

FORMATTING ACADEMIC PAPERS

TABLE OF CONTENTS

| | | |
|------|---|----|
| I. | Formatting Electronically — The Basics | 2 |
| II. | Formatting the Text as a Whole | 4 |
| | Margins | 4 |
| | Font | 4 |
| | Page Numbers | 4 |
| | Paper Titles and Related Information | 5 |
| III. | Formatting Segments of the Text | 6 |
| | Body Text | 6 |
| | Block Quotations | 6 |
| | Headings | 7 |
| | Lists | 8 |
| | Tables | 8 |
| IV. | Formatting Bibliographies, Footnotes, and Endnotes | 9 |
| | Footnotes and Endnotes | 10 |
| | Endnotes | 11 |
| | Bibliographies, References Lists, Lists of Works Cited | 11 |
| V. | Saving Time: Re-using Formats | 12 |
| | A. Smart — Format Painter | 12 |
| | B. Smarter — Create Styles | 13 |
| | C. Smartest — Create a Template of all Your Academic Paper Styles | 14 |
| VI. | Final Suggestions | 15 |
| VII. | Formatting Tools Reference | 17 |
| | Formatting Symbols | 17 |
| | Ruler | 17 |
| | Standard Toolbar | 18 |
| | Formatting Palette | 19 |

FORMATTING ELECTRONICALLY—THE BASICS

Like it or not, people make judgments about us based on our appearance. Similarly, teachers make judgments about our papers based on their appearance. And just as there are conventions in societies regarding appropriate dress for certain types of occasions, in college there are conventions regarding the format of academic papers, from margins and spacing to block quotations, footnotes and bibliographies.

This guide, therefore, has two equally important objectives:

- To educate you about conventional formats for academic papers;
- To educate you about ways to do all your formatting electronically.

The second of these objectives is prompted by our realization that, when it comes to formatting, many (too many!) people treat the computer as if it were a typewriter. That is, they try to do their formatting line by line, manually manipulating the look of a text by using the return key, the tab key, and the space bar. There are a number of reasons why formatting in this fashion is a bad idea, but the two primary reasons are (1) it is too much work, and (2) it is no guarantee that your paper will print the way it looks on your screen.

When you reach the right-hand margin on a typewriter, you have to press the return key to continue typing. As you already know, this is NOT the case on a word processing program. Lines "wrap" on the word processor, so you can type as much text as you want before you press the return key; and when you do press the return key, you have created a paragraph.

Formatting electronically requires you to think about formatting in two ways:


- The basic unit of formatting is the paragraph. If you want a particular segment of text to look a particular way, you will type in ALL that text before you press the return key.
- Instead of formatting this paragraph manually, you will use commands built into the program.

Everything that has been said up to this point applies to most word-processing programs. However, because Lewis & Clark supports Microsoft Word for word processing on both PC and Macintosh computers, specific instructions given in this handout are for the Microsoft Word program (version 2001 on Macintosh, 2000 on Windows).

GETTING STARTED

Step 1: Make your formatting symbols visible

If you've ever had a paper print in an unexpected way, the "problem" is most likely the result of having given Word commands that you didn't realize you were giving. In order to format appropriately, you need to be able to see the effect of pressing keys or executing commands. You need, in other words, to have the format symbols visible on your screen.

1. To make the format symbols visible, go to the **Standard Toolbar**, click on the Hide/Show button . This is a toggle switch, so you can turn it off simply by clicking the button again.
2. To see what the symbols mean, turn to the Tools Reference at the end of this handout.

Step 2: Familiarize yourself with formatting methods

Familiarize yourself with the basic methods of giving your program formatting commands. Your three basic tools are:

- Commands in the menus at the top of your screen, primarily the **Insert** and **Format** menus.
- The **Formatting Palette**. To be sure your Formatting Palette is showing, go to the **View** menu. If there is no check mark next to Formatting Palette, select it.
- The **Ruler** is the strip of numbers that appears at the top of your document window. If the Ruler is not showing, go to the **View** menu and select **Ruler**.

Step 3: Experiment with formatting electronically

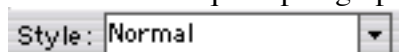
The best way to familiarize yourself with the ways these tools work is to set aside twenty or thirty minutes to play with them.

