

# HOW TO FORMAT A STANDARD PAPER

## DOCUMENT

It's important for papers to look the same, and follow certain guidelines. These are the most common settings for papers in most settings.

1. Go to **FORMAT** → **DOCUMENT**
2. Make sure all measurements, sides, top, and bottom are set to one (1) inch.
3. The Header and Footer should be set to half an inch (0.5 inches).
4. Make sure this applies to the Whole Document.
5. Click the Default Button. Click Yes to make this the default setup for all papers.

## FONT

Most teachers and professor will want to have some type of standard type and size. As such, it is important to choose one that is easy on the eye, and will look great when printed. Some recommended fonts include Times New Roman, and Arial. Courier New is also a good choice if you're looking for a font that uses equal spacing for all characters. Size for all fonts should always be 12 pt. A paper should never be submitted in anything larger than 12 pt. font.

1. Go to **FORMAT** → **FONT**
2. Choose either Times New Roman, or Arial from the list.
3. Set the Size to 12 pt.
4. Click the Default Button. Click Yes to make these font settings the default.

## HEADER AND FOOTER

The Header and Footer go at either the top or bottom of the document. This is where you add items such as page number, file names, your last name (if required), or anything else the teacher or professor may want included. Some formats of writing, like APA (American Psychological Association), a popular format in the college settings, require specific information in the header and footer. Therefore, it's important to know how to use them effectively. NOTE: Header and Footer fields show up on each page of the paper.

1. Go to **VIEW** → **HEADER AND FOOTER**
2. The Header and Footer fields will show up, along with a Toolbar.
3. Start with the Header. Add the information you want – it formats just like the regular text in a paper. You may want to right justify (move the text to the right), or center the Header information. You may also add **AUTO TEXT**, or page numbers. You can find these fields on the Header and Footer Toolbar.
4. Setup the Footer. This is typically where you'll add page numbers. These are automatically setup, so they will change themselves.
5. Once you're done with both fields, click **CLOSE** on the Toolbar.

## DOUBLE SPACE

Most professors or teachers will require you to use Double Spaced papers. This means that the space between each line of text is double that of regular spacing. This makes it easier to read while grading, but also makes it easier to proofread and edit before handing your paper in. However, be careful not to double space information at the top of your paper like your name, class, and date information unless the assignment calls for it. Here's how to set it up:

1. There are two ways of double spacing. It depends on if you already have all the text written, or if you're starting out. Either way, with a lot or a little text, mark it by clicking and dragging (it will highlight in another color) using the mouse.
2. Go to **FORMAT** → **PARAGRAPH**
3. Under **Spacing**, and **Line Spacing**, change the value to **Double**.
4. Click **OK**.

## WORD COUNT

Sometimes a professor or teacher will require the assignment to have a minimum of words written. There is an easy way to have Word do this for you. Here's how:

1. Go to **TOOLS** → **WORD COUNT**
2. This will display statistics about your paper.
3. Click **OK** when done.

## SPELL CHECK

Make sure to take advantage of Word's Spell Check function. This will check the basic spelling for you, and often check while you type. It will also check some of the grammar. However, you have to make sure it makes correct changes. In addition, just running Spell Check does not exclude you from proofreading your paper yourself. Spell Check doesn't catch all mistakes, and will leave everything that is a correct word, even though you meant another.

1. Go to **TOOLS** → **SPELLING AND GRAMMAR** (**WINDOWS SHORTCUT** → **F7**)
2. This will open the **Spelling and Grammar Box**. Go through your paper each mistake or grammar issue at the time.
3. You can close the **Spelling and Grammar** anytime you wish.
4. Click on **Change**, **Ignore**, **Ignore All**, or **Add to Dictionary** as you progress through the paper. Word will give you suggestions for each misspelled word – sometimes it gets confused and won't know what you wrote, so be sure to check its suggestions.

## FOOTNOTES AND ENDNOTES

Sometimes you may want to make a comment, or cite sources used in a manner where you'll want the information either at the bottom of the page (comments), or at the end of the paper (citations). All Foot and Endnotes are automatic, so there is never any need to change their

number – feel free to add a note prior to another one. However, it all depends on what format you're using to write your paper. In either way, here's how you set the Foot and Endnotes up:

1. Set the cursor (the blinking one) where you want the Foot or Endnote to reference. When you insert a note, it will place a number in superscript (raised) that is used to identify the note at the bottom or end of document.
2. Go to INSERT → FOOTNOTE
3. A box will pop up. Select either Footnote or Endnote.
4. Usually you'll want to AutoNumber the notes. Leave this checked or marked.
5. Click OK.
6. This will take you to either the bottom, or end of the document.
7. Enter your text.
8. When done, click back to the document and continue to write.

## WORD KEYBOARD SHORTCUTS

Sometimes, using the mouse all the time to pick menu options becomes tedious. Word has some pretty nifty shortcuts build in, and you should learn the ones you use the most. Writing and formatting a paper goes much faster when you, for example, can cut and paste without having to fiddle with the mouse. (Most of these work on Macs – use the Command button to replace Ctrl) Here are a few of the most useful ones:

Ctrl+N	New Document.	Ctrl+X	Cut
Ctrl+O	Open Document.	Ctrl+C	Copy
Ctrl+W	Close Active Window.	Ctrl+V	Paste
Ctrl+S	Save current Document.	Ctrl+F	Find
Ctrl+P	Print Menu.	Ctrl+B	Bold
Ctrl+Z	Undo last action.	Ctrl+I	Italics
Ctrl+Y	Redo last action.	Ctrl+U	Underline
Alt+F4	Close Word (Windows)	Ctrl+A	Select All