GENERAL FORMATTING FOR MS WORD DOCUMENTS

MANY DIFFERENT ISSUES COME UP WHILE FORMATTING MS WORD DOCUMENTS. THIS HANDOUT WILL GIVE YOU SOME TIPS FOR COMMON ISSUES.

PAGE NUMBERING – DIFFERENT FIRST PAGE FROM THE REST OF THE DOCUMENT

FOR PC

1. Double-click on the header of your paper
2. The “Header and Footer” “Design” tab should pop up automatically at the top of the page
3. Check the box next to “Different First Page” which makes the first page header different from the rest of the pages
4. Scroll down to page 2 of the paper and click on the header for that page
5. Either click on “Page Number” on the Header tab “Design” or go to the “Insert” tab and click on “Page Number”
6. Select a page number from the drop down menu of various fancy page numbers. For most academic papers choose a plain number
7. If the cursor is still in the header where you want the number, click on the menu “Current Position” and click on “Plain Number”
8. This will insert a number at the current position on the second page, but not on the first page. In MLA style, make sure the number starts with “1” on your second page.
   a. If it inserts a different number than a “1” for the page number on the second page, go back to the drop down menu under “Page Number” and click “Format Page Numbers”
   b. Make sure the blue dot is selected next to “Start at:” and put the number at “0” so that the second page will start at page “1”.

FOR MAC –

1. Double click on the header of the paper
2. Click on the purple tab named “Header and Footer” next to the “Home” tab at the top section of the page
3. Check the box next to “Different First Page” which makes the first page header different from the rest of the pages
4. Scroll down to page 2 of the paper and click on the header for that page
5. If the cursor is still in the header where you want the number, go to the Header and Footer tab, under “Insert,” and click on “Page #”
6. This will insert a number at the current position on the second page, but not on the first page. In MLA style, make sure the number starts with “1” on the second page.
   a. If it inserts a different number than a “1” for the page number on the second page, go to the top menu and click “Insert” then “Page Numbers…”
   b. In the box that pops up, select “Format”
   c. On the “Page Number Format” box, make sure “Start at:” is selected then put the number down to “0” so that the second page starts with the number “1”
   d. Click “Ok” on both boxes and your number should be showing “1” on your second page

**PARAGRAPH SPACING AND FORMATTING OPTIONS**

**FOR PC**

1. To get into the paragraph spacing options, click the “Home” tab
2. Look for the box section labeled “Paragraph”
3. Most of the options can be done from this section, but for the main menu, click on the arrow in the bottom right corner of the paragraph section
   a. Set alignment to left, right or centered. Most academic papers are left-aligned.
   b. Set indentation in the “Indentation” section under “Special;”
      i. None (default - do all the tabbing by hand)
      ii. First line (great for paragraphs where the first line is indented)
      iii. Hanging (great for work cited or reference pages where the first line is at the margin then the other lines are indented a half inch)
   c. Set Line spacing in the “Spacing” section
      i. For most papers there will be a “0” both “Before” and “After” lines and the “Line Spacing” is “Double”
4. Click “Ok” to save any changes
5. Highlight a section and pull up the paragraph options to change them only for that section (such as when doing the hanging indent for the work cited page)

**FOR MAC –**

1. To get into the paragraph spacing options, click “Format” on the top row of options
2. Click on “Paragraph…” to open the paragraph options box
   a. Set alignment to left, right or centered. Most academic papers are left-aligned.
   b. Set indentation in the “Indentation” section under “Special;”
      i. None (default - do all the tabbing by hand)
      ii. First line (great for paragraphs where the first line is indented)
      iii. Hanging (great for work cited or reference pages where the first line is at the margin then the other lines are indented a half inch)
   c. Set Line spacing in the “Spacing” section
      i. For most papers there will be a “0” both “Before” and “After” lines and the “Line Spacing” is “Double”
3. Click “Ok” to save any changes
4. Highlight a section and pull up the paragraph options to change them only for that section (such as when doing the hanging indent for the work cited page).