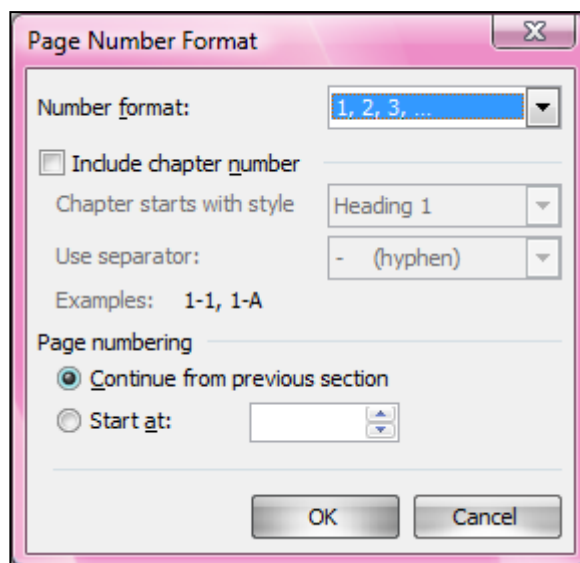
- From the Page Layout tab, click **Breaks > Next Page**.



- Insert page numbers in the first section by clicking on **Page Number** from the **Insert** tab. *Note:* You can change to roman numbers by clicking on **Format Page Numbers** (see below).



- When you're done from the first section, go to the next section and click **Insert > Page Number > Format Page Numbers**.



- Choose the number format. Then, in the '**Page numbering**' section choose whether you wish to continue your page numbering from the previous section or whether you wish to start from a different number.
- Click **OK**.

### ***I changed a Chapter title; how can I update the table of contents to reflect this change?***

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- The table of contents does not update itself automatically.
- Click inside the table of contents and press **F9** on your keyboard. Then select '**update entire table**'. This will update any changes in chapter / section titles, including page numbers.

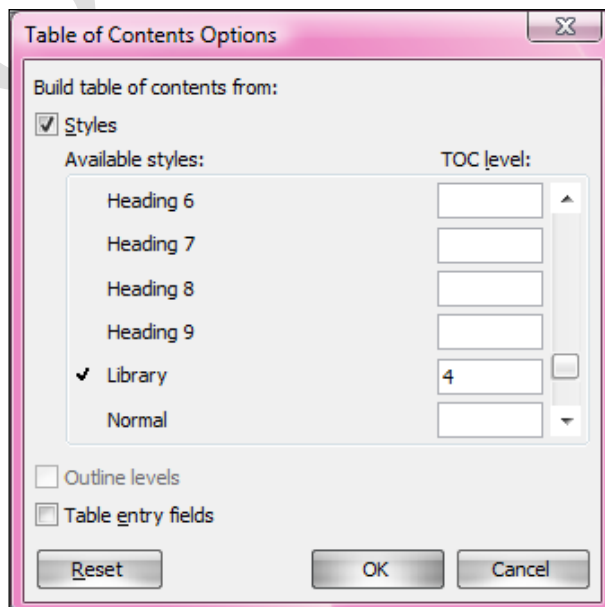
***In addition to headings 1, 2 and 3 I have used another style in my dissertation. How can I include any sub-titles formatted using this style in the table of contents?***

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By default when creating the table of contents, Microsoft Word will only include titles formatted using the built-in headings 1, 2 and 3. However, you can change these default options to include any other style of your choice.

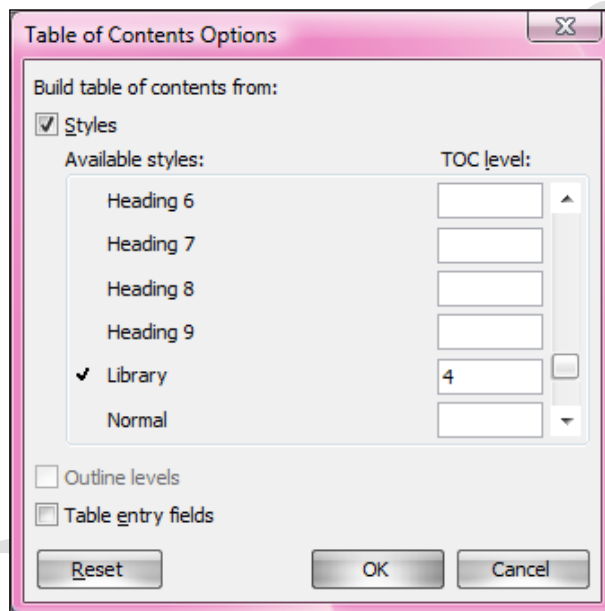
**In Microsoft Office Word XP and 2003:**

1. Click **Insert > Reference > Index and Tables**.
2. From the **Table of Contents** tab click on **Options**.
3. Underneath '**TOC level:**' scroll down to find the name of the style that you wish to include in your table of contents and assign a number to it, depending on which level of the table of contents you want it to appear.