- Type in a paragraph that runs two or three lines;
- Make sure the formatting symbols are visible;
- Manipulate the look of the paragraph by changing the margins, changing the alignment, changing the font and font size, creating hanging indent paragraphs, and the like.

The better you understand how your word processing program works, the less time and patience you will waste when you are actually working on papers for your classes.


General Advice


- Typing your paper will go much faster if you work in **Normal** mode (**View** menu). Select **Page Layout** only when you want to see what specific pages will look like when you print.
- If you format paragraphs as you type, you need to be aware that Word will maintain that format in subsequent paragraphs. To revert to the default format, go to the *Style* selector



in the **Font** section of the **Formatting Palette**, click on the arrow next to the box and choose *Normal*.

Note: When you select *Normal*, Word also reverts to the default font.

- To change formatting options in the **Alignment and Spacing** section of the **Formatting Palette**, you do **NOT** have to highlight the paragraph. It is sufficient to have your cursor somewhere in that paragraph.
- To make Font adjustments in a paragraph, you **DO** have to highlight all affected text.
- When you want to start a new page, do **NOT** use the return key to create lines of space. Rather, go to the **Insert** menu and select **Break**  **Page Break...**
- The smartest way to type a paper is to type in the text first, pressing the return key after a paragraph or segment of text that you want to have a particular look, and then to format that paragraph.
- In this guide we are giving you a lot of information. Remember, however, that this—and much more—information is available to you with the Help function of the Word program. There are various types of Help you can use to answer your questions:

- If you select **Show Balloons** from the **Help** menu, you'll be given a basic explanation of icons and commands on your toolbars, menus, and ruler when you point to them with your cursor.
- If this explanation is not sufficient, you can click on the Help button  at the extreme right on the **Standard Toolbar**. When the Office Assistant appears, type your question. Obviously, you should use terms that the Word program recognizes, such as those we've used in this handout.
- **Contents and Index** on the **Help** menu function like the table of contents and index of a printed manual.

FORMATTING THE DOCUMENT AS A WHOLE

MARGINS

The standard margins for academic papers are 1.25 or 1.5 inches on the left, and at least one inch on the other three sides. In Word the default margins are 1.25 inches on left and right, and 1 inch top and bottom. If you wish to change the default settings:

1. Open the **Document** section of the **Formatting Palette**.
2. Enter the amount of space, in inches, you want for your margins.

FONT AND FONT SIZE

The standard font size for academic papers is 12 point. With the possible exception of headings (if you use them), all text in your paper should be in a 12 point font. Your font should be a conventional text font; the most readable fonts include [Palatino, Helvetica and Times]. If you look at the **Formatting Palette**, you will see the font and font size that Word is currently using. If you want to change the default for either:

1. Go to the **Format** menu, and choose **Font**.
2. Change the name of the font and/or the font size.
3. Click **Default** at the bottom of the dialogue box, and click on Yes.

This will make the Normal font for this document the one you have just selected.

PAGE NUMBERS

You should get into the habit of adding page numbers to your paper as soon as you create a new document. Standard placement for page numbers is either the right-hand corner at the top of pages, or centered at the bottom of pages.

There are two methods of inserting page numbers in a document, we recommend using the **Headers and Footers** command on the **View** menu. An advantage of using the **Headers and Footers** option is that you can choose different placements for page numbers on the first page, and on subsequent pages, of your text. This also allows you to include other information in your header or footer (see below).


If you don't need any other header or footer information, use the **Page Number** command:

1. Go to the **Insert** menu, choose **Page Numbers**
2. In the relevant dialogue boxes, choose placement of numbers (top or bottom of the page) and alignment (right or centered).

3. You will also notice that there is a *Show number on first page* option. This allows you to choose whether or not to print a page number on the first page of your paper (see **Paper Titles**, page 5).

Headers and Footers

In formal papers you may want to use a "header" that will print on each page of your paper along with the page number; this header could be your last name, or a shortened title of your paper (for an example, look at the header at the top of this page). You can create headers in the following way:

1. Under the **View** menu, choose **Header and Footers**.
2. Type the text you want for your header. To have Word automatically number pages, click on the *Insert Page Number* button  in the Header Toolbar.
3. You can position text and page numbers in your header either with the align icons in the **Formatting Palette**, or press the tab key once to center, and again to align on the right.

