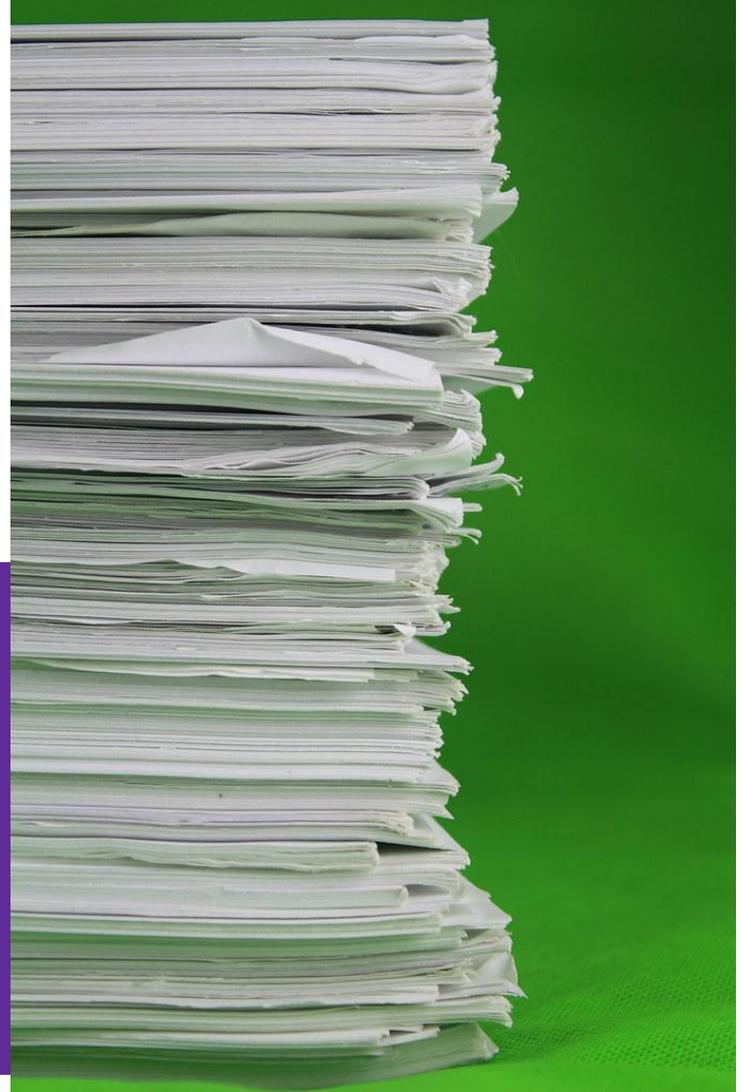


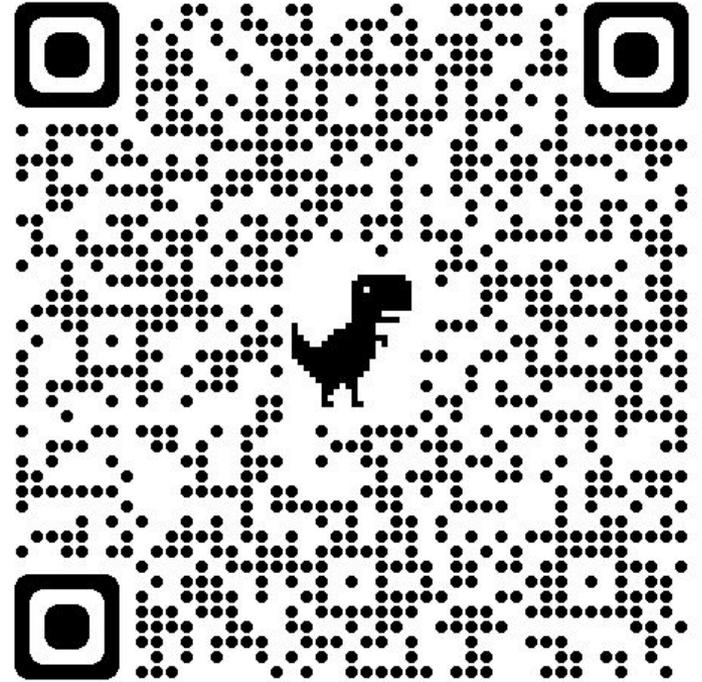
How to format your giant project

Brown Bag Session
Maren Bradley Anderson



Handout

Follow the QR code to get the
handout



Introduction

- Who am I?
- I have 25+ years of experience teaching writing and stuff to college students
- Last Spring I worked in the Writing Center with Grad Students
 - Go to the [Writing Center](#) for help. They are awesome.
- Many graduate students needed help with formatting their final degree projects.
- Many didn't know the basics of how to use Google Docs or MS Word to format big documents like theses or capstone projects
- That's why I'm here



Today

- We don't have time to go over everything in one hour
- The [resources page](#) can help
 - (I'd like this to be a 1 credit class. If you'd like that to happen, talk to me)
- We have time for two tips in both Word and Docs
 - Style Templates
 - TOC (and Headings)
 - [Google Doc Sample Paper](#)
 - [MS Word Sample APA Paper](#) (formatted)
- **Open/copy the files** on your computer, if you can, and follow along.
- Q&A will follow at the end.



Templates

- Why?
 - Does the formatting for you
 - Makes TOCs so much easier/automatic
- Starting from scratch
 - MSW
 - New>from template>APA
 - GDOCs
 - New>From template gallery>APA
- You can download Templates for MSW and GDOCs for any style



Templates

- Applying to already written paper
 - Open a new doc from template as above
 - Copy/paste whole paper into the new doc
 - Manually apply styles to each heading/etc.
 - Advanced...use a macro to do this for you



Tables of Content

TOC

- Big projects will need a TOC
- Don't do them by hand, for the love of God.
- Make the Word Processor do it for you.



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Microsoft Word TOCs



Create a Table of Contents – simplest way

1. Create your doc using a template or with headings in place
2. To create a Table of Contents in a Word document, do the following:
 - Position the cursor in the document where you want to insert the Table of Contents.
 - On the Reference tab, in the Table of Contents group, click the Table of Contents button.
 - From the Table of Contents dropdown list, select one of the built-in Tables
3. How to update TOC

Google Docs

1. Click Insert. Hover the mouse over “Table of contents.”
2. Select a layout style. One layout has blue links, while the other shows page numbers. However, they both work the same way.
3. Use the toolbar to edit and format the text as you please.
4. To update, use the circle “redo” button