**In Microsoft Office Word 2007 and 2010:**

1. Click **References > Table of Contents > Insert Table of Contents**.
2. From the **Table of Contents** tab click **Options**.
3. Underneath '**TOC level:**' scroll down to find the name of the style that you wish to include in your table of contents and assign a number to it, depending on which level of the table of contents you want it to appear.



### 3. Changing the Language Settings

NOTE: These settings are only needed by students who are using Maltese characters in their dissertation. All other students may skip this step.

It is important not to use any installed Maltese fonts you may have, as these, as a rule, are not in a standard format, and conversion would not work with Adobe Acrobat.

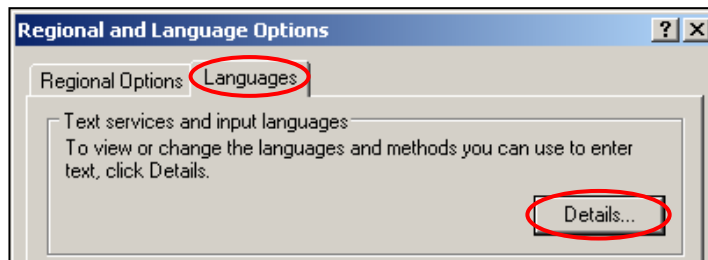
To use Maltese language characters follow these steps:

#### In Windows XP:

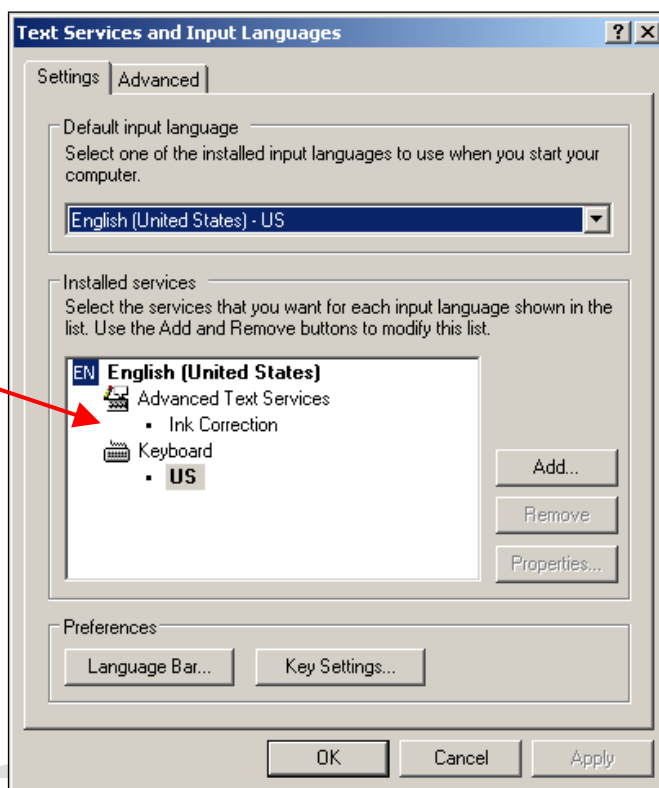
- Click on **Start** and **Control Panel**.
- Double-click **Regional and Language Options**.



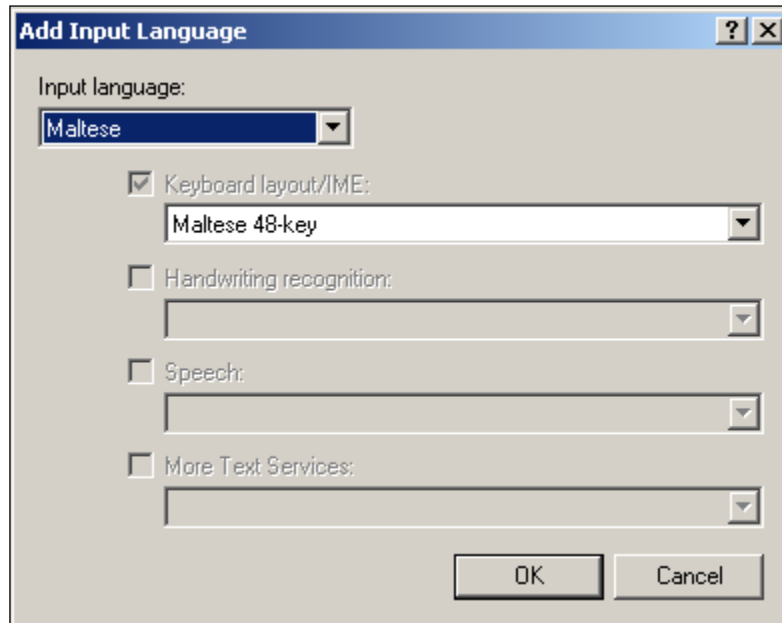
- From the **Languages** tab click on **Details**.



