RESEARCH SUPPORT WORKSHOP: ZDOT

Zero Draft of Thesis (ZDOT)

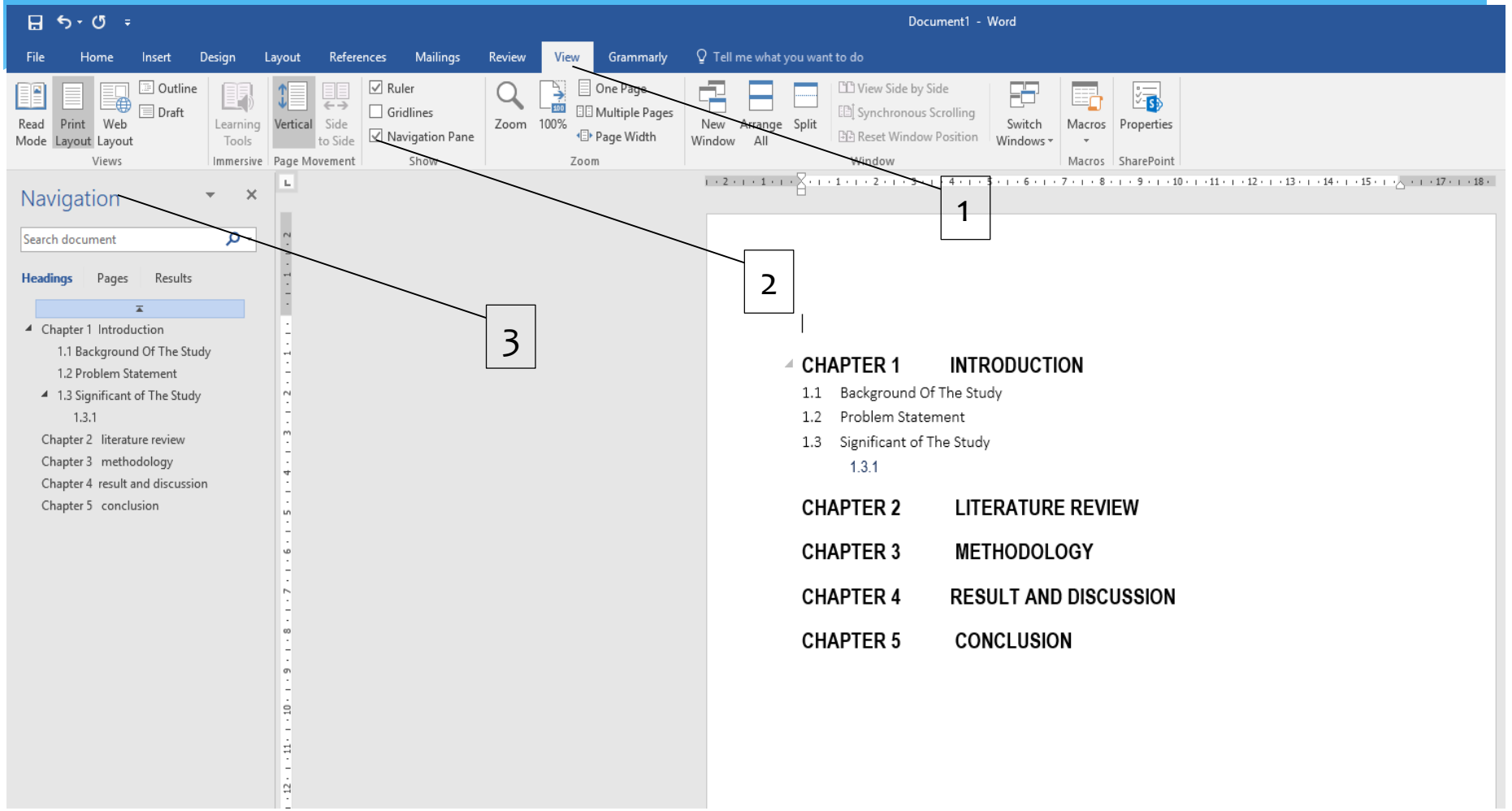
UniSZA LIBRARY
RESEARCH SUPPORT
TEAM

CONCEPT OF ZDOT

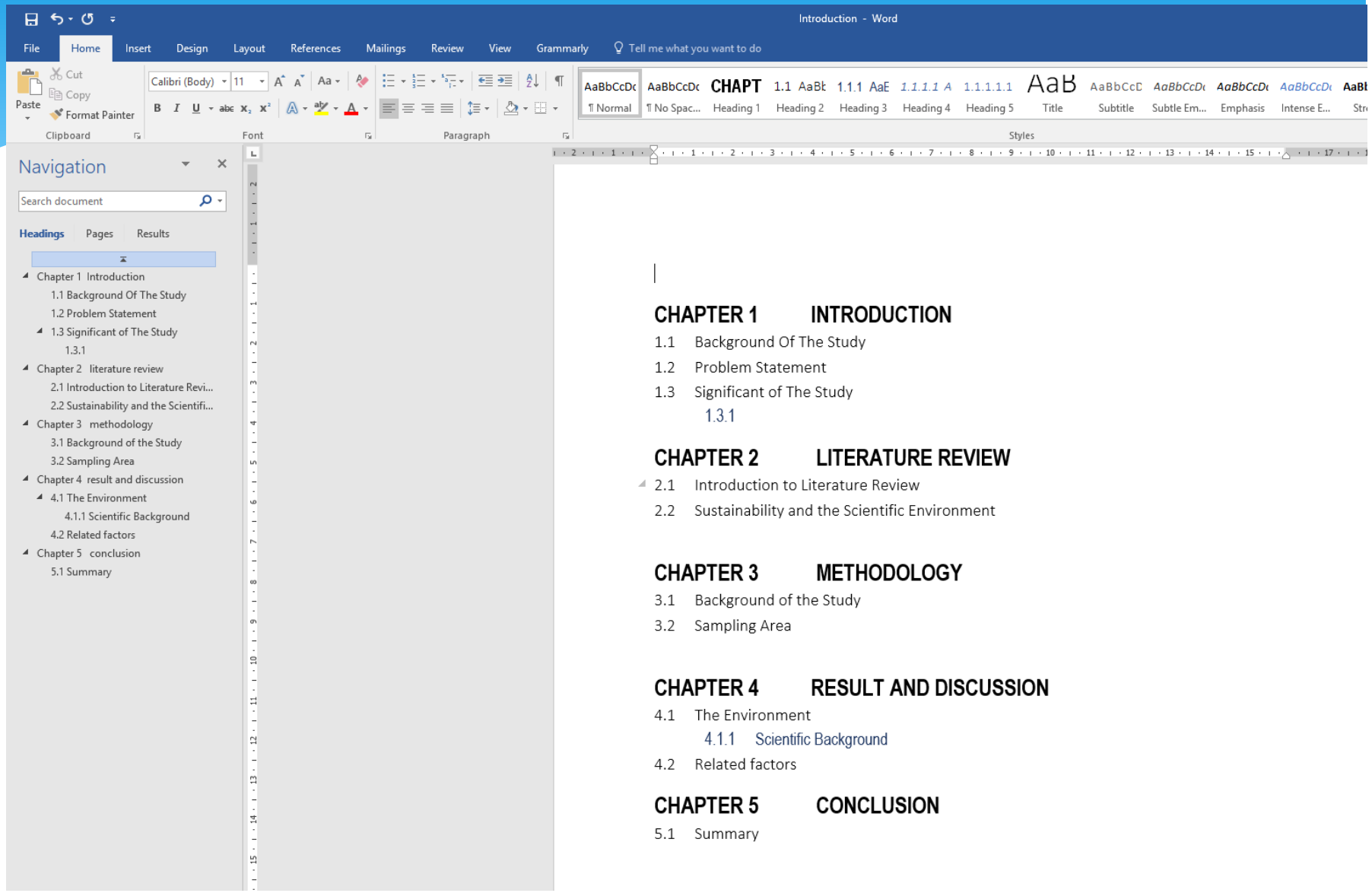
* OFOT – One File One Thesis
* Technique to develop Heading, especially for proposal writing – then into a thesis.
* ZDOT start with the preparation of Heading without any substance or writing substance.

Dr. Othman Taib, 2014

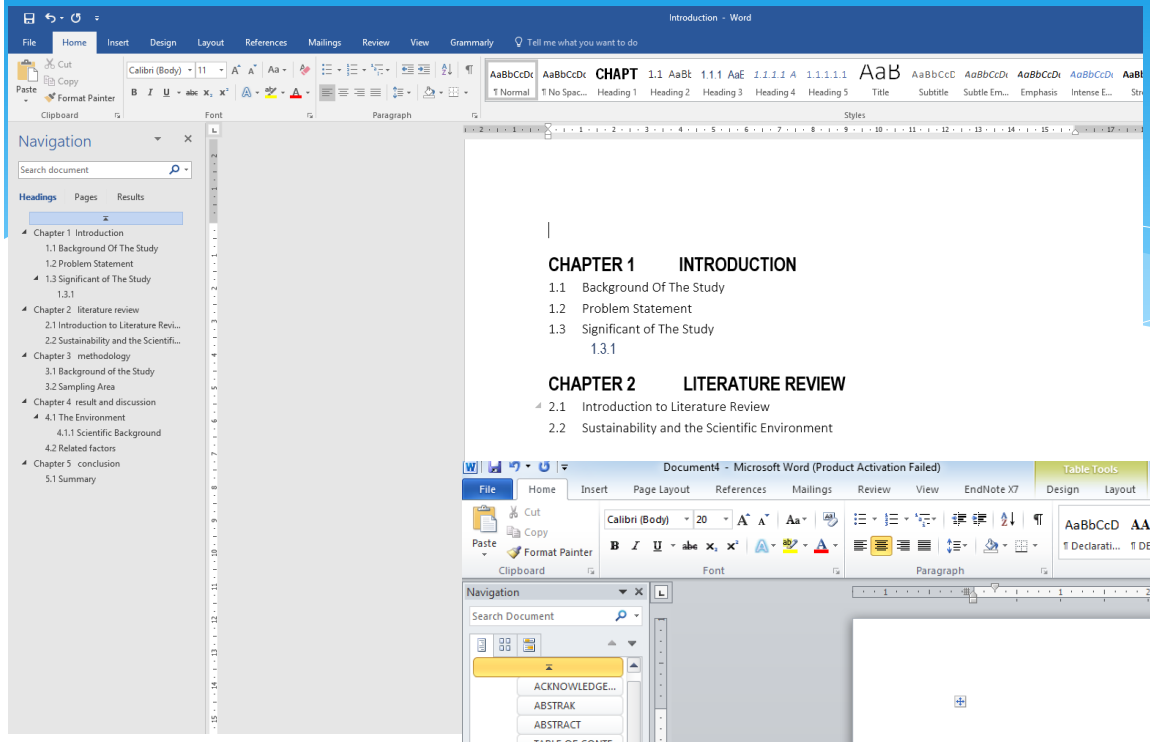
Example of OFOT

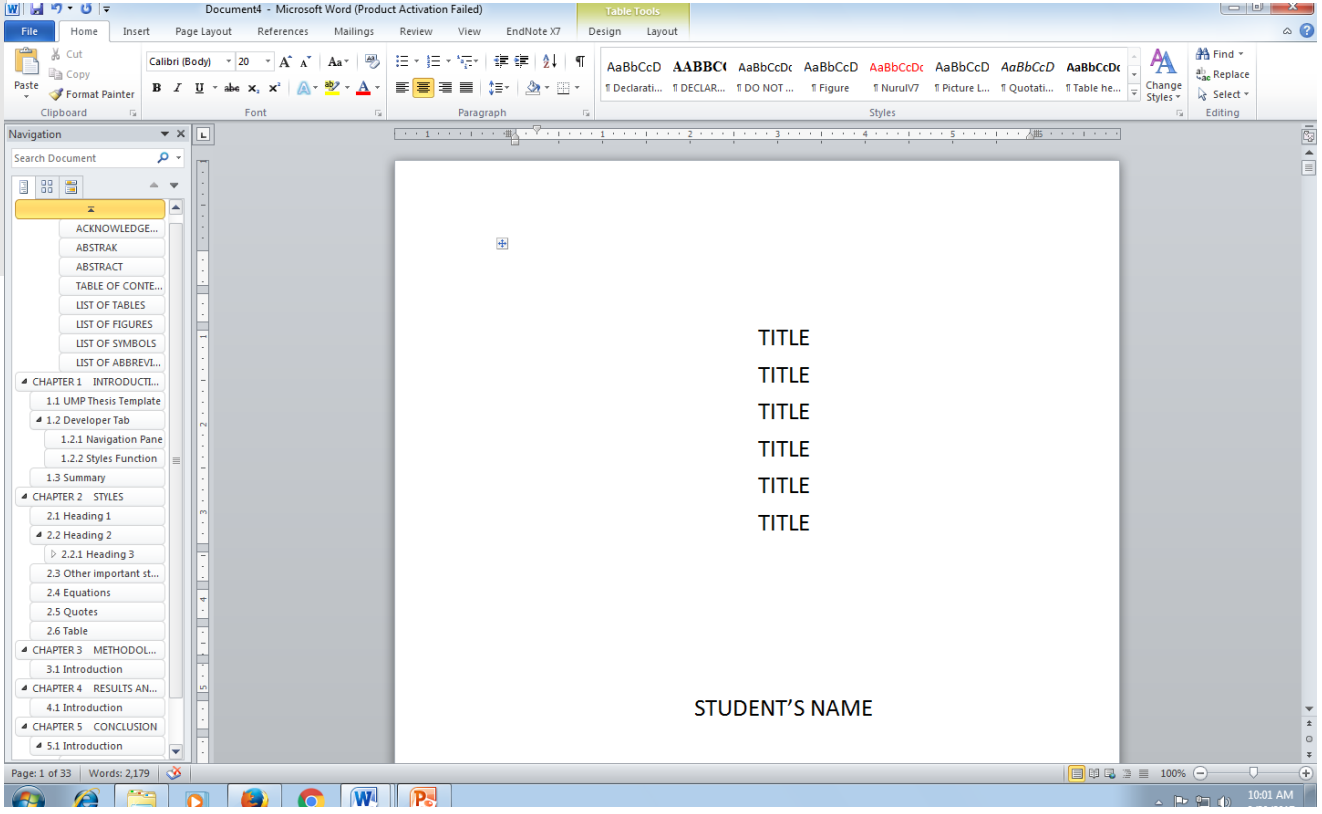


Example of ZDOT for proposal



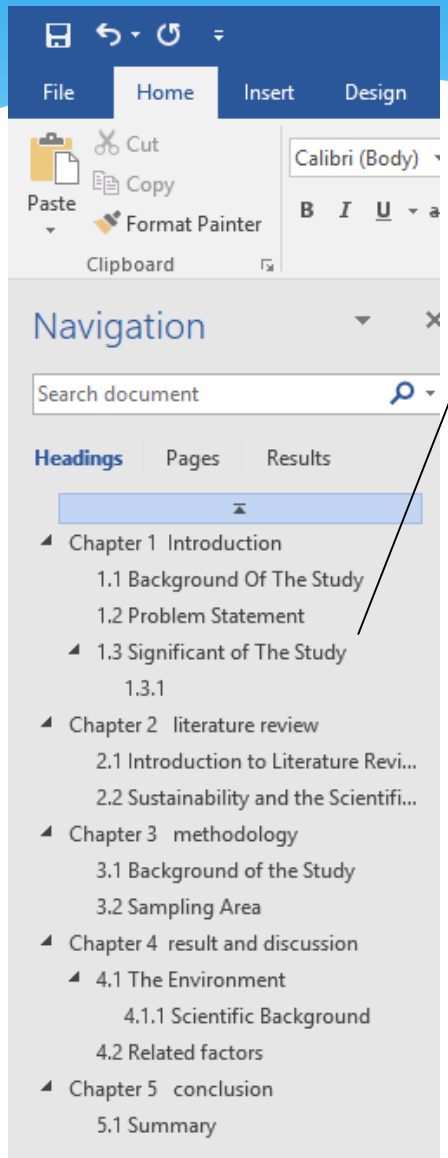
ZDOT VS DOTX


Introduction - Word
Navigation
Search document
Headings
Pages
Results
Chapter 1 Introduction
1.1 Background Of The Study
1.2 Problem Statement
1.3 Significant of The Study
1.3.1
Chapter 2 literature review
2.1 Introduction to Literature Revi...
2.2 Sustainability and the Scientifi...
Chapter 3 methodology
3.1 Background of the Study
3.2 Sampling Area
Chapter 4 result and discussion
4.1 The Environment
4.1.1 Scientific Background
4.2 Related factors
Chapter 5 conclusion
5.1 Summary
CHAPTER 1 INTRODUCTION
1.1 Background Of The Study
1.2 Problem Statement
1.3 Significant of The Study
1.3.1
CHAPTER 2 LITERATURE REVIEW
2.1 Introduction to Literature Review
2.2 Sustainability and the Scientific Environment

