

## THE INSTITUTE OF OPTOMETRY



"The Institute of Optometry is unique in being an independent self-financing charity dedicated to the promotion of clinical excellence, research, and education in optometry."  
Roberson (1989)

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## Using Microsoft Word to take the strain out of writing your thesis

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## PLAN

Introduction

Making the most of Styles

The power of Outline

Captivating Captions

Typography & other pedantry

Crisis avoidance

Conclusions

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## Introduction

- The speaker is not an IT expert...but has used Microsoft Word to write
  - Over 240 publications, including 7 books
- Most of the audience will know more about some aspects of Word than me
- I apologise for "teaching my grandmother to suck eggs!"
- BUT: Word has such an extensive set of features that we probably all have something to learn
- Please share your top tips throughout the presentation



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## Resources for advanced Word users

- Help
- Google
- Books
- Friends

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## Your Viva may be the last exam of your life

- So get it right!
- First rule of an exam:
  - Read the question...so
  - Read the Code of Practice

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## Making the most of Styles

- Use Styles for all headings and for specific types of text
- Example document
- [Using Word to take the strain out of writing a thesis, example doc](#)
- Home, Styles or
- Right click on the text you want to be a Style & select the Style you want
- To change a Style:
  - Make the text the way you want
  - Highlight the text
  - Right click
  - Right click on the Style you want to change to that format
- You can change font, size, bold, spacing, etc



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## Typography

- Two sides of the coin
  - ◆ **Legibility** improved by increasing contrast and luminance
  - ◆ **Sensory visual stress** worsened by increasing contrast and luminance
- Upper portion of letters carries more information than lower portion
- Upper portion of letters carries more information than lower portion

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## Typography (joke e-mail)

Subject: Vrey intreetsing

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wouthit porbelm. Tihis is bcuseae we  
do not raed ervey lteter by it slef  
but the wrod as a wlohe. ceehiro

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### Ergonomics of reading: *conventional view*

- Some research suggests that serifs help
- Italic type slows reading by 15%
- 9-12 point ideal
- The inter-line spacing should be greater than the spacing between words
- Vertical columns to avoid horizontal saccades does not improve reading efficiency
- Double column presentation preferred
- Avoid glossy paper
- Visual symptoms in 45-94% of VDU users

Garzia, 1996

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### Font style

- Some research suggests that serifs help
- Italic type slows reading by 15%
- 9-12 point ideal
- The inter-line spacing should be greater than the spacing between words
- Vertical columns to avoid horizontal saccades does not improve reading efficiency
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Garzia, 1996

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### Font style: *Comic Sans MS*

- Some research suggests that serifs help
- Italic type slows reading by 15%
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Garzia, 1996

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## Font style: Verdana

- Some research suggests that serifs help
- Italic type slows reading by 15%
- 9-12 point ideal
- The inter-line spacing should be greater than the spacing between words
- Vertical columns to avoid horizontal saccades does not improve reading efficiency
- Double column presentation preferred
- Avoid glossy paper
- Visual symptoms in 45-94% of VDU users

Garzia, 1996

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## Font style: Opensans

- Some research suggests that serifs help
- Italic type slows reading by 15%
- 9-12-point ideal
- The inter-line spacing should be greater than the spacing between words
- Vertical columns to avoid horizontal saccades does not improve reading efficiency
- Double column presentation preferred
- Avoid glossy paper
- Visual symptoms in 45-94% of VDU users

Garzia, 1996

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## Text size & speed of reading

- Children of all ages make more errors with smaller text
  - Particularly those with sensory visual stress
  - Not known if this applies to adults
- Increasing text size & spacing helps many, disadvantages no-one
- Dyslexic children require print sizes that are 32% larger than controls for max reading speed

Hughes & Wilkins (2000)

O'Brien, Mansfield, Legge (2005)

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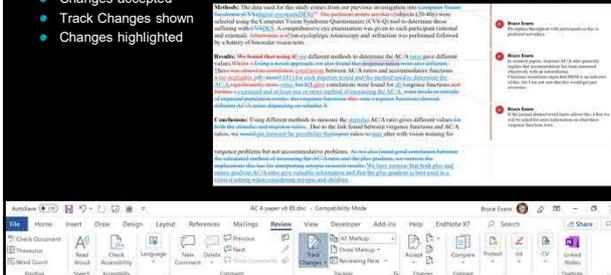
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## Track Changes & Comments