If you don't want the header to print on the first page of your paper:

1. Select **Document** in the **Format** menu.
2. In the **Layout** section select *Different First Page*
3. Click OK.

Now Word will discern between the header or footer on the first page and those on pages in the rest of the document. You can create a different header or footer for the first page, or leave it blank. To create a header or footer for the first page of your document, be sure your cursor is in a paragraph on page one. To create headers for subsequent pages, be sure your cursor is on a paragraph on the second or subsequent pages.

You can double-check headers and footers by viewing your document in **Page Layout** view.

PAPER TITLES AND COURSE INFORMATION

Your paper should have a title, if for no other reason than to indicate the subject matter of the text. You'll also need to include certain vital information such as your name, the title of the course, the name of the instructor and the date you turn your paper in. This information may be included on a separate title page, or at the top of the first page of your paper.

You should check with each of your instructors for his or her preferences concerning these matters.

Some advice


- The most helpful titles are those that indicate plainly what a paper is about. However, you may want to be creative, or, indeed, your instructor may expect you to be creative. It is always good practice to ask your instructor about this matter, and the question of using one of the "fun" fonts for your title.
- If you want to have a separate title page for a paper, your best bet is to type your title page in a separate file. Typing it at the beginning of the document that is the body of your paper will throw off your page numbers; there are ways to get around this problem, but it may not be worth the trouble.

HINT: If you create a separate file for a title page, it makes sense to create a **FOLDER** for this paper, so all files for the paper are stored together on your disk or hard drive.

- If you choose to put course information in the upper right-hand corner of the first page of the text:
 1. Type in each line.
 2. Highlight all lines
 3. Move them to the right by moving the left indent marker on the ruler until they look the way you want them to.
 4. You should NOT have a page number in the upper right-hand corner of this page.

FORMATTING SEGMENTS OF THE TEXT

BODY TEXT

The normal paragraphs of your paper should be double-spaced; open the **Alignment and Spacing** section of the **Formatting Palette**. To the right of *Line Spacing*, click the *Double Space* button 

The first line of each paragraph should be indented. There are two ways to accomplish this:

- While you are in the **Alignment and Spacing** section of the **Formatting Palette**, type .5" in the box labeled *First* under **Indentation**.
OR
- Move the *First Line Indent Marker* on the ruler to the half-inch mark.

Once you have formatted a paragraph in this fashion, Word will continue to format paragraphs in this style until and unless you create another format for a paragraph.

BLOCK QUOTATIONS

When you have a quotation that is long (three or four lines), you should set it up as a block quotation. A block quotation is set off from your text by indenting it at least a half-inch from the left text margin. Otherwise, styles for block quotations may vary slightly. That is, the amount of indentation can vary from a half-inch on the left to one inch, and they may be double or single-spaced. The MLA style, for example, requires double-spacing and an indentation of one inch. Check with your instructor for the form he/she prefers.

NOTE: Since setting this material off as a special paragraph indicates that the material is quoted, do NOT use quotation marks.

To format block quotations:

1. Type in the entire quotation.
2. With your cursor somewhere in the paragraph, select your line spacing in the **Alignment and Spacing** section of the **Formatting Palette**.
3. Indent the paragraph either by using the **Alignment and Spacing** section of the **Formatting Palette**.

OR

Using the **Ruler**, move the *Left Indent Marker* to the one-half-inch or one-inch mark.

And for all that was done that was good, you have the inheritance.
For good and ill deeds belong to a man alone, when he stands alone on the
other side of death,
But here upon earth you have the reward of the good and ill that was done by
those who have gone before you.

—T. S. Eliot, "Choruses from 'The Rock,'" II, lines 29-31

1. Highlight the entire poem
2. Go to the *left-hand margin* marker on your **Ruler**.
3. Click on the lower triangle and drag it to the half-inch mark. The top triangle (the *first-line indent marker*) should remain at the left-hand margin you previously set for the block.