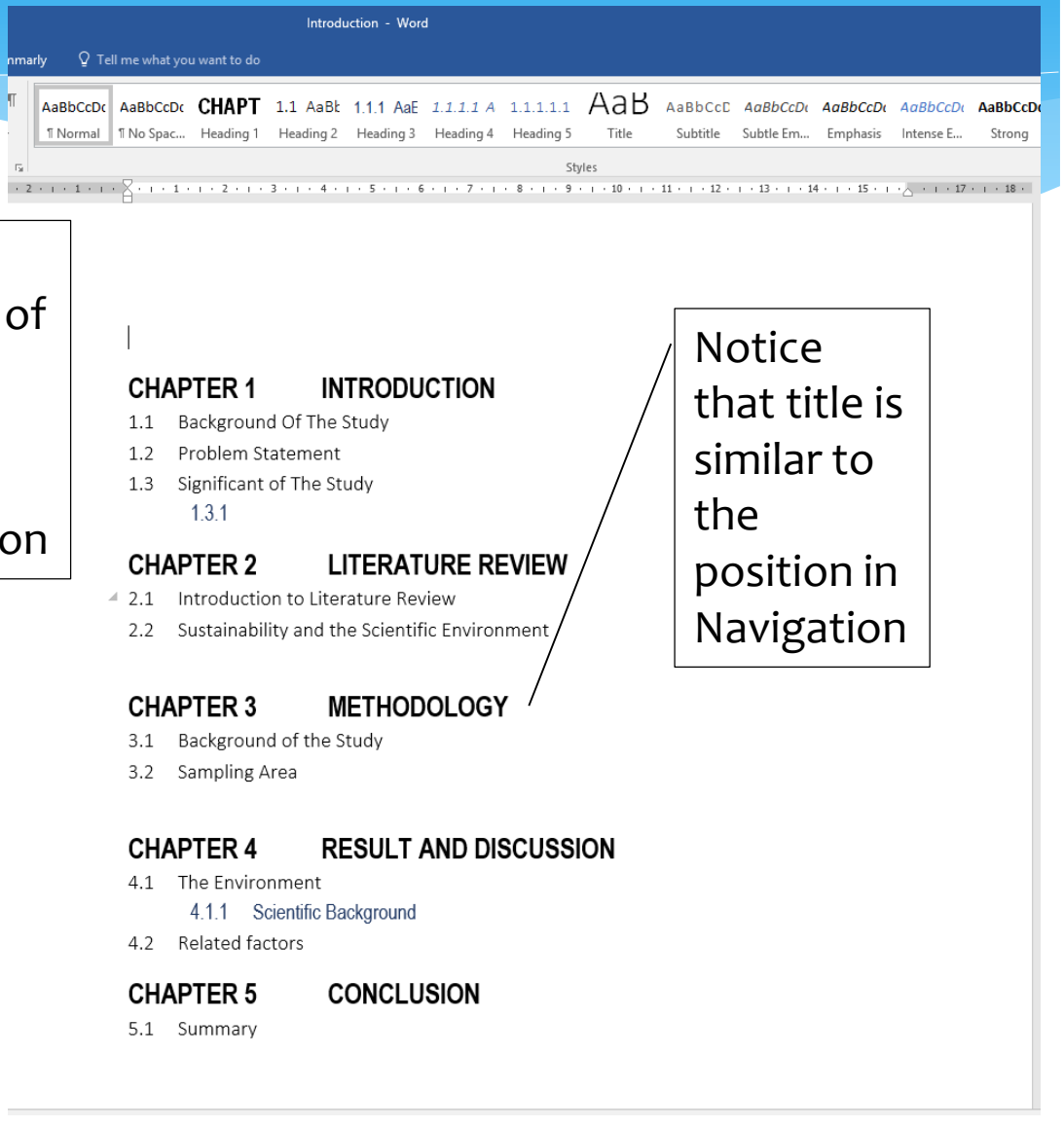

Document4 - Microsoft Word (Product Activation Failed)
Navigation
Search Document
ACKNOWLEDGE...
ABSTRAK
ABSTRACT
TABLE OF CONTE...
LIST OF TABLES
LIST OF FIGURES
LIST OF SYMBOLS
LIST OF ABBREVI...
CHAPTER 1 INTRODUCTI...
1.1 UMP Thesis Template
1.2 Developer Tab
1.2.1 Navigation Pane
1.2.2 Styles Function
1.3 Summary
CHAPTER 2 STYLES
2.1 Heading 1
2.2 Heading 2
2.2.1 Heading 3
2.3 Other important st...
2.4 Equations
2.5 Quotes
2.6 Table
CHAPTER 3 METHODOL...
3.1 Introduction
CHAPTER 4 RESULTS AN...
4.1 Introduction
CHAPTER 5 CONCLUSION
5.1 Introduction
TITLE
TITLE
TITLE
TITLE
TITLE
TITLE
STUDENT'S NAME
Page: 1 of 33
Words: 2,179

Component in Styles

Heading in ZDOT



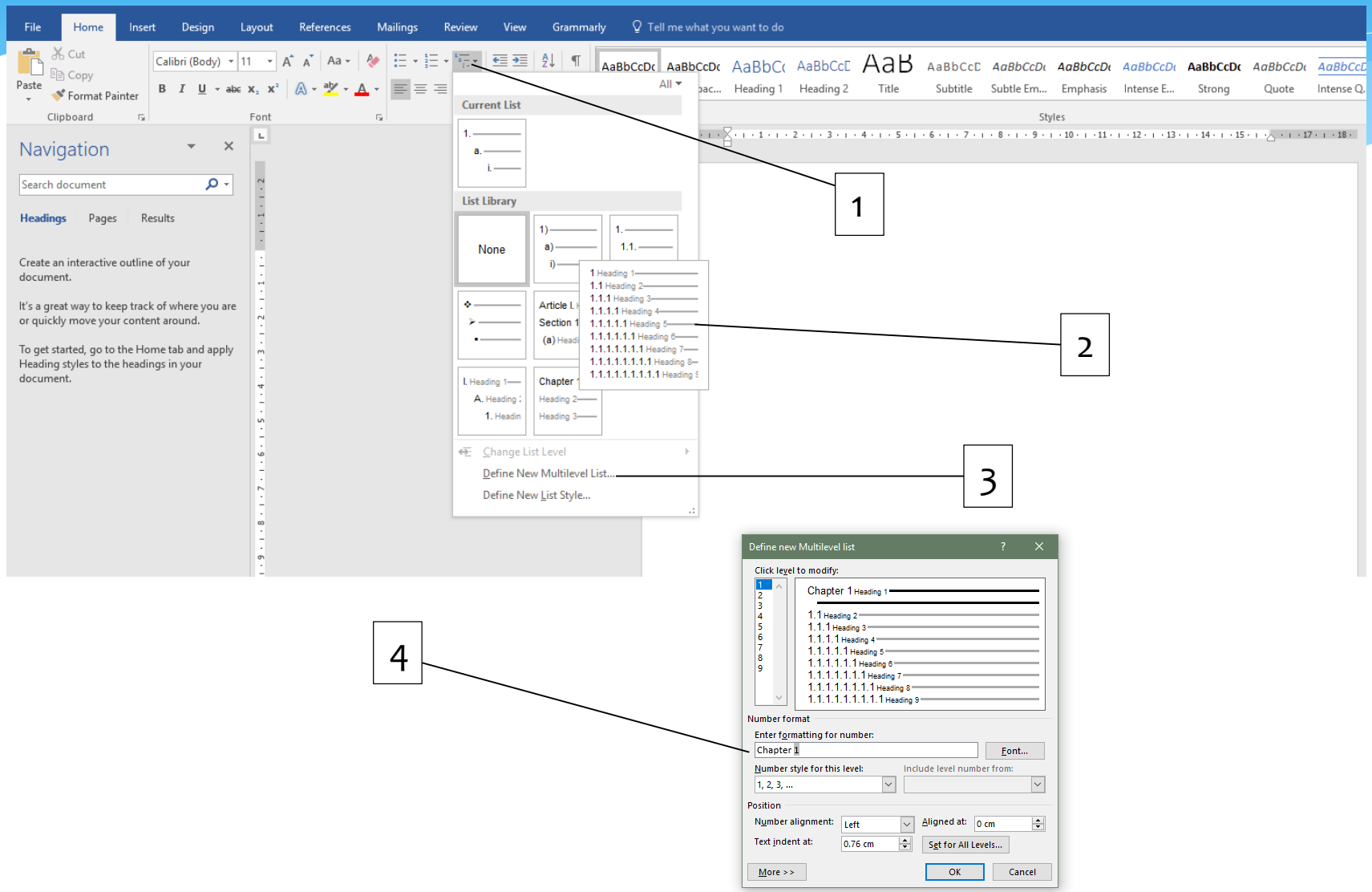
The position of Heading 1,2,3… in the Navigation

