Chapter 6

HOW TO COPY AND PASTE INFORMATION FROM OTHER FILES

Every MS Word document uses styles to format information. To help prevent the unnecessary copying of different styles into your dissertation, follow these rules of thumb when copying information:

• If you are pasting text into a dissertation document, use the Paste Special option and the Unformatted text option. Then apply the styles of the sample dissertation to reformat the text.

• When you cut, make sure you do not remove the section break at the beginning or the end of the chapter or file.

• If you are pasting graphics and tables, then use the normal Paste option.

• Never overwrite a style with a new definition unless you are sure of the repercussions.

• Never redefine a style with a new definition unless you are sure of the repercussions.

• You can always reapply a style.