

Senior IS Formatting Workshop

Visit <http://educationaltechnology.wooster.edu/is> for tips and links to video resources.

Anatomy of an IS

Front Matter

- Title Page
- Abstract
- Dedication
- Acknowledgements
- Table of Contents
- List of Figures
- List of Tables

Main Matter

- Introduction
- Chapters

Back Matter

- Appendices
- Bibliography
- Index
- Afterword

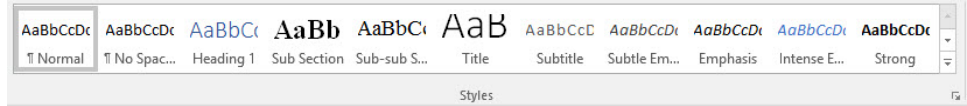


Figure 0.1 Styles Panel. You'll modify these styles to match your department's guidelines. Right-click on a style to modify the settings.



Figure 0.3 This will show non-printing characters and allow you to see extra returns, spaces, section breaks, and line breaks.

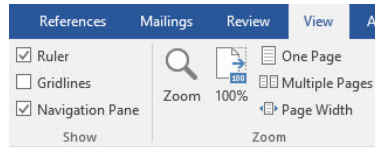


Figure 0.4 Enabling the navigation pane

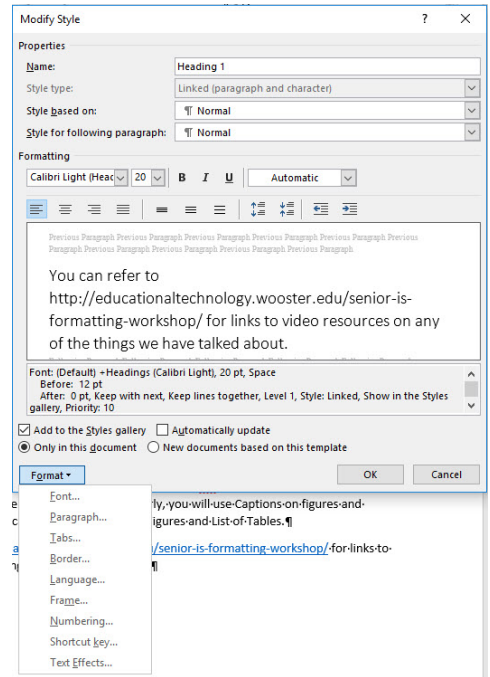


Figure 0.2 Editing panel for styles.

Page Numbers

Front matter sections either have no page numbers or Roman page numbers.

Main matter and back matter sections have Arabic page numbers.

Use Headings

Use Heading styles for chapter titles, subsections, sub-subsections, etc, so that Word can generate the Table of Contents automatically.

Use Captions

Use captions on figures and tables to allow Word to automatically generate the List of Figures and List of Tables.

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Checklist for Formatting Senior IS

Step 1: Chapter Headings

- Make all chapter *Headings 1 style*
- Use *Heading 2* style on all subsections

Step 2: Paragraphs

- Create a *New Paragraph Style*
- Base paragraph style on none, 1st line indent, font/spacing per department wishes

Step 3: Images

- Insert Images with text wrap with Top and Bottom
- Insert caption on all images
- Group caption and image

Step 4: Tables

- Insert tables as images
- Follow steps above as you did for images

Step 5: Table of Contents, Figures, and Tables

- Insert table of contents
- Insert list of figures
- Insert list of tables

Step 6: Section Breaks

- Continuous section break between Introduction and front matter

Step 7: Page Numbers

- Insert page numbers
- Title page no page numbers
- Change front matter to roman numerals
- Modify introduction page numbers to start on page one (Arabic)

Step 8: Heading Modifications

- Modify heading styles for department and to start chapters on new pages

Step 9: Margins

- Margins inside/outside (double sided printing)

Step 10: Bibliography

- Create a Bibliography Style to format Bibliography