

Creating a Master Document (for Thesis)

from Sub Documents (www.uow.edu.au/research/rsc/student/thesis)

Overview

- 1 Create Front Pages document using the Front Page Template – this includes
 - Title page
 - Abstract
 - Acknowledgements
 - Table of Contents
 - List of Figures
 - List of Tables

- 2 Create individual chapters using the New Chapter Template
 - Use Styles for headings
 - Use captions for tables and figures

- 3 Create Master Document
 - a. Open New document – use New Chapter Template
 - i. Turn on Paragraph markers
 - ii. Save the master document
 - iii. check page set up eg margins, A4, layout
 - iv. check styles
 - b. Press Enter 4 times and position cursor on the 3rd paragraph marker

- 4 Go to View menu and choose Outline

- 5 Use the Insert Subdocuments button to insert the chapters one after the other in correct order. Press enter after inserting each one.

Notes:

 1. You may see a window asking about using styles – click No to All.
 2. If you used a different template for one of the chapters, you will see a window stating that the Master template will be used...click OK

- 6 Save the Master and make sure you are still in Outline View

- 7 Go back and click on the 1st paragraph marker

- 8 Using the same method as above, insert the Front Pages section.
 - Save and go to Print Layout

- 9 Check for blank pages at the beginning of the document, you may need to delete a blank page and section break appearing BEFORE the title page.

- 10 Go to the end of the document and create the bibliography. Make sure you format the heading with a Style (use Preliminary Heading Style) so that it will be included in the Table of Contents (TOC).

- 11 **Set up page numbering.**
The next set of instructions depends on whether your subdocuments already had page numbers in the header or footer.
- 12 Click the cursor in the section where the first chapter starts and go to the View menu and choose Header and Footer.

Click the Switch to Footer button so that you are positioned in the footer
If highlighted, turn **OFF** Link to Previous option
Set up page numbers and any formatting required (usually format to begin at 1)

Click Show Previous button to move to the previous section – the section with table of contents etc

If highlighted, turn **OFF** the Link to Previous button

Setup page numbers and format to Roman numerals beginning at 1

Click Show Previous button to move to previous section – the title page.
The footer should be blank....if not, delete any information in the footer.
- 13 Close Header/Footer.
Save the document
- 14 Go to the Table of Contents, Table of Figures etc and right click each one to update the tables. Save the Master document
- 15 View Print Layout
- 16 Check Footers for correct page numbering
- 17 Save the Master document
- 18 Spell Check, use Print Layout or Print Preview to check the layout
- 19 You may wish to make a pdf of your document if you need to email it to your supervisor. Make sure you click into View – Print Layout before you attempt to pdf the file.