

TAMING WORD 2007 FOR YOUR RESEARCH PAPER

Open Microsoft Word

Double click the Microsoft Word icon on the computer desktop.

Plug in your thumb drive in the USB port.

Save your work by clicking **file** on the Toolbar.



Select **SAVE AS** from the drop down menu. At the **SAVE AS** screen, pick **Word Document** and save the file either to the Desktop or on the "J" drive (it might be the name of your thumb drive).

Click in the **FILE NAME** window and type in the name of the document. Click **SAVE**.

Save your work periodically by clicking on the 'disk' icon at the top of the Toolbar. Your work will automatically be saved to the disk.



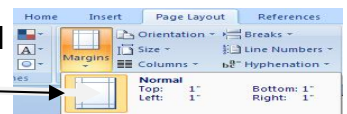
MAIN PAPER

Setting up Formatting

Click on the **Page Layout** tab.

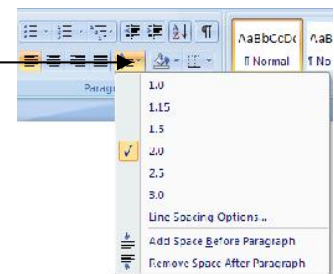


MARGINS: Click on the **Margins** icon and change the margins to 1" all around (Normal).



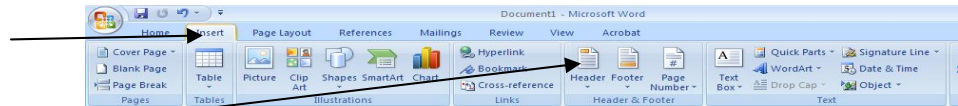
INDENTS: Paragraph indent defaults to 5 spaces automatically. Press the **TAB** key on the keyboard to indent at the beginning of paragraphs.

LINE SPACING: Click back on the **Home** tab. In the **paragraph** block, click on the line spacing icon and change the spacing to 2.0.



(For MLA standards.)

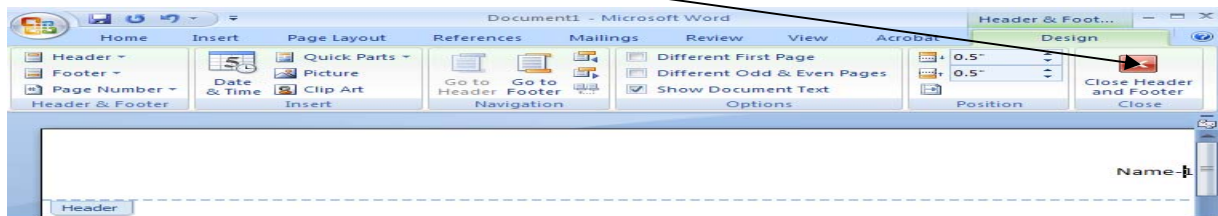
Headers: Click on **INSERT** tab on the Formatting Toolbar.



Select **HEADER** from the **Header & Footer** block. A header box will appear on the screen.



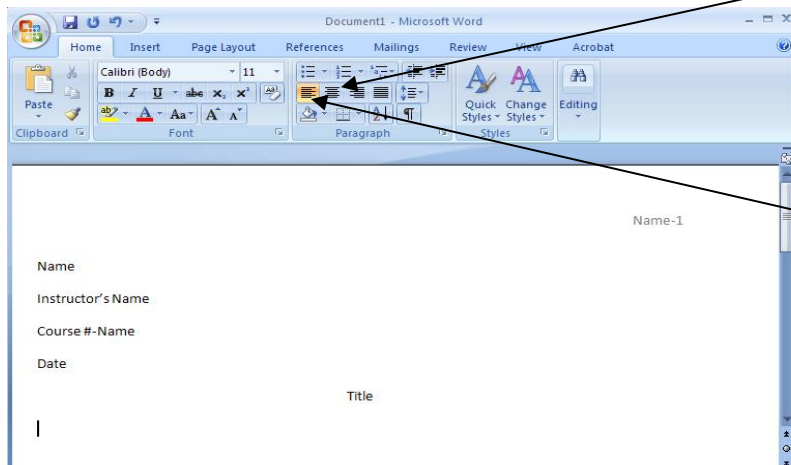
Click on the **Page Number** icon. Pick **Top of the Page** and **Plain Number 3** which will place the page number in the upper right hand corner and continue the numbering through the paper. Type your name and space in front of the number. Click on **Close Header and Footer** to return to your paper.



At the top of the first page, type in at the left-hand margin, your name, your instructor's name, the course name and number, and the date -- all on separate, double-spaced lines.

Centering Title: Type the title of your research paper. Highlight the title. Click on the

CENTER icon on the Formatting Toolbar. Add a space by pressing **ENTER**.



Click on the **LEFT ALIGNMENT** icon on the Formatting Toolbar to begin typing the body of text for your paper.

Body of Text: Use the **TAB** key on the keyboard to indent the first line of each paragraph. Do not press the **ENTER** key between paragraphs. *(Remember, you have already set the formatting to double space.)*

Underlining Words: Highlight the words and spaces to be underlined. Click on the underlined "U" on the Formatting Toolbar.