In long papers, you may find that it is helpful to insert headings into the body of your paper. In most cases, your headings will come straight from the central divisions of your outline. Inserted in your text, these headings give your readers visual as well as verbal cues to "where we are" in your paper. To play this role, headings of different levels must be formatted differently to signal the appropriate division. All headings of a particular division or level need to be formatted in the same style.

HEADING STYLES

- Particular style manuals—for example, the APA—have specific recommendations for the style of different levels of headings. In other cases, you may choose your own. Remember, however, that headings should be in the same font as the body of your paper, and it is preferable that all be in 12 point to correspond to the font size of the body of your text. If the choice of style is yours, we recommend the following.

Level Two Heading
(caps and lower case, boldface, centered)

Level Three Heading

(caps and lower case, boldface, flush left)

If you need two levels of headings:**Level One Head**

(caps and lower case, boldface, centered)

Level Two Head

(caps and lower case, boldface, flush left)

Further advice about headings

You want to avoid the possibility that one of your headings will print at the bottom of one of your pages of text; headings should always be followed by several lines of the paragraph of text that they head. You will not have to worry about this matter if you take two steps in the process of formatting each level of heading.

1. With your formatting symbols visible, delete all ¶ before and after a heading. (You are going to add space around the headings electronically.)
2. Open the **Alignment and Spacing** section of the **Formatting Palette**. Under **Paragraph Spacing**, you will see boxes for *Before* and *After*. These boxes allow you to attach blank lines of space to the top and bottom of a heading. The measure for these blank lines are points. If your body text is 12 point, then a line of space equals 12 points. Thus, to add a line of blank space before and after a heading, you'd enter 12 in both boxes. If you'd like a bit more space before a level one heading, you'd enter 18 in the *Before* box (that gives you a line and a half of space).

Since headings require a number of formatting operations, you'd be wise to use one of the methods of re-using formatting. After you choose your style and you have formatted one heading in each of the levels, turn to [Section V: Saving Time](#) for advice on easy ways to "attach" this same format to other headings in your paper.

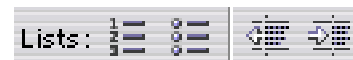
LISTS

You may want to include lists in a paper, like this:

1. All individuals who can prove they have lived within the borders of a country for five years or more are considered citizens.
2. As citizens, they have rights to own property, to vote, to trial by jury and to all rights granted the citizens of the country in their constitution.
3. As citizens, they are subject to the laws of that country.

Word makes it very easy to make such lists:

1. Position your cursor where you want your list in the body of your paper.
2. At the bottom of the **Font** section of the **Formatting Palette** you will find *Lists* options.
 - The first button will make your list numbered.
 - The second button will make your list bulleted.
 - You can change the indentation of the entire list by clicking on the Increase Indent icon on the Formatting Palette. There is also a Decrease Indent icon next to it, so it's easy to play around with this formatting.
3. When you have completed your list, you can turn off this option by clicking the button again.



4. You can customize your number and bullet styles by selecting **Bullets and Numbering** from the **Format** menu.

TABLES, COLUMNS, AND SIDE-BY-SIDE TEXT

If you want to create text that prints side-by-side, like the following, you'll want to use the table feature of Word.

| | |
|-------|-------|
| Sarah | Brian |
| Jane | Jon |

A table is a series of rows and columns made up of numerous cells. Each cell can be formatted as if formatting regular text including centering text in the column, boldfacing, and all other character and alignment formatting possibilities. This will be the easiest and cleanest way for you to include multiple column lists in your document. Here is an example of what can be done using tables:

**U.S. Foreign Aid to Central American Countries
(In Millions of Dollars)**

| | 1989 | 1990 | 1991 | TOTAL |
|--------------------|-------------|-------------|-------------|--------------|
| Nicaragua | 1.5 | 3.2 | 4.5 | 9.2 |
| Panama | 2.3 | 1.0 | .7 | 4.0 |
| Honduras | 2.7 | 5.3 | 10.3 | 18.3 |
| El Salvador | 3.5 | 2.5 | 3.5 | 9.5 |
| TOTAL | 10.0 | 12.0 | 19.0 | 41.0 |

To create an empty table:

1. Position your cursor where you want to insert the table.
2. From the **Table** menu select **Insert ▾ Table...**
3. Type in the number of columns (vertical) and rows (horizontal) you want included in the table. Remember, you can add or remove columns and rows later if you want to.
4. Word will automatically set the column width based on the number of columns and the page width. If you wish to change the column size, this can be done later as well.
5. Click OK.

