

# Microsoft Word manual for English 499 students completing a creative portfolio Honors thesis



Emma Gill



*Word manual for English 499 students  
completing a creative portfolio Honors  
thesis*

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# Acknowledgements

Firstly, thank you to all who participated in the user research interviews and usability tests. This manual would not be the same without you!

Thank you to Janine Solberg for guidance and feedback on this manual and all my projects over the last two years.

Thank you to all my peers in English 499 for inspiring the topic of this manual and creating such a fun workshop environment that I will forever remember my college experience by.

Finally, thank you to all my peers in English 380 for their moral support and thoughtful feedback during workshop. We did it!

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This manual was made using Microsoft Word 365 for Mac on a 2016 MacBook laptop. This manual also uses multiple Word templates to create the design for the running headers, introduction page, and section pages.

The font is different variations of Helvetica Neue, from UltraLight to **Medium**.

The cover was designed by Emma Gill using Microsoft Word 365 for Mac and uses Times New Roman font. The photo used on the cover was also taken by Emma Gill, and taken on the eleventh floor of the W.E.B. DuBois Library.

The manual was printed and bound at Staples in Hadley, Massachusetts.

# Introduction

## Why this topic?

The primary goal of this manual is to assist English 499 students in compiling and editing their final thesis document using Microsoft Word for Mac.

As a current English 499 student, I understand how daunting the thesis can seem. Working with 50-100 pages scattered across multiple different documents and drafts can be complicated and even overwhelming.

With the help of this manual, you can effectively gather your pieces and format your final document with ease, so you can focus on writing a stellar creative portfolio to hand in to the Honors college.

## Who should use this manual?

This manual is best for UMass Amherst undergraduate students who are:

- Members of the Commonwealth Honors College
- Completing a creative portfolio Honors thesis
- Taking English 499: Foundations and Departures in Creative Writing
- Eager to learn Microsoft Word

Even if you are not a student, you may learn a thing or two with this manual!

## What will I find in this manual?

This manual consists of modules focused on compiling, formatting, and editing your final thesis document. The module topics are based on the requirements of the Honors thesis from the Commonwealth Honors College, the requirements for current English 499 students, and insight from creative writing college students about their writing process.

The eighteen modules are divided into five sections and placed in order of the anticipated process of creating your final thesis document. However, feel free to flip around and find what is most useful to you!



## PART ONE

# **Revising and workshopping thesis pieces**

- 1.1 – Comment on your document
- 1.2 – Compare two versions of a document

## 1.1 Comment on your document

During revision, comments can help you indicate where you want to make edits in your draft. You may also want other people to respond to your comments with suggestions. This module provides the four ways to use comments in your document.

Insert a comment:

1. Select the text you want to add a comment to.
2. Click **Comments** in the ribbon. The Comments dialog opens along the right side of the document.



3. Click **New** in the Comments dialog.
4. Type your comment, then click **Send** ▶. The comment icon appears in the right margin of the document, and your comment appears along the right side of the document.

Reply to a comment:

1. Click in the **Reply** field of the comment you want to reply to.
2. Type your reply, then click **Send** ▶.

Resolve a comment thread:

1. Click the **ellipsis** ⋮ in the comment thread you want to resolve.
2. Click **Resolve thread**. The thread disappears and the comment icon turns gray with a check mark .
3. Click **Comments** in the ribbon to revisit, reopen, or delete resolved comment threads.



Delete a comment:

1. Click the **ellipsis** ⋮ in the comment you want to delete.
2. Click **Delete thread**.

*Note: You cannot revisit deleted comment threads.*

## 1.2 Compare two versions of a document

For English 499, you must indicate changes between the first and final drafts of a piece you plan to include in your thesis. You can use the Compare Documents feature to mark and compare the differences between two drafts.

**Note:** You must have two separate files to compare them.

1. Open one of the documents you want to compare.
2. Click **Review** in the ribbon.
3. Click **Compare**, then click **Compare Documents**.



4. Click the blue folder under Original Document. The file finder appears.



5. Click the original document file, then click **Open**.
6. Click the blue folder under Revised Document. The file finder appears.



7. Click the revised document file, then click **Open**.
8. Click **OK**. A new document opens with comments indicating where you made changes.



## PART TWO

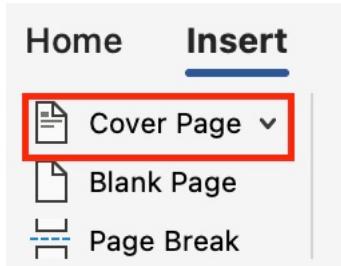
# **Formatting per Honors college and English 499 requirements**

- 2.1 – Create a title page using templates from Word
- 2.2 – Adjust the margins
- 2.3 – Add page numbers