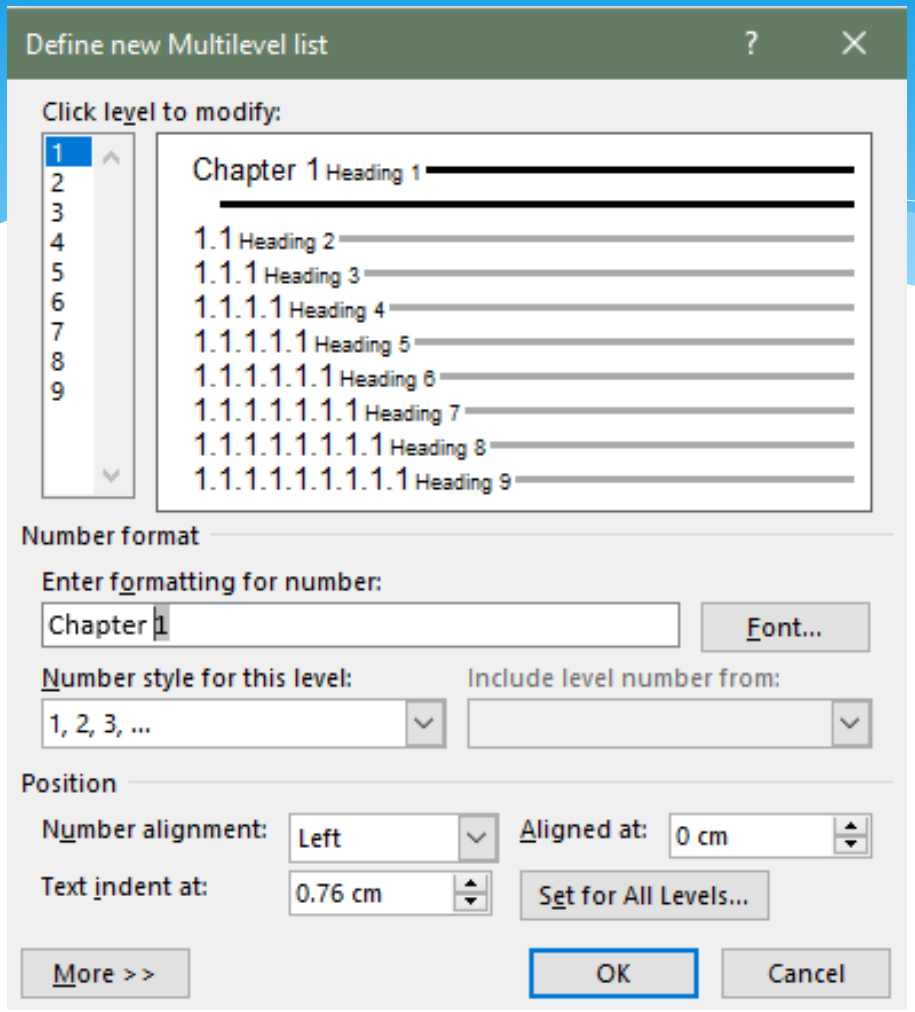


Notice that title is similar to the position in Navigation

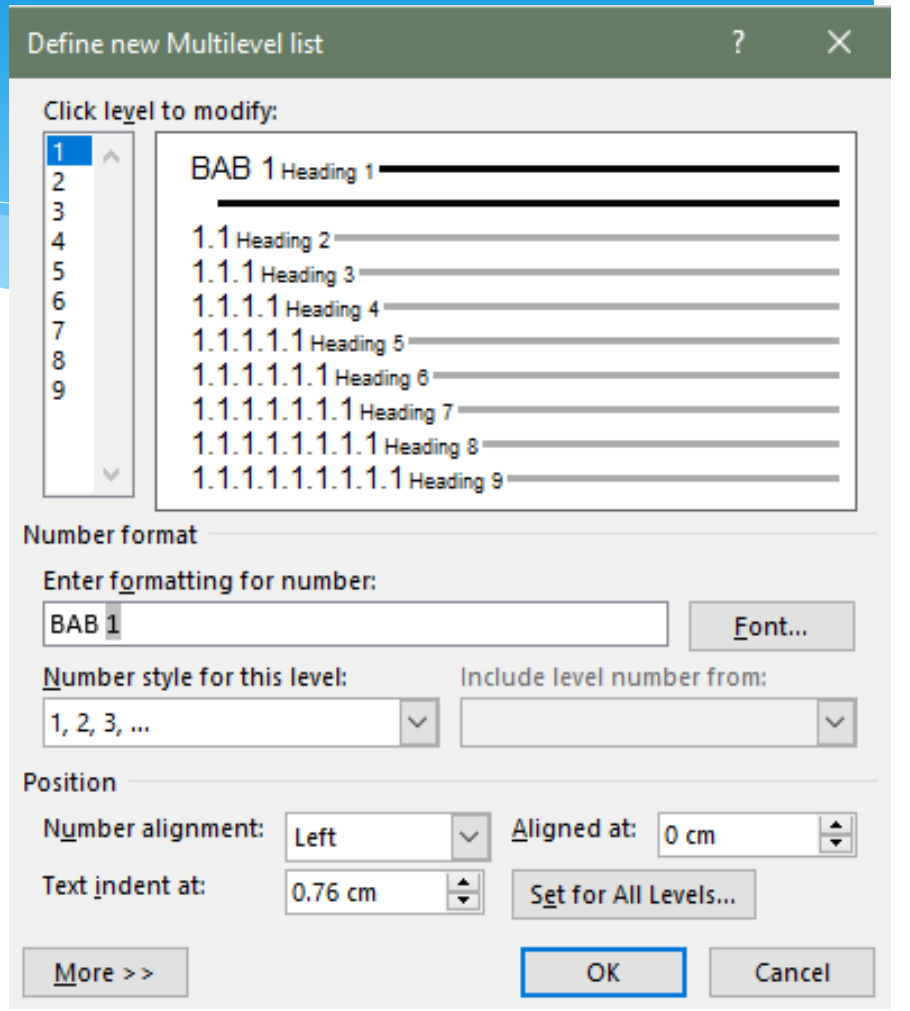
Build Headings

Build Headings

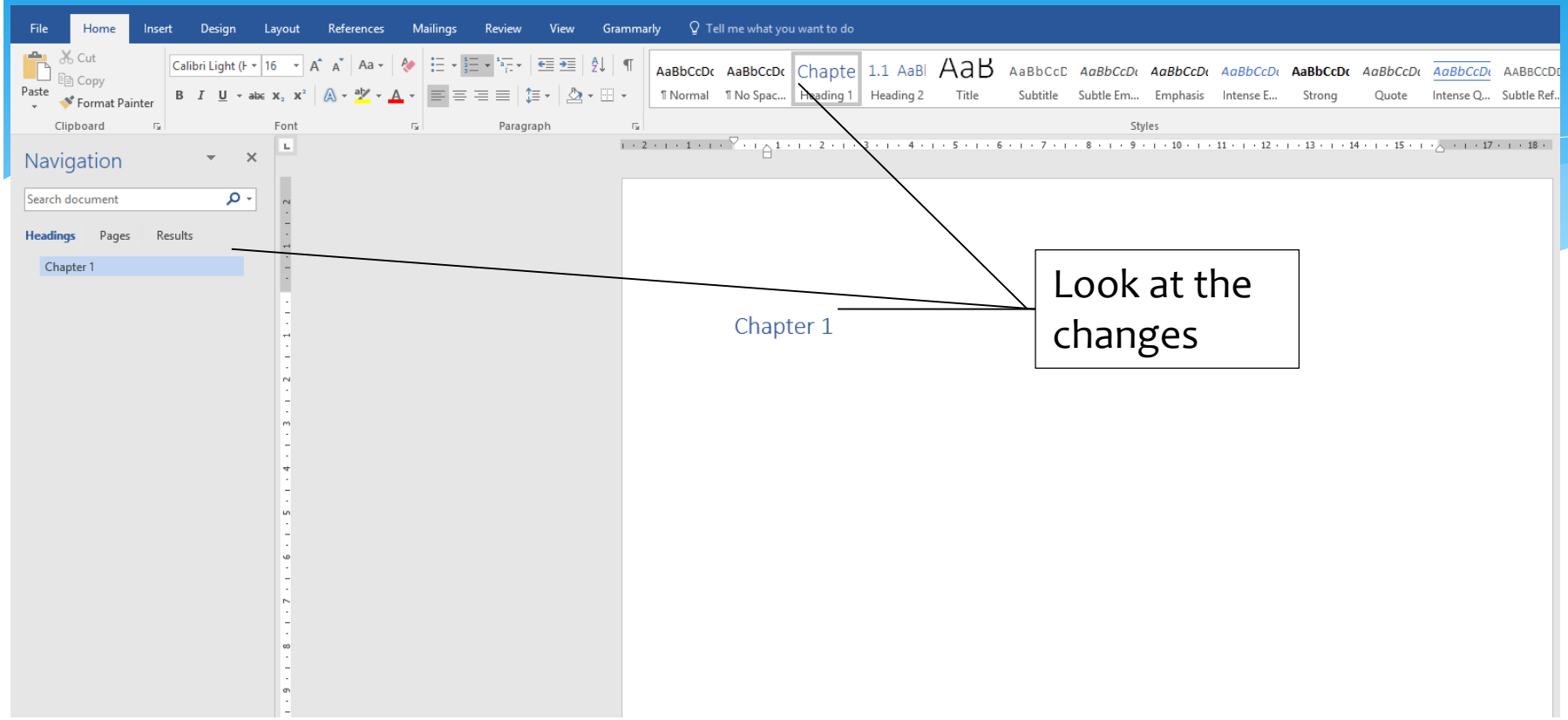




You can delete “Chapter” and replace it with “Bab”

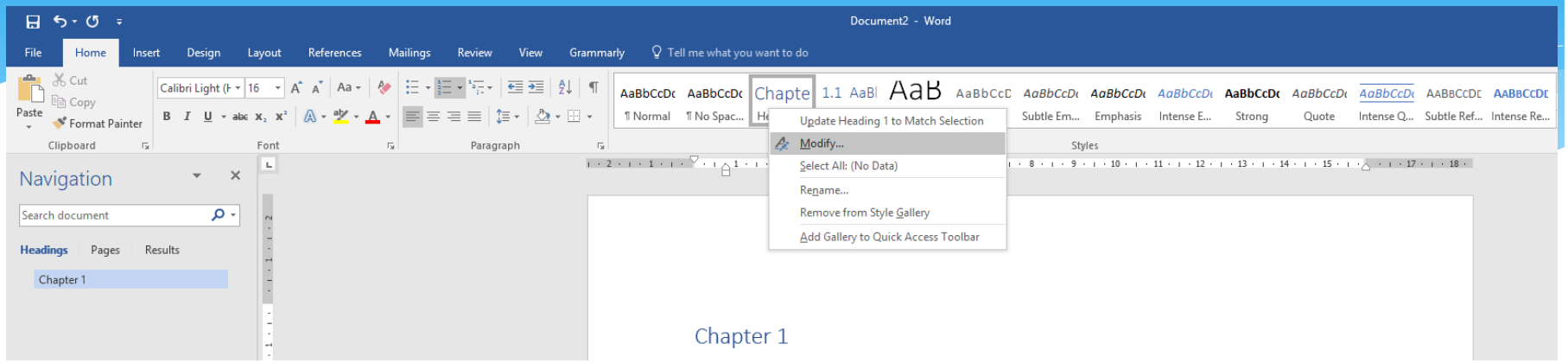


“Chapter” and replace it with “BAB”



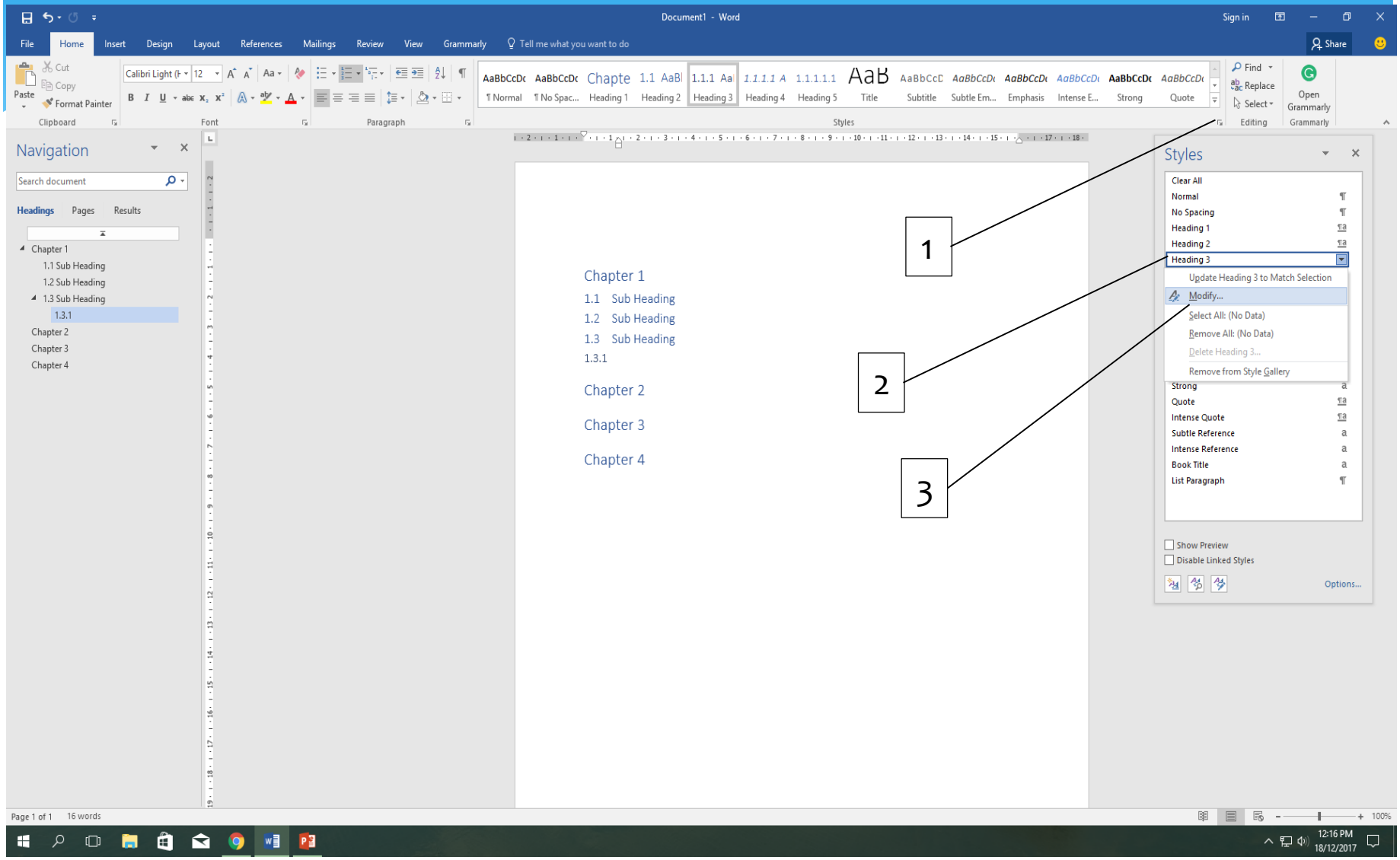
Chapter 1 as Heading 1 is created

Modify Style (i)

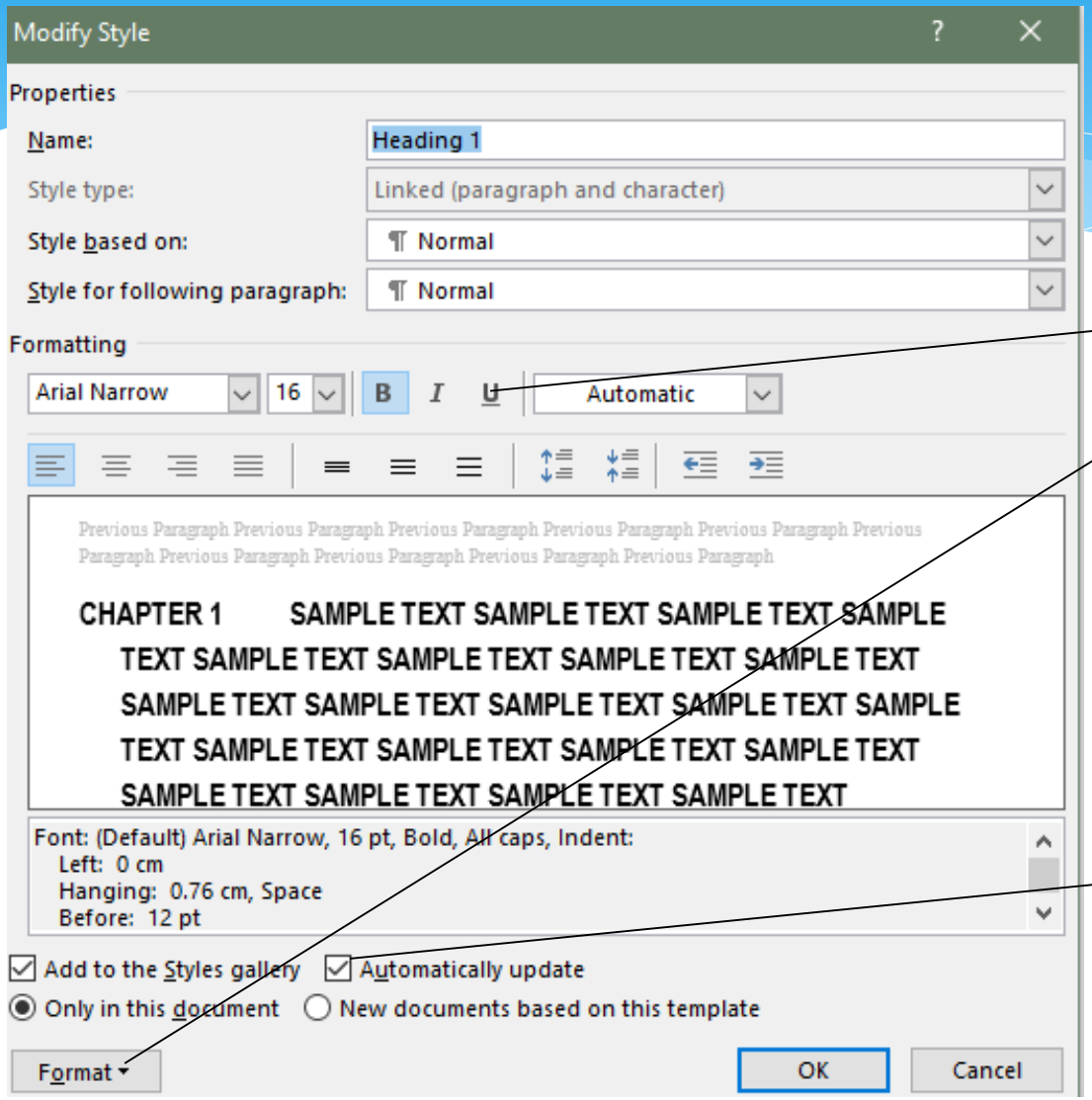


@

Modify Style (ii)