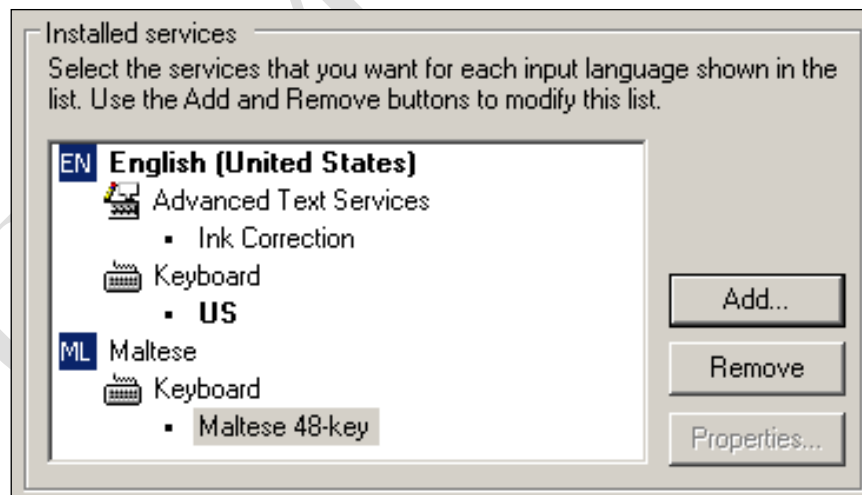
- The **Text Services and Input Languages** appears. Under '**Installed Services**' check if a Maltese keyboard is already installed.



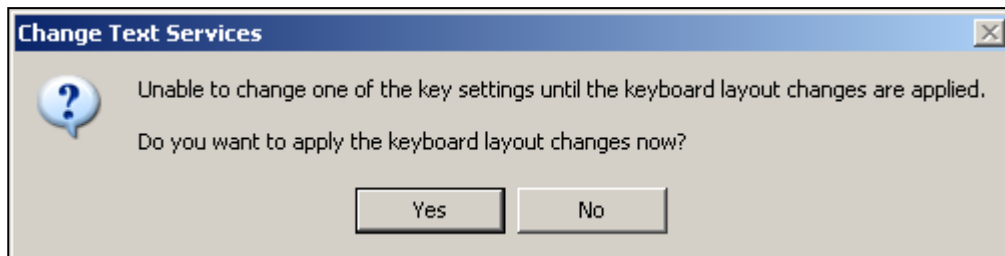
- If there is no Maltese Keyboard click on **Add**.
- Click on the drop-down arrow below **Input Language** and choose **Maltese**.



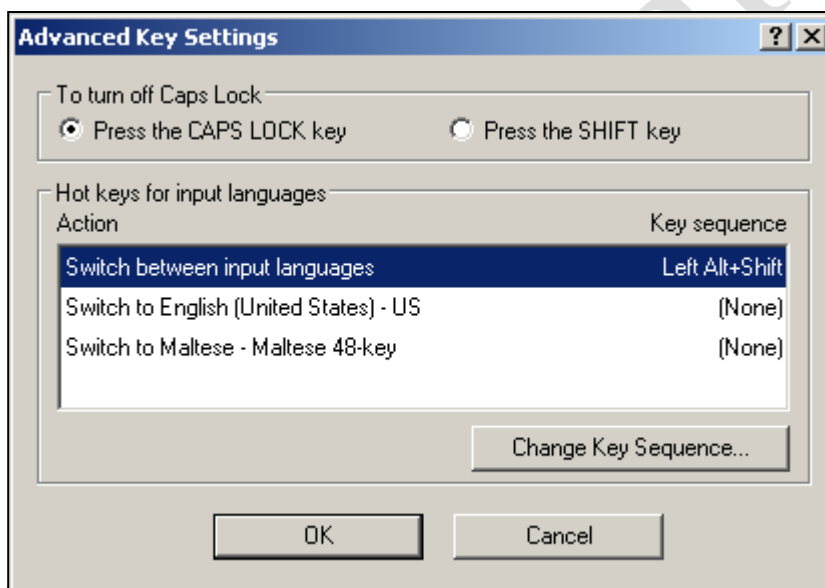
- Click **OK** and you should see the Maltese keyboard listed under **'Installed Services'**.



