

Instructions

When working with large files in Word, problems can be rife, as can be working with a Master Document view. We recommend therefore that you work on your chapters as separate documents in the drafting stage and then combine them when you are ready to view the final draft of your thesis. This has the benefit of providing chapter references via Endnote as you work on your chapters with your supervisor and then when the final draft is complete you can format the complete document so the references are formatted at the end of all the chapters.

- 1** We have created the following documents for you to work with:
 - a** a chapter_template for you to use. Please open this document and 'Save As' Chapter 1, Chapter 2 etc.
 - b** a HDR Thesis Master document that contains the pages that would normally precede chapter one of a thesis. When it comes time to construct your thesis you will insert your chapters into the thesis master document.
 - c** an appendices file
 - d** a references file
- 2** Each file has the styles applied
- 3** Use Normal for the normal paragraphs
- 4** Each chapter requires the relevant wording in the Header eg. Chapter 1:
Research
- 5** Work on the files separately
- 6** Back up your files
- 7** When ready to construct the final draft, amalgamate the files into the Master File to enable to set up the page numbers and create a Table of Contents.

Follow these steps:

- a** open the HDR Thesis Master document
- b** make sure that your cursor is at the end of the document
- c** click on Insert (menu bar) > break. Under section break types > next page break (*this gives you a new page as well as a new section break. New section breaks are allowed to give you different headers for each Chapter*) click OK
- d** click on Insert (menu bar) > file

- e when you have found the File that you want to insert, double click on it
OR click once on the chapter and click on insert
 - f repeat the last 3 steps (7c to 7e) until you have included all chapters
 - g ensure that you create/change the header to reflect your thesis title.
- 8** Now you are ready to format your references for the whole document. Insert the ‘reference’ document at the end of the chapters and appendices.
- a activate the Endnote Toolbar if not already activated by clicking on View > Toolbars > Endnote
 - b on the Endnote Toolbar click on the 2nd button from the left “Go to Endnote”
 - c open your library
 - d minimise the Endnote Dialogue Box
 - e on the Endnote Toolbar click on button “unformat citations” (*if you inserted 9 chapters you click on this button 9 times, this unformats each chapter*)
 - f on the Endnote Toolbar click on button “format bibliography” In the Format Document box make sure it reads “HDR Thesis Master”. In the Output Style box makes sure it reads Deakin HDR. Click on OK
 - g check to see if your references appear in the references chapter (*they should be removed from the end of each Chapter and accumulate in the references chapter*)
 - h once all of your files are included, check the page numbering and then create a Table of Contents