Pop-up menu to format font, paragraph ext



Choose suitable format for your writing

Tick "Automatically update"

Build Heading 2,3, ext

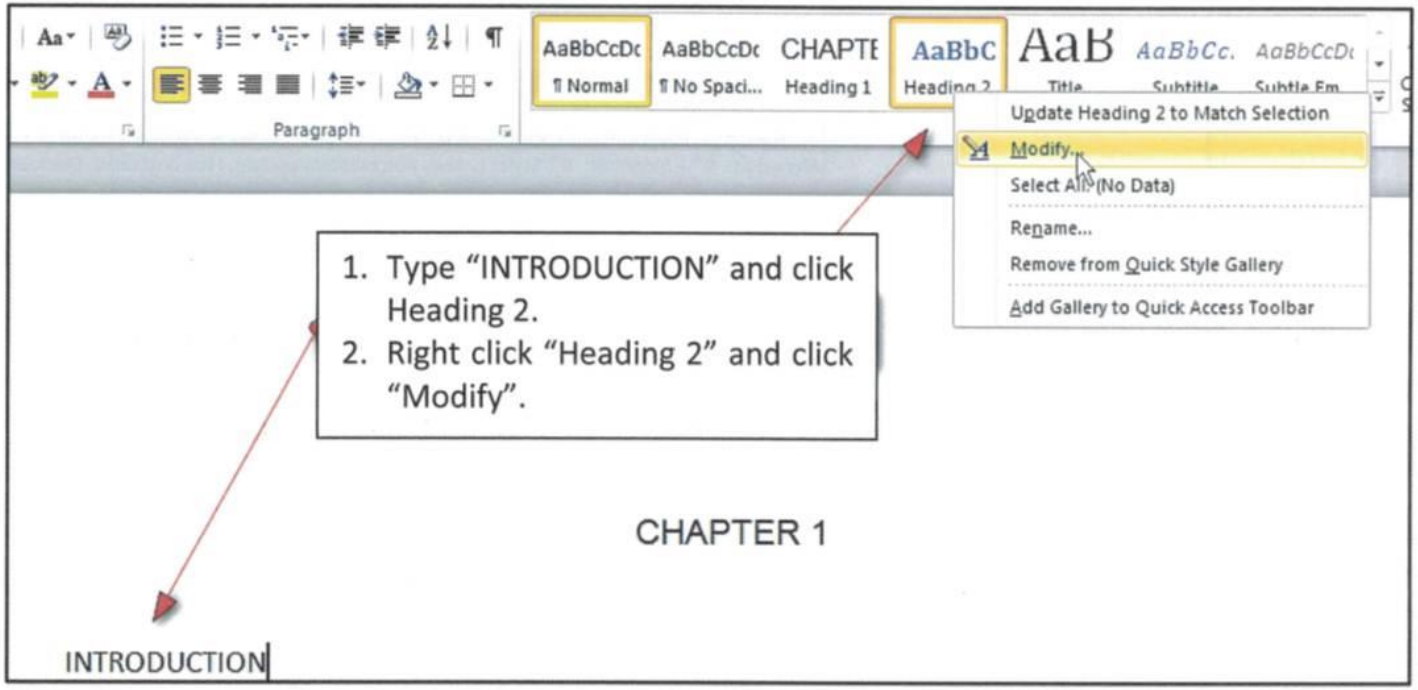
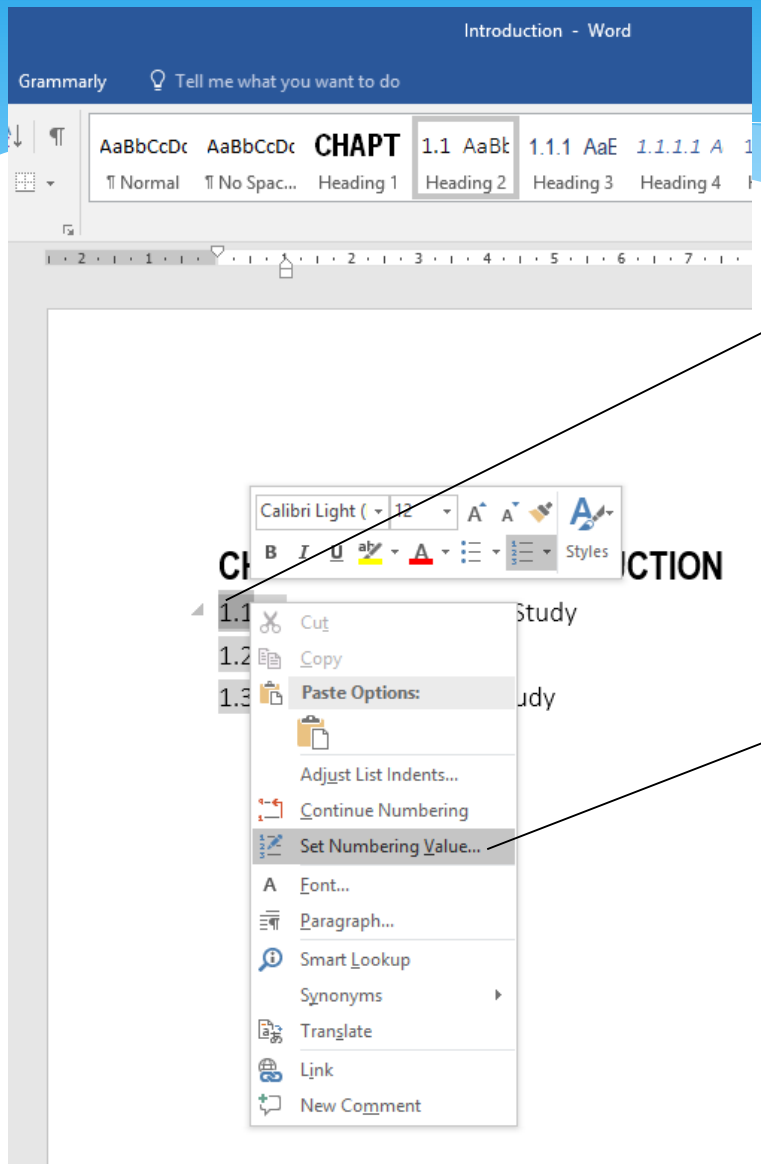


Figure 0.15 - Modify and format "Heading 2"