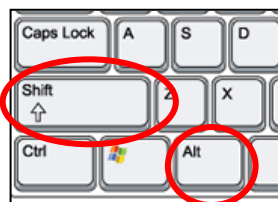
- Click on **Key Settings** and a dialog box will appear (see below). Click Yes.



- The **Advanced Key Settings** window will appear as illustrated below:



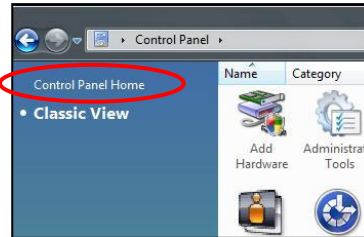
- Click **OK**.
- When using Word, to shift from the English Keyboard to the Maltese Keyboard, press on left **Alt+Shift**.



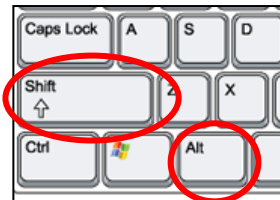
- { becomes **Ġ**, } becomes **Ħ**, \ becomes **Ż** and ` becomes **Ċ**.

## In Windows Vista:

- Click **Start > Control Panel**.
- In Control Panel, if you are in Classic View, click on **Control Panel Home** (top left corner)



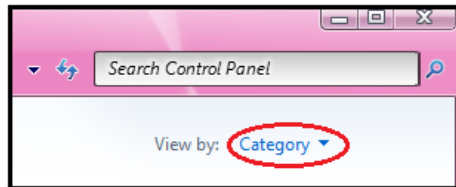
- Click on **Clock, Language and Region**.
- Click on **Regional and Language Options**.
- Click the **Keyboards and Languages** tab and then click **Change keyboards**.
- Under **Installed services**, click **Add**.
- In the **Add Input Language** dialog box, select the Maltese keyboard and click **OK**.
- When using Word, to shift from the English Keyboard to the Maltese Keyboard, press on left **Alt+Shift**.



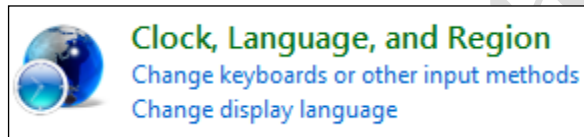
- { becomes **Ġ**, } becomes **Ħ**, \ becomes **Ż** and ` becomes **Ċ**.

## In Windows 7:

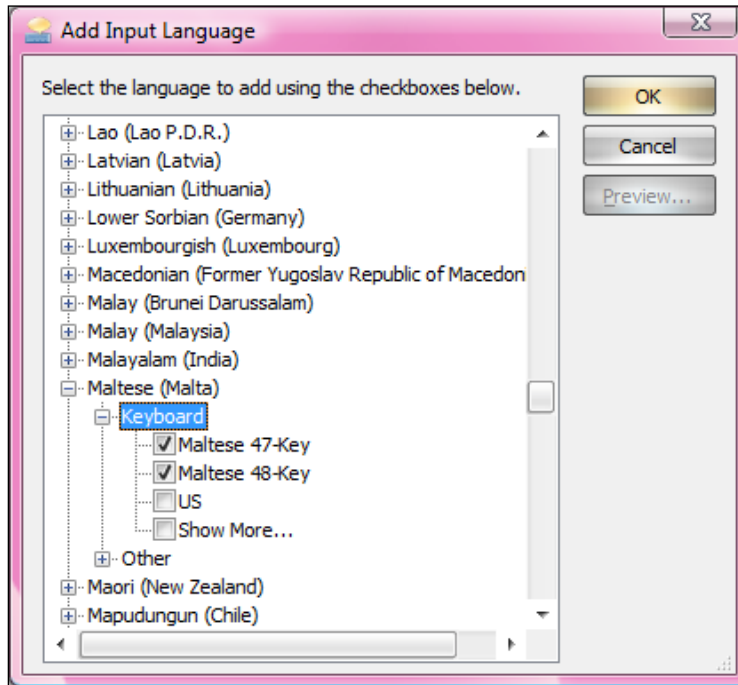
- Click **Start > Control Panel**.
- From the top right corner choose 'View by:' **Category**.



