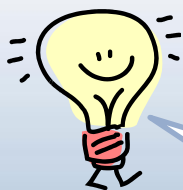


Create a report with formatting, headings,
page numbers and table of contents

MS Office Word 2010



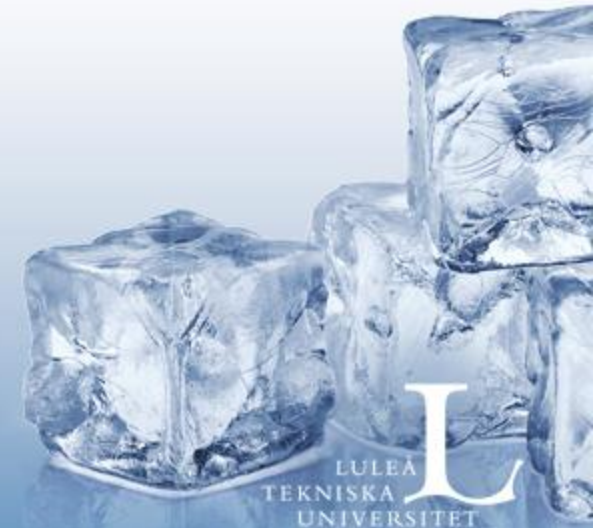
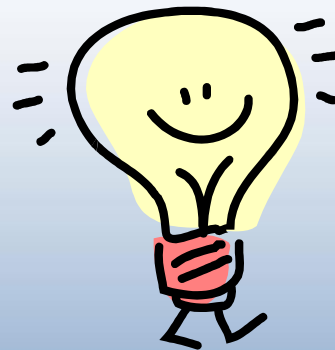
I have made a sample report based on this instructions. You can find it [here](#).



Contents

- ✓ Outline
- ✓ Formatting
- ✓ Headings
- ✓ Body
- ✓ References
- ✓ Page and Section Breaks
- ✓ Pagination
- ✓ Table of Contents
- ✓ Multilevel List
- ✓ Table of Figures
- ✓ Final touch

The links on the left leads you directly to a particular topic.
Some topics consist of several pages.



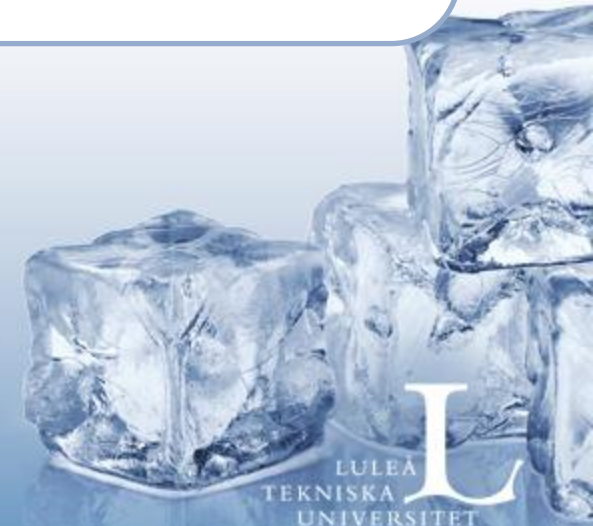
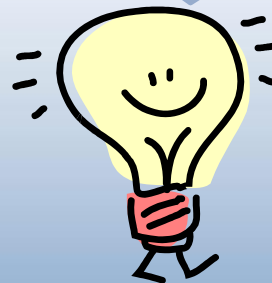
Outline

Start by creating the report's outline.

An example:

- The title page
- Foreword
- Summary
- Abstract
- Table of Contents(ToC)
- Introduction
- Theory
- Method
- Evaluation/Outcomes
- Discussion
- References
- Appendices

Once you know the layout and what to enter under the headings, type your text into a word processor. This guide shows MS Office Word 2010, but, with a little ingenuity you can transfer the instructions to other programs.



Outline, continued

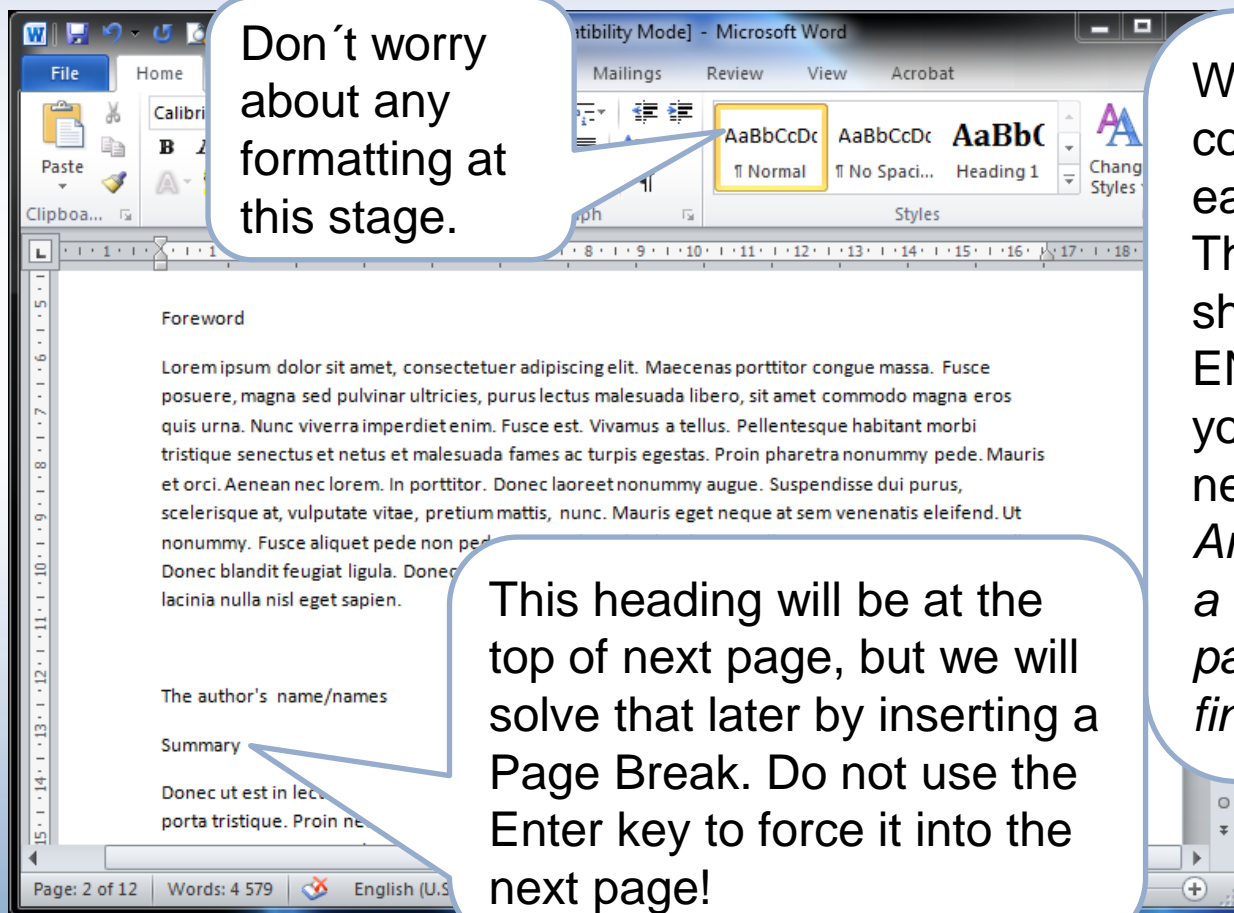
Fill your report with text and anything else that should be there.