Once you have set up the table, you can move between cells using the tab key.

To add additional rows or columns to your table:

1. Position the cursor in a cell of the table.
2. From the **Table** menu select **Insert** and then **Columns to the Left** or **Right** or **Rows Above** or **Below**.

For more information about table features, check out the **Table** menu or use **Help**.

FORMATTING BIBLIOGRAPHIES, FOOTNOTES, AND ENDNOTES

When you are using material that you've taken from your textbook or sources you've located in doing research, you are always expected to document these sources. Currently there are two basic systems of documentation:

- **Notes and Bibliography**
Notes are called footnotes if you choose to print them at the bottom of the page; they are called endnotes if you print them all together at the end of the paper. The bibliography will be a full list of the sources you used.
- **Parenthetical Citations and a Reference List or List of Works Cited**
A parenthetical citation appears in the body of your paper, and looks like this (Adams 23) or like this (Adams 1998). The list will be a full list of the sources you used.

This guide covers only those matters that relate to the electronic formatting of elements of these systems. You will be expected to find a style manual that will give you more detailed information about what kind of information you must include and how to represent this information. Documentation styles are precise guidelines, which must be used consistently

NOTE: Based on some frustrating experiences with Microsoft Word, we suggest that you **NOT SWITCH PROGRAMS** once you start adding notes to a paper. Work in the same platform (Macintosh or Windows) and in the same version of Word (Word 98 or 2000). Moving back and forth can affect the way the footnoting procedures work.

FOOTNOTES AND ENDNOTES

Creating footnotes or endnotes

1. Position the cursor where you need the reference in your text.
2. From the **Insert** menu select **Footnote**.
3. In the dialogue box choose *Footnote* if you want your notes to print at the bottom of each page, or *Endnote* if you want all notes to print at the end of your document.
4. Under **Numbering**, ALWAYS click on **AutoNumber**. (As you cut and paste text and add and delete notes, Word will automatically keep track of your original notes, renumbering them and shifting them to the proper places.)
5. If you have chosen Endnotes,
 - a. Click on **Options**.
 - b. Click the tab for **Endnotes**.
 - c. In the **Place at** option select *End of Section*.
6. Click OK in the **Insert Footnote** dialogue box to open the footnote window at the bottom of the screen, and type your note text at the reference mark in the footnote window. (If you are working in **Page Layout** view your cursor will simply be placed at the bottom of the page where your footnote will actually appear. There will not be a separate window.)
7. You can close the Footnotes window by clicking on **Close** at the top of the Footnotes window, or you can leave the window open. If you choose to leave the window open, click in your paper text to continue your work.

Further information and some warnings

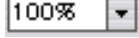
- To view your notes at any time,
 - In **Normal** view: select **Footnotes** from the **View** menu
 - In **Page Layout** view: they appear at the bottom of the appropriate page
- You can convert footnotes to endnotes (and vice-versa) easily.
 1. Choose **Footnotes** from the **Insert** menu.
 2. Click **Options** in the dialogue box
 3. Click on **Convert** at the bottom of the box. Select the conversion you want, then click OK.
 4. In the other dialogue boxes, click **Cancel** (or else Word will create another note).

Adding, deleting, moving notes

- Never attempt to add or change note numbers in the note box. If you succeed, you will completely foul up the whole note system.
- To add a note, simply place your cursor where you want the note number to appear in the body of your paper, and choose **Footnote** from the **Insert** menu. Then click OK (since you will have already made your formatting choices).
- To delete a note, highlight the note number in the body of your paper, and press the delete key.
- To move a note, highlight the note number in the body of your paper and use the **Cut** and **Paste** commands. DON'T use the delete key; it will permanently remove the entire note.