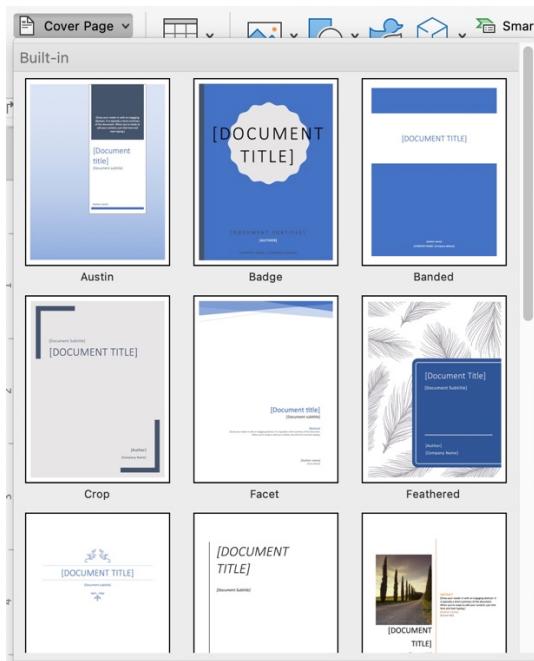
## 2.1 Create a title page using templates from Word

Your final thesis document must include a title page. If you're not sure where to start with the design, or you just want something simple, you can create a title page using the built-in Word templates.

1. Click **Insert** in the ribbon.
2. Click **Cover Page**. The dropdown menu appears and shows different templates provided by Word.



3. Click the cover page template you want. The cover page inserts at the beginning of the document.

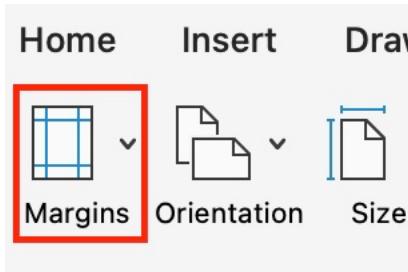


4. Replace the filler text with your information.

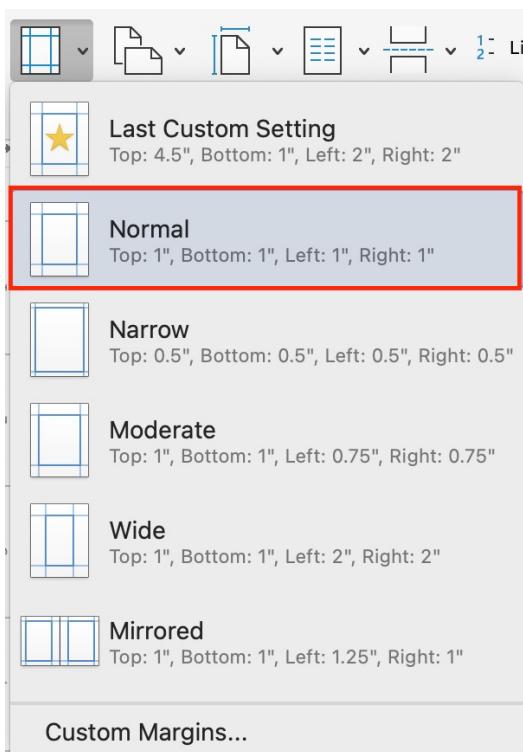
## 2.2 Adjust the margins

According to the Honors college requirements, your final document must have one-inch margins on all pages. You can easily apply one-inch margins using the template under Margins.

1. Click **Layout** in the ribbon.
2. Click **Margins**. A dropdown menu appears.



3. Click **Normal** from the dropdown menu.



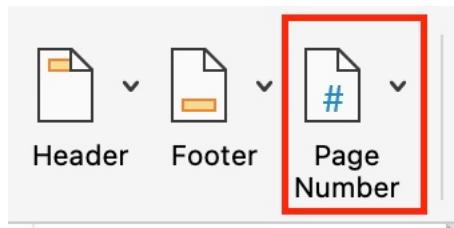
## 2.3 Add page numbers

Your thesis document must have page numbers after the title page and abstract. This module guides you on how to number pages that are not the first page of a document.

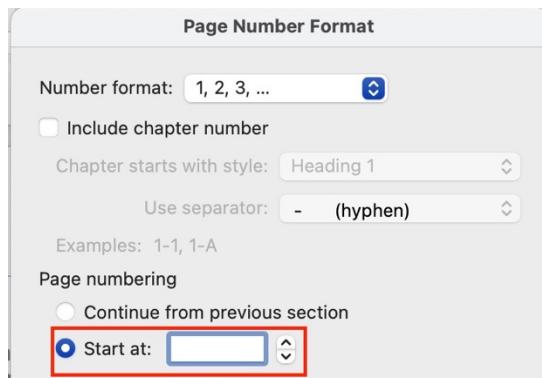
1. Insert a continuous section break after your abstract.

[Note:](#) To learn how to add section breaks, refer to module 3.2.

