**Guide to Microsoft Word Format Features**

**Margins:**

Set margins to 1 inch on all four sides of your paper (top, bottom, left, right).

1. Look at the top of your computer screen. Click the “Page Layout” tab.
2. Click the “Margins” button.
3. Select “Normal.”

**Line Spacing:**

Your entire essay should be double spaced, with the exceptions of block quotations, subheadings, and footnotes (see below). To set spacing,

1. Look at the top of your computer screen. Click the “Home” tab..
2. Find the “Paragraph” section of the Home tab. Just above the word “Paragraph,” you will see a double-sided arrow. One side of the arrow points up and the other side points down.
3. Click the double-sided up/down arrow and select “2.0.”
4. Click the double-sided up/down arrow again select “Remove Space After Paragraph.”

**Font:**

Except for footnotes, your entire paper should use Times New Roman, 12 point font. Footnotes may use either 10 or 12 point font, *depending on professor preference* (**ask!**). To set font and font size,

1. Click the “Home” tab again at the top of your screen.
2. Find the “Font” section. (It’s just to the left of the “Paragraph” section.)
3. In the “Font” section, you should see two boxes. Each will have a downward-pointing arrow on the right side.
4. Click the down arrow in the first box. Select “Times New Roman.”
5. Click the down arrow in the second box. Select “12.”

**Bold Typeface:**

The title of your paper should be set in bold typeface, as should first-level subheadings.

1. Using your mouse, highlight the words in your title or first-level subheading.
2. Press and hold the “CNTRL” key. While holding the CNTRL key, press the “B” key.
3. To un-bold something you have mistakenly made bold, simply press [CNTRL + B] again. Remember to hold the CNTRL key down, and then press B.

**Paragraph Indentation:**

Paragraphs should be indented one TAB space. Do **NOT** skip a blank line between paragraphs.

1. Using your mouse, position your cursor at the beginning of the paragraph.
2. Press the TAB key once.

**Line Spacing for Bloc Quotations** (pages 3, 4, 6, 7, 11, 13, and 14 of the Sample Paper):

A quotation running five or more lines should be set off as a block quotation. To format a block quotation:

1. Hit ENTER to begin the quotation on a new line.
2. Highlight the entire quotation, and hit the TAB key once. This will indent the quotation.
3. Make sure the entire quotation is still highlighted. In the “Home” tab again, click the double-sided up/down arrow and select “1.0.” This will single-space the quotation.
4. Make sure the entire quotation is still highlighted. Click the double-sided up/down arrow again and select “Add Space After Paragraph.” This will fix the spacing between the last line of the quotation and the rest of your text.

**Subheadings** (pages 2, 5, 8, 11, and 15 of the Sample Paper)

First-level subheadings should be capitalized, and set in bold typeface (see above, page 1). For instructions regarding second- and third-level subheadings, see pages 393-395 of the Turabian manual. Note, however, that subheadings should be used sparingly. If you use subheadings judiciously, you will rarely need a second- or third-level subheading.

Insert a triple space before a subheading. To do so, DO NOT alter the line spacing itself. If you do, Microsoft Word will triple space the entire paragraph above the subheading. That’s not what you want. Instead,

1. Position your cursor in the line ABOVE the subheading.
2. Click the double-sided up/down arrow in the “Home” tab. Select “Add Space After Paragraph.” Your subheading will now be spaced properly.

**Footnotes:**

Insert a footnote every time you quote from a source or paraphrase to an idea from a source. Footnotes belong at the end of the **SENTENCE** containing the quotation or paraphrase. Do not place footnotes at the end of the paragraph (unless, of course, you quote or paraphrase a source in the final sentence of the paragraph). To create a footnote,

1. Click the “References” toolbar (it’s to the right of “Home,” “Insert,” and “Page Layout”).
2. Click the “Insert Footnote” button. Your computer will create a blank footnote.
3. Type the appropriate bibliographic information into the blank footnote.
4. Wait to format your footnotes until you have finished writing the entire paper. Then …
   * Pick a footnote, and move your cursor to it.
   * Click the “Home” tab and then look in the upper-right corner of your screen. Click “Select” and then “Select All.” All of your footnotes should now be highlighted.
   * With all of your footnotes highlighted, click the double-sided up/down arrow in the “Home” tab. Select “Add Space After Paragraph.” Now each footnote will have a blank line after it.
   * With all of your footnotes highlighted, click the “View” tab and put a checkmark beside “Ruler.” Now that your ruler is visible, move the upper, downward facing triangle ½ inch to the right. The first line of each footnote should now be indented ½ inch.