Don't worry about any formatting at this stage.

Write your text continuously under each heading. The only time you should use the ENTER key is where you want to create a new paragraph! *And maybe to create a little "air" on the pages once you finish formatting.*

This heading will be at the top of next page, but we will solve that later by inserting a Page Break. Do not use the Enter key to force it into the next page!



Formatting

It's up to you when you want to start formatting but my suggestion is to write as much as possible from the beginning. Optionally, you can format the headings at the beginning to more easily find the document.

you have probably already done some formatting of your references - *italicized* book titles and more. How do you do to keep the *italics formatting*? I will show you soon.

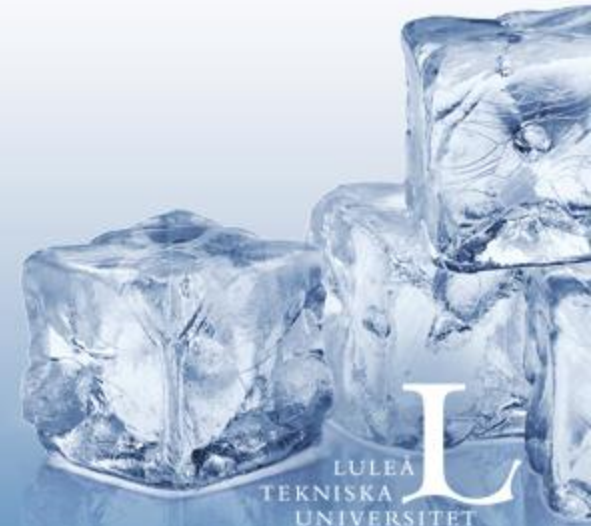
NOTE! The formatting used here are examples only. You should use the fonts, sizes, etc. listed in the study guide or other governing documents.



Formatting, continued

What should be formatted?


- **The body**, i.e. the main text of paragraphs.
- **The reference list**, with italics and easy to navigate in.
- **The headings**, possibly numbered. When formatted correctly, you can easily create and update a table of contents.
- In connection with the headings comes **Page Breaks** and **Section Breaks**.
- **Page numbers**, not all pages are numbered.



We start with the headings

By formatting the headings, we don't just get a nice document, we also provides for an automatic* table of contents.

* It is created automatically but must be updated manually!

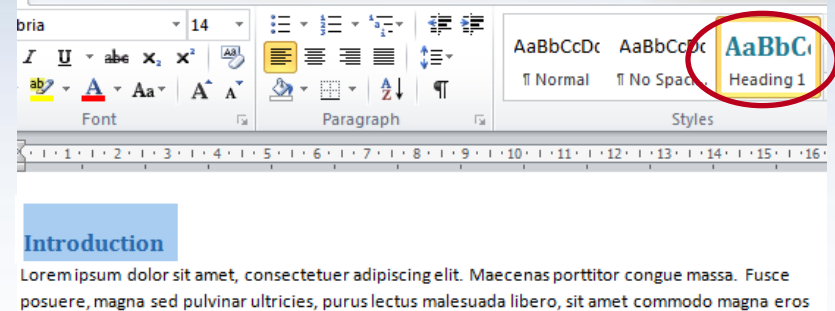
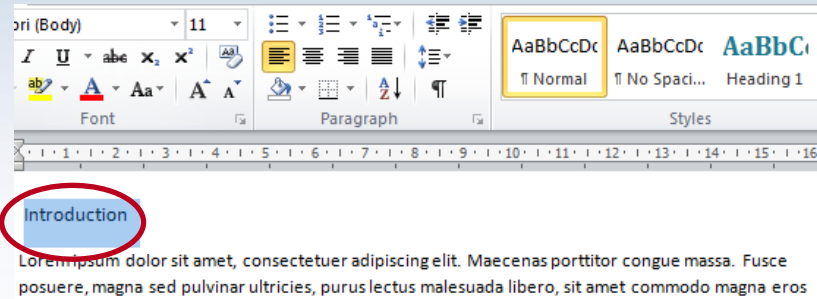


Foreword	
Summary	
Abstract	
Table of Contents	
Table of figures	
Introduction	1
More Introduction	2
Description	3
Blah blah	2
The aim of this report	2
Boundaries	2
Theory	1
More Theory	2
Even more theory	3

Tip! Make a list of your headings and heading levels.

NOTE! Foreword, Summary, Abstract and TOC will just look like heading level no 1. These will not appear in the TOC so therefore we will format them manually. You can of course give them heading style, but then you have to remember to remove them from the table of contents.

Headings, continued



- Select what will be a heading.
- Click on desired heading format. In this case heading 1.
- Go through your document and format all the headings. You can always add, delete and change heading level. Normally, limit the number of heading levels to three.

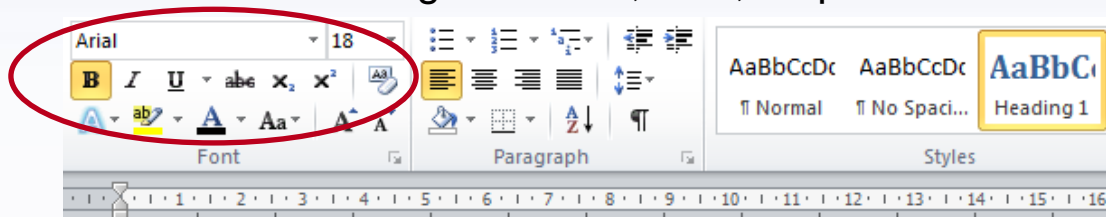




Headings, continued

Heading formatting is completed, but they don't look like we had planned. Select any title with the heading level you want to change, for example Introduction with heading level 1.