2. Click **Insert** in the ribbon.
3. Click **Page Number**. A dropdown menu appears.



4. Click **Format Page Numbers**. The Page Number Format dialog opens.
5. Click **Start at** under Page numbering.



6. Type **1** in the Start at field, indicating that you want the page numbers to start with the number 1.
7. Click **OK**. The pages have numbers, but they do not appear on your document pages.
8. Click **Page Number** in the ribbon, then click **Page Number** from the dropdown menu.
9. Select the position and alignment of your page number, then click **OK**. The page number appears on your pages.

[Tip:](#) You can customize page numbers further by double clicking in the header/footer

## PART THREE

# **Compiling your final thesis document**

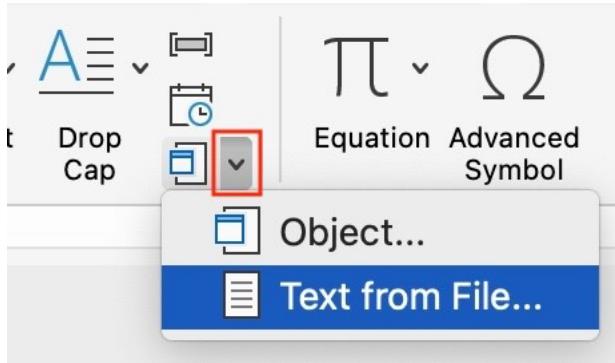
- 3.1 – Combine multiple Word documents into one
- 3.2 – Add page and section breaks
- 3.3 – Create paragraph styles
- 3.4 – Apply paragraph styles

## 3.1 Combine multiple Word documents into one

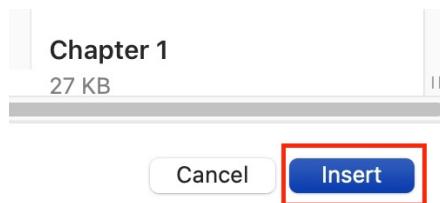
If you have spread the content of your thesis across multiple Word documents, you must combine them into one. Rather than copying and pasting, you can insert your text to include the formatting from each document.

**Note:** This feature only allows you to insert each file individually. It may be helpful to determine the order of your documents before continuing.

1. Ensure the documents you want to include are saved as Word (.docx) files.
2. Open the Word document you want to add your files to.
3. Place your cursor where you want your text to begin.
4. Click **Insert** from the ribbon.
5. Click the dropdown arrow next to **Object**, then click **Text from File**.



6. Click the first document you would like to include from the file explorer, then click **Insert**.



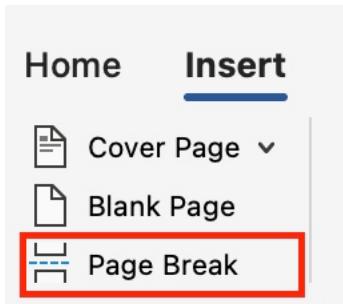
7. Repeat steps 1-5, placing your documents in order until you add all your documents.

## 3.2 Add page and section breaks

When organizing your final document, adding breaks can help separate sections of your thesis. For example, adding a page break can help distinguish between the preface and your creative work, whereas adding a section break can help with different parts of your thesis that may require different formatting.

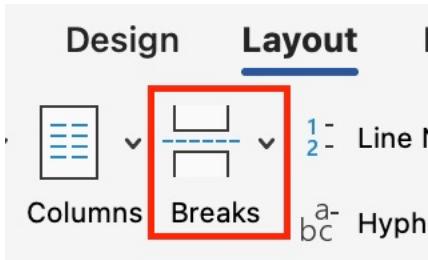
Insert a page break:

1. Place your cursor where you want to add a page break.
2. Click **Insert** in the ribbon, then click **Page Break**. The cursor, as well as any content after the cursor, moves to a blank page.



Insert a section break:

1. Place your cursor where you want to add a section break.
2. Click **Layout** in the ribbon, then click **Breaks**. A dropdown appears.



3. Click on the type of section break you want based on the descriptions provided.

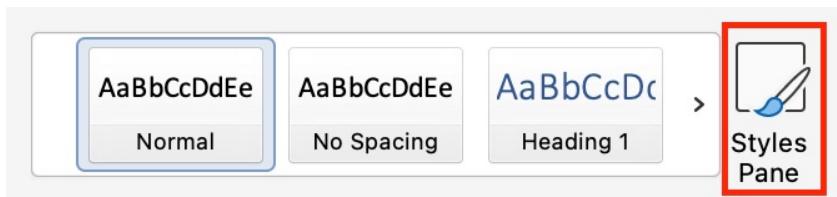
Tip: The breaks that might be most useful for your thesis are:

- Continuous: For adding page numbers and dividing pieces that require different formatting.
- Next Page: For separating individual pieces.

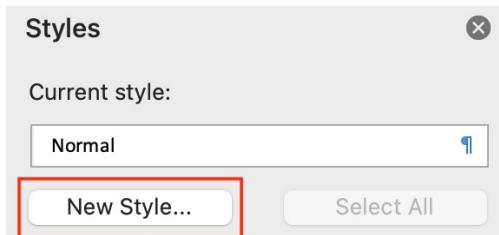
### 3.3 Create paragraph styles

According to the Honors college and English 499 requirements, all pieces must be in Times New Roman with 12-point sizing. For prose, your document must also be double spaced. You can create a custom paragraph style to ensure consistent formatting in your document.

