

Formatting Tips (Microsoft Word 2003 for Windows)

The following instructions apply to using Microsoft Word 2003. You can accomplish the same things with other versions, but you may need to follow different steps to get the same result.

Template

In order to get this to work the same every time, I recommend creating a template that you can use. To create a template, set everything up as you want it (all the spacing and margins and the intro stuff and headers) and then go to **File > Save As**. In the **Save as Type** list, select the Document Template (*.dot) option. Give the template a name and click **Save**.

Now, whenever you go to write an English paper, go to **File > New**. Look for Templates On my computer, and select the one you created. Everything should be set up how you want it.

So, how do you set it all up? That's what the rest of this section is about.

Setting Up Formatting

In a blank, new document, do the following:

1. Go to **Format > Font**.
2. Make sure it says Times New Roman and 12 point.
3. Click **OK**.
4. Next, go to **Format > Paragraph**.
5. Make sure the **Alignment** is **Left**. **Indentation** should be set to 0".
6. **Spacing** must be set to 0 pt for both **Before** and **After**.
7. Change **Line spacing** to Double.
8. Click **OK**.
9. Next, go to **Page > Setup**.
10. Set the **Margins**. **Top** and **Bottom** can be 1". **Left** and **Right** should be 1.25".
11. Select the **Layout** tab.
12. Mark the **Different first page** box.
13. Make sure that the **Header** and **Footer** are both set to be at 0.5".
14. Click **OK**.
15. Now you're ready to enter content and set up your header.

Setting Up a Header

You need to wait until you have at least 2 pages of text before you try to set up the header.

When you are ready, do the following:

1. Go to the second page (or any page after the first) of the paper and select some text.
2. Go to **View > Header and Footer**.

3. Click the **Right** format icon (or go to **Format > Paragraph**, and change the **Alignment** to Right).
4. Type your last name, a comma, a space, a short version of your paper's original title, another comma, and a space.
5. Then, click the **Insert Page Number** icon on the **Header and Footer** toolbar.
6. Click anywhere outside the header area to return to the main document.

Other Tricks

Here are a couple other tricks.

- You can automatically go to a new page by holding down the **CTRL** key and pressing **Enter**.
- For the References page, the easiest way to make sure the indent is correct is to put your cursor where you're going to start typing the first source, then go to **Format > Paragraph**. In the **Indentation** area, select **Hanging** from the **Special** list. Click **OK** and start typing.
- You can easily get the word count in by using a Field. To do this, put your cursor where you want the field. Go to **Insert > Field**. Select the **NumWords** field from the list and click **OK**. Note that the field will not automatically update if you add or remove words. To update it, right click on the text of the field and choose **Update Field**.