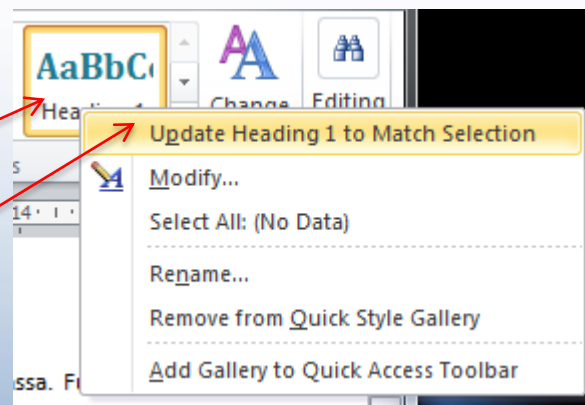
Here I have changed to Arial, bold, 18 points and black text.



Introduction

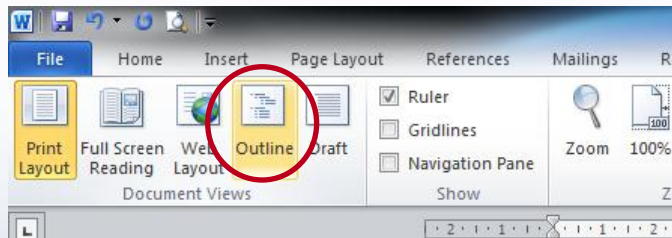
Duis a quam non neque lobortis malesuada. Praesent euismod. Donec nulla augue, venenatis

- With the heading still selected, right-click the Format button and click **Update Heading 1 to match selection**. This will change all number 1 headings.
- Repeat with the other heading levels.

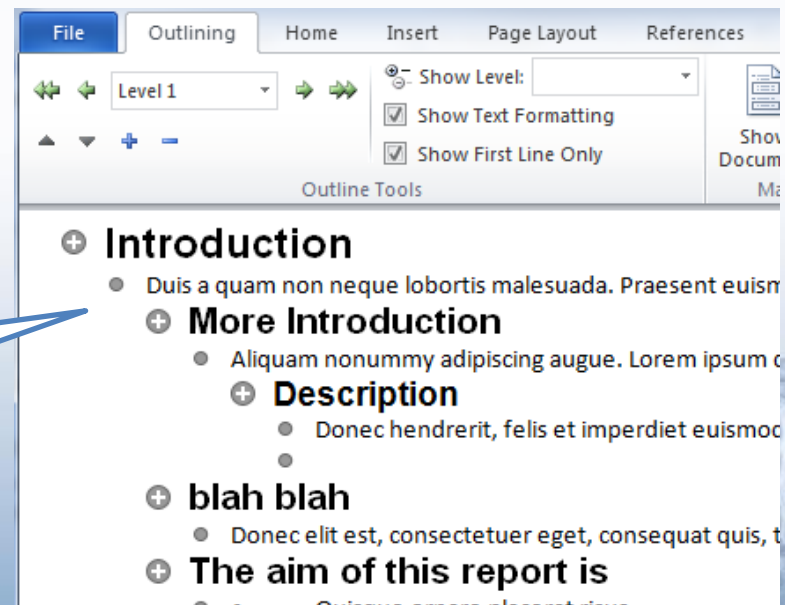


Headings, continued

A quick way to keep an eye on the headings (and the Page and Section Breaks that come later) is to click the **Outline** under the **View** tab.



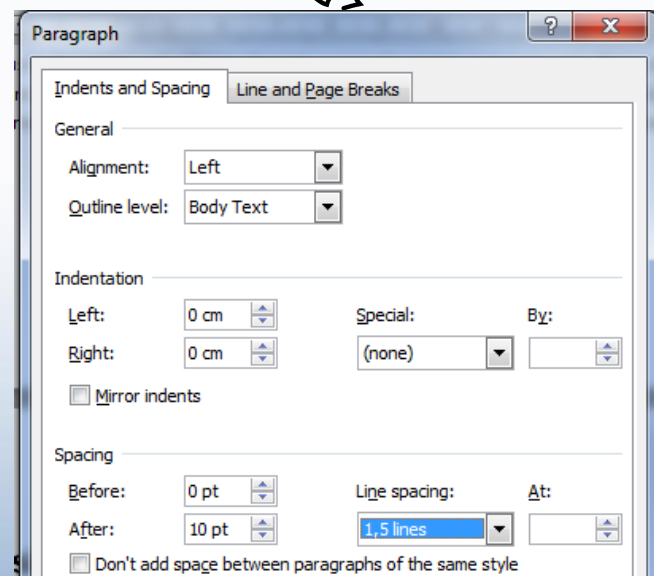
Here you can very easily move, change order and level.



And so the Body

Assuming you have written all body text in the same format this becomes as easy as changing the headings. But first we must "save" the *italics* in the references*, if you've already made such.

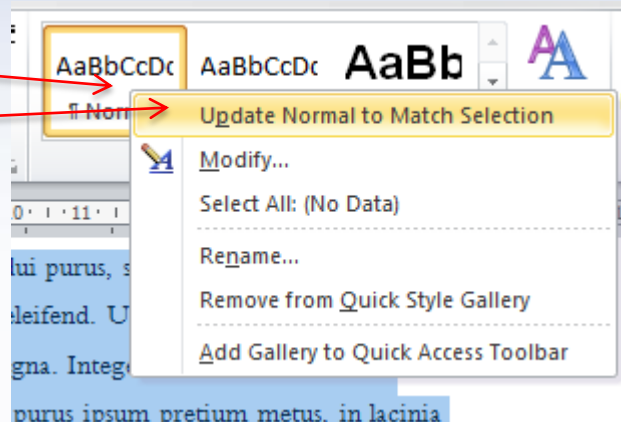
- Copy the references and paste them into a blank document. We will pick them up later*.
- Select a paragraph in the document somewhere.
- Change font face to, for example, Bembo, 12 points.
- Change Line spacing under Paragraph. Here I have changed to 1,5 lines and 10 pt after each paragraph.