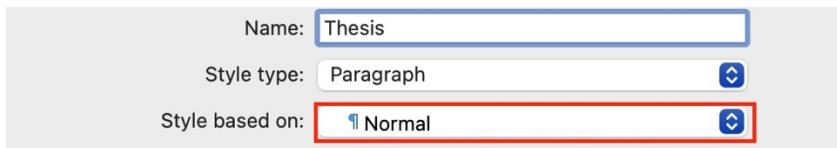
1. Format your text to have double spacing and size 12 Times New Roman font.
2. Select part of your text that you applied the formatting to.
3. Click **Styles Pane** in the ribbon. The Styles dialog appears along the right side of the document.



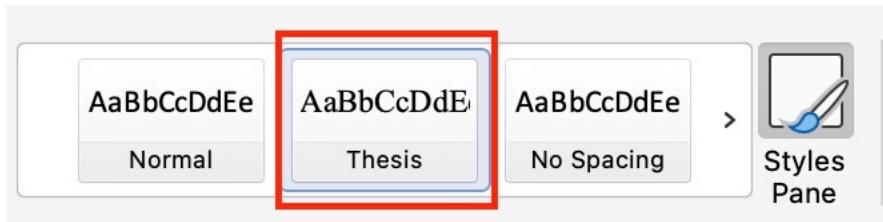
4. Click **New Style** in the Styles dialog. The Create New Styles dialog appears.



5. Name your style.
6. Click on the **Style based on** dropdown, then click **Normal**.



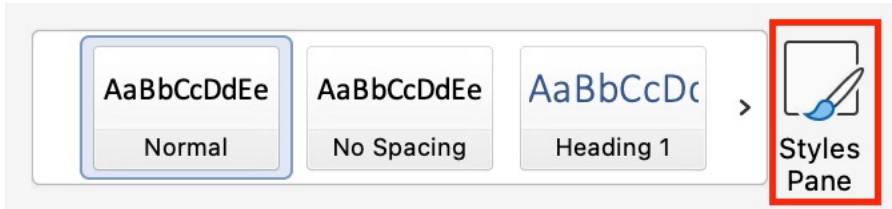
7. Click the **Add to Quick Style list** checkbox so the style is in the ribbon.
8. Click **OK**. Your new style appears in the Quick Style list in the ribbon.



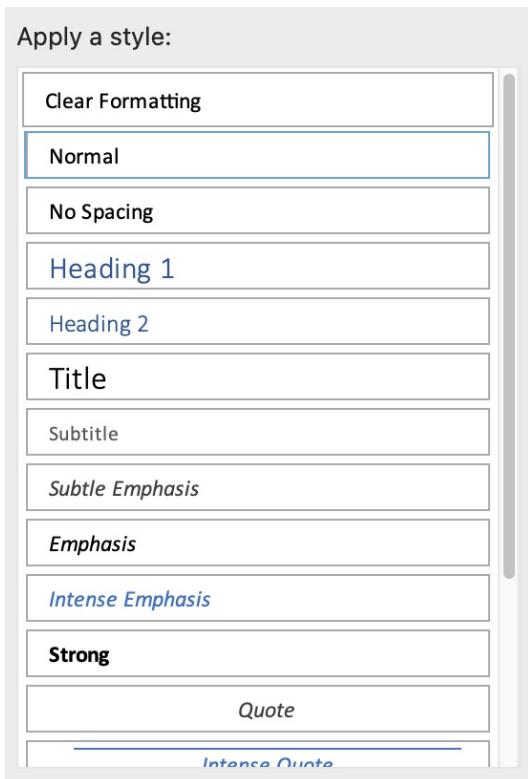
### 3.4 Apply paragraph styles

Applying styles to your text can help create consistency across your document. For your thesis, you may want to apply paragraph styles to ensure you have consistent font and spacing, or to use headings to distinguish the different sections of your thesis.

1. Select the text you want to apply a style to.
2. Click **Styles Pane** in the ribbon. The Styles dialog opens along the right side of the document.



3. Click on a style under Apply a Style. The style applies to your selected text.



**Note:** You can also access styles through the Quick Style list in the Home tab of the ribbon.



## PART FOUR

# **Formatting your final thesis document**

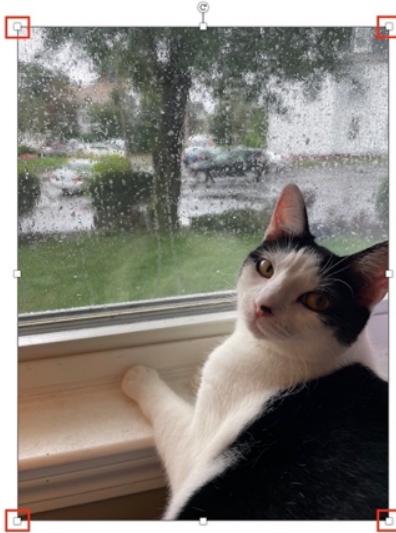
- 4.1 – Resize an image
- 4.2 – Crop an image
- 4.3 – Apply text wrap to an image
- 4.4 – Customize line spacing

## 4.1 Resize an image

Whether you use a larger image as a cover or include an image alongside your body text, you may want to resize the image to best fit your page. This module provides two options for resizing your images: clicking and dragging or changing the dimensions.