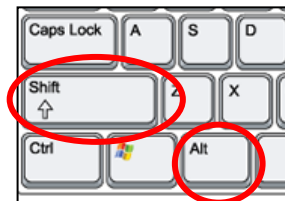
- Click on **Clock, Language and Region**.



- Click on **Region and Language**.
- Click the **Keyboards and Languages** tab and then click **Change keyboards**.
- Under **Installed services**, click **Add**.
- In the **Add Input Language** dialog box, click on the plus (+) sign next to **Maltese (Malta)**, then click on the + next to **Keyboard** and Select **Maltese 47-Key** and **Maltese 48-Key** and click **OK**.




- When using Word, to shift from the English Keyboard to the Maltese Keyboard, press on left **Alt+Shift**.

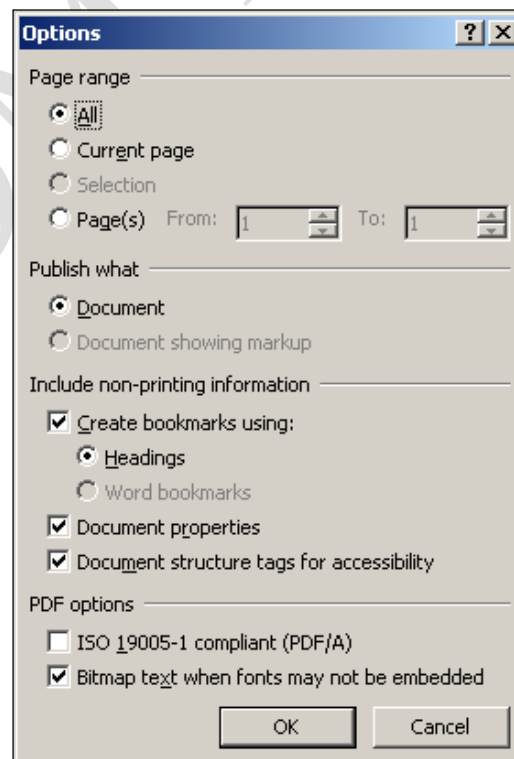


- { becomes **Ġ**, } becomes **Ħ**, \ becomes **Ż** and ` becomes **Ċ**.

## 4. Converting the Microsoft Word Document (.doc) to a Portable Document Format (.pdf)

The conversion should be done on **Open Access IT Services Workstations**.

- Open **Microsoft Word 2007** and open your dissertation document.
- Make sure that the Dissertation is named according to the rules i.e. Year of Degree, Course of Degree and the Student's ID, in this format: 07BED023.
- Click on the **Office button** in Word. 
- Click **Save As > PDF or XPS**.
- Click **Options** and tick '**Create bookmarks using Headings**' (see screenshot below).



- Click **OK** and then click **Publish**.
- Once the PDF file is created try clicking the table of contents entries and these should automatically take you to the corresponding link.
- After checking the dissertation, burn onto a CD-ROM. Do not include the Word Document file in the CD-ROM.
- The CD-ROM should be given to the respective faculties.
- The CD-ROM should also be tagged with the name of the dissertation i.e. Year of Degree, Course of Degree and the Student's ID in the format stipulated earlier.

UOM Library

## Standardization issues and queries

### Resource Packs:

- This holds especially to B.Ed. students. If the resource pack can be saved in a digital format, then it should be saved as a separate file on the same CD. The CD should be tagged using normal tagging (see pg. 37), followed by **.RP**

### Dissertations divided into volumes:

- If a student splits the dissertation into volumes, it should be tagged with the **normal** tagging and a .01 should be added for volume 1, .02 for volume 2 and so on.

### Additional files accompanying dissertation:

- If a student has a computerized file accompanying the dissertation, the file should be saved on a separate CD-ROM and given a normal tagging followed by **.AV**. It is important that the file is not saved on the same CD-ROM together with the dissertation. Computerized files will be handed to the Melitensia section, and put in the Audio Visual section.

### Please Note:

**Responsibility of the content of the dissertation will fall solely on the student.** Lecturers, secretaries and library staff cannot and may not change any part of the dissertation. If any mistake is detected, the dissertation CD-ROM shall return back to the student and only the student may amend the document.

## **Minimum System Requirements**

- Windows XP SP2 or Higher
  - Microsoft Word XP or Higher
- 

## **Contact Us**

*Any queries and / or difficulties may be directed to Raelene Galea on [dissertations@um.edu.mt](mailto:dissertations@um.edu.mt)*