Bates College®
Thesis Planning

Quick Reference Card

Prepare your Computer

Use a *Current* Version of Microsoft™ Office/Word. **Download and Apply all Available Updates**.
Download and Install all the Updates that are Available for your Computer's Operating System (OS).

The Microsoft™ Office Suite is Available to Students for FREE!!

!! To get started, go to *https://www.bates.edu/helpdesk* (Search for *"Free Software"*)

Plan your Document

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.
  - When assembling your files, **do not use the Cut/Paste feature in Microsoft™ Word, instead use the Insert, File….. feature.** If you are assembling your files from a Google™ Doc, download your files in the Microsoft™ Word format.
- **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. Also include a version number in the file name – Example: YYYYMMDD_Name_Section_Version = **20230117_Thesis_Chapter1_v2.**
- **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.
- **Don't Hesitate to ask Questions from the Experts**
  - They can often provide you with tips to help simplify the process *(from Research Librarians to IT Staff, we are all here to help!)*
- **Don't Switch from One Word Processor to Another**
  - Documents can easily become damaged when continually switching from one word processor to another (Microsoft™ Word ↔ Google™ Docs.

Backup your Thesis

Remember to Backup your Thesis!
- There are several options available to you for backing your Thesis.
  - Bates Google™ Docs/Drive - *(Install the Google™ Drive File Stream)*
  - Microsoft™ OneDrive
  - Dropbox™ Basic Free Account (www.dropbox.com)
  - 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.

Schedule a One-to-One Session for Personalized Assistance

Personalized one-to-one assistance for planning and formatting your Thesis is available to you by appointment via Zoom™. Do you want to learn how to efficiently use the tools available to you in Microsoft™ Word or Google™ Docs to make the creation and publishing of your Thesis stress free? Utilize this *valuable* resource by contacting *Lee Desiderio, Instructional Support Manager* and schedule a personalized one-to-one session early!

Lee Desiderio, Instructional Support Manager | ldeside2@bates.edu | (207) 786-6181

Utilize Word Processing Tools

The following is a list of word processing tools available in Microsoft™ Word to help simplify and automate your thesis's formatting and publishing process.

- **Styles/Quick Styles**
  - *Styles/Quick Styles allow you to easily organize and format large documents. Use Styles/Quick Styles to apply consistent formatting throughout your document. Styles/Quick Styles serve as the foundation for creating a Table of Contents.*
- **Sections**
  - *For more control of your document, use Section Breaks instead of Page Breaks. You can have many different sections within a document, and each one can have its own headers and footers, orientation, formatting, spacing, etc. Sometimes it's easiest to think of a Section as a chapter in a book.*
- **Page Breaks**
  - *A page break cleanly ends a page within a document and starts a new page. (Do not use the "Enter Key" to move your text to a new page, use a Page Break). Page breaks also can be used within Sections.*
- **Page Numbering**
  - *With the use of Sections, you can customize your page numbering within each section of document. Each section can be set to continue numbering from the previous section or reset at the start of a new section.*
- **Captions**
  - *You can add captions for figures, equations, tables, or other objects within your document. Captions serve as the foundation for creating a Table of Figures.*
- **Table of Contents**
  - *Once you have applied a Style/Quick Style to all of your headings, you can have Microsoft™ Word automatically create and format a Table of Contents for you. If you want more control of that process, Word provides templates for creating a manual Table of Contents.*
- **Table of Figures**
  - *Once you have applied Captions to your figures, equations, tables, etc. Microsoft™ Word can automatically create and format a Table of Figures for you.*

Tips for Getting Help and Printing

Need Technical Help with Your Thesis?
- If you need assistance with troubleshooting your Thesis, resolving technical problems with your computer or need advanced help with your word processing software, don't hesitate to visit the IT Service Desk in Ladd Library.
  - **(207) 786-8222 | helpdesk@bates.edu | http://www.bates.edu/helpdesk**
- The best time to visit the IT Service Desk is during the early morning hours (8am – 11am).
- When visiting the IT Service Desk, bring your computer and power supply with you!

Read to Print?
- 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!**
- **Black and White Printing Locations**: *Commons – Fireside Lounge, Ladd Library – IT Service Desk, Pettengill Hall – RMs 227 & 329, and Roger Williams Hall – RM 105.*
- **Color Printing Locations**: *Coram Library – Lobby, Hedge Hall – RM G18, Ladd Library – IT Service Desk, and Pettigrew Hall – RM 121.*

EndNote™ Bibliographic Software

Use Bibliographic Software, such as EndNote™ to Manage your References!
- **EndNote™ Citation and Research Manager** can help you organize and put the finishing touches on your research, particularly with large projects like a Thesis! With EndNote™ you can easily manage your citations in personal libraries, create bibliographies, and, most importantly it save you time and it's FREE!
  - ***https://libguides.bates.edu/endnote/***
- Schedule an appointment with one of our EndNote™ experts or attend one of our EndNote™ Workshops!
  - **Christopher Schiff** *(cschiff@bates.edu)*
  - **Peter Schlax** *(pschlax2@bates.edu)*