Click and drag to resize an image

1. Click the image you want to resize. Small white boxes appear at the corners and sides of the image.



2. Click and hold one of the white boxes on the corner. Drag while holding the **Shift** key on your keyboard to maintain the aspect ratio.

Change the dimensions of an image

1. Click the image you want to change the dimensions of. The Picture Format section appears in the ribbon.
2. Click **Picture Format** in the ribbon.
3. Click in the **Height** or **Width** field in the ribbon, then type the dimensions you want.

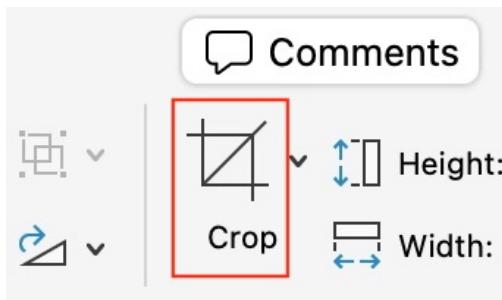


Note: Keep the checkbox clicked to maintain the aspect ratio.

## 4.2 Crop an image

If you find yourself needing only a portion of an image, or more space for your body text, you can crop your image right in your Word document using the Crop feature.

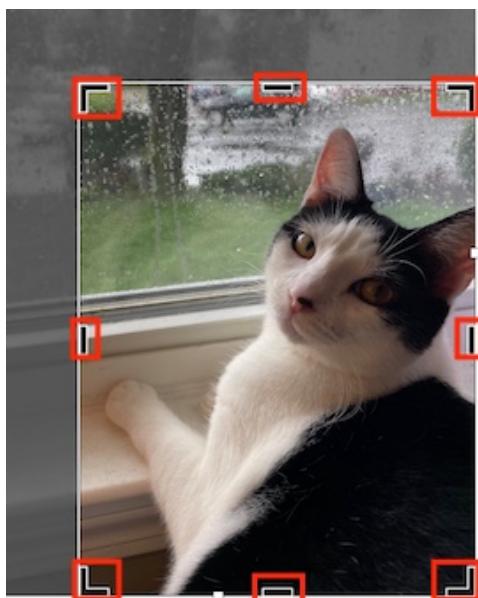
1. Click the image you want to crop. The Picture Format section appears in the ribbon.
2. Click **Picture Format** in the ribbon.
3. Click **Crop**. Black bars appear at the corners and sides of your image.



**Note:** Click the dropdown arrow for advanced crop options.

4. Drag the black bars on the edge of the image to where you would like to crop your image.

**Note:** If the image moves within the image frame, ensure your cursor looks like the black bars on the image before dragging.

