When preparing a document it is very tempting to concentrate on producing the content to the exclusion of other concerns. However, the content of a document like your Final Report must be structured in such a way that the report makes sense as a whole. The layout of the document should follow from its structure, and the markup should be used (as far as possible) to indicate structural elements, so that appropriate layout is applied.

There are a number of conventions that are typically followed when structuring documents. We have provided you with a set of conventions, along with some suggestions about content in Section 3 of the Guidance to Students on the Final Project Submission: http://homepages.feis.herts.ac.uk/~cs4_proj/2008-2009/assessment/Final-report-2009-v02.pdf. Section 3.3 suggests a 'high level' structure, and Section 3.7 deals with the structure of the contents page, but much of the rest is left to you.

The report should be divided into Chapters, plus a set of Appendices. Each Chapter should have a title and a number, and it makes sense to divide Chapters into named (and numbered) Sections ... and Subsections. Appendices should also be given titles ... and may be given numbers (or letters). Each of these structural elements will have its own layout.

All document preparation systems provide support for structuring documents.

- Dividing into sections and other structural elements
- Document layout based on the type of structural element
- Viewing structure and its relationship to content
- Editing document structure as well as content

Word has very few structural elements: the document, the section, the paragraph, the list, the object.

Most of the elements in a Word document are paragraphs.

Whilst a Word document can be divided into Sections, this can be a little clumsy, and can even cause problems.

- Each Section can have different page formatting (size, margins, orientation, number of columns)
- Each Section can have independent page numbering
- Each Section is treated as separate when the document is printed (so you may find that you can’t create a single PDF from a document that is divided into Sections).
**Paragraphs & Lists**

- For most purposes the principal structural element is the **paragraph**
  - Each paragraph has an **outline level**
  - Each paragraph can have a different layout
  - The layout and outline level of a paragraph are both based on its **style**
- A paragraph can belong to a **list**
  - Lists can be bulleted or numbered
  - List membership is determined by **style**
  - Nesting is determined by **level**

**Styles and the Stylesheet**

- Each document has a **Stylesheet**
  - Different documents may have different stylesheets
  - The stylesheet you get when you create the document is determined by the **document template**
  - The document stylesheet may be edited by changing the definitions of the styles used in the document
  - Styles (and whole stylesheets) may be copied from one document to another
  - The default (Normal) document template has an extensive set of styles

**Setting Styles**

- The default style for a paragraph in a document based on the default template is **Normal**
- The style of a paragraph may be changed by selecting a different style from the appropriate menu, toolbar, or dialogue box. This may change
  - the layout of the paragraph (line height, width, tabs etc.)
  - the appearance of text (font, colour, etc)
  - the **numbering** of the paragraph
  - the **outline level** of the paragraph

**Modifying and Over-riding Styles**

- If you change the style of a paragraph, its formatting and other features may change
- If you just change the formatting of a paragraph (or part of one) its style **does not** change (it is over-ridden for that paragraph)
- New style definitions may be created by the user, and existing style definitions may be modified
- If you modify an existing style definition, all paragraphs of that style will change to match the new definition, **except** where you have over-ridden the style

**Outline Levels**

- Each paragraph has an **outline level**, based on the outline level set for its style
- The default Heading styles **Heading 1**, **Heading 2**, and so on have outline levels 1, 2, etc.
- The outline level of a paragraph is used for organizing lists, for numbering, for displaying the document in outline view, and for generating a **Contents List**

**Outline View**

- Word’s **Outline View** provides a means of viewing and modifying the structure of a document
- It makes use of the outline levels of the paragraphs in the document, so it will not work if you have not followed the conventions on the use of different outline levels for chapter headings, subsection headings and so on
Creating a Table of Contents

• Word will insert a table of contents into your report, but to use this facility you must have used Outline Levels when naming the sections and sub-sections of the report
• To insert a table of contents you must place the cursor at the point in the report where you wish the table to go
• The precise method for inserting a table of contents differs from one version of Word to another
• The table of contents is not updated automatically when you change the rest of the document, and whilst it can be edited it is best to simply delete and re-insert

Bibliographies and Citations

• Word 2007 (Windows) and Word 2008 (Macintosh) both have built-in facilities for maintaining reference lists, and for inserting citations and bibliographies
  » In Word 2007 the tools this are collected together on the References tab
  » In Word 2008 the list of sources is managed from the Citations dialogue (from the View menu) and inserting a bibliography is achieved from the Bibliographies section of Document Elements
• The style that is closest to Harvard Referencing is APA (American Psychological Association)