* Does not apply if you use Refworks.

Body, continued

Right-click on the selected format button and click **Update Normal...**

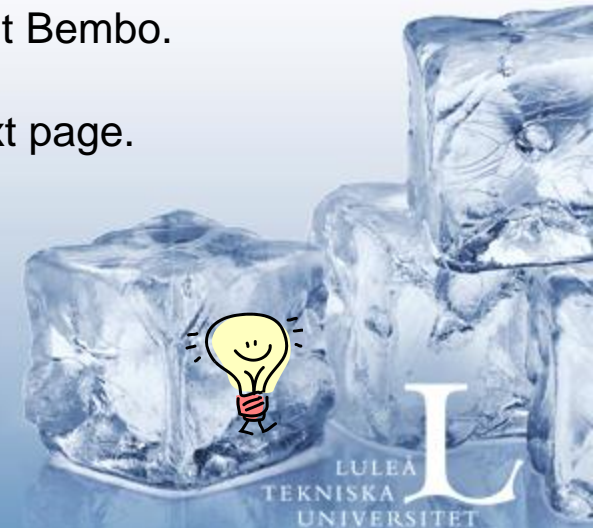


All text with body format have now received the new format. In all probability, the italic format in the reference list has been removed but we will solve that on the next page.

Now you can change the headings(one by one) that are ahead of the Introduction to Arial, bold, 18 point and black text, but this time, don't right click and change in any format. The change should just be in the selected text. This way they will not be added to the table of contents.

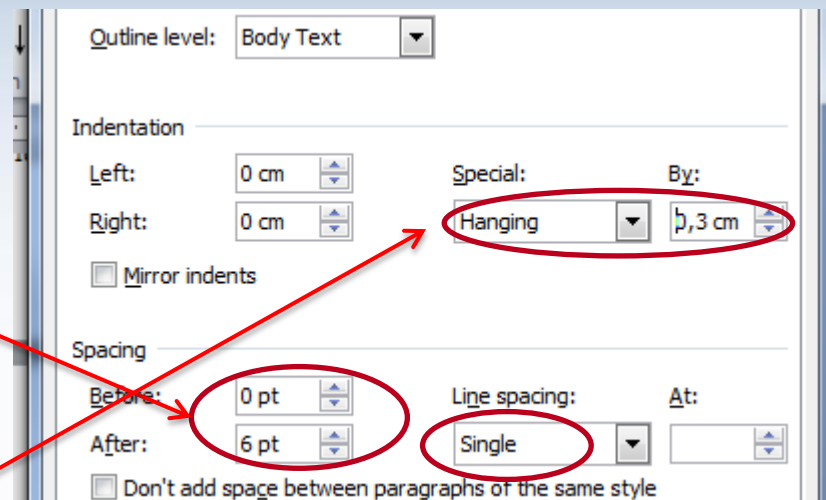
And references

- Go back to the temporary document (the one you created in the Body section) with the reference list and copy the list.
- Paste it back into your document.
- Select the references and change the font to 12 point Bembo.
- It looks OK but you can make it even better. See next page.



References, continued

- Select the references and open **Paragraph**.
- By changing the line spacing to Single, Spacing before 0 pt and Spacing After to 6 pt, you get a good looking list that does not take much space.
- Better still, change to Hanging Indentation, 2-3 mm will do the trick!



References

Franke AA, Custer LJ, Wang W, Shi CY. *HPLC analysis of isoflavonoids and other phenolic agents from foods and from human fluids*. Proc Soc Exp Biol Med 1998;217:263-73.

Hristova, S. (2007, 4 augusti). Kidnappad av patriarkater: Florence Nightingale var inte bara en självupoffrande sjuksköterska. *Dagens Nyheter*. Hämtad från <http://www.dn.se/>

Lister, S. (2010, January 20). GlaxoSmithKline to share malaria research in hope of finding cure. *Times Online*. Hämtad från <http://www.timesonline.co.uk/>

Marini H, Bitto A, Altavilla D, Burnett BP, Polito F, Di Stefano V, et al. *Breast safety and efficacy of genistein aglycone for postmenopausal bone loss: a follow-up study*. J Clin Endocrinol Metab 2008;93: 4787-96.

Page breaks and Section breaks

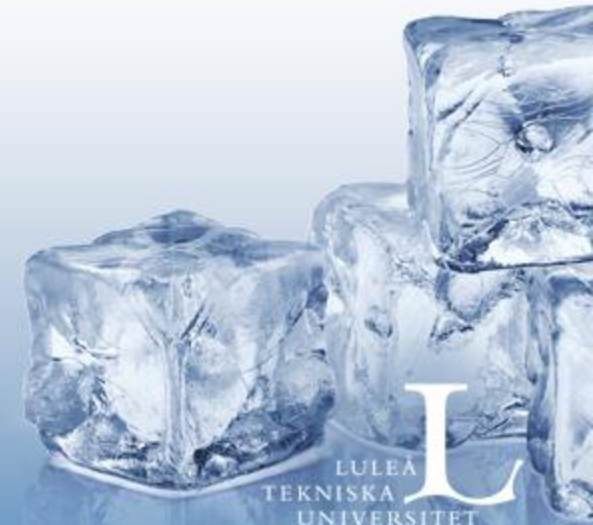


Page breaks and section breaks are used to control the Text Flow.

A new chapter starts on a new page and a table is more attractive and more readable if it is on a separate page instead of being divided on two pages.

To make the pagination start on page 1 after the TOC you use Section break and also after your references if you add any appendices because they are usually not paginated.

In the rest of report you use the page break.

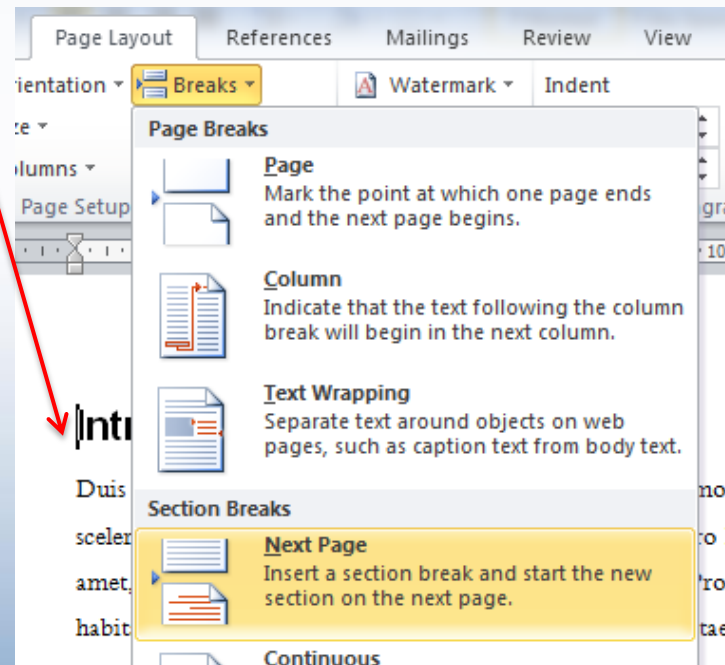


Page breaks and Section breaks, continued



Start with the section break.

