

## 6. Bringing it all together

### Proofing your content

Before creating your final document, make sure you have proofed your content thoroughly.

Word includes **AutoCorrect** and **AutoFormat** options that will check and correct spelling and grammar as you type. (If you want to see what corrections Word is making, click on the **File** tab, select **Options** and choose **Proofing**.)

In your document, spelling errors are indicated by wavy red underlining and grammatical errors by green. Word also checks for contextual errors – ‘their’ rather than ‘there’, for example – and indicates these with blue underlining.

You can correct an error as you go by right-clicking on it and choosing from the menu. You can also spellcheck your whole document using the **Proofing** options on the **Review** tab.

You should never rely on proofing tools, however, and should always check the document yourself. Automatic tools do not pick up all errors. It’s also a good idea to get someone else to proofread your document for you – they are likely to spot things that you might miss.

If you have created separate files, it is easier to check them individually, rather than after you have combined them into a single document.

### Creating your final document

The safest way to write your thesis is to create separate files and bring them all together at the end. You are less likely to lose work.

To minimise the amount of formatting you need to do, create a document (using the framework file) that incorporates the front section (table of contents, preface, etc.) and also chapter 1. Format the heading styles as you want them to appear, including multilevel list numbering if you are using it, and create any new styles you need.

To create the remaining chapters, you have two options:

1. Use your initial document as the basis for your other chapters.

Delete everything in the document (having saved it first!), then click on **File** and select **Save As** and give it a name. Use this ‘master’ document to create each chapter, making sure you use the **Save As** option to avoid overwriting your master.

2. Use Word’s defaults.

Simply create a new blank document for each chapter using Word’s default settings. You must apply the built-in Heading styles, but you don’t need to modify them or apply numbering. When you insert your chapter files, the headings will take on the formatting and the numbering you created in the first file.

If you created styles you want to use in your chapters, you will need to copy them into the new files. The easiest way to do this is to copy the text formatted with the style (including the paragraph mark) and then delete it. The style itself will remain.