Widow/Orphan control for Ed.D. dissertations

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1. Create a selection. Typically, one could select a paragraph, multiple paragraphs, or the entire document. For your dissertation, it is best to go to the ribbon/toolbar and choose Select -> Select All. However, you are not required to use the Widow/Orphan control for the appendices.

2. Right-click your mouse and select Paragraph. This will launch a pop-up menu.

3. From the Paragraph pop-up menu, go to the Line and Page Breaks tab and look at section for Pagination. There is a checkbox by Widow/Orphan control.
   a. If the checkbox is empty (see below), this setting is correct and you can close the pop-up menu by clicking OK, Cancel, or the X.
b. If the aforementioned checkbox is checked (see below), this setting is incorrect. Unclick the checkbox and click OK to apply the changes. Please note: This will change the layout of your document. You will need to review your document and make the appropriate changes, e.g. spacing, pages listed in Table of Contents.

c. If the aforementioned checkbox is filled in blue (see next page), this setting is incorrect. (This means that some sections of your document have the Widow/Orphan control on while others do not.) Click the checkbox once and, then, unclick it. After the checkbox is empty, click OK to apply the changes. Please note: This will change the layout of your document. You will need to review your document and make the appropriate changes, e.g. spacing, pages listed in Table of Contents.