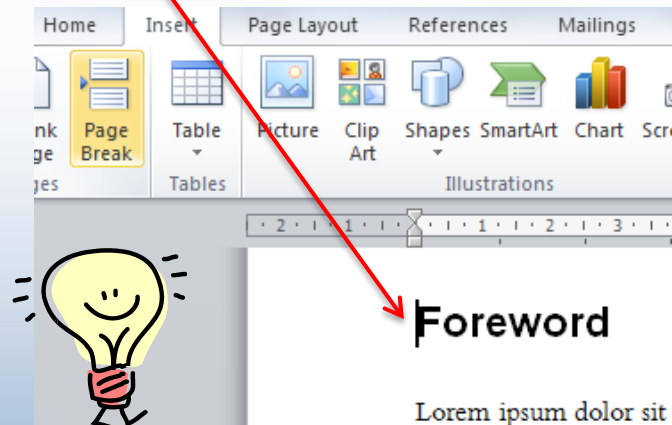
- Place the cursor directly in front of the Heading Introduction.
- Select **Page layout – Page setup – Breaks – Section Breaks– Next Page.**
- Repeat with Heading Appendices.



Page breaks and Section breaks, continued

Continue with Page Break.

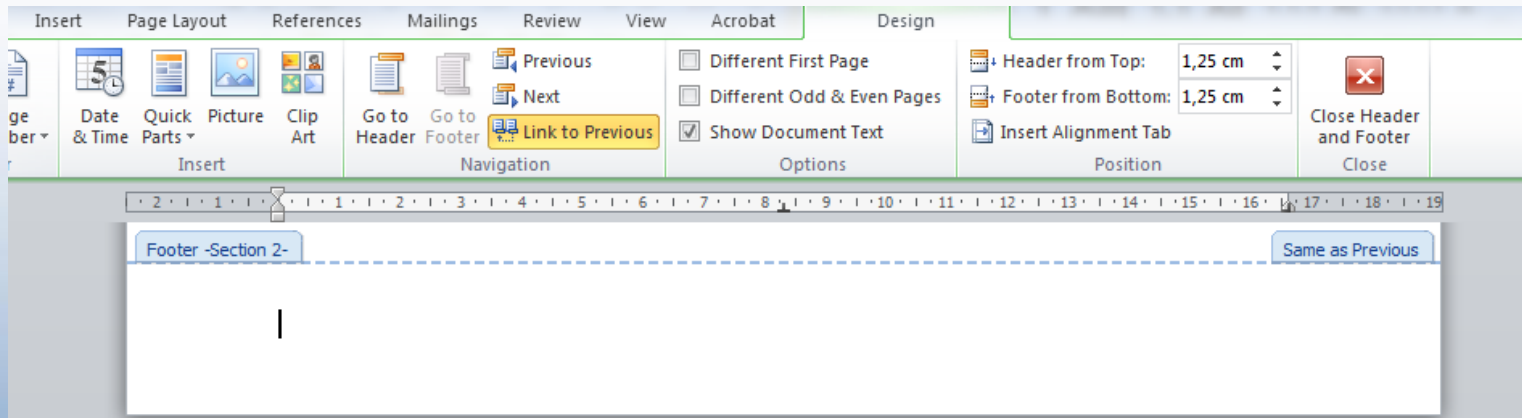
- Place the cursor directly in front of the Heading to be on top of the page, in this case the Foreword.
- Select **Insert – Pages – Page Break**.
- Insert Page Breaks in the rest of the report.
Remember, Introduction and Appendix already have breaks.



Pagination

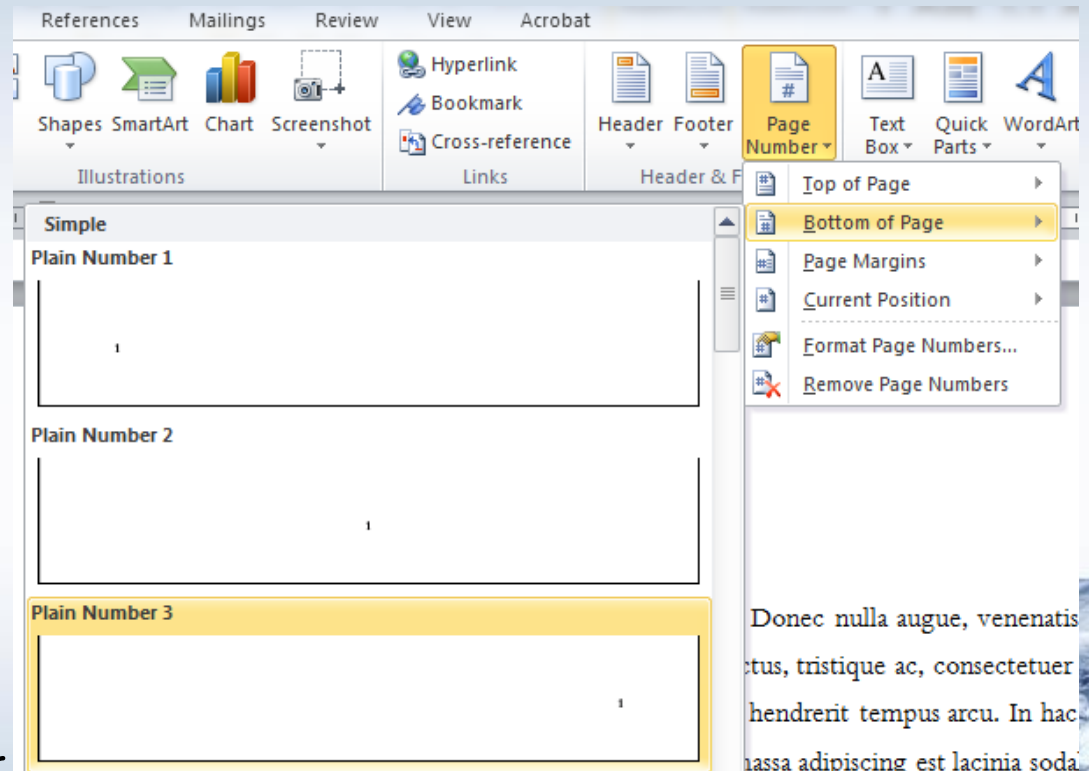
Before you insert page numbers, remove the link in the Footer between your Sections.

