

## ***Formatting Tips (Microsoft Word 2008 for Mac)***

The following instructions apply to using Microsoft Word 2008 for Mac. You can accomplish the same things with other versions and other programs, 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 Word Template (\*.dotx) option. Name the template and click **Save**.

Now, whenever you go to write an English paper, go to **File > Project Gallery**. Under the **New** tab, select **My Templates**, 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** or use **Font** toolbar in Formatting Palette of Toolbox.
2. Make sure it says Times New Roman and **Size 12**.
3. Click **OK**.
4. Next, go to **Format > Paragraph** or using **Alignment and Spacing** toolbar on Formatting Palette of Toolbox.
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 **Format > Document** or use **Document Margins** toolbar in Formatting Palette of Toolbox.
10. Set the **Margins**. **Top** and **Bottom** can be 1". **Left** and **Right** should be 1.25".
11. Make sure that the **Header** and **Footer** are both set to be at 0.5".
12. Select the **Layout** tab.
13. Mark the **Different first page** box (can also be marked in the **Header and Footer** toolbar in Formatting Palette of Toolbox).
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 on the toolbar (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. For example: Winn, Gender and Relationships,
5. Then, click the **Insert Page Number** icon on the **Header and Footer** toolbar in Formatting Palette of Toolbox (**Header and Footer** toolbar only appears in Formatting Palette of Toolbox when header is selected as visible).
6. Make sure **Different First Page** box is marked if not done in **Layout** tab of **Document Format** window).
7. 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 **Command + Shift + 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, press **Command** and click on the text of the field. Choose **Update Field**.