NOTES FOR MICROSOFT WORD

Before you start typing your papers, you should do all the formatting.

I. PAGE SETUP: Make sure that page is 1 inch margins.

Step 1: Click on FILE drop down menu

Step 2: Click on PAGE SETUP

Step 3: Click on MARGIN tab

Step 4: Make sure that top, bottom, right, and left are 1” and not 1.25

Step 5: Click OK

II. DOUBLE SPACE: Before you type your paper, you want to make sure you double space.

Step 1: Click on FORMAT

Step 2: Click on PARAGRAPH
Step 3: under **LINE SPACING**, click on **DOUBLE SPACING**

Step 4: click **OK**, or click on **LINE and PAGE BREAKS** (see below)

III. Keep text together

*Note:* If you make sure that **KEEP WITH NEXT** is the only box checked before you start typing anything, you shouldn’t have any problems with MS WORD changing the bottom margin.

After you click **OK**, start typing.

- Make sure you are using 12 point font in Times New Roman.
- Make sure you allow MS Word to use word wrap. Only press enter at the end of paragraphs.
- Provide two spaces after end punctuation and one space after all other punctuation.
IV. HEADER on papers with more than one page.

**Step 1**: click on **VIEW** drop down menu

**Step 2**: click on **HEADER AND FOOTER**

**Step 3**: place your cursor in the box that says **HEADER**, not footer.

**Step 4**: click **ALIGN RIGHT**

**Step 5**: **TYPE** your **LAST NAME** only

**Step 6**: Press the **SPACE BAR** once after your last name

**Step 7**: press the **# INSERT PAGE NUMBER** button.

**Step 8**: press the **CLOSE** button on the Header and Footer toolbar