



Glitch Fixing and Final Tidying for a Professional Quality Publication

This help material addresses the final, detailed adjustments in MSWord thesis/project/essays documents, to “polish” your document and customize the SFU library template to your contents. These topics are the most common questions asked at consultations. You may not need to review all the topics covered. See the Topics list for those which may address your needs. To see illustrations in detail, just increase the Zoom to 150% or 200%.

Tidying the table of contents is highly detailed, and requires the use of format/styles. The work is well worth doing to gain professional polish. However, if you are not comfortable with MSWord “Styles”, I recommend you review these tools. Just open a new document from the template to see the Templates Appendix again. More help is at http://www.lib.sfu.ca/researchhelp/writing/msword_help.htm . See “MSWord Skills” and links to external sources. Since this is last minute work, which can be frustrating or anxiety provoking, you might also try a sleep or relaxation break, then re-read the detailed instructions later.

Page numbering glitches? Get “Debugging Page numbering” at <http://www.lib.sfu.ca/researchhelp/writing/thesesformatting/PageNumbering.pdf>

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How to change from double (or 1.5 line) spacing to almost-single (1.15) line spacing The “least work” solution in MSWord:

1. Use “Zoom” in your PDF viewer to increase % view to see details clearly in the illustrations below.
2. Modify the “para” style’s line spacing from “Double” to “Multiple” with the spacing designated at 1.15 line spacing.
3. Then, if your eye notices there is now too much white space, modify the “Before” and “After” spacing in styles for headings and the block quote to reduce space between the regular “para” and those features. Remember to modify the STYLE to change all headings or paragraphs of that type, rather than wasting time (and creating displeasing visual inconsistency) by changing individual headings.
4. **IMPORTANT:** Browse (using the “Select browse object” button at the lower right corner) through the document to inspect figures and tables, and their captions, to ensure these units have stayed together, and are still pleasingly placed. Adjust as needed. See the PDF “Strategies for Figures and Tables” for details.
5. **More work, if desired.** Finally, if discontent at the lack of perfection persists, modify the spacing “before” and “after” of any other styles (such as headings) that frequently occur adjacent to “para” in your thesis, to reduce white space between those styles and “para”.

1. Basic change: line spacing adjustment for "para" style.

Then, if desired...

2. Modify related styles to reduce white space between these and "para" style

1.1 Heading 2

1.1.1 Heading 3

1.1.1.1 Heading 4

Heading 5

para_block_quote

Spacing: Before: 6 pt, After: 18 pt

Spacing: Before: 6 pt, After: 12 pt

Spacing: Before: 18 pt, After: 6 pt

Spacing: Before: 12 pt, After: 6 pt

Line spacing: Multiple, 1.15

Correcting Use of Case in Headings, the Table of Contents, List of Figures and List of Tables

The problem

- It is extremely common to have inconsistencies of capitalization appear in the Table of Contents (and in the List of Figures and Tables). Some words may be capitalized or in ALL CAPS (and are not), or words are capitalized, but should not be.
- Misuse of capitalization is a common error that you can easily check and correct for yourself:
 - Misuse of case is usually visible in the Table of Contents, but, when the Table of Contents (ToC) inserted using MSWord tools (Insert/Reference/Index and Tables/Table of Contents), it cannot be corrected there. Any such “manual” corrections will disappear and need to be redone after updating the ToC.
 - Headings which are in ALL CAPS on the pages, may be in Title Case in the Table of Contents (or be inconsistent).
 - The only way to fix these glitches in the ToC permanently is to correct them in the actual headings themselves. Correct the headings, and the Table of Contents will correct itself.
 - See instructions below.

TABLE OF CONTENTS	
Approval	ii
Abstract	iii
DEDICATION	v
Acknowledgements	vi
Table of contents	vii
List of Figures	viii
List of Tables	ix
Glossary	x
Chapter 1: A Typical centered Chapter or Section Title	1
1.1 Introduction: Heading Level 2	1
1.1.1 Subhead heading level 3	2
Chapter 2 title	6
Appendices	7
Reference List	8

What is “case” in headings?

- It is the traditional use of capitalization, depending on the level of heading, in hierarchical order. They are, from highest to lowest level:
 - ALL CAPS, called UPPER CASE, in which all letters are capitalized.
 - Title Case, in which the first letter of the major words, including proper names (i.e. names of persons, places, companies), are capitalized. The less important words, such as prepositions (of, which, except, in), articles (the, those an, an) and conjunctions (and, but) are NOT capitalized.
 - Sentence case, in which only the first letter of the line, plus proper names, are capitalized, as in regular sentences.
- What about SMALL CAPS?
 - Please don't use them. They are not instantly obvious to a first time reader, so they don't effectively assist the reader to understand the structure of your work.
 - In the table of contents, in particular, they (and italics) just add clutter to a very condensed pageful of information.

Rules of case use in headings

- Use of case needs to be consistent throughout each level of heading.
 - The choice of case begins at the Heading 1 level, with either UPPER CASE or Title Case. Sentence case may also be used, if desired.

- Case is hierarchical, and used in a stepwise pattern: A higher level of case cannot be used at a heading level below a lower level of case, such as UPPER CASE in subheadings below where Title Case is used, or Title Case below Sentence case.
- Example: Each following level of subheading may change to a lower level of case, if desired, and the following level of sub-sub-heading may be the lowest level of case, but if Sentence case is chosen for any heading level, all headings of this level and of all lower levels must remain sentence case.

