Working with long documents

Planning how your document might look is very helpful when creating and working with long documents. Think of the different sections that your document might need, eg title page, acknowledgment, dedication, table of contents, acronyms, chapters etc. Using Word’s built in styles, eg Heading 1 and Heading 3 will allow Word to ‘chunk’ your document.

Sections

Sections are important in long documents. These allow you to format different sections of the document, eg page numbers, and to break the document up into manageable or working areas.

Page v section breaks (Insert>Break…)

Page breaks are ‘forced breaks’ that occur within sections. They automatically inherit all the format settings of the section you are in, eg page numbers, margins, page layout etc. However, if you wish to change any of these page format settings, you need to insert a section break.

For example: if you wish to change a page orientation from portrait to landscape, you would put in a section break Insert>Break>Next page. You can then change the page orientation (File>Page Setup>Landscape). To return to the default portrait, you would need to insert another section break>Next page, and change the page orientation back to portrait.

Creating a long document

In this exercise you use section breaks and page breaks. Please check which breaks you insert.

Keyboard shortcut:  Page break = Ctrl+Enter

Exercise – setting up long document

1. Open Word
2. Type ‘Title page’
3. Insert>Break>Section break>Next page
4. Type ‘Copyright’
5. Insert>Break>Page break (Ctrl+Enter)
6. Type ‘Dedication’
7. Insert>Break>Page break (Ctrl+Enter)
8. Type ‘Acknowledgement’
9. Insert>Break>Page break (Ctrl+Enter)
10. Type ‘Contents’
11. Insert>Break>Page break (Ctrl+Enter)
12. Type ‘Figures & tables’
13. Insert>Break>Page break (Ctrl+Enter)
14. Type ‘Acronyms’
15. Insert>Break>Section break>Next page
16. Type ‘Chapter 1’
17. Insert>Break>Page break (Ctrl+Enter)
18. Type ‘Chapter 2’
19. Insert>Break>Page break (Ctrl+Enter)
20. Type ‘Chapter 3’
21. Insert>Break>Page break (Ctrl+Enter)
22. Type ‘Chapter 4’
23. Insert>Break>Page break (Ctrl+Enter)
24. Type ‘Chapter 5’
25. Insert>Break>Page break (Ctrl+Enter)
26. Type ‘References’

Exercise – formatting sections (page numbers)

1. Click on first page ‘Title page’
2. File>Page setup>Layout tab
3. Tick Different front page
4. Click OK button
5. Next go to Insert>Page numbers
6. Remove tick next to show number on first page (if ticked)

Section 1 page numbers

1. Click on second page (Copyright heading)
2. Insert>Page numbers
3. Make sure show number on first page is ticked
4. Click format button
5. Change Number format drop down to i, ii, iii... display
6. Make sure Start number at reads ‘i’
7. Click OK button
8. Check your document. All the pages in this section should be numbered i, ii, iii etc. There should not be a number on the first page.

Section 2 page numbers

1. Click on ‘Chapter 1’ page
2. Insert>Page numbers
3. Click format button
4. Change Number format drop down to 1, 2, 3 ... display
5. Make sure Start number at reads 1
6. Click OK button
7. Check your document. All the pages in this section should be 1, 2, 3 etc. There should still not be a number on the first page (title page) and the first section should still have the i, ii. iii formatting.

Using outline view

Outline view is very useful when working on long documents. Either View>Outline or select the outline view button from the bottom of the screen next to the horizontal scroll bar.

Outline view shows the document as an outline of headings and content. Using the outline toolbar in the toolbar area, you can ‘structure’ your document though promoting and demoting sections through headings. You can also navigate around the document using outline view.

1. Go to outline view
2. Select ‘Copyright’ heading
3. Click on first button (double left pointing green arrows) Promote to Heading 1. (The next single green arrow promotes heading by one level.)
4. Repeat with all headings to make all titles Heading 1’s

NB: All heading should now be Heading 1’s

Create a table of contents

Click on the Content heading in outline view then select Print Layout view from the bottom toolbar (or View>Print Layout). You will now be on the contents page.
1. Insert > Reference > Index & tables
2. Select Table of Contents tab if it does not open up on it
3. Adjust your preferences. For a paper based document, remove tick from use hyperlinks instead of page numbers
4. Click OK

The table of contents is now generated and inserted into the page.

**Subsections**

It is easy to create a subsection using outline view and updating your table of contents. (This can also be done through simply using styles eg heading 3, when writing normally.)

1. Go to outline view
2. Go to Chapter 1 heading, press Enter
3. Type ‘subheading 1’, press Enter
4. Type ‘subheading 2’, press Enter
5. Type ‘subheading 3’, press Enter
6. Type ‘subheading 4’, press Enter
7. Select all subheadings
8. Click on demote level icon (single green right pointing arrow) and demote all subheadings to level 3 headings
9. Click on Update TOC icon then from the dialogue box select Update entire table
10. Return to Contents page in print layout view and see the updates