**Page Numbers (for papers without a “Contents” page):**

If your professor does not require a Contents page, formatting page numbers will be relatively easy. There are two wrinkles, however: Your title page should not be numbered. Likewise, the first page of your essay body should be numbered “1,” not “2.”

1. First, create page numbers.
   1. Position your cursor anywhere on your title page.
   2. Click the “Insert” menu option at the top of your screen.
   3. Click “Page Number” (it will be in the middle of the menu bar), then select “Bottom of Page,” and then “Plain Number 2.”
   4. Page numbers should now appear at the bottom of each page.
2. Second, suppress the page number on your title page.
   1. Double click the page number at the bottom of the title page. You should be taken to a “Design” menu.
   2. In this “Design” menu, check the “Different First Page” option.
   3. The page number should now disappear from your title page.
3. Third, set the page number on the first page of your essay body to “1” instead of “2.”
   1. Double-click any page number to pull up the “Design” menu again.
   2. At the far left of the “Design” menu, click “Page Number,” and then “Format Page Numbers.” A dialogue box should pop up.
   3. Look at the very bottom of the box. Find the “Start At” option. Enter “0” in the blank beside “Start At.”
   4. The first page of your essay body should now be numbered “1.”

**Page Numbers (for papers with a “Contents” page):**

If your professor does require a “Contents” page, formatting your paper will be more difficult:

1. No page number should appear on the title page.
2. The “Contents” page should be numbered with lowercase Roman numerals.
3. The body of your essay should be numbered with Arabic numerals.
4. The first page of the body of your essay should be numbered “1,” not “2” or “3.”

Managing these requirements may be tricky, so please follow the steps below carefully.

* VERY IMPORTANT!!!! First, create a “Next Page” breaks at the bottom of each page of front matter, including the title page and “Contents” page.
  1. Position your cursor at the bottom of your title page.
  2. Click the “Page Layout” menu option at the top of your screen.
  3. Find the word “Breaks” in the “Page Layout” menu. Click the dropdown menu beside “Breaks,” and select “Next Page.”
  4. Repeat steps a-c for each page of your front matter, “Contents” page included.
* Second, create page numbers:
  1. Position your cursor anywhere on the title page, and then . . .
  2. Click the “Insert” menu option at the top of your screen.
  3. Click “Page Number” (it will be in the middle of the menu bar), then select “Bottom of Page,” and then “Plain Number 2.”
  4. Page numbers should now appear at the bottom of each page.
* Third, suppress page numbers (i.e., make them invisible) on your title page and on each page of front matter until the “Contents” page.
  + Double click the page number at the bottom of the title page. The “Design” menu should appear.
  + Put a check beside “Different First Page.” The page number on the title page should disappear.
  + Do the same for each page of front matter until the “Contents” page. Visible page numbers should begin on the “Contents” page.
  + If you have trouble making page numbers disappear from a page, the reason is because the previous page lacks a “Next Page” break. To fix the problem, add a “Next Page” break at the bottom of the previous page (see directions above).
* Fourth, format the page numbers on your “Contents” page as lowercase Roman numerals.
  + Double click the page number at the bottom of your “Contents” page. You should be taken to the “Design” menu again.
  + At the far left side of the menu, you should see a “Page Number” button. Click it, and then then select “Format Page Numbers.”
  + A dialog box will pop up. In this dialog box, set “Number Format” to “i, ii, iii …”. Likewise, at the bottom of the dialog box beneath “Page Numbering, select “Continue from previous section.”
  + The page number of your “Contents” page should now be a lowercase Roman numeral (most likely, the Roman numeral “ii.” The title page still “counts” as front matter even though the page number of the title page is invisible.)
* Fifth, format the page numbers of your essay body as Arabic numbers.
  + Scroll down to the first page of your essay body. Double click the page number at the bottom of the page.
  + In the “Design” menu, select “Page Number,” and then “Format Page Numbers.”
  + This time, set “Number Format” to “1, 2, 3.” Likewise, at the bottom of the dialog box beneath “Page Numbering,” select “Start at,” and then enter “1.”
  + The first page of your essay body should now be the Arabic number “1.” The essay body is considered separate from the front matter. Accordingly, numbering returns to “1.”
* Sixth, double check to ensure that your page numbers are correct.
  + The page number on your “Contents” page should be a lowercase Roman numeral (ii). The page numbers of your essay body should be Arabic numbers (1, 2, 3, etc.).
  + If you’re having trouble switching from Roman numerals on the “Contents” page to Arabic numbers in the essay body, the reason is because you’re missing a “Next Page” break at the bottom of your “Contents” page. “Next Page” breaks are very easy to erase by accident.