Enable 'Show Formatting' Marks

Enable **Show Formatting** by clicking on the pilcrow (¶) on the ribbon. Enabling this function will reveal the location for each paragraph, line, page and section break, as well as tabs.

**Paragraph Break**

The pilcrow, in addition to being the icon on the ribbon for enabling **Show Formatting**, also marks the location of each distinct paragraph. All formatting for a particular paragraph, which includes paragraph and font settings, is contained within each pilcrow. Pressing the **Enter** key creates a **Paragraph Break**, that is, a new paragraph. The new paragraph retains all of the formatting of the previous paragraph by default.

In the example above, there are three distinct paragraphs. The first two are formatted exactly the same. The font in the third paragraph was changed to 12 pt Arial, which is now the default font until the font options are changed.

**Line Break**

Simultaneously pressing the **Shift + Enter** keys creates a **Line Break** within a paragraph, that is, the cursor is moved to a new line within the same paragraph. When typing text, the cursor automatically moves to the next line within the paragraph once a line of text is filled. However, there may be cases when a user wants to force text onto the next line before a line within a paragraph is filled with text, such as on the Title page as shown here.

A Dissertation submitted to the Department of English in partial fulfillment of the requirements for the degree of Doctor of Philosophy
Page Break

A **Page Break** denotes that point after which all content starts on a new page.

All content should start at the top margin of the page – text, tables, figures, etc. To start at the top margin of a new page insert a **Page Break**.

- PC version of WORD – simultaneously press *Ctrl* + *Enter* keys
- Mac version of WORD – select **Insert** on the top menu, then **Break** and **Page Break**

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Section Break

A **Section** is a part of the document that is formatted the same – page size, margins, orientation, font, line spacing, etc. By default, a document has only one **Section**. Inserting a **Section Break**, which creates a new **Section**, must be done only to change **Page Layout** and **Page Number** formatting; all other formatting, like font and paragraph settings, can be altered within a **Section**. A **Section Break** is denoted by a double dotted line after the pilcrow. All content that precedes the double dotted line is one **Section**, and all content after the double dotted line is another **Section**.

In a manuscript, the most common reasons to insert a **Section Break** are to change the format of page numbers (lower case Roman numerals vs. Arabic numerals) and to orient a page landscape to accommodate a wide table or figure. Manuscripts that do not contain any pages oriented landscape should be divided only into two **Sections**, the front matter and the remainder of the manuscript. Creating unnecessary **Sections** could lead to page number formatting issues.

For instructions about how to insert **Section Breaks**, see Landscape Orienting Tables and Figures and Numbering Each Page, which are on The Graduate School web site at Thesis, Treatise, Dissertation >Formatting Guidelines and Template> Formatting Assistance.

**Tab** (see page 6)
Indenting Text

Indenting text should be done only using one of the Indentation options in the Paragraph menu or by pressing the Tab key; either method will ensure that text is indented consistently. Using the space bar to indent text is strongly discouraged.

Indentation Options

Indenting the first line of a paragraph. Select the First line option under the Special drop down menu, and enter a value; the default is 0.5 inches.

With the ruler enabled (see screen shot at bottom of page), the indentation for the First line is marked by the upper pointer on the ruler. The lower pointer marks the indentation (in this case, 0 inches) for all other text within the paragraph. To view the ruler, go to the View tab on the ribbon and check the Ruler box.
Hanging indent. Some disciplines require that references listed in the Bibliography, Literature Cited, etc. have a hanging indent (all text except the first line is indented). Some disciplines require the opposite – just the first line is indented. On the ruler, the upper pointer denotes the indentation for the first line, and the lower pointer the indentation for all other lines in that paragraph.

Regardless of the reference indentation format, either style can be applied to all references simultaneously by highlighting all references, opening up the Paragraph menu, selecting the desired options, and then clicking OK.
Left and Right indentation – These settings will indent all text within a paragraph. In the example below, the paragraph composed of a single-spaced block quote is indented 0.25 inches from the left and right margins as denoted by the pointers on the ruler.
Tab key – Pressing the Tab key moves the cursor a defined number of inches. The default value is 0.5 inches so each time the Tab key is pressed the cursor moves 0.5 inches. Pressing the Tab key once is an easy way to consistently indent the first line of each paragraph.

To change the Tab default value go to the Paragraph menu, click on Tabs in the lower left corner, change the Default tab stops value, and click OK.
Defining Text Locations with Tabs

The **Tabs** option in the **Paragraph** menu allows users to consistently define locations for text within paragraphs. Within a paragraph, tabbed text can be further defined as centered, or left or right justified, and whether dot, hyphen, or underscore leaders precede the text.

Using the **Tabs** settings is the best method for formatting the Table of Contents and Lists. It will ensure that all entries, indented entries, and page numbers are lined up vertically.

**NOTE**: Using WORD's auto-generate function to compose a Table of Contents or List of Tables, Figures, etc. is NOT recommended as the resulting Table of Contents or List does not comply with FSU formatting criteria, and erroneous entries in the Table of Contents or Lists are often created.

**NOTE**: The Graduate School only requires that main section headings be listed.

In the example above, the line (paragraph) with the Chapter heading and title has only one **Tab stop position** set, that being for the location of the page number. The **Tab stop position** for the page number in the Table of Contents and all Lists should be at 6.5 inches, which is the right-hand margin. The page number should also be right justified, with dots leading to the page number. All **Tab stops** except for that at 6.5 inches are **Left** aligned and the **Leader** is option 1.

The **Tabs** settings for the Chapter heading/title and first level subheading are above; settings for the second and third level subheadings are on the next page.
For instructions about how to insert Tab stop positions in the Table of Contents and Lists, see Page Numbering in the Table of Contents, which is on The Graduate School web site at "Thesis, Treatise, Dissertation" > "Templates and Formatting Assistance".

Finally, Tab locations set with the Tabs submenu are marked on the ruler. The mark for Left justified tabbed text is an 'L', Right justified tabbed text is a reverse 'L', and Centered tabbed text is an upside down 'T'. Centered tabbed text is useful when constructing multicolumn lists.
Blank Pages Created When Converting to a PDF

A frustrating issue sometimes encountered is the creation of a blank pages or large areas of blank space when a WORD document is converted to a PDF by “Save as PDF” or “Print to Adobe PDF” even though the WORD document may look fine when printed or previewed in the Print window. This issue also can occur when ProQuest converts an uploaded WORD document to a PDF. In all cases, the problem seems to be more prevalent with manuscripts created with WORD for Mac.

There is a good online article that might help resolve the issue: Deleting Blank Pages (copyright © 2004, 2008, 2011, 2014, 2016 by Suzanne S. Barnhill)

_We strongly recommend that all manuscripts be converted to a PDF and carefully compared to the WORD document (including page numbers in the Table of Contents and Lists) to make sure the conversion worked perfectly. Then upload the PDF version to ProQuest._