- Position the cursor on the page where the Introduction is. Under the **Insert** tab, choose **Footer**, and click **Edit Footer**.
- Clear **Link to Previous**
- Repeat with Appendices



Pagination, continued

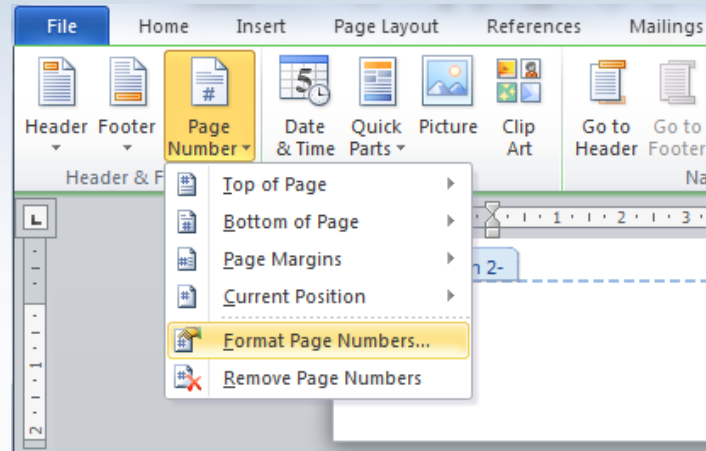
- Insert the cursor again on the page where the Introduction is. The will be page number 1.
- Under the **Insert** tab, select **Page Number** and click on **Bottom of page**.
- Click **Plain Number 3** to place the pagination at the bottom right.



Donec nulla augue, venenatis
tus, tristique ac, consectetuer
hendrerit tempus arcu. In hac
massa adipiscing est lacinia soda

Pagination, continued

- Click on **Format Page Numbers...** under **Page Number**.



- Click on Start at: and chose 1.

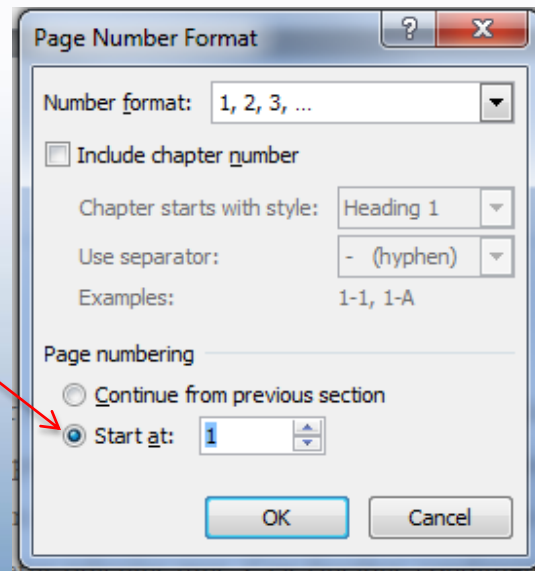


Table of Contents(TOC)



Formatting your heading has now made it possible to insert an automatic table of contents. It is usually placed directly before the Introduction.

- If you already have a heading for the table of contents, select the row below it.
- Under **References**, click **Table of Contents** and then click **Insert Table of Contents ...**

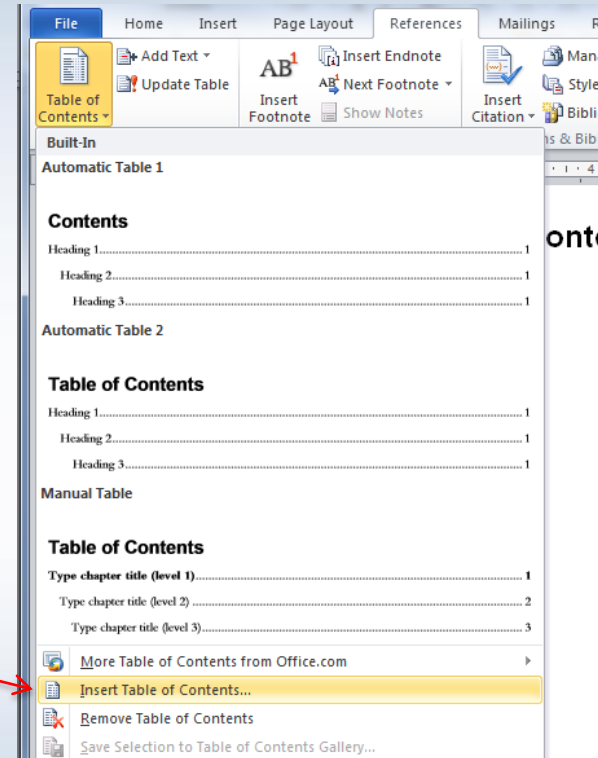
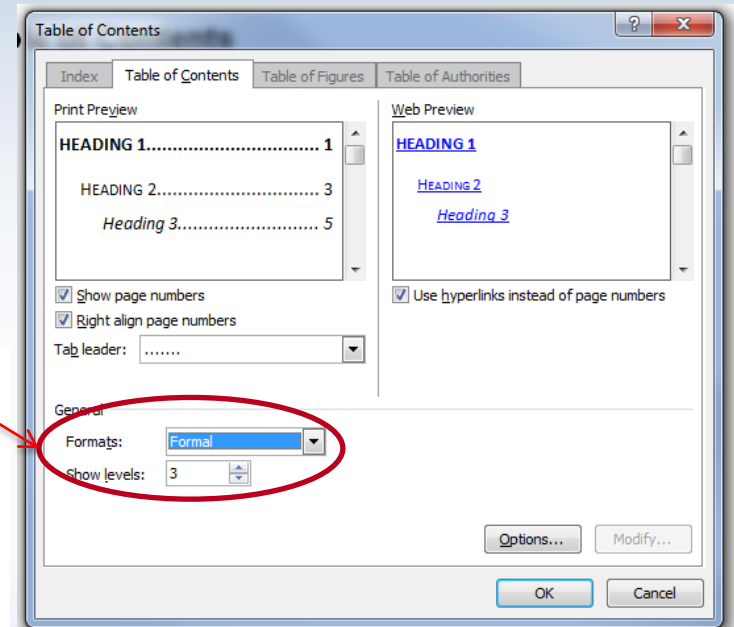


Table of Contents(TOC), continued

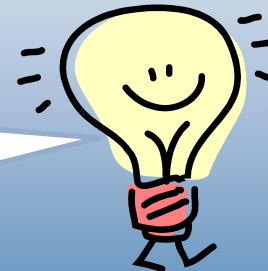
Choose the format and how many levels you want displayed. Normally three.