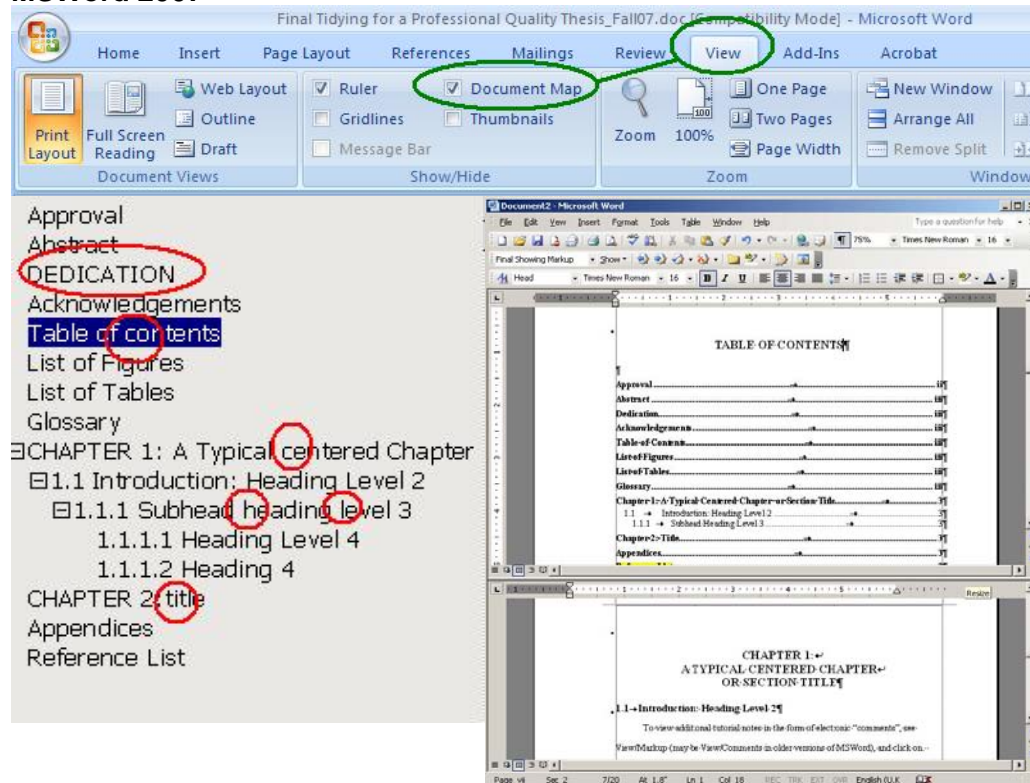
Use of case in the table of contents

- Tables of contents are used by first-time readers to gain an overview of the work. For this reason, a table of contents needs to be visually very clean, with minimal use of font and case difference for maximum readability. In general, ALL CAPS is used little, or not at all, in a Table of Contents, in contrast to headings on the actual pages, where ALL CAPS is common in Heading 1s.
- Manual Table of Contents?** The following technical instructions are used with a Table of Contents inserted through Insert/Reference/Index and Tables/Table of contents. If you have created the Table of Contents manually, the relevant instructions are those about rules of case and applying Format/Change case, which is done to the individual lines of your headings and Table of Contents.
 - Headings in ALL CAPS on the pages usually appear in Title Case in the Table of Contents.
 - This is possible because the Heading 1 style is configured for "looks" in ALL CAPS by means of format/styles/modify/format/ font, with the All Caps option ticked. This enables the user to change the looks without having to re-type the headings if ALL CAPS is not desired. It also enables the different looking on the page where you want it very dominant, but in Title Case in the Table of Contents, where a "screamer" heading is less desirable. However, it means that the Heading 1s have to be correctly typed in Title Case to begin with: that is, the shift key has to be held down when typing the letters that need to be capitalized, even if, in the heading itself, this is not visible.
 - Acceptable variation:** Sometimes it is desirable to have main text Heading 1s appear in the Table of Contents in ALL CAPS, but with preliminary page Headings in Title case, to bring the chapter headings into greater importance, visually.
 - This is done by using CAP LOCK to type the text of the Heading 1s in the main body (or highlight the existing text, and use Format/Change Case to choose UPPER CASE.). This is in addition to the Heading 1 style already being configured to appear in ALL CAPS through Format/styles. This then leaves the preliminary page "Head" style configured through Format/styles to appear on the page in ALL CAPS, but to appear in the independent TOC1 style, the way they were typed, usually in Title Case.

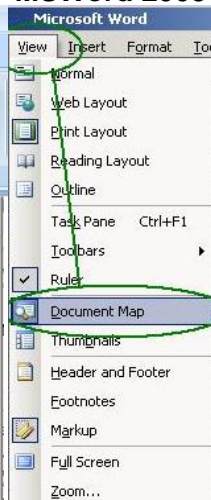
How to check for errors of capitalization in headings

- Open View/Document map (in Mac, view/navigation pane/document map).
 - The document map shows you how your headings are actually typed, as opposed to how they look with the style's cosmetic configurations applied to it.
 - Widen the view so that most of the text of your headings becomes visible.
 - Check each level of headings (all the heading 1s, all the heading 2s, all the 3s, 4s, etc.) which you have used, to see if your use of "case" is consistent.
 - For example, in a heading 1, which is often in ALL CAPS to look at because of the configurations, you will be able to see, in the document map, whether you ALSO typed it with the CAP LOCK on. If you did ALSO use CAP LOCK, then you will see the ALL CAPS in both the document map and in the table of contents, where you might not want it. See illustrations, next page.

MSWord 2007



MSWord 2003



Fixing case – two methods for the "least work" solution.

- Using View/document map, you can review your headings, and you can go to each one to correct them. Afterwards, don't forget to update your ToC.
 - If only one or two letters need correcting, just type over the offending letter. If it needs to be a capital letter (as seen in the document map), then highlight the letter, hold down the shift key, and type the letter. The looks in a heading 1 will not change, but it will change in the document map (check to see) and will change in the Table of Contents when you update it again.
 - If whole words or a whole heading needs to be redone, then highlight the entire text of the heading, and go to the menu: Format/Change case will open a menu offering the choices of case. Tick one, and hit okay. The whole will be retyped for you. This is particularly useful for correcting the use of CAP LOCK anywhere, particularly in Heading 1.
 - However, using Title Case will capitalize the small words. This is because computers are fast, but stupid. These need to be corrected to lower case. Then proofread the heading to ensure it is correct as to case.
 - Then, for Heading 1, where you intend to have them with the ALL CAPS look, re-apply the style. To do this, use either format/styles to open the styles panel, or use the small style pane on the menu bar (Mac users need to find how it is done on a Mac) and then click the style name firmly. This should cause the chosen standard style to re-appear.




Figure and table caption inconsistencies of case

- Lists of Figures and Lists of Tables can also reveal inconsistencies of case in captions. Decide whether you want them in all Title Case or all Sentence case. Basis of choice is personal taste or requirements of your chosen style manual. If not certain, Sentence case is the most common, and easiest, in captions.
- Recommended close-to-deadline approach: use the “least work solution”:
 - Determine which case style the majority of your captions are already done in, and then change the remaining ones that are not consistent with the majority.
- You will need to go to each caption in turn to correct these, and can use the format/change case there, also. To go, two methods:
 - In the List, identify an offending caption, and use Control/Mouse click to go to that caption.
 - Follow the instructions above on fixing case.

Table of Contents Adjustments

- The style for the Table of Contents is middle-of-the-road in design, because the final needs depend on your content – the length and wording of your headings. They often need final adjustment to suit your needs and taste.