Customize Numbering Value

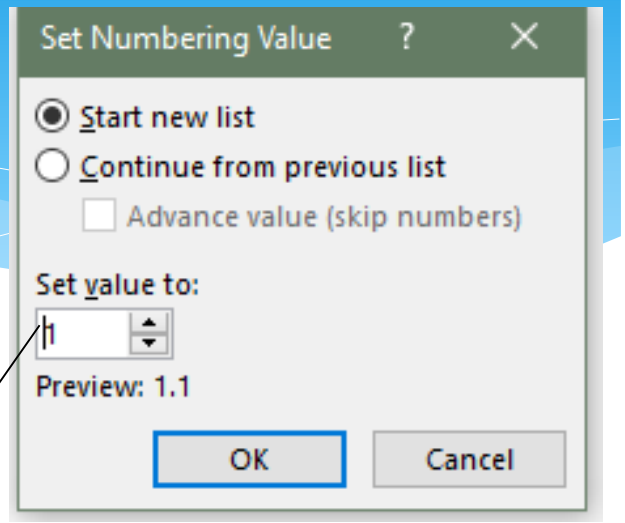
Edit Numbering Value

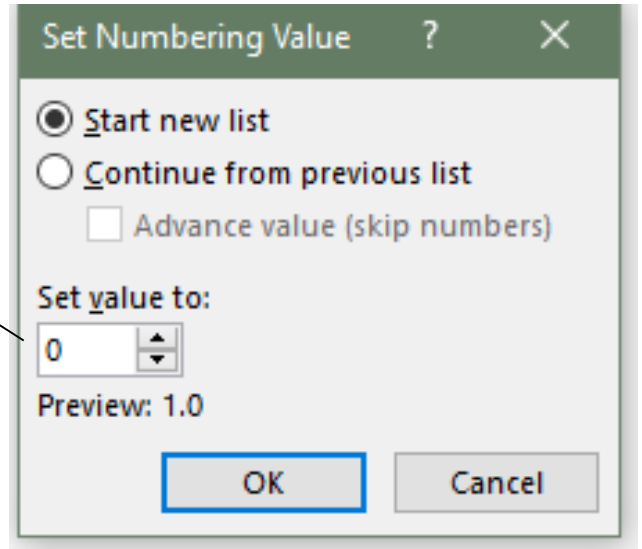


1. Highlight the number and Right Click

2

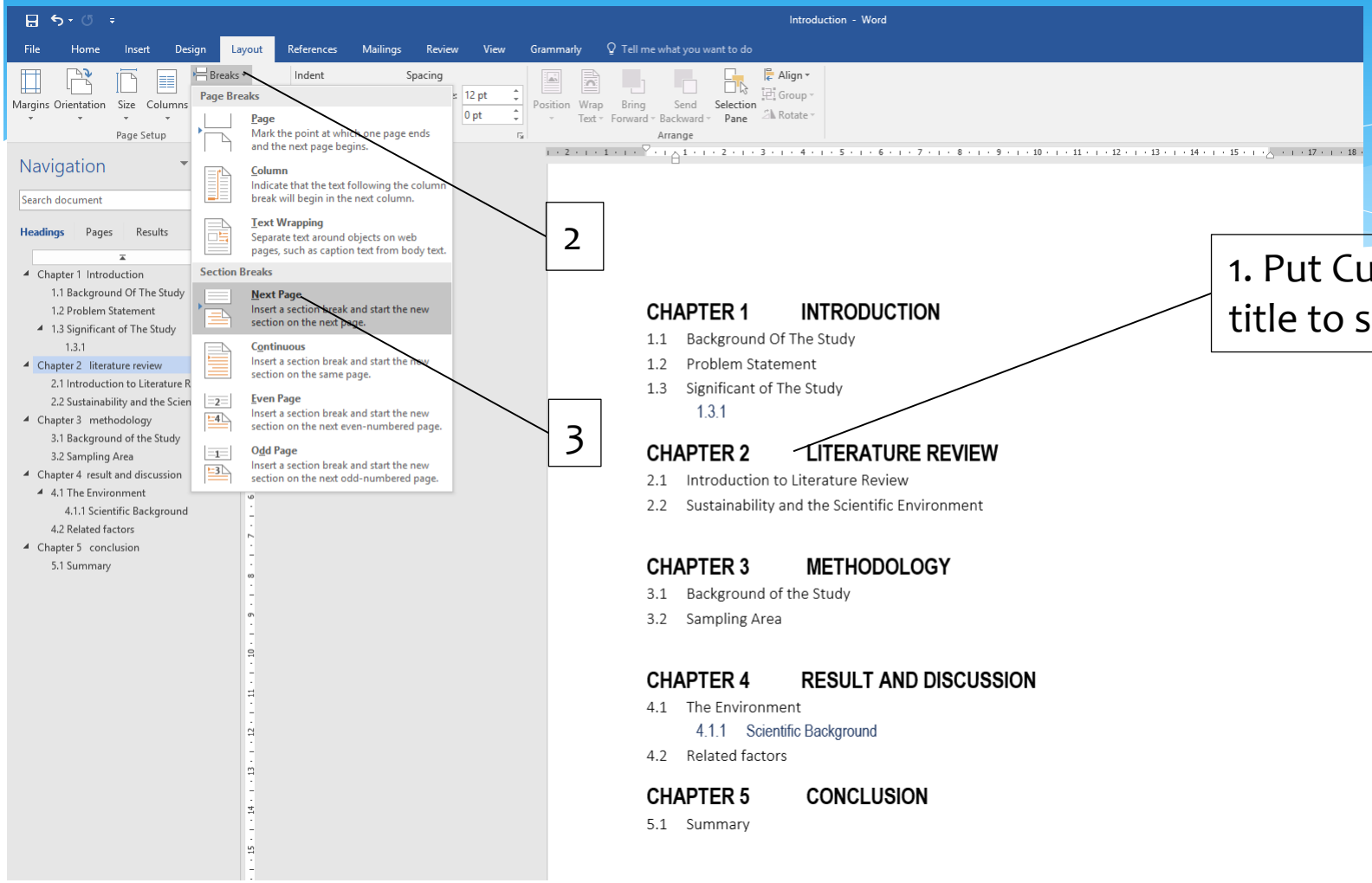
3

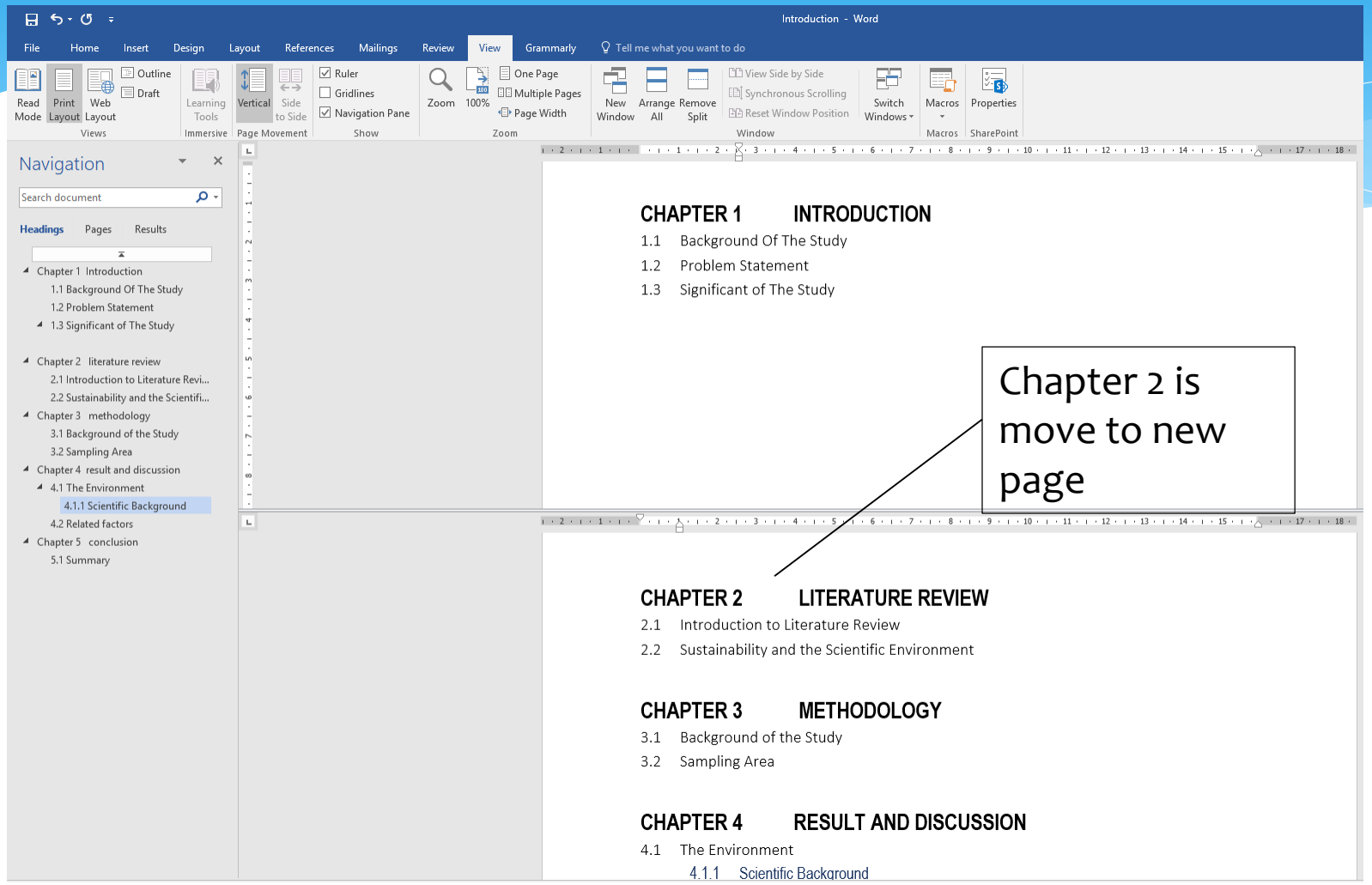




Seperate Chapter

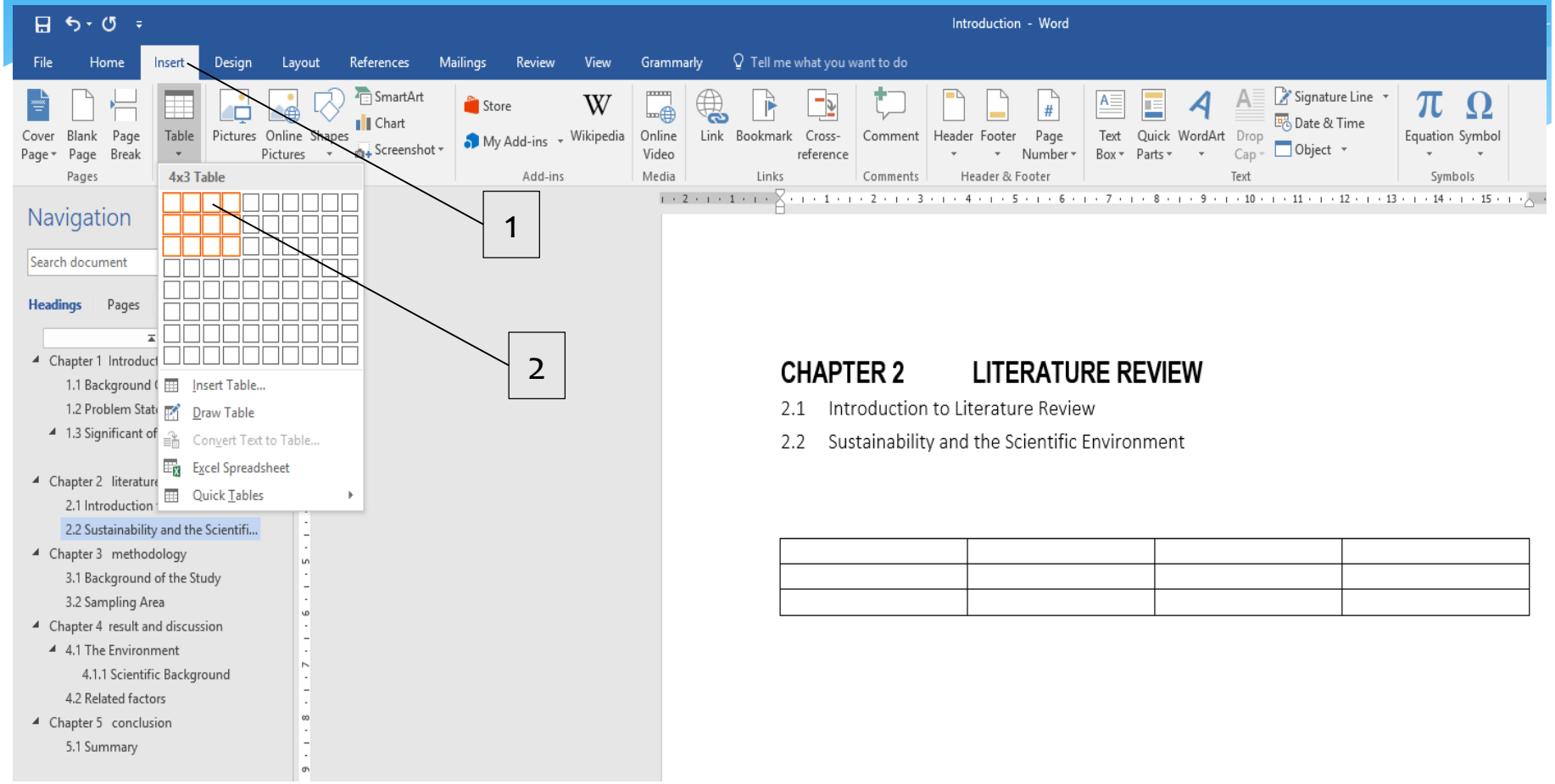
Section Breaks




Introduction - Word
File Home Insert Design Layout References Mailings Review View Grammarly Tell me what you want to do
Navigation
Search document
Headings Pages Results
Chapter 1 Introduction
1.1 Background Of The Study
1.2 Problem Statement
1.3 Significant of The Study
Chapter 2 literature review
2.1 Introduction to Literature Revi...
2.2 Sustainability and the Scientifi...
Chapter 3 methodology
3.1 Background of the Study
3.2 Sampling Area
Chapter 4 result and discussion
4.1 The Environment
4.1.1 Scientific Background
4.2 Related factors
Chapter 5 conclusion
5.1 Summary
CHAPTER 1 INTRODUCTION
1.1 Background Of The Study
1.2 Problem Statement
1.3 Significant of The Study
Chapter 2 is move to new page
CHAPTER 2 LITERATURE REVIEW
2.1 Introduction to Literature Review
2.2 Sustainability and the Scientific Environment
CHAPTER 3 METHODOLOGY
3.1 Background of the Study
3.2 Sampling Area
CHAPTER 4 RESULT AND DISCUSSION
4.1 The Environment
4.1.1 Scientific Background