- Review, Track Changes
- Essential for the supervisory process, but can be over-used
  - Accept All before next review, leaving any remaining queries in as Comments
- Ask thesis examiners if they want to see a version with
  - Changes accepted
  - Track Changes shown
  - Changes highlighted



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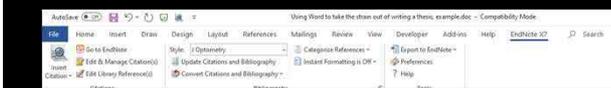
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## Other stuff

- Have multiple versions of the same document open
- Multiple monitors helps
- Cross-reference to pages using ppp
- Use reference manager software



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## When to write the thesis

- As you write your RES2...
  - use Word to develop a thesis plan
  - Copy & paste from your RES2 into your thesis
- As you search the literature
  - Write up your search methodology in your thesis
- As you study the literature
  - Write up the papers you read in your thesis
- As you carry out your research
  - Write up the methods in your thesis
- As you analyse your data
  - Write up the results in your thesis
- As you ponder your results
  - Write up the discussion in your thesis
- Edit, submit, sorted!
- The number of edits is directly proportional to the quality of thesis



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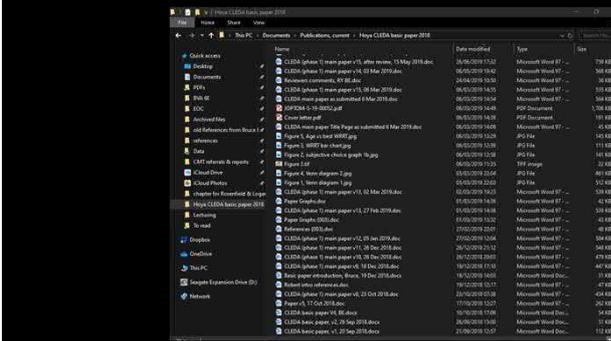
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## Document discipline

- At every major revision where there is a chance you might need to look at an earlier version: Save As, with a new version number



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## Be afraid...

- Solar flares will at some point "knock out electrical power grids for extended periods of time".
- On July 23, 2012, a massive, potentially damaging, solar storm (solar flare, coronal mass ejection and electromagnetic radiation) barely missed Earth.<sup>[1][2]</sup> In 2014, Pete Riley of Predictive Science Inc. published a paper in which he attempted to calculate the odds of a similar solar storm hitting Earth within the next 10 years, by extrapolating records of past solar storms from the 1960s to the present day. He concluded that there may be as much as a 12% chance of such an event occurring.<sup>[3]</sup> Wikipedia



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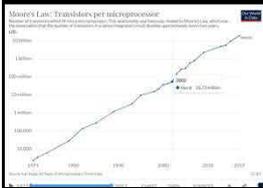
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## CONCLUSIONS

- Secretaries have changed over the years
- "Technology is just a tool" Bill Gates
- Computer power has increased 1 trillion fold since 1956
- Make the most of the very powerful tools at your disposal



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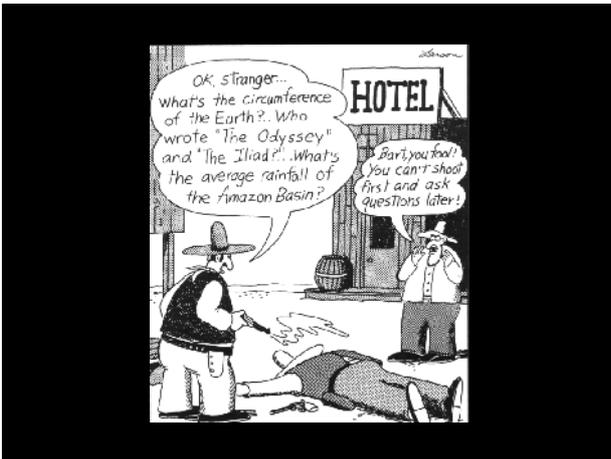
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