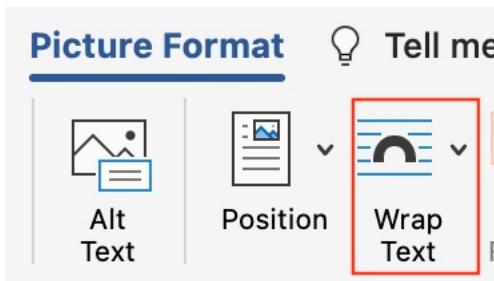


5. Click outside of the image to finalize your crop.

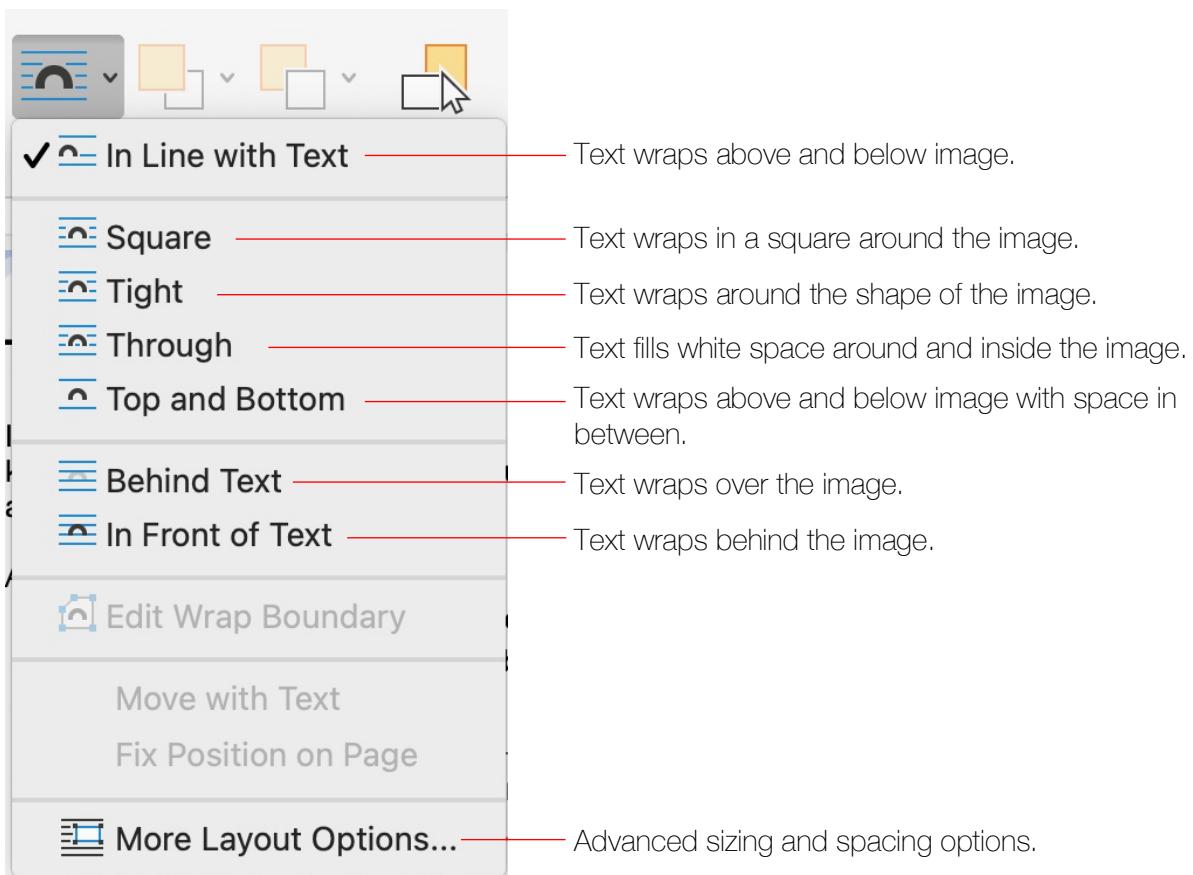
## 4.3 Apply text wrap to an image

If you are including images in your thesis, adding text wrap helps integrate the image alongside your text. This module explains how to apply text wrap and provides brief descriptions of the different types you can apply.

1. Click the image you want to add text wrap to. The Picture Format section appears in the ribbon.
2. Click **Picture Format** in the ribbon.
3. Click **Wrap Text**.



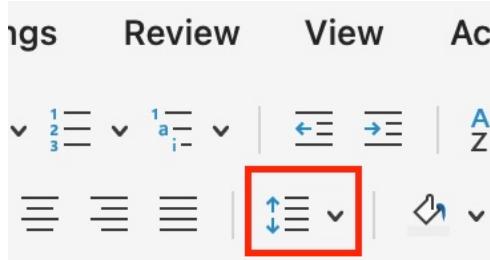
4. Select the type of text wrap you want.



## 4.4 Customize line spacing

If you want different line spacing options for your text, such as when structuring a poem or a block quote of prose, you can input custom spacing in Line Spacing Options.

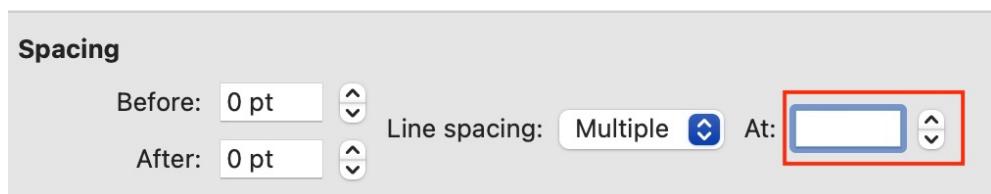
1. Select the text you want to apply custom line spacing to.
2. Click **Line and Paragraph Spacing** in the ribbon. A dropdown menu appears.



3. Click **Line Spacing Options** from the dropdown. The Paragraph dialog appears.
4. Click the **Line Spacing** dropdown, then click **Multiple**.



5. Type the amount of spacing you want in the At field.



6. Click **OK**.



## PART FIVE

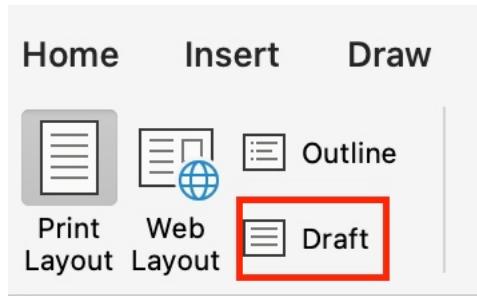
# Proofreading and reviewing your thesis document

- 5.1 – View your document in Draft view
- 5.2 – Turn on and off hidden symbols
- 5.3 – Check spelling and grammar
- 5.4 – Use Editor for clarity
- 5.5 – Export your thesis to PDF

## 5.1 View your document in Draft view

Draft view hides the formatting of your document and indicates breaks. When reviewing your thesis document, switching to Draft view can help you insert or delete section breaks and help you skim for final edits.