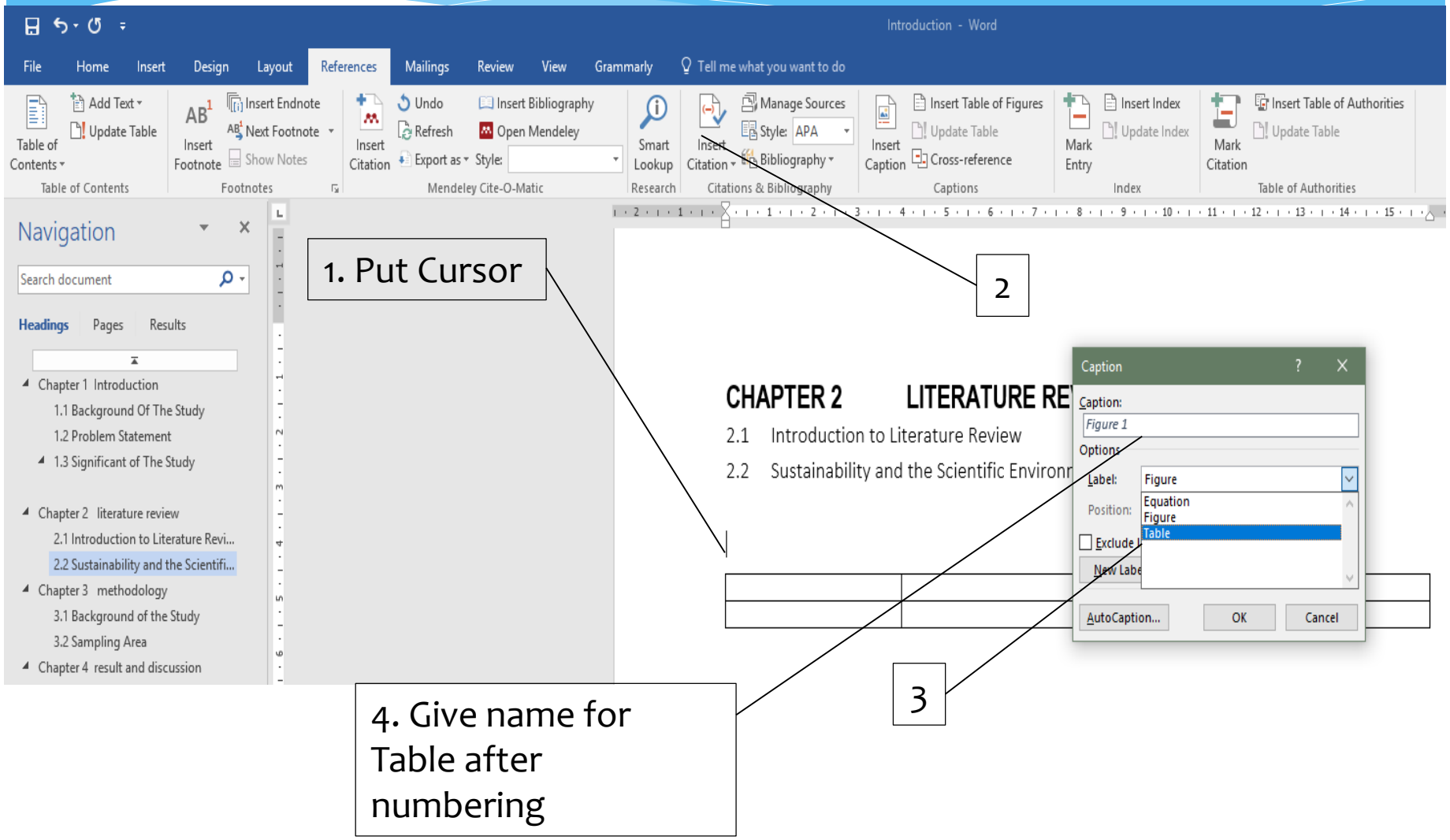
Caption for Table and Figure

Insert table

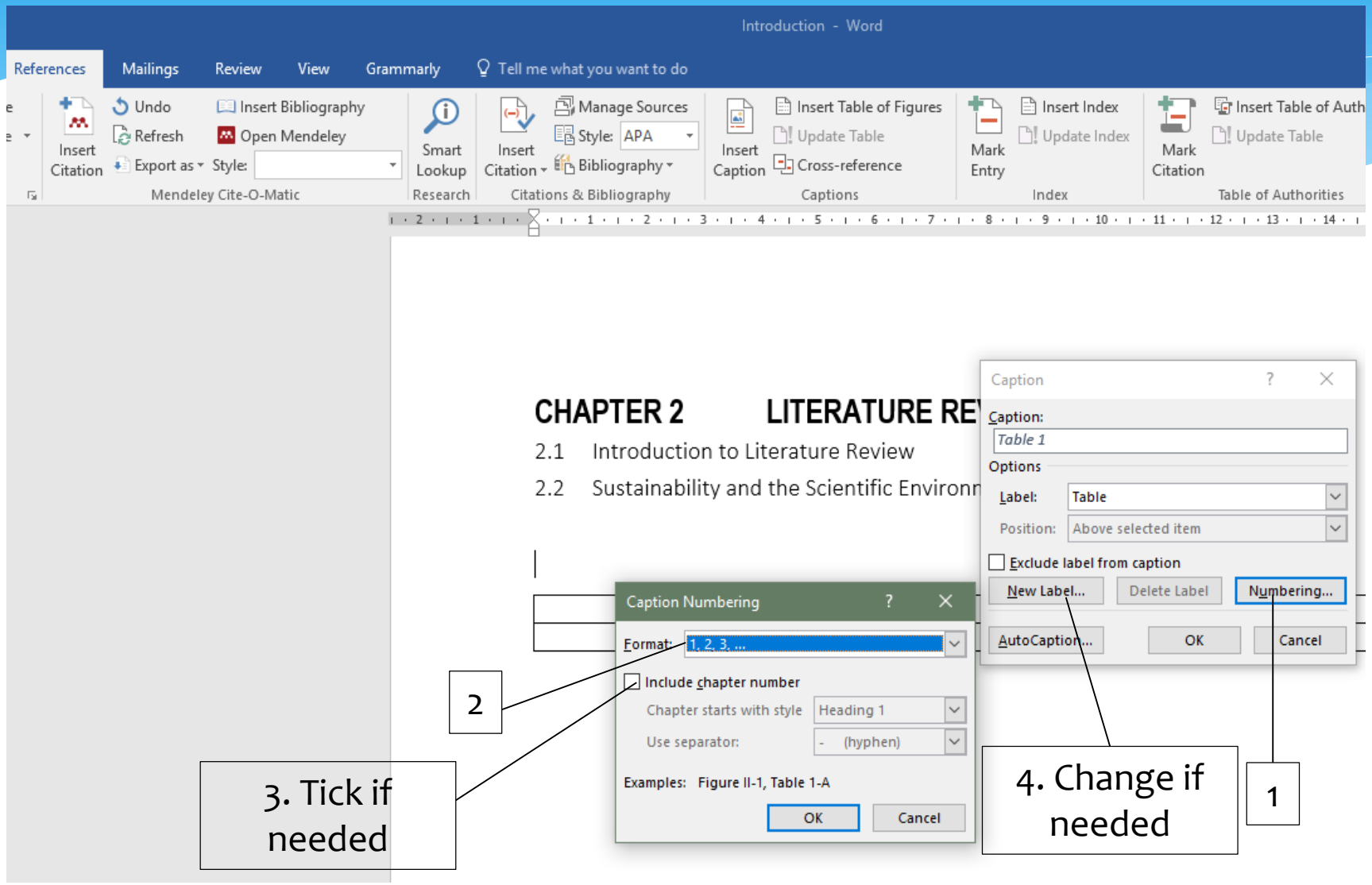


Insert Caption

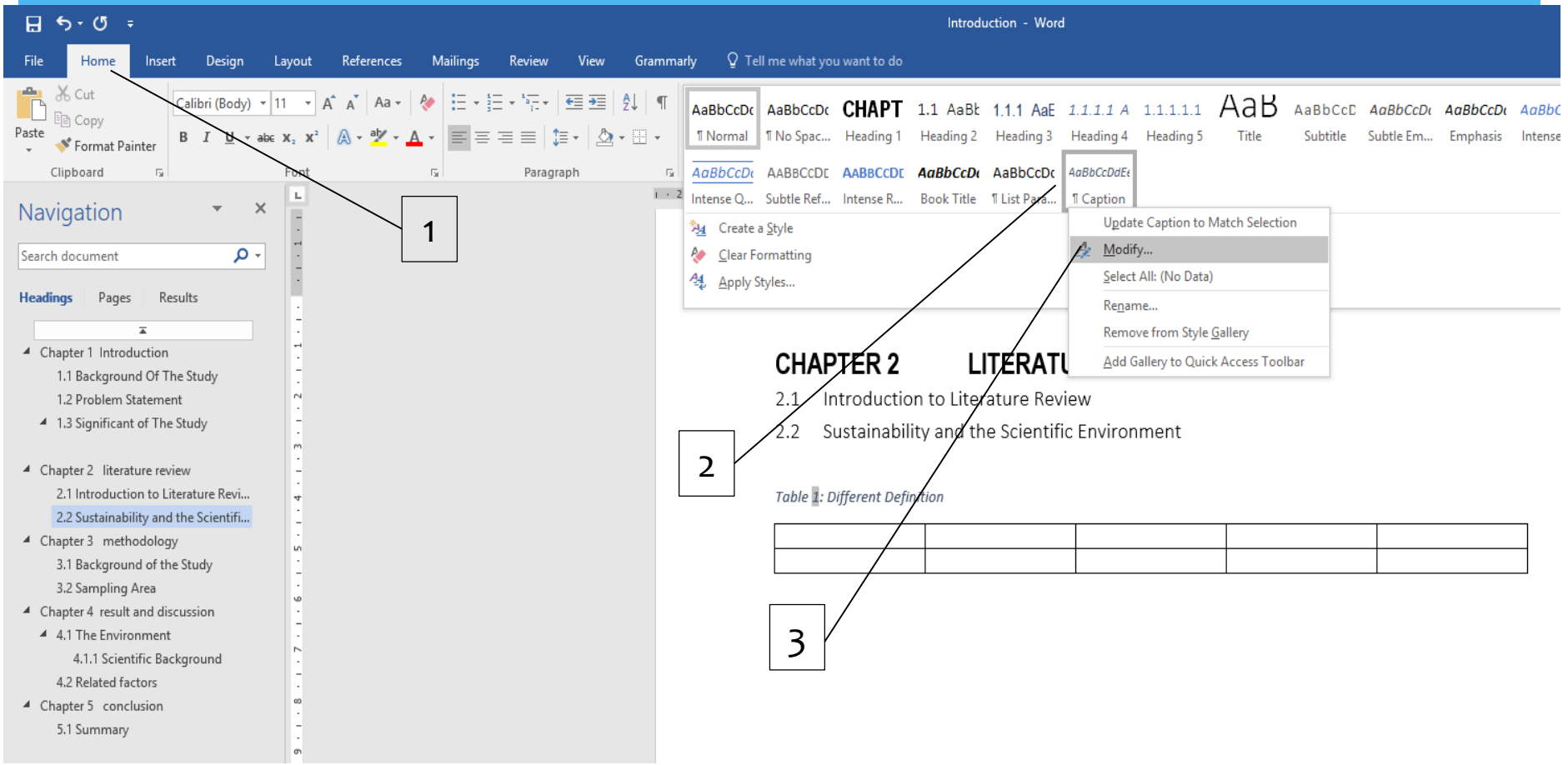
Click [Reference] – [Insert Caption]



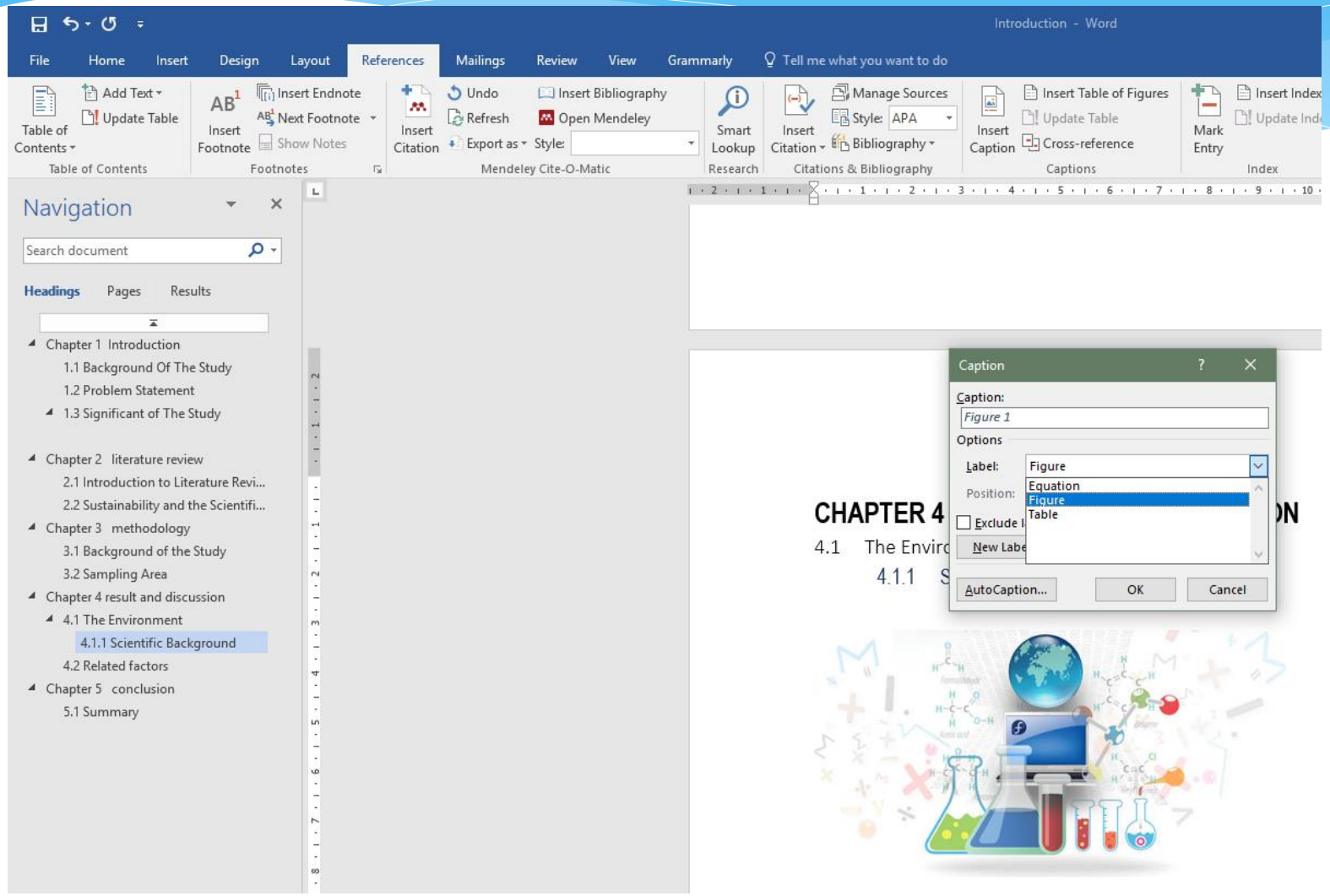
Caption Numbering

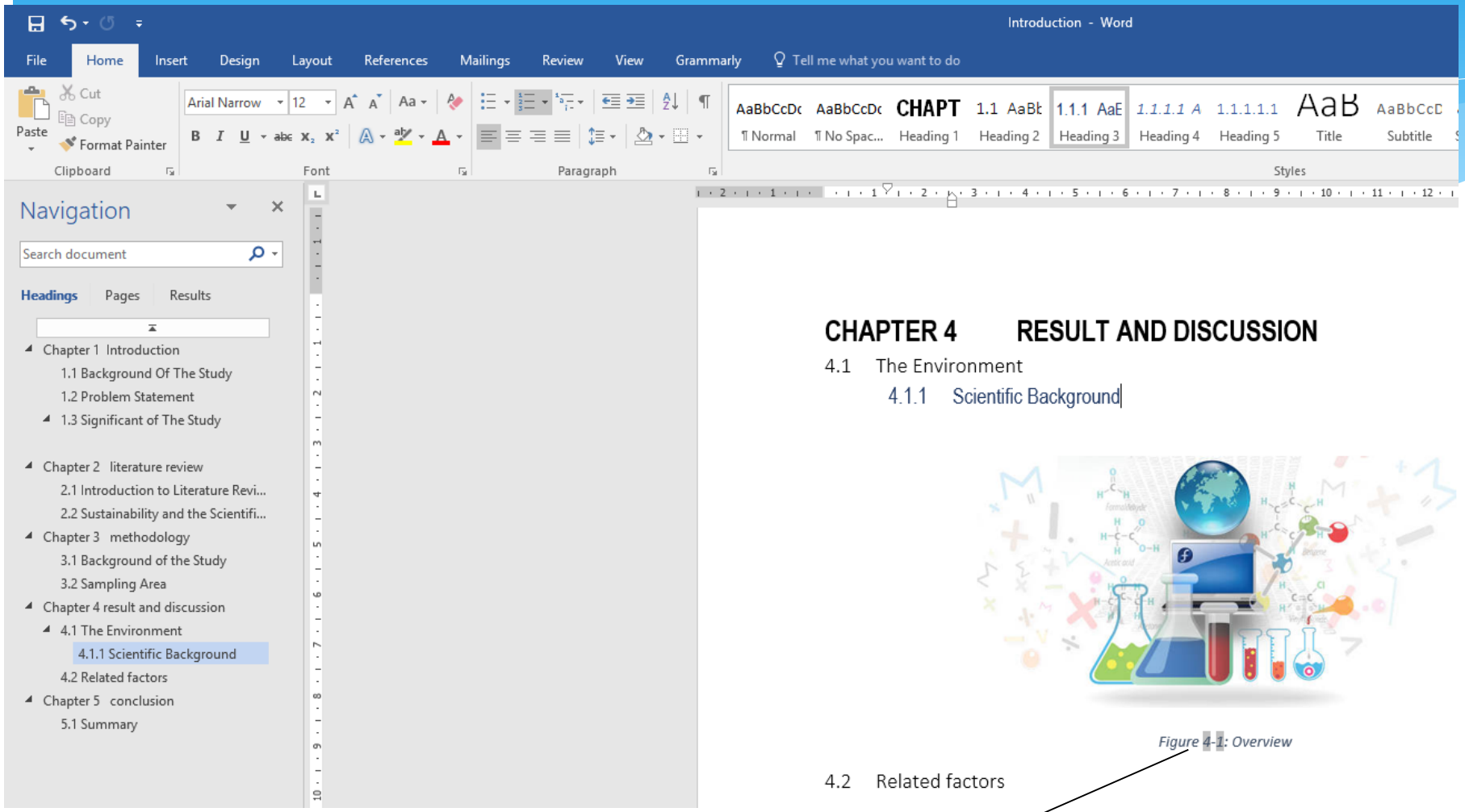


Modify format [Style]



Insert Figure, Caption and Modify (Same process with insert table)





The Caption Produced also numbered by Chapter

Function of Split

Review View Grammarly Tell me what you want to do

Zoom 100% One Page Multiple Pages Page Width — Zoom

New Window Arrange All Split — Window

View Side by Side
Synchronous Scrolling
Reset Window Position

Switch Windows — Window

Macros — Macros

Properties — SharePoint

Split Window

See two sections of your document at the same time.

This makes it easier to look at one section while editing another.

1

2

CHA AND DISCUSSION

4.1

4.1.1 Scientific Background

Figure 4-1: Overview

4.2 Related factors

Introduction - Word

Review View Grammarly Tell me what you want to do

Zoom 100% One Page Multiple Pages Page Width — Zoom

New Window Arrange All Remove Split — View Side by Side Synchronous Scrolling Reset Window Position — Window