Tidying the Table of Contents indentation and tabs

- Format/styles/modify/format/paragraph and tabs can be used to tidy up the Table of Contents, as there is a style (TOC1, TOC2, TOC3, TOC4) to correspond to each of the heading levels you have in the ToC. The paragraph indentations, tab settings which govern the space between automatic numbers and the following text, and the matching hanging indents in the table of contents, can all be modified.
 - It is necessary to highlight only the paragraph mark at the end of the line to capture the given TOC style. This is because the TOC lines involve two styles (including “hyperlink” style).
 - To see the paragraph mark, turn on the **Show/Hide** button  or  on the MSWord 07 Home/paragraph menu bar so you can see the ¶ symbol at the end of the ToC text line, following the page number.
 - If highlighting only this symbol is difficult, click just in front of the mark, hold down the **Shift key**, and click the right arrow  key once.
 - Go to format/styles/modify/format/paragraph to set the left indent, as desired.
 - TOC2 can be fully left aligned, if desired (Left indent: “0”). This will require also modifying the left tab and hanging indent.
 - TOC3 (and TOC4 if used) can then be indented less, if desired, with its tab and hanging indent to match.
- To re-set the tab and matching hanging indent, set the tab first.
 - Still using format/styles/modify/format, go to tab first to set a new left tab.
 - Tab: Set the measurement; check to ensure it is a left tab, not a right tab, and hit the **Set** button. Highlight the old left tab measurement on the list, and click the **Clear** button, so it does not interfere with the functioning of the new one, then click **Okay**.
- Be careful not to delete the setting of the right tab (at the right margin) which is used for the page number.
 - Then, still in format/styles/modify/ go to format/paragraph. Go the Indent/**Special** list. It probably reads **Hanging** with a measurement that matched the old tab. To set a measurement that matches the new tab,

first select **None** to turn off the old measurement, then select **Hanging** again to turn on the new tab measurement.

- In some versions of MSWord, this will not be accurate if there is also a left indent already set (see the left side of the menu box under **Indent**). If so, subtract the amount (in cm or inches) of the left indent (say, 0.15 inch) from the amount of the tab (0.85 in) to find the hanging indent setting needed (in this case, 0.7 inch). Change the hanging indent measurement to that figure, and hit **Okay**, and go out of format/styles. You should be able to see on your toolbar ruler that the tab and hanging indent are in the same spot.

The ToC page numbers have shifted to the left – what to do

- Frequently, short headings, such as “Abstract” are so short that the page number defaults to the setting of the left tab and hanging indent.
- Identify which TOC style this offending heading is in (TOC1, TOC2, TOC3, or TOC4)
 - First check your other headings in that style (i.e. all TOC1s). Are you not using automatic numbering that requires a left tab? Are any of these headings long enough that they wrap to a second line, and therefore need the hanging indent?
 - If you do not need the tab or hanging indent, then change the TOC style to eliminate them permanently.
 - Highlight only the paragraph mark at the end of the line to capture the given TOC style. Use format/styles/modify/format/tabs to clear the left tab (do not clear the right tab at the right margin, i.e. the 6” tab).
 - Still in format/styles/modify, go to format/paragraph/indents and spacing, to Indent/Special. Change the choice of **Hanging** to **None**. Okay.
 - Observe that all the affected ToC lines have their page numbers back on the right margin.
 - If you have both short and long headings at this level of the ToC, then you will need the tab and hanging indent in other TOC lines of this style. A manual fix is required.
 - This is best left to the end, before printing to avoid having to repeatedly make this manual change, which will be eliminated every time you update the table of contents, and update the “whole table” in response to needed heading text changes.
 - At the end of the text of each offending line, hit the **Tab** key to add a manual tab. This will push the next tab beyond the first tab setting, and over to the custom tab location at the right margin.
 - After this, updating only the page numbers of the ToC will conserve this manual fix.

The Table of Contents lines are all underlined, even the dots leading to the page numbers.

- This is caused by an MSWord default that cannot be reliably eliminated in the templates. The problem is that MSWord’s “automatic” default underlining of hyperlinks has flipped back on, and since the ToC lines ARE hyperlinks to the headings, the underlining has returned to make the ToC untidy and hard to read.
- Cure: Correct the hyperlink style configuration. Go to Format/styles and open the list of styles. Find the two styles called “followed hyperlink” and “hyperlink”.
 - For each of these styles, modify the style by UNclicking the Underline button. If the font colour of these styles is blue or red, also change this font colour to black (not “automatic”, just “black”. Okay.

Tidying the Table of Contents spacing

TOC is spread over too many pages

- Generally, the Table of Contents is **not double spaced**, nor spaced at one and a half lines. Instead, single paragraph spacing, and differential spacing “before” and “after, in the format of TOC styles is used to obtain a “clustered” look that clearly guides the reader in obtaining a sense of overview of your contents.
 - APA raw manuscript formatting does call for double spacing, but this is for the convenience of typesetters employed at publishing houses to prepare the published edition. Chapter 6 of the APA manual (5th edition) explains why this is not used when the author of a thesis is preparing their own final, published edition.
 - If your TOC is double spaced, correct this first.
 - Use Format/styles/modify/format/paragraph to change the spacing of each TOC style (TOC1, TOC2, TOC3, TOC4) in use, from **double** to **single**.
 - In addition, change the “before” spacing of TOC1 style to 6 pts, and the “after” spacing to 3 pts.
 - View the effect on your Table of Contents. Is this satisfactory? Other problems may occur as follows:

“Widowed” TOC1 lines – my chapter heading sits alone at the bottom of the page.

- One or more Chapter headings in the Table of contents (TOC1 lines) are at the bottom of the page, without the subheadings they belong with and refer to.
 - TOC1 can benefit from giving it “keep with next” to prevent a chapter heading from sitting at the bottom of the page. Format/styles/modify/format/paragraph/line and page breaks/Keep with next. Use this only on the TOC1 style.
 - If a TOC2 or lower level TOC line irritates you, also do this to the single line, using only format/paragraph, not format/styles. This is a manual fix, and will disappear if you update the entire ToC. So this is a fix done very late in editing, when it is only necessary to update the page numbers.

“Orphaned” ToC lines: the last one or two lines of the ToC are pushed over to another page, wasting paper and space.