1. Click **View** in the ribbon.
2. Click **Draft**. The document switches to Draft view.



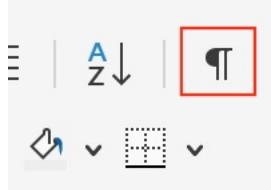
3. Click **Print Layout** to return to the original document view.

A screenshot of a Microsoft Word document in Print Layout view. The document contains two sections of placeholder text, both labeled "Lorem Ipsum". A horizontal line labeled "Section Break (Continuous)" separates the two sections. The second section starts with "Lorem Ipsum" and continues with several paragraphs of placeholder text. The entire document is in a plain, black, sans-serif font.

## 5.2 Turn on and off hidden symbols

When reviewing your final thesis document, you may want to see if there are any extra spaces or paragraph breaks that you do or do not intend to include. You can turn on hidden symbols to show spaces, paragraphs, and breaks right on your document.

1. Click **Home** in the ribbon.
2. Click the **Pilcrow symbol ¶** in the ribbon. Blue markers appear throughout the document.



3. Click the **Pilcrow symbol ¶** again to turn off hidden symbols.

**Paragraph marker**

**Section Break (Continuous)**

**Section Break (double lines)**

**Line Break (soft return)**

**Space**

**Page Break**

**Page break (single line)**

**Text Content**

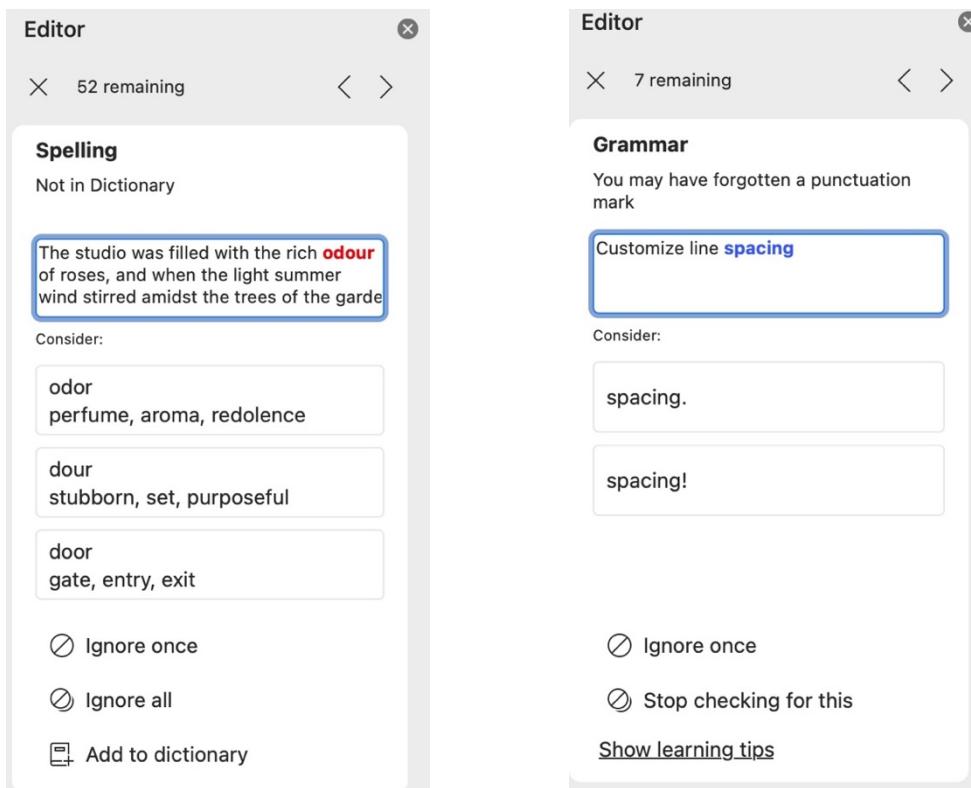
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Volutpat consequat mauris nunc congue nisi vitae suscipit tellus.·  
Vivamus arcu felis bibendum ut tristique et egestas quis. Metus dictum·  
at tempor commodo ullamcorper a lacus. Nibh sit amet commodo nulla·  
facilisi nullam vehicula ipsum a. Id venenatis a condimentum vitae·  
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euismod nisi porta lorem mollis. Consequat mauris nunc congue nisi·  
vitae suscipit tellus. Sit amet volutpat consequat mauris nunc congue.·  
Lectus mauris ultrices eros in.¶

## 5.3 Check spelling and grammar

Using a spell check tool while proofreading can help catch small errors you may not have noticed. However, you may want to ignore some of these suggestions, such as when you create a name for a fictional place that Word does not recognize. Knowing how to use the spelling and grammar tool can help you effectively revise your thesis.