Switch Windows — Macros — Properties — SharePoint

CHAPTER 4 RESULT AND DISCUSSION

4.1 The Environment

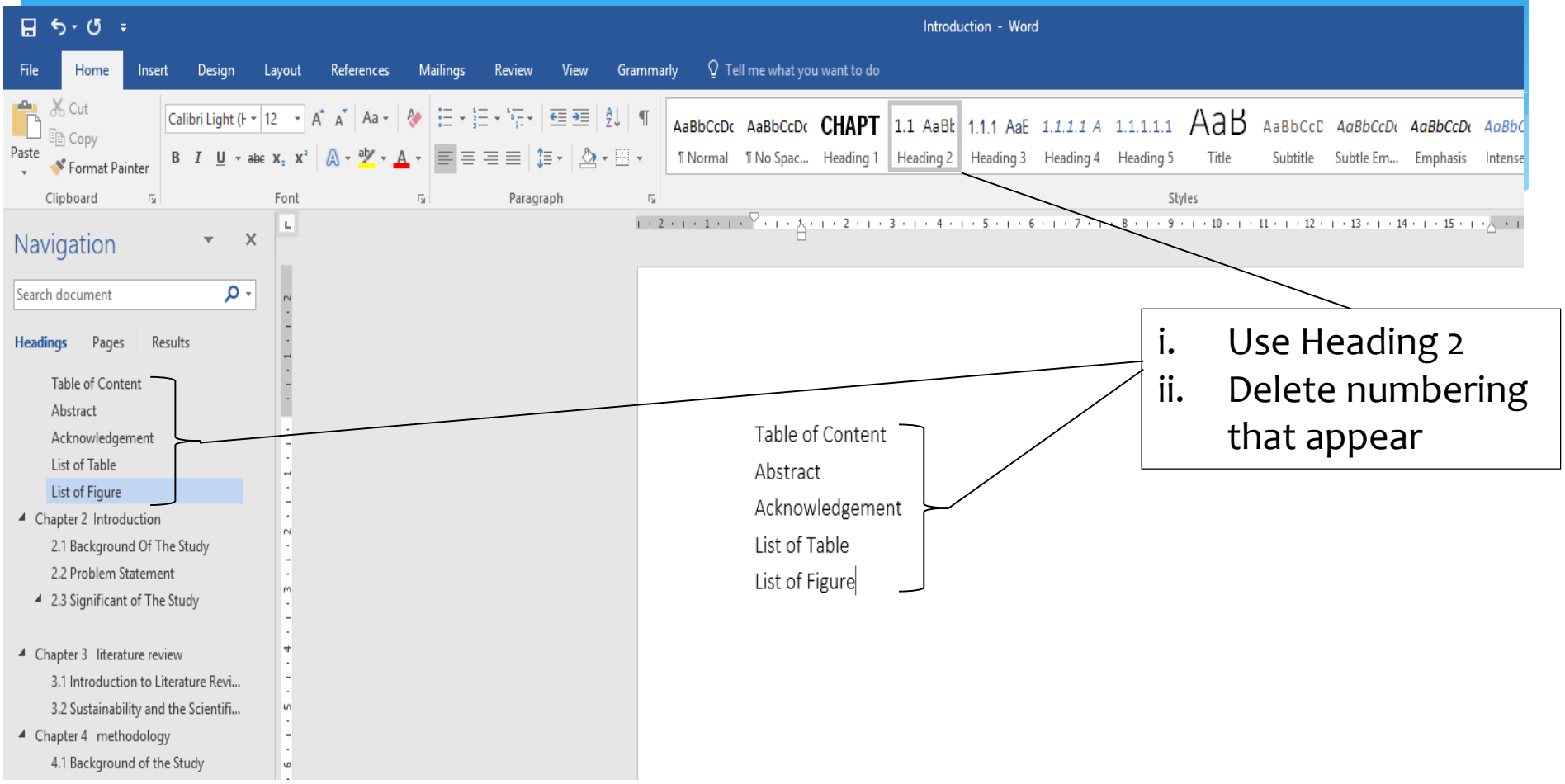
4.1.1 Scientific Background

Figure 4-1: Overview

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

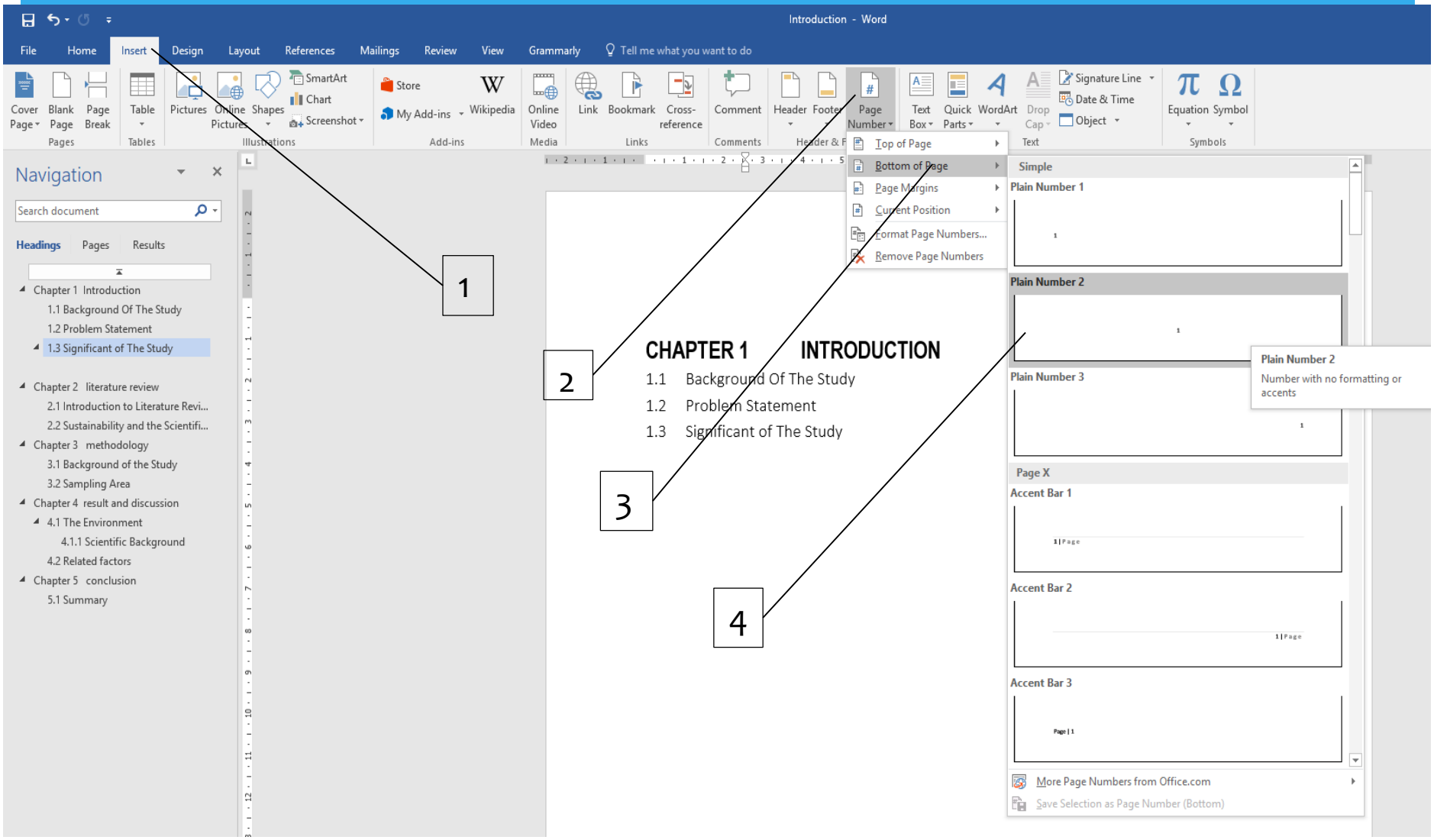
Two part of text area using “Split” Function

Add Others Title/ Preliminary Title

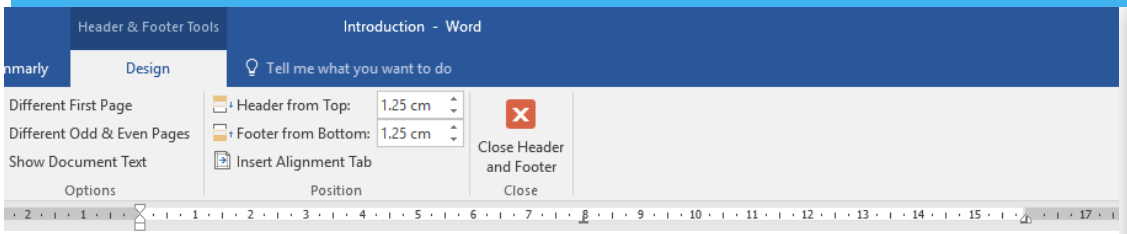

Introduction - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Grammarly
Tell me what you want to do
Paste
Cut
Copy
Format Painter
Clipboard
Font
Paragraph
Styles
Navigation
Search document
Headings
Pages
Results
Table of Content
Abstract
Acknowledgement
List of Table
List of Figure
Chapter 2 Introduction
2.1 Background Of The Study
2.2 Problem Statement
2.3 Significant of The Study
Chapter 3 literature review
3.1 Introduction to Literature Revi...
3.2 Sustainability and the Scientifi...
Chapter 4 methodology
4.1 Background of the Study
Table of Content
Abstract
Acknowledgement
List of Table
List of Figure
i. Use Heading 2
ii. Delete numbering that appear