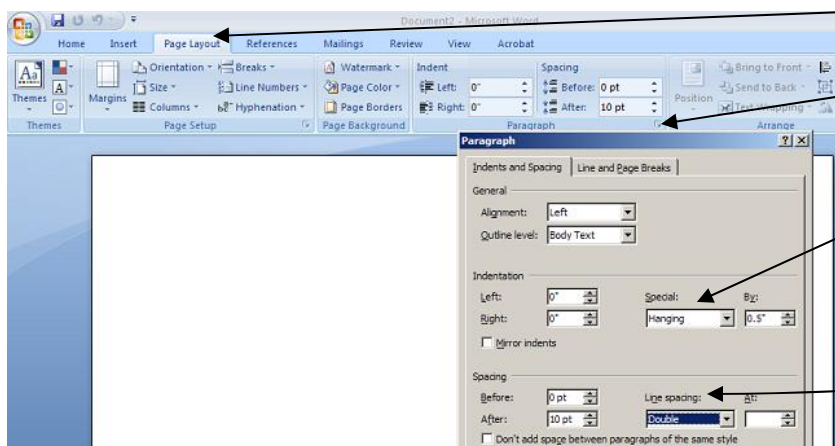
Superscripts for Endnotes: After the period of the sentence that requires the endnote, hold down the **CTRL** key and **SHIFT** key and =. This puts you in superscript Type the number. Repeat – **CTRL** key and **SHIFT** key and = to return to normal text.

To Spell Check your document: Press F7.

To start a new page (such as for your Works Cited page), press and hold the **CTRL** key then press **ENTER**. This takes you to the beginning of a new page.

BIBLIOGRAPHY, REFERENCE OR WORK CITED PAGE

The Work Cited or Bibliographic page must be done in the hanging indent format.



The screenshot shows the Microsoft Word interface with the Paragraph task pane open. The task pane is divided into two tabs: "Indents and Spacing" and "Line and Page Breaks". In the "Indents and Spacing" tab, the "Special" dropdown menu is set to "Hanging" with a 0.5" indent. In the "Line and Page Breaks" tab, the "Line spacing" dropdown menu is set to "Double". Arrows from the text on the right point to these specific settings in the task pane.

Click on the **Page Layout** tab, then on the down arrow in the Paragraph block.

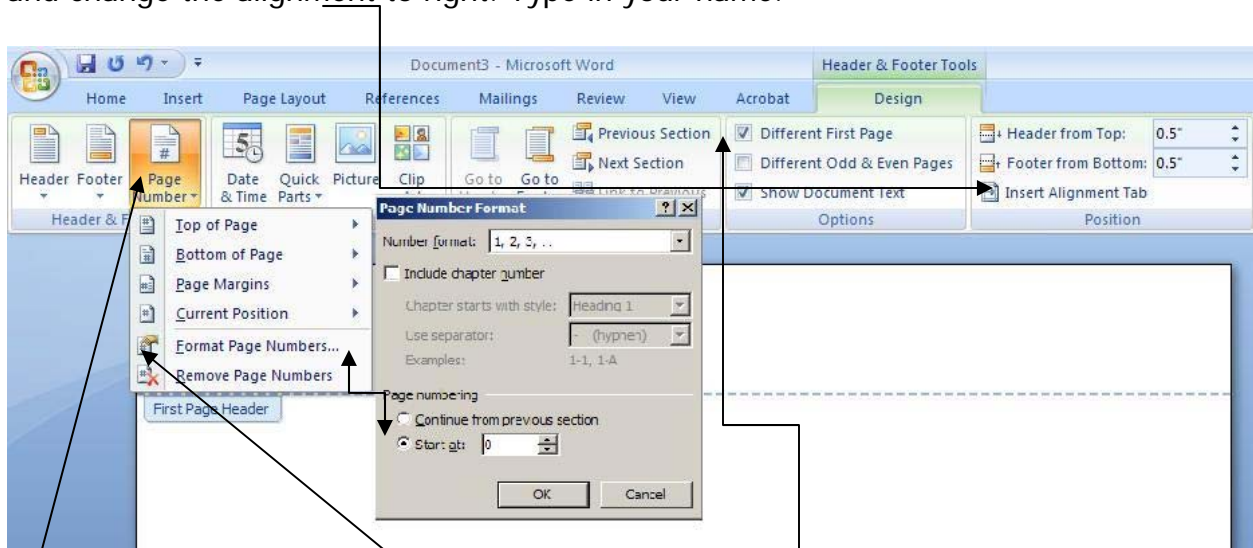
When the paragraph window opens, choose **Hanging** under **Indentation** and **Double** under **Spacing**.

CREATING A COVER PAGE (Not always necessary).

Cover pages do not have page numbers on them although they may have your name in the header placement in the right hand corner.

To have Word ignore placing a page number on the cover page:

Click on the Header icon in the Insert tab. This opens a header bar. Pick the first choice and change the alignment to right. Type in your name.



Then click on **Page** numbers icon. **Format** the page number to "start with: 0 (zero)". This throws 1 to the next page which is the page that you want the number 1 on. Then, under the **Design** tab, check "different first page". This pushes the numbering down to the page that is really the first page of your paper.