- Adjust the spacing between ToC lines again. You can adjust the before and after spacing of TOC styles to expand or contract the space the entire ToC occupies. It may be easier to expand the spacing to push more ToC lines to another page, than it is to squeeze the ToC tighter to fit fewer pages.
 - Try this with TOC1 first. Using Format/styles/modify/format/paragraph/spacing, Before and After. Adjust the before and after spacing by 2 or 3 pts. This will to provide some more or less white space between chapters, to push a couple of lines to the next page, or to pull a line up onto a preceding page. As long as the total spacing above the TOC1 remains around or more than double the total spacing below. i.e. 8-9 pt before, and 3-4 pts after. This will keep the TOC1 lines closer to the chapter contents than to the chapter preceding it.
 - Once the TOC1 is adjusted, check to see if more spacing is still needed.
 - TOC2 can also have about 2 pts spacing added before and after. Adding space before and after takes care of the spacing both between TOC2s, and between TOC1 and TOC2, and between TOC2 and TOC3. Generally, space is not added to TOC3 or TOC4, if present.

Additional tricks to condense the table of contents

Nest Appendices under a main “Appendices” heading like subheadings under a chapter name

- The preliminary pages do not really need to be as large and dominant as the chapter headings. If you have used “Head” or “Head1” style for preliminary pages (and Appendices and Reference List, as opposed to Heading 1 for the chapter headings, there are additional tricks available
 - Using Insert/reference/index and tables/table of contents, click the **Options...** button. Scroll down the list to where “Head” or “Head1” appears. Note that the TOC style indicates **1**, meaning that this heading style is attached to the TOC1 style for table of contents purposes. This can be changed to **2** to attach it to the TOC2 style. Click **Okay**, and **Okay**, to insert a new table of contents.
 - Note that if TOC2 is indented, this look may not appeal to you. However, TOC2 style can be amended to eliminate the left indent (the left tab and hanging indent would also need to be amended to match: see section above).
 - Check the end of the ToC. If you used Head (or Head1) for the Appendices and Reference List, this application of TOC2 may not appeal to you. The Headings, however, can be changed to Heading 1 (with suitable cosmetic adjustments, such as eliminating automatic numbering by backspacing over the automatic number) to make them again appear as TOC1 in the table of contents.
- If you have used Head (or Head1 or Heading 1) for each Appendix, these can be clustered into less space, by using a collective heading “Appendices” and using subordinate headings for each separate Appendix.
 - If you do not already have a heading called “Appendices” preceding Appendix A (or 1), create a new heading called “Appendices” using Head (or Head1 or Heading 1). Then look for the style “Head 2”. apply Head2 style to each of the appendices. Check to ensure that each appendix starts on a new page. If it does not, click on this Head2 and use **format/styles** to add “page break before” to it. This causes this style to look like a Heading2, but behave like a Heading1.
 - If you do not have Head 2, use the following steps to create one: First apply Heading 2 style to the Appendix heading. Temporarily ignore the automatic numbering. Go to format/styles, click the **New Style...** button. Name this style “Head2”. Ensure the **style for following paragraph** is “para”. Tick **add to template**. Click **Modify**, then **Format** and then **Numbering**. Click **None** to eliminate the automatic numbering. Then go to **Format paragraph** and **line and page breaks** to tick **Page break before**. Okay. Then apply this new style to each Appendix (A, B, C or 1, 2, 3, etc.) heading
 - Return to your Table of Contents, and update. See how the appendices now nest under their main heading, and take up less space as a whole.

Nest Bibliography subsections under an overall bibliography heading

- If your bibliography has subsections, the main heading is usually “Head” or “Head1”, and the subsections can use this “Head2” style also, though they should not each start on a new page. The “page break before” should be removed from each, using format/paragraph.

Subordinate the preliminary page headings, to reduce space demand and feature chapters better

- Preliminary page titles in the Table of Contents do not need to be as prominent as the chapter headings.
 - First use format styles to modify the TOC2 style to make it fully left aligned (Left indent “0”).
 - Then click on the table of contents to turn it grey. Go to Insert/reference/Index and tables/Table of contents. Click on the **Options** button. Scroll down the **TOC level** list to find “Head” or “Head1” style, i.e. the style that is used for the preliminary page headings. The number will be “1”. Change this to 2. This

will cause this style to adopt the TOC2 configuration. Okay, and Insert the table of contents again, replacing the old one.

- Check the end of the Table of Contents to ensure that your Appendices and Bibliography are now to your taste. If you do not wish them to be subordinated, change these headings from “Head 1” to Heading 1” (if you use automatic numbering, just backspace to eliminate the automatic numbers, or alternately, and more securely, create yet another Heading 1-based style with a new name, which therefore will be configured to go into TOC1 in the Table of Contents.

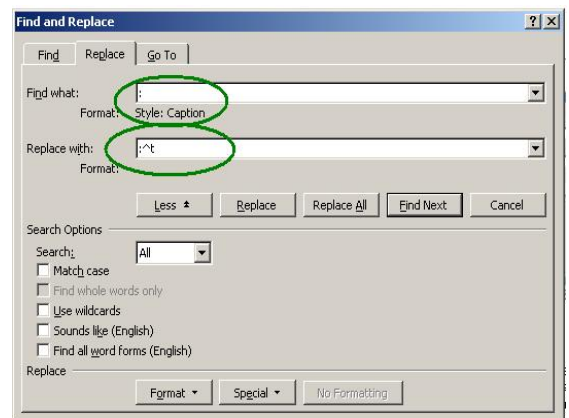
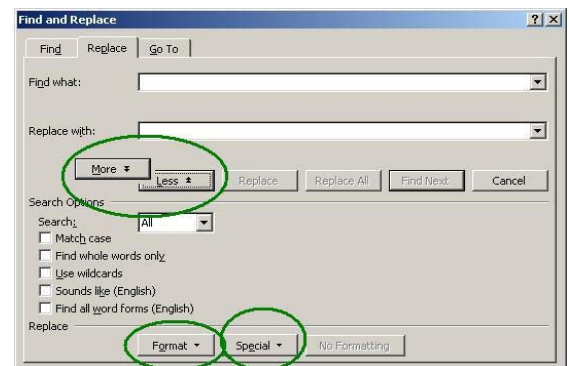
List of Figures and List of Figures problems

Lists of Tables and Figures have text starting unevenly after the numbers.

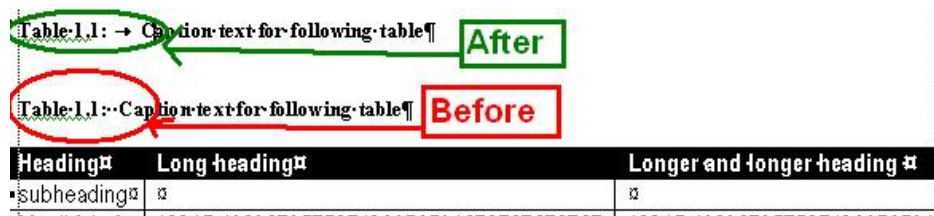
- Probable causes:
 - Lack of a tab in the captions, after the number, which is needed to transfer into the list.
 - Double-digit table or figure numbers
 - Need to customize the tab setting and hanging indent setting to suit your choices of figure table numbering style for insert/captions.

