

Thesis Planning

<http://www.bates.edu/ils/thesis-planning-winter-2014/>

Bates

Information and Library Services

Help Desk Services

207.786.8222 | helpdesk@bates.edu

www.bates.edu/ils

Quick Reference Card

Prepare your Computer

- Use a current version of Microsoft Office/Word. Download and apply all available updates
 - Windows – **Microsoft Office 2010/2013** | Mac – **Microsoft Office 2011**
- Download and Install all the updates that are available for your computer's operating system (OS)
 - Microsoft Windows XP, 7, 8 | Apple OS X

Plan your Document

Even before starting your thesis on the computer, you should give some thought and preparation. Make a sketch on paper to get an idea of how you want the finished document to look.

- **One Large File or Multiple Files**

When producing a large document it is worth considering whether it should consist of one large file or several smaller files, which can be assembled at the end of the process. The main consideration is, that if a single, large document becomes damaged, you could lose everything.

 - Assemble separate files at the end of the process
 - Large files can become corrupted/damaged and slow
- **Naming your documents/files**

When naming your chapters/sections, keep non-current copies in an "old" folder. Use dates in the file name and avoid using multiple "Chapter 1" files.
- **Keep it all together**

Centralize your materials, keep like documents together, and keep your data together and organized. Wait until the very end of the process to merge your multiple files together.
- **Attend a workshop to learn how to use technology tools to simplify the publishing process!**
- **Ask question from the experts**

Utilize Word Processing Tools

Use the word processing tools that area available to you to simplify and automate your publishing process.

- **Styles**
 - <http://office.microsoft.com/en-us/word-help/style-basics-in-word-HA102647012.aspx>
- **Sections**
 - <http://office.microsoft.com/en-us/word-help/insert-a-section-break-HA010368780.aspx>
- **Page Breaks**
 - <http://office.microsoft.com/en-us/word-help/insert-a-page-break-HA010368779.aspx>
- **Page Numbering**
 - <http://office.microsoft.com/en-us/word-help/add-or-remove-headers-footers-and-page-numbers-HA010372690.aspx>
- **Footnotes and Endnotes**
 - <http://office.microsoft.com/en-us/word-help/insert-or-create-footnotes-and-endnotes-HA0101854833.aspx>
- **Captions**
 - <http://office.microsoft.com/en-us/word-help/add-captions-in-word-HA102227021.aspx>
- **Table of Contents**
 - <http://office.microsoft.com/en-us/word-help/create-a-table-of-contents-or-update-a-table-of-contents-HP010368778.aspx>
- **Table of Figures**
 - <http://office.microsoft.com/en-us/word-help/create-a-table-of-figures-HA102237177.aspx>

Miscellaneous

- Use Bibliographic Software, such as EndNote® or RefWorks® to manage your references.
 - **EndNote®**: <http://libguides.bates.edu/endnote>
 - **RefWorks®**: <http://libguides.bates.edu/refworks>
- Use Adobe InDesign® for complicated layouts.
 - Please visit the **Imaging and Computer Center** for assistance with Adobe InDesign®.

Backup Your Thesis

Remember to Backup your Thesis!

- There are several options available to you for backing your thesis.
 - Bates Google Docs/Drive – 30GB (Combined with Bates Gmail)
 - Paris/Netapp Bates Network Storage – 50MB
 - Dropbox Free Account (www.dropbox.com) – 2GB
 - USB Memory Sticks
 - External Hard Drives

Backup Tips

- Save your Thesis in sections – (Chapter 1, 2, 3 = File/Doc 1, 2, 3)
- Save your Thesis in multiple locations
- Keep a backup in a different geographical location

Tips for Getting Help and Printing

Need Technical Help with Your Thesis? Ready to Print?

- If you need assistance with troubleshooting your thesis, resolving technical problems with your computer or need advance help with your word processing software, don't hesitate to visit Help Desk Services in the George and Helen Ladd Library
 - **(207) 786-8222 | helpdesk@bates.edu**
- The best time to visit Help Desk Services is during the early morning hours (8am – 11am)
- The best time to print is during the early morning hours (8am – 11am) and during the mid-afternoon (3pm – 5pm)
- Anticipate lines, build in extra time for problems, and don't hesitate in asking for Help!
- When visiting Help Desk Services, bring your computer with you

Color Printing!

- Color printing is available in Ladd Library
- Print color documents responsibly
- Since there is only one color printer, plan accordingly
- Printing in color is slower than printing in B/W

Attend a Thesis SWAT Session!

- **Honors Thesis SWAT** – Wednesday, March 19, 2014 | 6pm to 10pm | Ladd Library
- **Thesis SWAT** – Tuesday, April 1 & Thursday, April 3, 2014 | 6pm to 10pm | Ladd Library

Thesis Workshops – Winter 2014

Using Styles in Microsoft Office

Wednesday, February 5, 2014 – 4:10pm to 5pm, Ladd Library, RM 148

In Microsoft Word, a style is a collection of formatting characteristics - such as font name, size, color, paragraph alignment and spacing. Some styles even include borders and shading. Styles save you time and make your document look good and consistent throughout. Instead of using separate formatting options, use styles to format your document so you can quickly and easily apply a set of formatting choices to your document.

Working with Sections and Page Numbering in Microsoft Office

Wednesday, February 12, 2014 – 4:10pm to 5pm, Ladd Library, RM 148

With the use of sections you can divide a document into any number of sections (chapters) and format each section independently /or/ linked to a previous section. In addition to the use of sections, come learn about Page Numbering, and how Sections and Page Numbering can work together.

Creating a Table of Contents (TOC) in Microsoft Office

Wednesday, March 5, 2014 – 4:10pm to 5pm, Ladd Library, RM 148

Through the use of Styles, come learn how simple it can be to instantly create a Table of Contents (TOC), and how the TOC can easily be updated with just a couple of mouse clicks.