Formatting notes

- Be careful **not** to hit the **return** key after you have typed the text of a note. Doing so will add a line of space that you will discover is difficult to remove. If you want to add a line of space between your notes:
 1. Type all your notes.
 2. Make sure you are in **Normal** view then select **Footnotes** from the **View** menu.
 3. With your cursor in the Footnotes window, choose **Select All** from the **Edit** menu.
 4. In the **Alignment and Spacing** section of the **Formatting Palette** type 10 points in the **Paragraph Spacing, After** box. (The default font for the text of footnotes is 10 points.)
- Any other format changes you want to make in your notes also should be done in the Footnote window of Normal view.
- The text of your notes on your screen is small, which can make it difficult to edit them. You can solve this problem by increasing the size of the type as it appears on your screen.

With your cursor in the Footnote window, go to the **Zoom** selector  in the **Standard Toolbar**. Choose 125% or 150%. When you are finished, select 100%.

SOME SPECIFIC ADVICE ABOUT ENDNOTES

If you have decided to have Word print your notes at the end of your paper, there are a couple of other changes you'll need to make so that your note page conforms to academic style.

1. When you've finished typing the body of your paper and all your notes, go to the end of the body of your paper.

2. After the last paragraph of your paper, add a page break. From the **Insert** menu select **Break ▾ Page Break**.
3. At the top of the new page, type the word Notes and center it, adding a line of space after it.
4. From the **View** menu select **Footnotes**.
5. Word automatically prints dividing lines between the body of the paper and notes. You need to get rid of these lines.
 - a. At the top of the note window, click the arrow and select **Endnote Separator**.
 - b. A line should show up in the note box. Highlight this line, and press the delete key. (The window should be empty.)
 - c. In the box at the top of the Footnote window, click the arrow and select **Endnote Continuation Separator**.
 - d. A line should show up in the note box. Highlight this line, and press the delete key. (The window should be empty again.)
6. Close the Footnote Window and click on the **Print Preview** icon in the **Standard Toolbar**. Scroll to the note page to be sure the separator line is gone, and that the Note heading and notes are all positioned correctly.

BIBLIOGRAPHIES, REFERENCES LISTS, LISTS OF WORKS CITED

These terms all refer to lists of sources set up in alphabetical order according to the last name of author. These lists are printed on a separate page at the end of your paper. Different documentation styles (Chicago Humanities, APA, MLA, etc.) have different requirements for the formatting of a bibliography or reference list page. Determine the requirements for the documentation style you are using, then follow those guidelines in such matters as line spacing, indentation of second lines in an entry, and the like.

To create a page for such lists

If you have used footnotes, add a page break after the last paragraph of your paper. (From the **Insert** menu select **Break ▾ Page Break**.)

If you have used endnotes, after the Notes heading at the end of your document, insert a section break. (From the **Insert** menu select **Break ▾ Section Break (Next Page)**.)

The heading for this list of your sources depends on the documentation system you have chosen.

- If you are using notes (endnotes or footnotes), type Bibliography.
- If you are using the MLA system, type Works Cited.
- If you are using author-date parenthetical citations, type References.

Type the appropriate heading at the top of the new page and format appropriately.

To format entries on the list

The format for your bibliography or list of works cited follows the style required by the documentation system you are using.

The typical style for entries on this list is a hanging indent, a paragraph in which the first line is flush with the left-hand margin, and subsequent lines are indented, like this:

Adams, John. *Peru in Crisis: A Discussion of the Shining Path*. San Francisco: Nonesuch Press, 2010.

To format a hanging indent:


1. Type in a complete entry.
2. With your cursor in the paragraph, go to the left-hand margin marker on your ruler. Grab the lower triangle and move it to the one-half-inch mark. The top triangle (the first-line indent marker) should remain at the left-hand margin (at 0).
3. If you want to double-space entries, make this selection in the **Alignment and Spacing** section of the **Formatting Palette**.
4. Add a line of space after the entry by typing 12 in **Paragraph Spacing, After** (in **Alignment and Spacing** in the **Formatting Palette**).

SAVING TIME: RE-USING FORMATS

Once you have formatted a segment of text, you can format other paragraphs in your paper to match without having to go through all the steps each time. The following sections explain three methods for re-using formatting quickly and accurately.