Lack of tab in captions

- The caption style(s) work best (as configured in the template) with a tab between the automatically inserted "Figure ##" and the text of the caption, instead of spaces.
 - However, when using Insert/Caption, you have to insert the tab manually every time.
 - These tabs in the captions then transfer to the list of figures and list of tables, where the "table of figures" style (in both tables) is also configured for a tab, to manage the alignment of the text there. These can be fixed very quickly.
- Step 1:** Clean up the captions fast by using **Edit/Replace**
 - If you used a fixed pattern, such as a colon followed by two spaces, then you can use **Edit/Replace** to replace that pattern with another pattern, i.e. colon followed by a tab. Go to **Edit/Replace**. You will need to use the **More** button, the **Format** button and the **Special** button.
 - Click in the **Find what** slot first. Then click the **More** button, to find the **Format** button, and under **style**, select the style **caption**,
 - Then in the **Replace with** slot, put the pattern you have (i.e., colon space space), and in the **replace with** slot, put colon and use the **special** button, to find and click on the **tab character**.



- With the “colon-space-space” pattern, it is usually safe to use **Replace all**, as this is a rare pattern in the rest of the caption text.



- However, if your pattern is “period-space” or “period-space-space”, you have to work more carefully, as this pattern is more common on regular text. You don’t want to insert tabs in other places in the caption text. I recommend clicking the **find** button, and then for every one you want to replace, click the **Replace** button.
 - You may need to do this with each caption style, if you have more than one caption style, such as both “caption” and “caption_figures” or “caption_under_figures.”
- Update the List of Figures and List of Tables when finished. (**F9**/Update entire table, or **right mouse**/update field/update entire table)

Tidying tabs in the List of Figures and Tables

- Step 2:** The style for lists of figures and tables is middle-of-the-road in design, because the final needs are shaped by your content. They often need adjustment to suit your needs and taste. If necessary, customize the list style which is used for both the list of figures and list of tables (called Table of Figures style). Customization can include font size (no smaller than 11 pt), space between lines, indentation, tabs, including the choice of dots or line to the page number, and the right indent which sets the word wrap, so that the text does not run over the page number. Follow the instructions below.
 - Work with the longest figure and number, so you get the spacing right for space required by this label and number combination. Format/styles/modify/format/tab. Set the new left tab, and clear the old one. To reset the hanging indent (if any) to match, go to format/paragraph/indent and spacing/special/hanging, and turn the hanging indent to “none”, and back to “hanging”, to pick up the new tab measurement. More space can be added to “space before” and “space after” if desired.
- Step 3.** Go to the List of Figures and List of Tables, to update to ensure you put tabs into every caption. Go to the longest figure caption in the list and highlight only the paragraph mark at the end of the line to capture the “table of figures” style. Go to format/styles/modify/format and reconfigure the tab setting and hanging indent setting as above. Be careful not to delete the setting of the right tab (at the right margin) which is used for the page number.

Captions are too long in the lists of figures and tables

- It is acceptable and common (especially in the sciences) to have full text captions, corresponding exactly to the text of the captions on the pages, even when they are many lines long. However, if you wish to have long captions on the pages, and only short ones in the lists, there is an easy fix.
 - Go to the first of the long captions. Immediately after the tab, where the caption text begins, hit enter, and, while in that new paragraph, find the style “caption2” in the style list. Click on it to make this following a “caption2”. Note that it is similar to “caption” style except that it is indented to start where the text starts in “caption” style.

- Decide what text you wish to have in the list of figures or tables. Type (or cut/paste) that text into the caption above, following the tab. You may need to edit this text to make it read like a newspaper headline. Edit the remaining “caption2” text so that it flows well. Note that if you have (a) (b) sections in your caption text, you can use “shift/enter” to create a line break so that the (a) and (b) start a new line, but all within the one paragraph.
- Note that if desired (especially if using “caption2” style in all cases) , you can re-configure these styles (format/style/modify/format/paragraph) to eliminate the “space after” in “caption” and any “space before” in “caption2” so that on the page, they appear united. If this is needed only for the occasional caption, use format/paragraph to change them one at a time.
- Note for “caption_under_figures” style: if using “caption2”, you will need to restore “keep with next” to “caption_under_figure”, and remove it from “caption2”. For occasional use, format/paragraph is used. If using “caption2” extensively for both figures and tables, it would be useful to leave “caption2” to match “caption” style, and create a new “caption2_figs” style to match “caption_under_figures”, i.e. “keep with next” in “caption_under_figures” and no “keep with next” in the “caption2_figs” style

Figure/Table Captions - Tabs and Indents are too close/too wide/totally wierd

Caption tab and indent problems

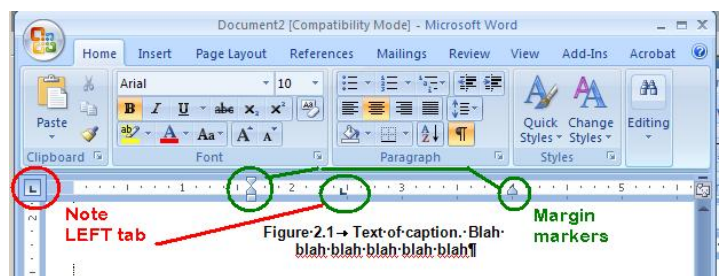
- The pre-configured settings for the caption tab and hanging indent may not suit your individual needs. You will need to re-adjust them to suit your document contents and choices once your text is in place.

Tab settings

- Any combination of chapter-based numbering, font changes and double-digit table or figure numbers can make the pre-configured tab setting inappropriate for your captions. You need to adjust the style called “caption” (or “caption_below figures”) using the Styles window (MSWord 07)/Format/styles (MSWord 03).
- First, clear the old tab, then set a new tab with a larger measurement. Example: replace 0.6 inch with 0.85 inch, or 0.85 with a 1 inch tab setting.
- Then, staying in the modify/style menu, go to format/paragraph to adjust the hanging indent to match, by first turning the “special indentation” to “None”, and then again selecting “Hanging” to pick up the new tab setting.