Table of Contents|

INTRODUCTION	1
MORE INTRODUCTION.....	1
<i>Description</i>	1
BLAH BLAH.....	2
THE AIM OF THIS REPORT IS.....	2
BOUNDARIES.....	2
THEORY	3
MORE THEORY.....	3
<i>Even more theory</i>	3



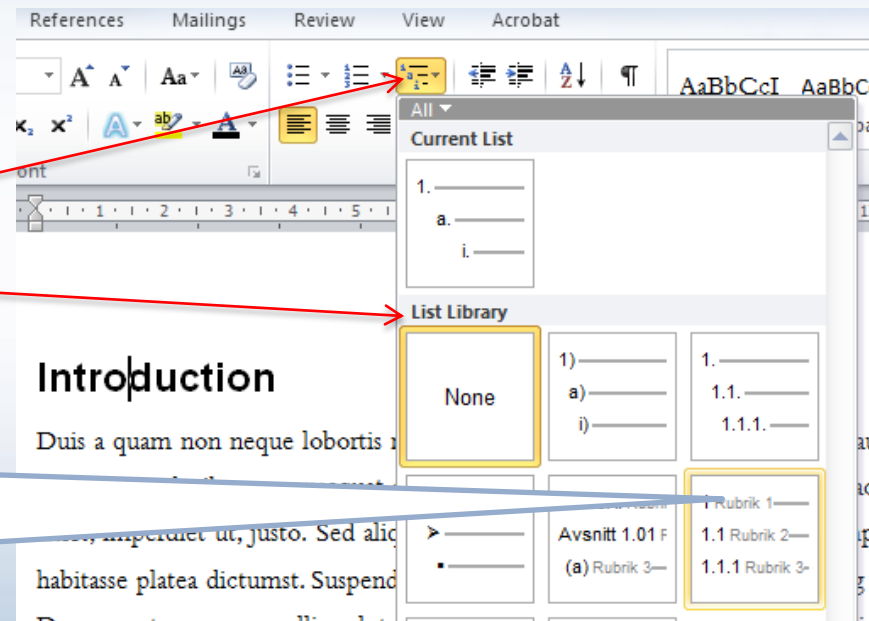
How to update the table of contents?
See the section on [Multilevel List](#).



Multilevel List

Sometimes the chapters are numbered. This is done best by creating a Multilevel List. Multilevel list keeps track of the numbers if you decide that you must rearrange, add or remove parts of your report.

- Place the cursor on a heading. Click on **Multilevel List** under **Paragraph** and select from the List Library.

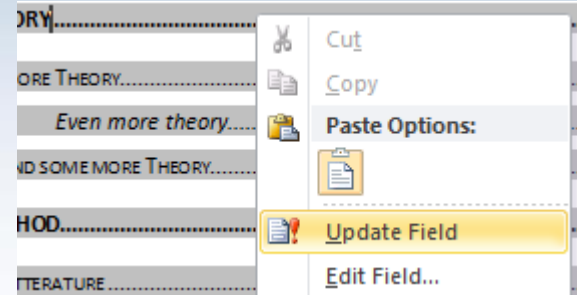


I think this one gives the best result. It also affects the other heading levels with one click.

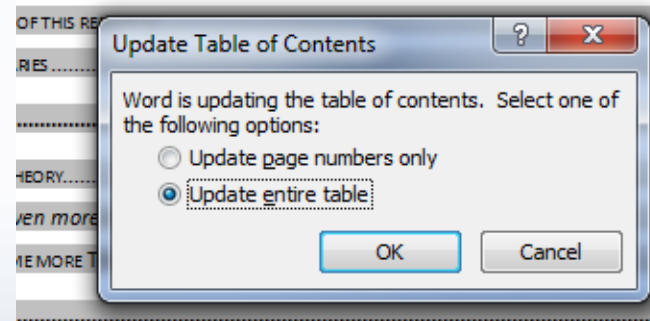


Multilevel List, continued

Update the Table of Contents.
 This does not happen automatically. You must do this manually.
 It is important to remember to do this ones you are done with your report!



- Rightclick on the table of contents and chose **Update Field**.
- Chose **Update entire table**.



3	METHOD.....	6
3.1	LITTERATURE.....	6
3.1.1	<i>Data Collection</i>	6
3.1.2	<i>Interviews</i>	6
3.1.3	<i>Observations</i>	7
3.1.4	<i>Benchmarking</i>	7
3.2	METHOD CRITICISM.....	7