Page Numbering

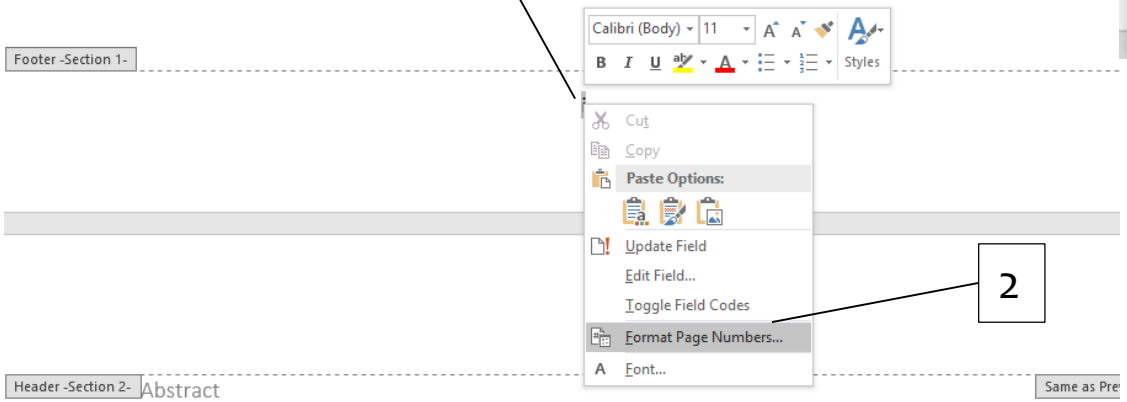
Add Page Number



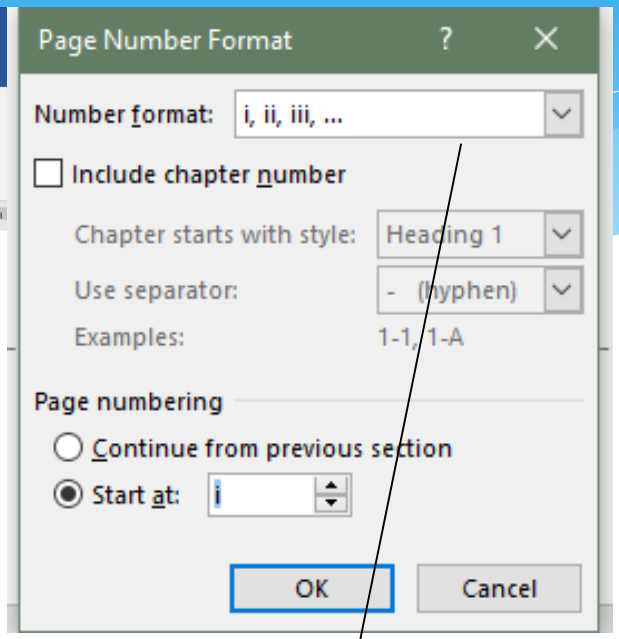
Format/ Edit Page Number



1. Highlight the number and Right Click



2

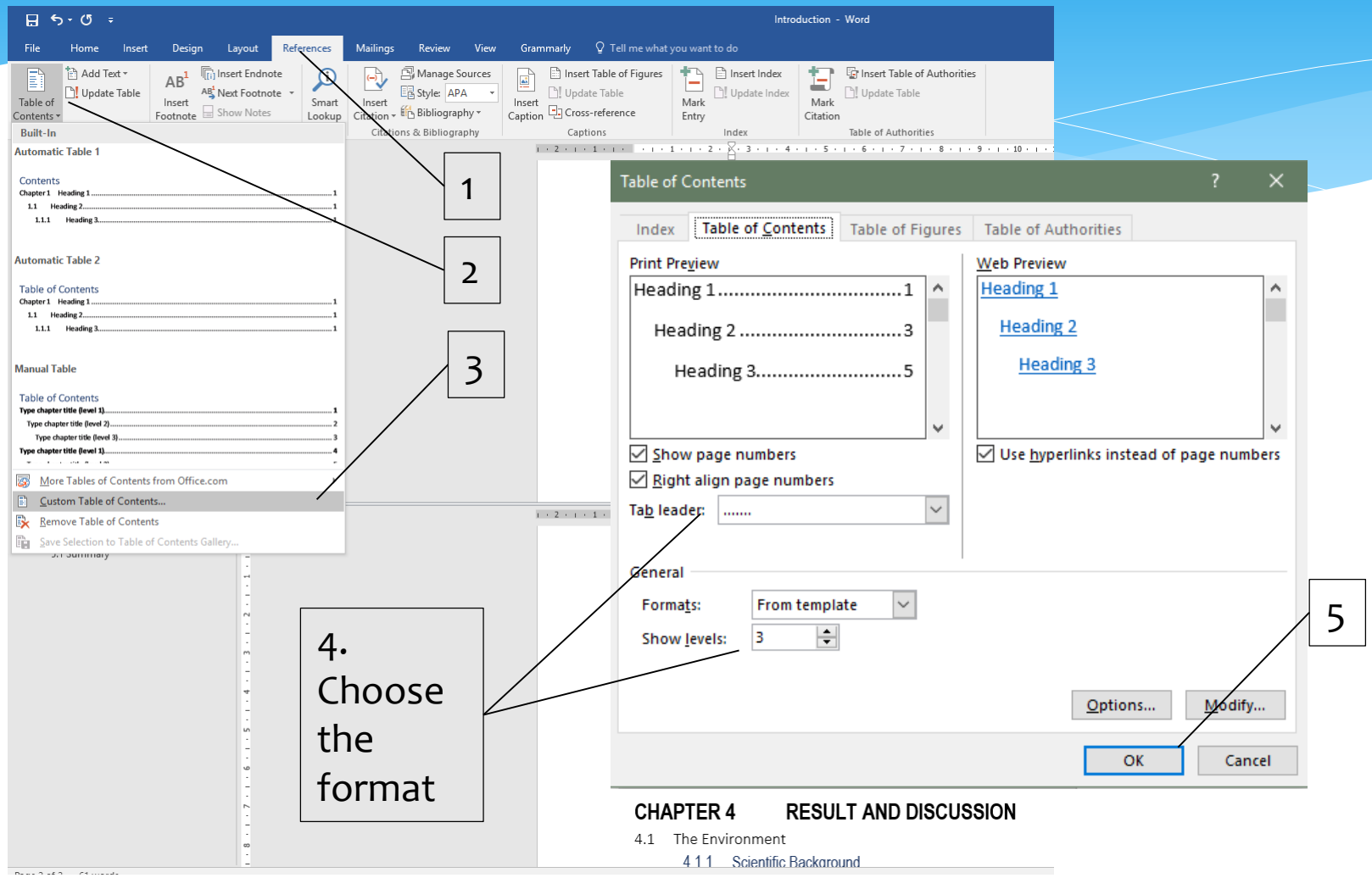


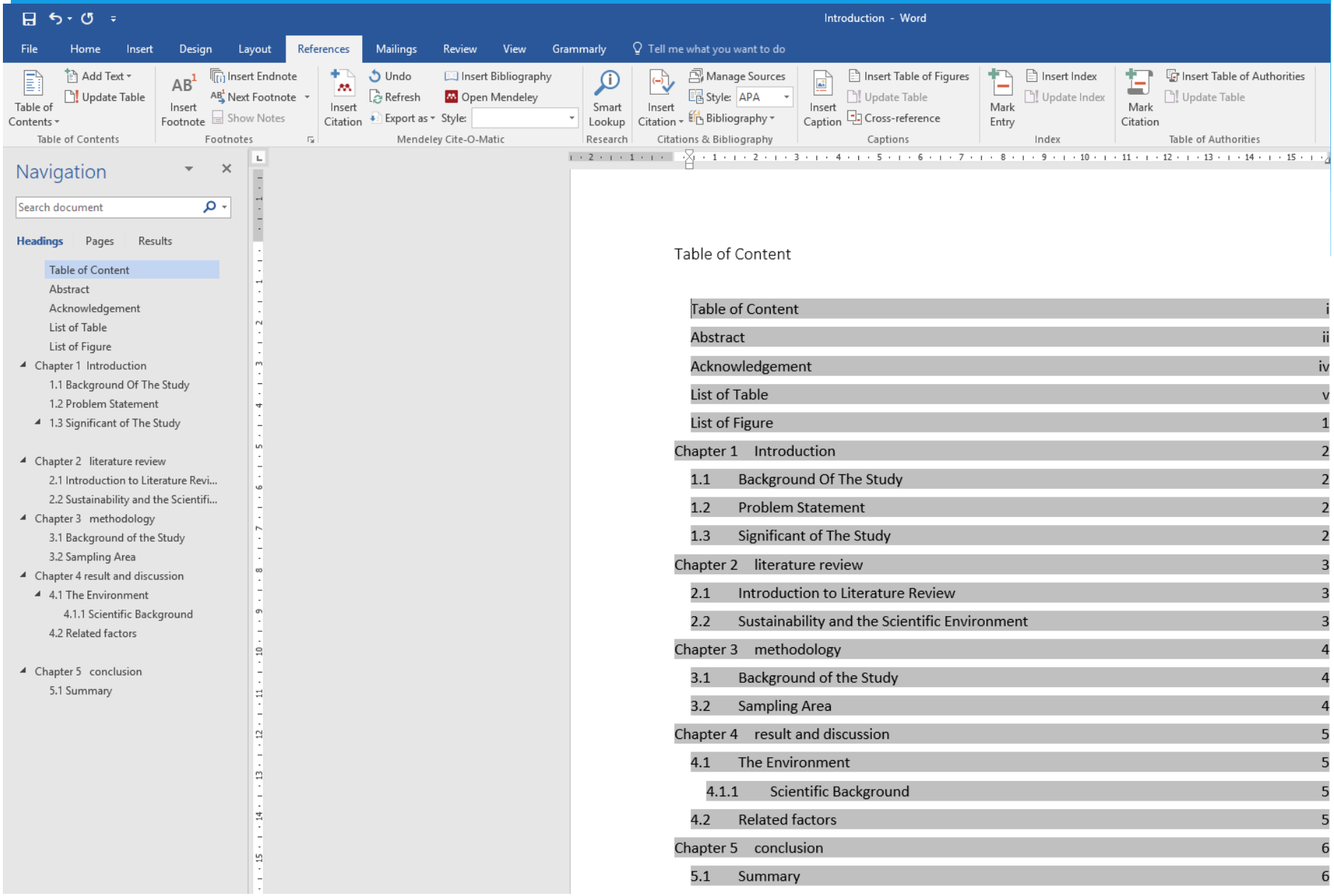
3

i. Select i,ii, iii for Preliminary page
ii. Separate Preliminary Title using “Next Page”
iii. Select format 1, 2,3 for Chapter 1

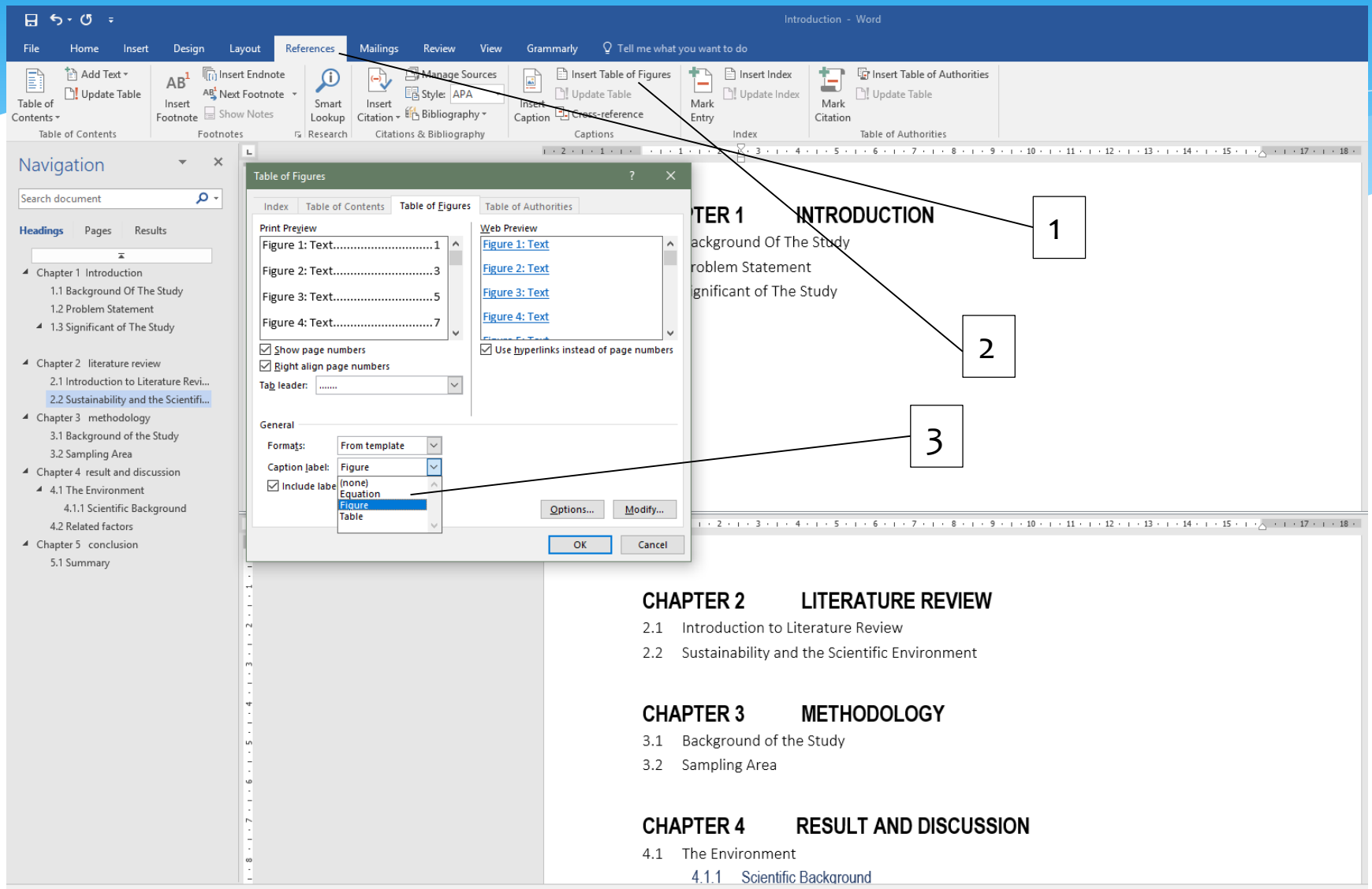
Add Table of Content

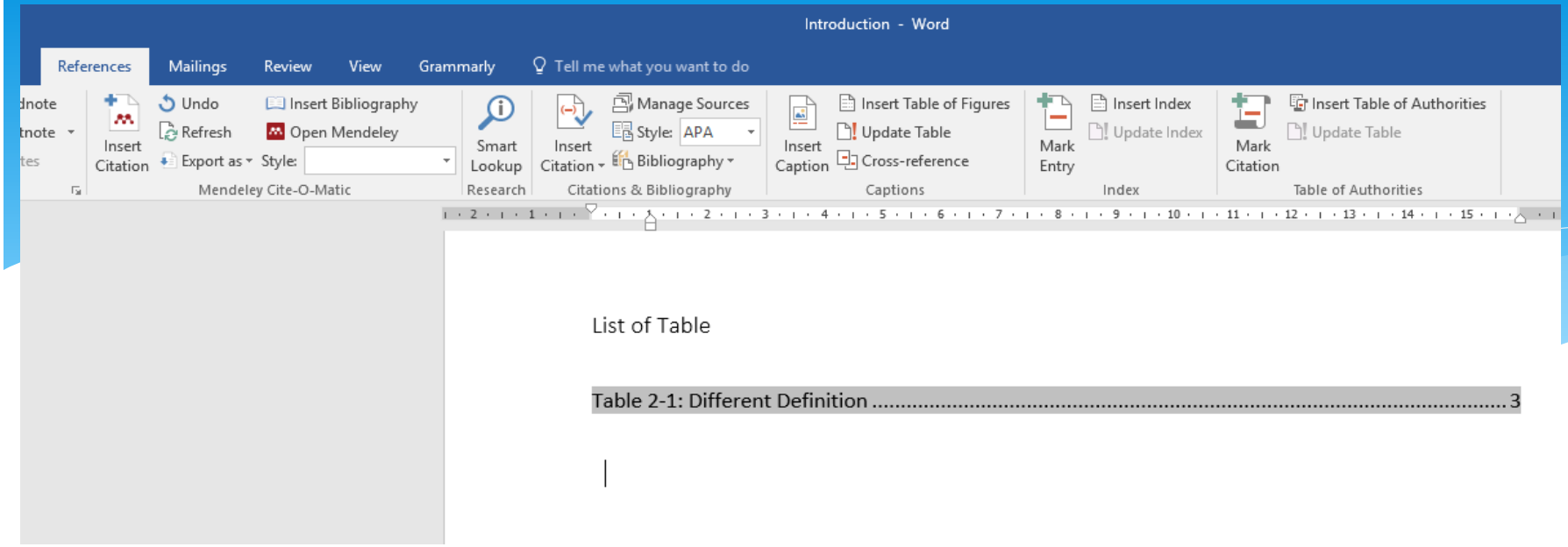
Create Auto Table of Content

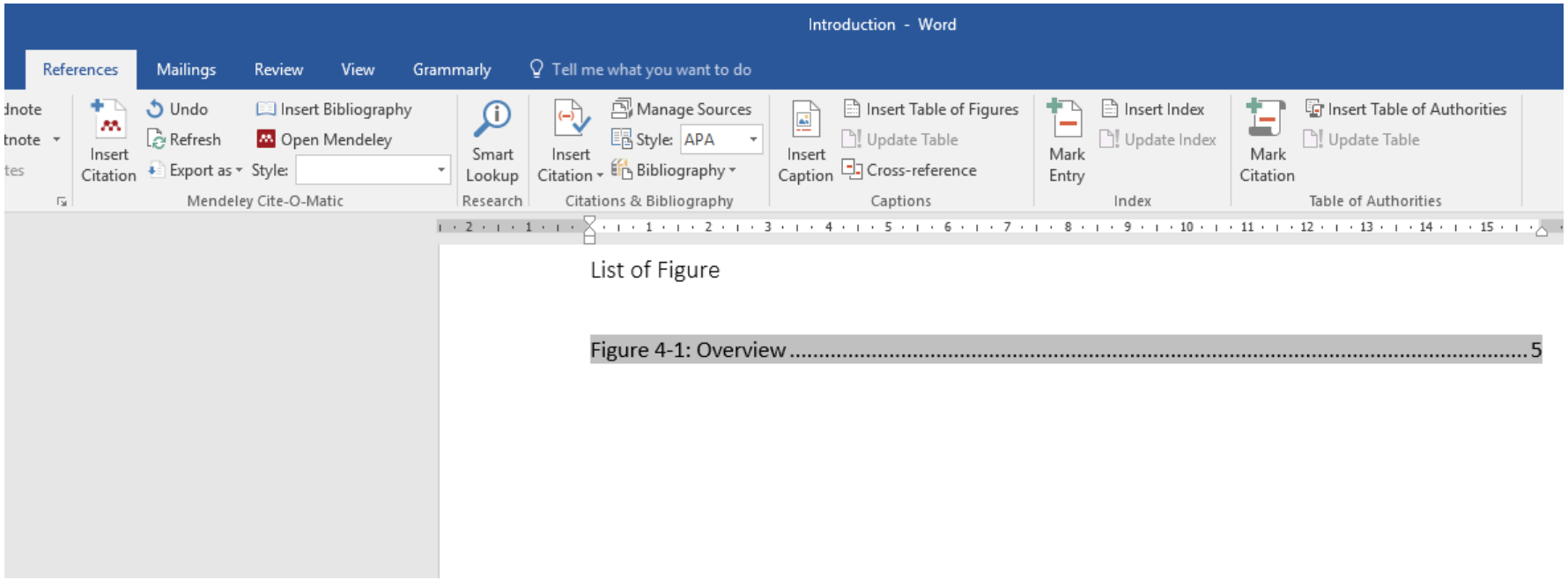



Introduction - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Grammarly
Tell me what you want to do
Table of Contents
Add Text
Update Table
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Insert Citation
Undo
Refresh
Export as
Insert Bibliography
Open Mendeley
Style:
Smart Lookup
Manage Sources
Style: APA
Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Mark Entry
Insert Index
Update Index
Mark Citation
Insert Table of Authorities
Update Table
Table of Contents
Footnotes
Mendeley Cite-O-Matic
Research
Citations & Bibliography
Captions
Index
Table of Authorities
Navigation
Search document
Headings
Pages
Results
Table of Content
Abstract
Acknowledgement
List of Table
List of Figure
Chapter 1 Introduction
1.1 Background Of The Study
1.2 Problem Statement
1.3 Significant of The Study
Chapter 2 literature review
2.1 Introduction to Literature Revi...
2.2 Sustainability and the Scientifi...
Chapter 3 methodology
3.1 Background of the Study
3.2 Sampling Area
Chapter 4 result and discussion
4.1 The Environment
4.1.1 Scientific Background
4.2 Related factors
Chapter 5 conclusion
5.1 Summary
Table of Content
Table of Content i
Abstract ii
Acknowledgement iv
List of Table v
List of Figure 1
Chapter 1 Introduction 2
1.1 Background Of The Study 2
1.2 Problem Statement 2
1.3 Significant of The Study 2
Chapter 2 literature review 3
2.1 Introduction to Literature Review 3
2.2 Sustainability and the Scientific Environment 3
Chapter 3 methodology 4
3.1 Background of the Study 4
3.2 Sampling Area 4
Chapter 4 result and discussion 5
4.1 The Environment 5
4.1.1 Scientific Background 5
4.2 Related factors 5
Chapter 5 conclusion 6
5.1 Summary 6

Insert List of Table/ Figure




Introduction - Word
References
Mailings
Review
View
Grammarly
Tell me what you want to do
Insert Citation
Undo
Refresh
Export as
Insert Bibliography
Open Mendeley
Style:
Mendeley Cite-O-Matic
Smart Lookup
Research
Insert Citation
Manage Sources
Style: APA
Bibliography
Citations & Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Captions
Mark Entry
Insert Index
Update Index
Index
Mark Citation
Insert Table of Authorities
Update Table
Table of Authorities
List of Table
Table 2-1: Different Definition 3


Introduction - Word
References
Mailings
Review
View
Grammarly
Tell me what you want to do
Insert Citation
Undo
Refresh
Export as
Insert Bibliography
Open Mendeley
Style:
Mendeley Cite-O-Matic
Smart Lookup
Research
Insert Citation
Manage Sources
Style: APA
Bibliography
Citations & Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Captions
Mark Entry
Insert Index
Update Index
Index
Mark Citation
Insert Table of Authorities
Update Table
Table of Authorities
List of Figure
Figure 4-1: Overview 5

Any Questions...
Just Ask!

LIBRARY
RESEARCH
SUPPORT TEAM

Rosnorzaini | Sofiah | Asyikin | Norhazura | Aina