A. EASY—USE THE FORMAT PAINTER

The **Format Painter** button can be found on the **Standard Toolbar**. This function allows you to "paint" a format onto other paragraphs in your paper. Here's how it works:

1. Highlight the paragraph that has the formatting you want to attach to other paragraphs.
2. Click on the **Format Painter** button ; when this function is on, your cursor will have a plus sign (+) next to it
3. Drag your cursor across the new paragraph you want to format.

If you want to attach a particular format to more than one paragraph,

1. Double-click on the **Format Painter** button.
2. When you have transferred formatting to all relevant paragraphs, you can turn the painter function off by clicking the button.

NOTE: If the formatting that you are painting involves changes in font as well as changes in formatting, you will have to drag your cursor across the entire paragraph. If the formatting involves only paragraph formatting, it is sufficient to click anywhere in the desired paragraph(s).

B. EASIER—CREATE A STYLE FOR EACH FORMAT

The Styles feature of Word accomplishes the same task the Format Painter does—that is, it allows you to attach the formatting of one paragraph in a paper to others in the paper. But the Styles feature has several further advantages. It allows you to name and save all of your paragraph formats. Thus, you can create a Style for each of the paragraphs discussed in the previous section: body text, block quotations, headings, bibliography entries and so on. Once you have turned one of these formats into a Style, you can quickly apply it to any and all other paragraphs that require this format in the paper you are currently working on AND you can transfer these same formats from one document to another.

Creating a Style

1. Before you begin to format a paragraph, be sure the *Style* selector in the **Font** section of the **Formatting Palette** reads *Normal*. If it doesn't, click on the menu arrow and select *Normal*.
2. Format the paragraph the way you want it to look using **Font** and **Alignment and Spacing** options.
3. Highlight the paragraph.
4. Click once on the **Style** selector. When the box is highlighted, type in your name for this style.
5. Press return on your keyboard.
6. Click on the arrow next to the *Style* box. You should find the style you have just created on the list.

Attaching a style

1. Place your cursor in the paragraph you want to format.
2. Find the style you want using the *Style* selector. Voila! You're done!

Changing a style

It is simple to change a style whenever you want, as often as you want.

1. Put your cursor in a paragraph formatted in the style you want to modify; check the *Style* selector to be sure you have the style you want.
2. Make your formatting or font changes.
3. Highlight the paragraph.
4. Re-select the style using the *Style* selector; you will get a dialogue asking if you want to update the Style, or simply apply it. Choose Update option and click OK.

All paragraphs that you have formatted with this Style will automatically be updated.

Troubleshooting styles

- When you have a style attached to a paragraph, a small black square (■) will appear in the left margin when your formatting symbols are visible.
- Before you create a new style, be sure the *Style* selector reads *Normal*. If it does not, drag down and choose *Normal*.
- The Word program already includes a large number of pre-programmed styles for types of text units. To get a sense of Word's pre-set styles, go to the **Format** menu and choose **Style**. Under **List** in the lower left-hand corner, drag to **All**. There are a few easy steps you can take to prevent these pre-programmed styles from interfering with those you want to create for your document.
 - In naming your styles, avoid the labels Word uses. For example, instead of "Heading 1," call your heading style "Level 1."
 - In the **Format** menu, go to **Autoformat**. Choose **Options**, and click on the **Autoformat** tab. Under the **Apply** heading, click next to *Headings* and *Other Paragraphs* to remove the checks from the boxes.
 - In the **Format** menu, select **Style**. Under **List**, select **Styles in Use**.

C. EASIEST—CREATE A TEMPLATE OF ALL YOUR ACADEMIC STYLES

In Word, a template is a file that stores all sorts of formatting and other short cuts you've developed in a document you've created. If you have established styles for various elements in an academic paper in one paper you write, you can create a template that will contain all those styles. The next time you have to write a paper, all you need to do is to attach this template. All the formats (styles) you previously created will be there, ready to use.

To create a template

1. Open the document that contains the styles you want to save.
2. From the **File** menu, choose **Save As...**
3. In the Save dialog box:
 - a. At the bottom of the dialogue box is a menu labeled **Format**. Click the arrow and select **Document Template**.
 - b. You will have to type in a name for the file; we suggest the obvious: Template—Academic Papers.
 - c. Pay attention where you save this file. If you are working on your own computer, go ahead and save it in Word's template folder. However, if you are using computers in the lab, you'll have to save this file onto your disk.