1. Click **Review** in the ribbon.
2. Click **Spelling and Grammar**. The Editor dialog appears along the right side of the document.
3. Click one of the following options:
  - A suggestion listed under Consider.
  - **Ignore Once**: Ignore the issue just in this instance.
  - **Ignore All**: Ignore the issue throughout the entire document.
  - **Add to dictionary**: For spelling errors, add the word to the dictionary so it does not come up as an error in the future. This option is best for recurring names of characters or places that Word does not recognize.
  - **Stop checking for this**: For grammar errors, stop checking for a specific grammar convention. This option is best for stylistic choices, like writing in a fictional language or voice.
  - The front or back arrow to navigate other suggestions.

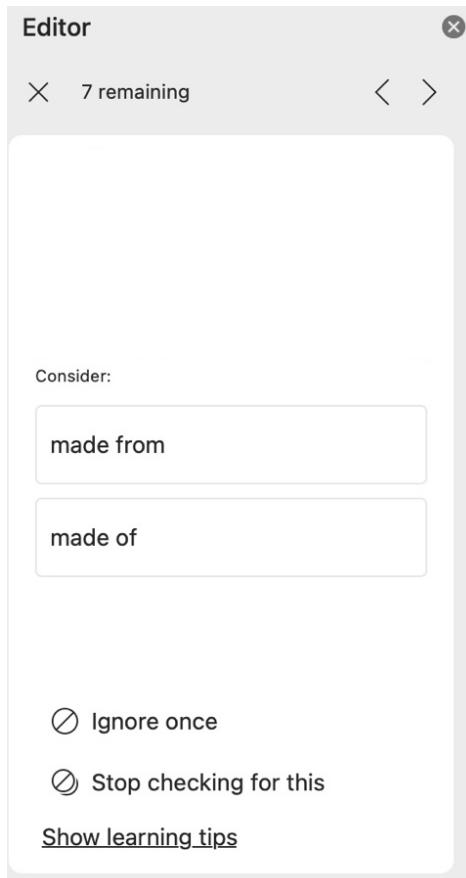


## 5.4 Use Editor for clarity

If you have a sentence that is difficult to understand, and you are not sure how to reword it, the Clarity feature of the Editor tool can provide suggestions on how to make your text easier to read.

1. Open the Editor tool using one of the following methods:
  - Click **Editor** under the Home tab in the ribbon.
  - Click **Review** in the ribbon, then click **Editor**.
2. Click **Clarity** under Refinements.
3. Click one of the following options:
  - A suggestion listed under Consider.
  - **Ignore Once**: Ignore the issue just in this instance.
  - **Stop checking for this**: For grammar errors, stop checking for a specific grammar convention.
  - The front or back arrow to navigate other suggestions.

Note: You can also use Editor for suggestions on conciseness, punctuation, vocabulary, and avoiding plagiarism.



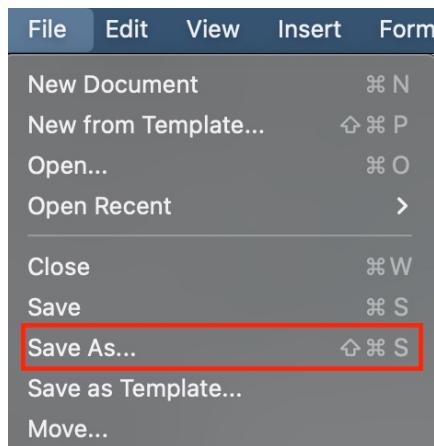
## 5.5 Export your thesis to PDF

You just finished your thesis! Congratulations! To submit your document to the Honors college, you must submit it as a PDF. This module goes over how to export a Word document to PDF.

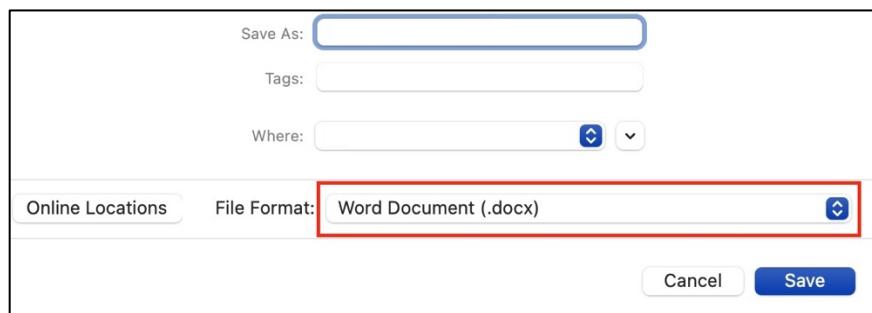
1. Click **File** in the toolbar of your computer.



2. Click **Save As**. A new dialog appears.



3. Click **Word Document (.docx)** next to File Format.



4. Click **PDF** under Export Formats in the dropdown.
5. Click **Export**.