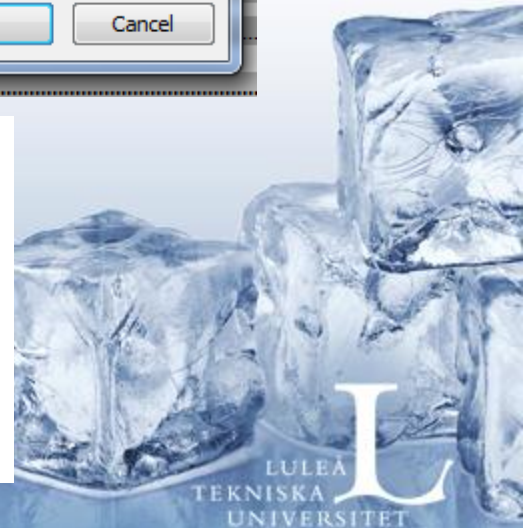
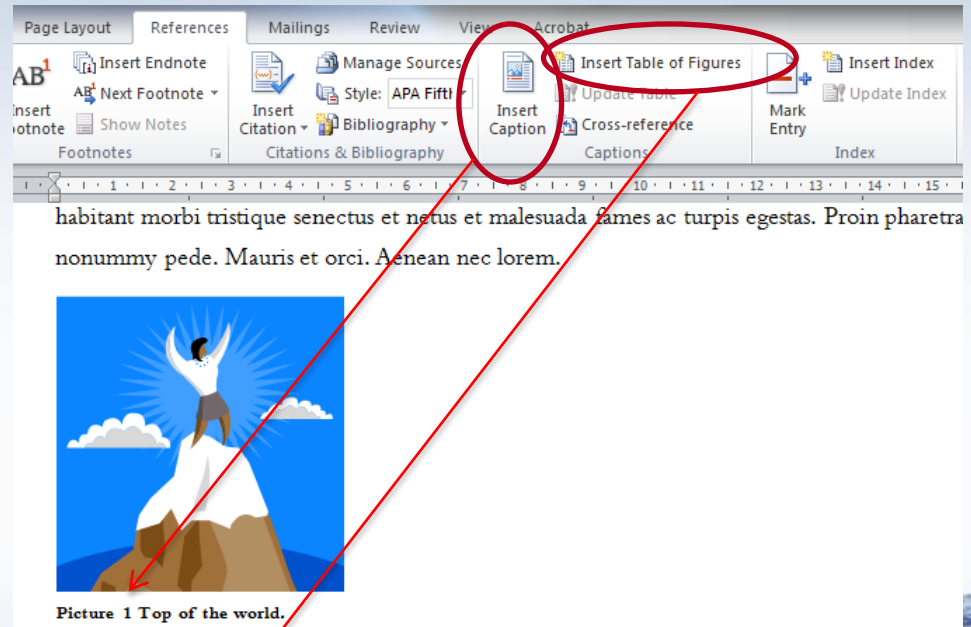


Table of Figures



Does your report contain a lot of pictures, tables, equations etc? Then it might be necessary with a Table of figures. Place it directly after the TOC. The program needs to know what to include in the table. You can fix this by inserting a caption to your figures.

- Click on the picture, table, equation etc. Then click on **Insert Caption** under **References**.
- With all the parts described, place the cursor after the table of contents and select **Insert Table of Figures**.

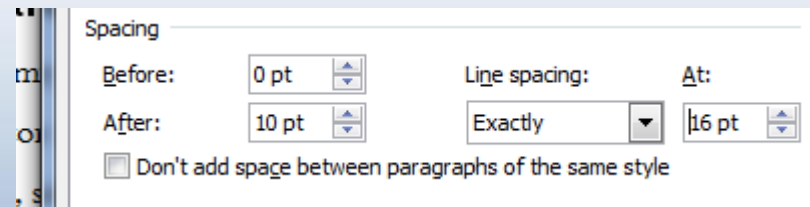
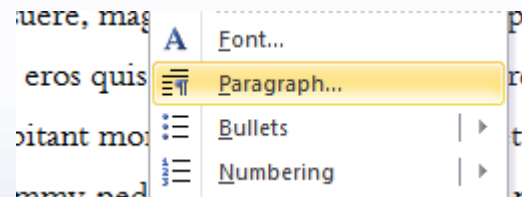
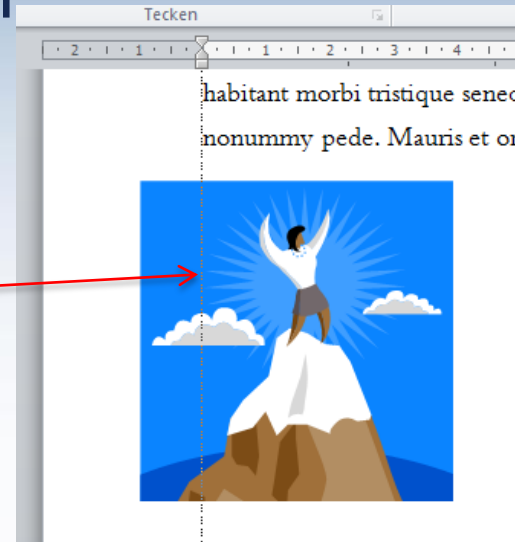


8	APPENDICES	12
	Table of figures	
	Picture 1 Top of the world.	9


Final touch

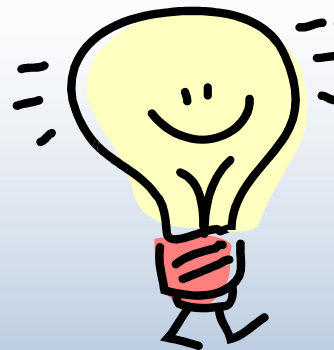
It is time to review the report and fine-tune the layout. Look for ...

- Inserted pictures, diagrams, etc. Are they within the margins?
- A few lines of text on an otherwise blank page? Right-click the paragraph, choose **Paragraph**, and change the Line Spacing to Exactly and to try to fit the lines into the previous page. If not, you can try to reduce the line spacing in the paragraph above.

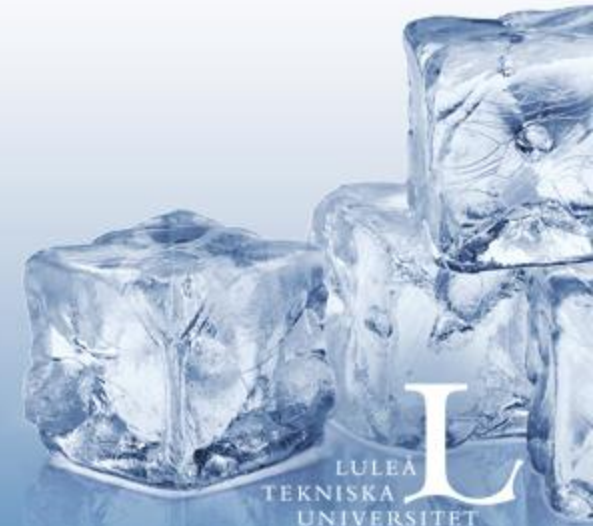


Final touch, continued

- Tables. Will they fit on one page? If not, add table headers also on the following page / pages to improve readability.
- Sometimes it seems that evil spirits have control over the document. The spirits are often paragraph marks and other hidden formatting. Make them visible with **ctrl + shift + (** alternatively, click on  . When you see them you know what to do with them!



Remember to update your table of contents when you have finished your final touch!



I hope this has been a helping hand and that you now have a report you can be proud of.

Good luck with your writing!
Christer