Centered captions

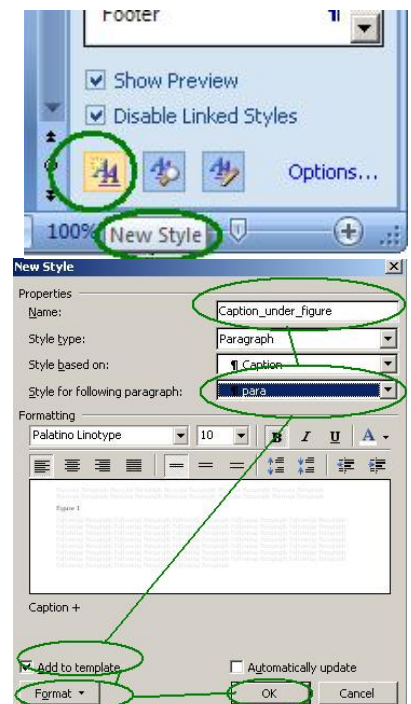
- If you have centered your captions, the tabs and hanging indent don't work consistently, and demand a lot of manual labour to customize each caption to its table or figure width.
- The easiest solution is to use left aligned captions, and forget centering, which is old-fashioned, and a particularly poor match with the more contemporary document style of numbered sub-headings and chapter numbered captions.
- If centering is strongly preferred, re-configure the “caption” style (or “caption_below figures”) using the Styles window (MSWord 07)/Format/styles (MSWord 03). to be centered, then clear the tab setting and hanging indent setting.
- Once the old settings are cleared, you can more easily customize each caption. Go to each caption and manually move the margin markers to



suit the width of the figure or table, and your own taste, then place a left-tab marker at a spot on the ruler (within those margin markers) that pleases your eye. Note that if the tab marker is not the L shape for a left tab, click the tab button repeatedly until the L appears.

Figures and tables are not staying together with their captions and notes

- It is standard practice to set the caption of a table be above the table, and on the same page as the beginning of the table. This is because tables so often wrap to a second page. For small tables, the caption, table and the following notes have to remain together on one page. Captions for figures may be above or below, but the figure, the notes and the caption must remain together on the same page.
 - For more complex situations, see the helpsheet “Strategies for Figures and Tables”.
 - In the SFU thesis template, specialized paragraph styles are used for captions, figure placement tables and for notes following these features. They are configured so they stay together, but if you do not use these styles, your figure or table unit may separate. Your figures and tables need to be checked to see if you have used these styles consistently
- The three custom paragraph style are: **Caption**, **para_pic_placement** (in Word 07 called **para_figure_placement**), and **para_source** (also be called **para_spacer& notes**).
 - Style 1: “Caption”** style, which is automatically inserted when properly using Insert/reference/caption. The caption style is configured with **keep with next** to glue it to the following figure or table. It is thus designed to be placed above.
 - This is not useful when figures require captions below, because instead of gluing the figure and caption together, the configuration disconnects the figure from the following caption, and glues the caption to the following text. but it can be easily corrected
 - Click on any caption which you have placed under a figure.
 - Check the Format/styles list to see if a style called “Caption_under_figure” exists. If so, click that style to change over from “caption” style. Note how the spacing shifts the caption closer to the figure. Done. Now check and correct all other figure captions in the document.
- If the custom style does not exist, you will need to create a new style.
 - First, ensure that you have inserted a tab after the label and number (and any desired punctuation). Highlight the entire caption to pick up all the existing formatting configurations. Go to format/styles and click the **New Style...** button. In MSWord 2007, this button is at the bottom of the Styles List.
 - Call the new style “Caption_under_figures”, for clarity in the styles list, and change the **style for following paragraph** to “para” to enable you to return to regular text with just a click of the enter key. Then tick **Add to template**.”
 - Go next to **Format/paragraph/line and page breaks**, and Untick **Keep with next**. Still in **Paragraph**, go to **Indent and spacing**. Reverse the spacing before and spacing after measurements, i.e. 6 pts before and 30 pts after. This adjusts the spacing to match the below figure location. Okay. Okay.



- You have created a new style which you can now apply to all figure captions which you have placed (or are going to move to) below your figures. Go to each of these captions and click on this style.
- Style 2: “para_pic_placement” or “para_figure_placement”**, used to insert figures into (figures are, by default, inserted **in line with text**).
 - This style should have **keep with next**. If in doubt, check the style using format/styles/modify/format/paragraph/line and page breaks to see whether **keep with next** is ticked .
 - This style can be configured to suit your own design: left aligned, right aligned, centered. It does not have a first line indent. More **space before** can be added when figures are placed above captions, to provide consistent spacing between the text above and the figure.
 - Go to each figure in turn to check the paragraph in which it is placed. If it is not this style, then click on this style to apply it. This will ensure that all figures are placed consistently.
- Style 3: “para_source”** (may also be called “**para_spacer & notes**”). Add this paragraph under all tables and figures with captions above. This provides both a style for any notes, such as copyright, source citation, statistical notes, etc., but also provides consistent spacing between these features and the following text, and, most importantly, ends the **keep with next** configuration, so that the caption, table or figure and notes remain a self-contained unit, but are not glued to any following text. If this style misbehaves, it may be because it has **keep with next**. Check the style and modify it to remove **keep with next**.

Variable Spacing at the Bottom of Pages

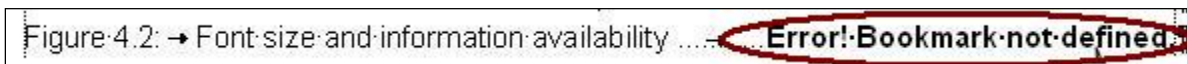
- Students worry about the look of the bottom text line on their pages. I worry about them worrying too much and suffering too much from perfectionism!**

The space between the last line of text and the page number is often irregular. Ignore this, please, unless you have a luxury of time to submit your thesis/project/essays to meet the deadline.
- Why ignore it? Because it is too complex to perfect using mere word processing software. You would need commercial grade publishing software to micro-manage this space.
- If you want to understand it, please read on. You are actually seeing two, three and even , separate things at work:
 - 1) Space controls **within** the lower margin.
 - The bottom margin setting controls the **lowest** distance the text is permitted to go, i.e. **the space immediate above the margin**.
 - They also govern the **minimum** space **below the margin** between the margin and page number, and between the page number and the page edge.
 - These are not adjustable on a single page basis. They apply to the whole document.
 - 2) If using footnotes, there are also **minimum** space controls in two places:
 - between the text above and the footnotes, again, not adjustable on a single page basis. Slightly adjustable for the document as a whole.
 - and within and between the footnotes. These are line spacing and space before and after, which can be adjusted for the footnote text style, but which need to remain consistent. If not consistent, there are probably “empty” paragraph marks interfering with the space between footnotes, which need to be removed. In addition, the “keep lines together” configuration is designed to keep the entire text of the footnote on the page where the footnote number was inserted.

