

How to combine your degree thesis and its abstract into a single file

A degree thesis consists of a cover page, a table of contents, the main text, references, and acknowledgments. Its abstract consists of a cover page and a summary of the main text of the thesis.

To be archived in the Library and Academic Information Center, your degree thesis and its abstract must be integrated into a single file. To create a single file, you may find it convenient to use the section breaks function in Microsoft Word. Section breaks will enable you to apply different formats to each section. For example, if you want to have certain pages in landscape orientation, if you do not want to have a page number on the cover page, or if you want to separate the page numbers on the pages of the table of contents from those on the main text pages, you can do so by using section breaks. You can also set footer headers section-by-section.

In the draft view, you can check whether or not section breaks have been inserted. You can access the draft view by selecting the “View” tab and clicking the “Draft” button on the “Document View” menu. Your documents may be mostly displayed in the “Print Layout” view.

We recommend that each chapter of a long paper be started on a new page. Although you can press the Enter key repeatedly to start a new page, this method will not help ensure each chapter starts on a new page if sentences are added later. The page break function in Word is useful because the line immediately after a page break is always on the top of a page, even if you add more sentences. Page breaks do not affect other format settings.

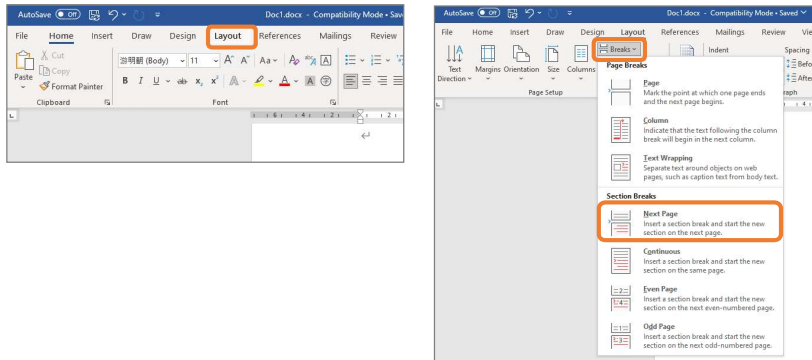
Below are instructions on how to combine the abstract, the cover page, and the main text created in separate files into a single file using the section breaks function. (An alternative is to create all of the contents in one file and then divide it into sections.)

How to insert section breaks in a Word document and start page numbering at the breaks

*In the case of Microsoft Word 2019

1. Combining Word files and inserting section breaks

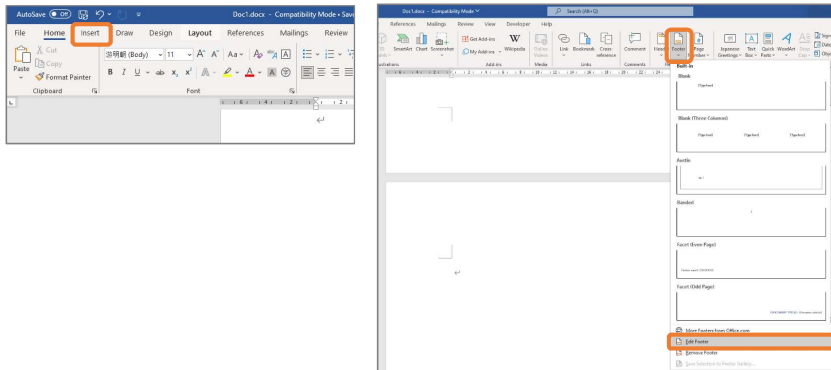
- ① Open the target Word document with which you want to combine other documents and select the "Layout" tab.
- ② Click on "Breaks" in the "Page Setup" menu to show a pull-down list, and select "Next Page" from the Section Breaks options in the list.



- ③ Open the document you want to combine with the target file. Copy the contents of the former file and paste them in an appropriate location in the target file.
- ④ If there are more documents that you want to combine, follow steps ①, ②, and ③ for each of them.

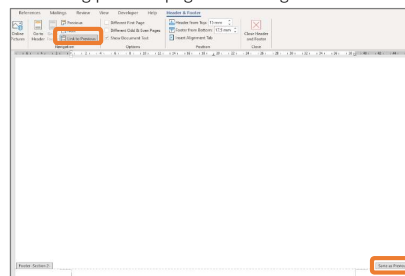
2. Starting page numbering in the middle of the document

- ① Open the combined Word document and select the "Insert" tab.
- ② Click on "Footer" in the "Header & Footer" menu to show a pull-down list, and select "Edit Footer" in the list.



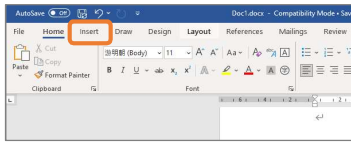
- ③ Click "Link to Previous" in the navigation menu to deactivate the option.

Now you can set any page in the middle of the document as the starting point for page numbering.

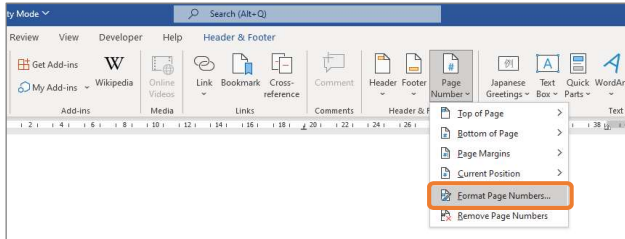


To change page numbering as you like

- ① Open the combined Word document file and select the "Insert" tab.



- ② Click on "Page Number" in the "Header & Footer" menu to show a pull-down list, and select "Format Page Numbers" in the list.



- ③ Check the "Start at" button in the Page Number Format window and enter the page number you want to start at (such as "1," as seen in the sample).