- 3) Whether the last line of text on each page really does go to the minimum distance between text and margin is managed by paragraph controls.
- Called “widow-and-orphan control” , this tool prevents a single paragraph line, (the first or the last line) of a paragraph from standing alone at the bottom of a page. It will move the entire paragraph or the last two lines of a paragraph to the next page.
 - This is because a single dangling line can be easily skipped by a reader, interfering with comprehension.
- If the space between the last main body text line and the margin of a page is great enough to offend the eye, a number of manual tricks are available.
- For a single or occasional occurrence:
 - Break up a few long paragraphs on the page and preceding page, to push more text over to the next page, and even move footnotes in those paragraphs to the next page.
 - The first textual reference to a figure or table conventionally precedes the item, but does not have to immediately precede it. So a paragraph can be moved above the item, if that does not interfere with the flow of ideas.
 - For a constantly recurring problem:
 - Change the font of the “para” style to one point smaller (say 12 pt to 11 pt),
 - and/or the line spacing to 1.5 or as low as 1.15 line spacing.
 - Or change the entire document to a smaller or more condensed font style, say replace Times Roman with Garamond. See instructions here or in the Template appendices.
 - Or, just ignore the problem, and spend your time more profitably after submission on turning your thesis into articles for journals, where the journal staff will deal with this when publishing your article.

Really Strange Things

I get a weird error message instead of a page number in my ToC or List of Figures or Tables

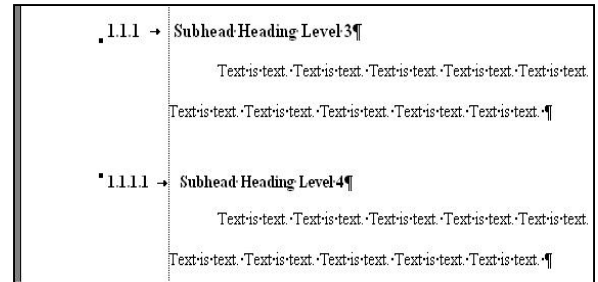


- This message means you deleted a heading in the Table of Contents or a figure or table caption without updating your ToC or List of Figures or List of Tables. It may mean you did not actually delete it, but accidentally cleared the specialized formatting from it.
- If this was an intentional deletion, just update.
 - If this was not intentional, you need to go to the page where that feature was placed, to identify what has gone wrong.
 - Restore the correct heading formatting, if a heading.
 - Re-insert the caption (Insert/reference/caption/) to provide the correct number, and update following caption numbers.
 - Update the ToC and List of Figures or List of Tables.

Things shift in strange ways

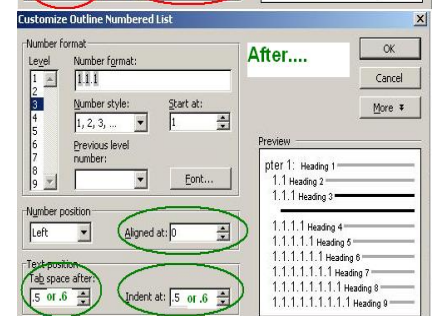
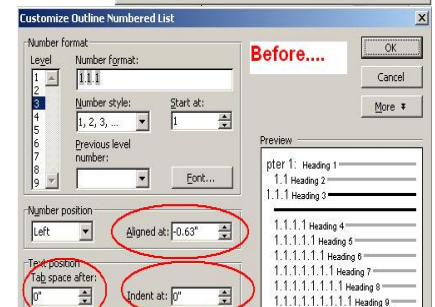
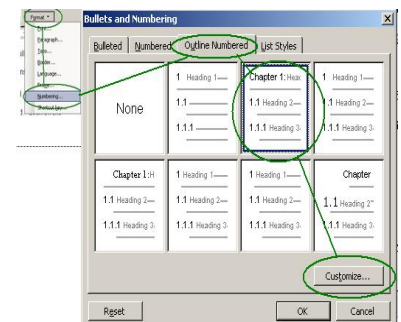
Headings shift over into the left margin

- In MSWord 07, this glitch seems to have been eliminated.
- In MSWord 03, headings can misbehave this way frequently, and may need to be fixed repeatedly. The weakness is in the MSWord software controls for numbering format of the heading styles, most commonly Heading 3 and heading 4. Because this is an MSWord weakness, the template cannot protect against it, so it might happen repeatedly. Check these headings regularly.



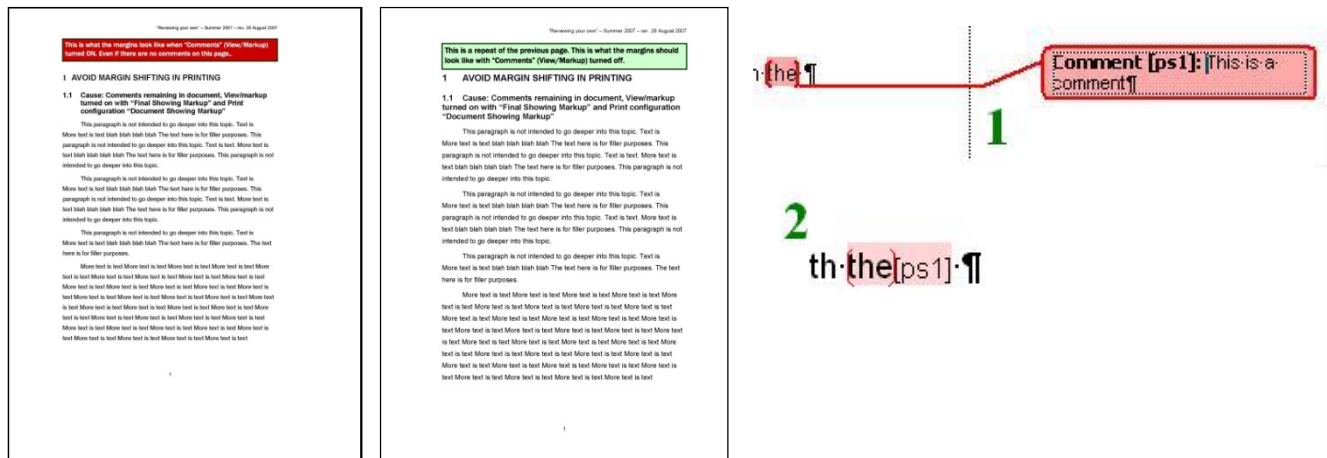
- How to fix: Modify the formatting of the style numbering. This is buried in format/styles. See next page for illustration.
 - Click on one of the incorrect headings.
- Go to Format/styles/modify/format/ Choose **Numbering**. Click on the **Outline Numbered** tab, and then **Customize**.

- Note the **Aligned at box**, which has a negative (minus) number. **0.63"** is common. Change this to **0"**.
- Go to **Text position**, lower down the menu box. Note the **Tab space after box** and the **Indent at: box**. Change these measurements to accommodate the space needed for the automatic numbers.
- For Heading 3, change these to **0.5"**.
- For Heading 4 and 5, change these to **0.6"**
- If other headings are in use and have changed, increase this amount to accommodate the space required by the longer numbering.
- Okay, okay, and okay to close and finish.




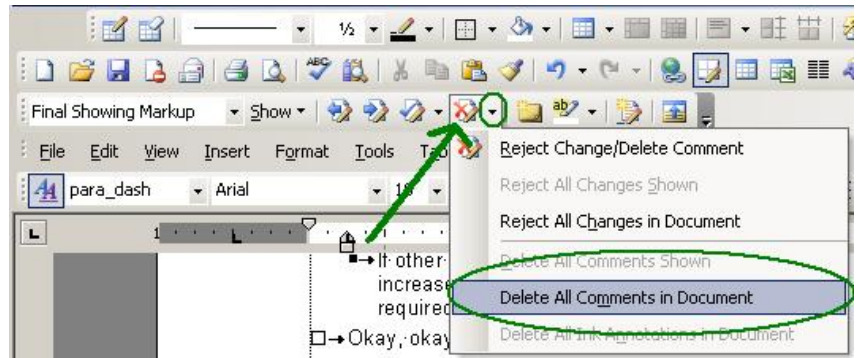
Margins shift over to the left and top, and the font shrinks to leave a wide right margin.

- This is a product of having one or more comments inserted in the document. If present, the document will always open with comments visible. Comments are technical formatting and editorial tools.
 - They can take two forms, both undesirable for printing purposes, as they will both print. However, it is only the first type (See 1 on right) that shifts the margin and shrinks the font.
- See page comparison below. See also the current term's edition of "Reviewing Your Own" PDF which addresses this.

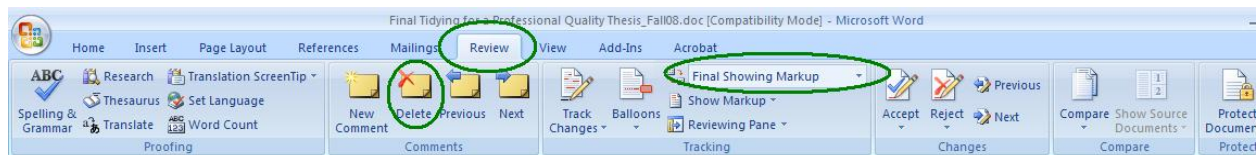


Removing Comments and Markup

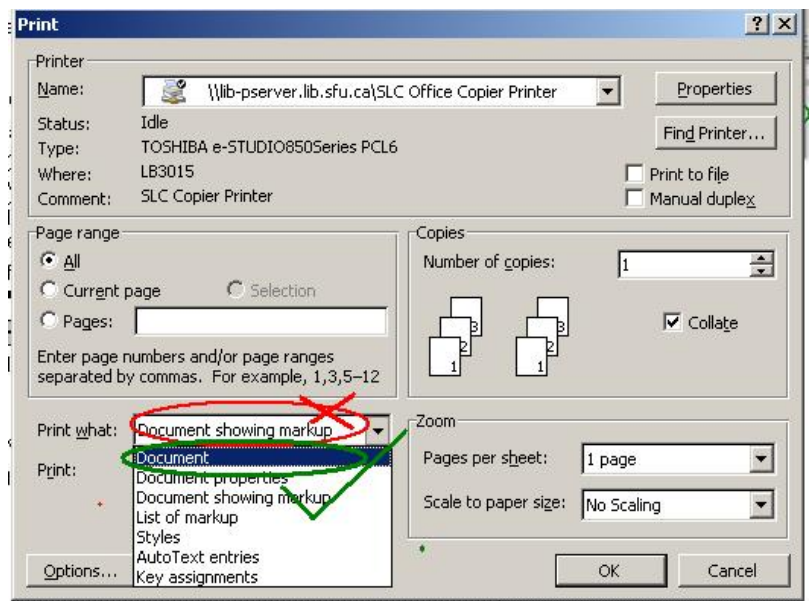
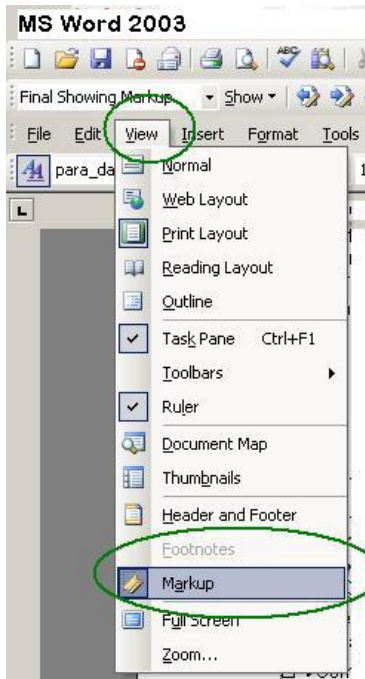
- If printing the final edition, they are no longer needed and should be completely removed.
 - Make sure you can see the Reviewing menu bar, by turning View/Markup off and then on again, or going to View/Toolbars to select **Reviewing**.
 - Observe the large red  icon, with the "more" arrow ▼ to the right. Click the arrow to find **Delete all Comments in Document**, and click that selection.



To find these features in MS Word 07, use the "Review" menu.



- If needed for later editing**, they can be hidden and prevented from printing. There are several methods that work.
 - Turn them off:** Go to View/ menu, and simply turn off **Markup** or **Comments**.
 - Select **Show final** instead of **Final Showing markup**
 - Selectively delete comments.** On the Reviewing bar, go to the Show button, to see reviewers by name. Turn off the ones you wish to keep, then go to the red **X** icon to find the **Delete all Comments Shown**. Click that selection.
- Finally, when printing**, check the File/Print **Print what** option to ensure that **Document showing markup** is not showing, before hitting the Okay button.



Both