To attach this template to a new document

You can attach the template to a file after you have typed the text, but it's best to attach the template before you start typing your draft. Then you can format paragraphs as you type.

1. Open the file to which you want to attach the template.
2. From the **Tools** menu select **Templates and Add-Ins**.
3. Click **Attach**.
4. Find your template on your disk or in Word's template folder.
5. Click in the box next to *Automatically update document styles*.
6. Click OK.

If you click on the *Style* selector on your **Formatting Palette**, you'll see that all the styles you previously created are available. You can type your paper, and simply attach the relevant styles to appropriate paragraphs.


FINAL SUGGESTIONS

- **Save a backup of your paper on a different disk.** You should have at least two document disks and at least once during each computer session, preferably at the end, you should save your paper onto your back-up disk. This will prevent any disasters if one disk becomes damaged.
- **Don't wait until the last minute to print.** It always takes longer than you plan and there are minor corrections that you may see only on the printed page.
- Even after formatting the paper electronically, take the time to read the paper carefully and make sure that no typos were missed and that all formatting is done appropriately.
- Printing options:
 - Use 2-up and duplexing (double-sided) options for drafts
 - Use duplexing for your final copy (check with your professor first)
- Further questions:

- Questions about acceptable styles and formats
 - (Undergrad) Susan Hubbuch at The Writing Center (x7505, www.lclark.edu/~writing)
 - (Grad) The Northwest Writing Institute (x6160, www.lclark.edu/~nwi)
 - Check with your instructor
- Questions about using Microsoft Word
 - Call (x7225) or stop by the IT Help Desk
 - (Undergrad) Susan Hubbuch at The Writing Center (x7505, www.lclark.edu/~writing)
 - (Grad) The Northwest Writing Institute (x6160, www.lclark.edu/~nwi)

Formatting Tools Reference

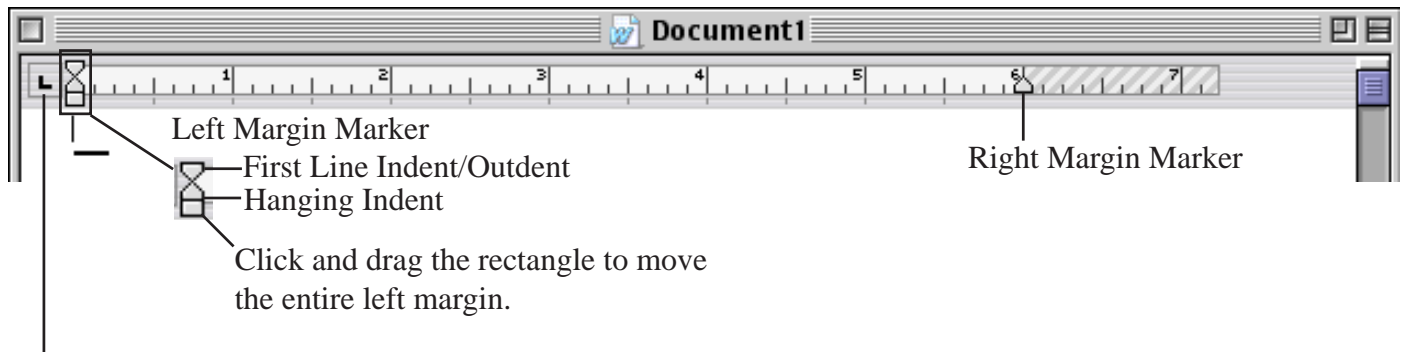
FORMATTING SYMBOLS

To make these formatting symbols visible, go to the Standard Toolbar and click the Show/Hide button . (All symbols will appear light gray on-screen.)

- vertically centered in a line indicates a space
- ¶ indicates a paragraph; appears each time you press the return key
- ↵ indicates a line break within a paragraph; appears when you hold down the shift key as you press return
- appears each time you press the tab key
- in the left margin next to a line indicates that a style has been applied to this paragraph

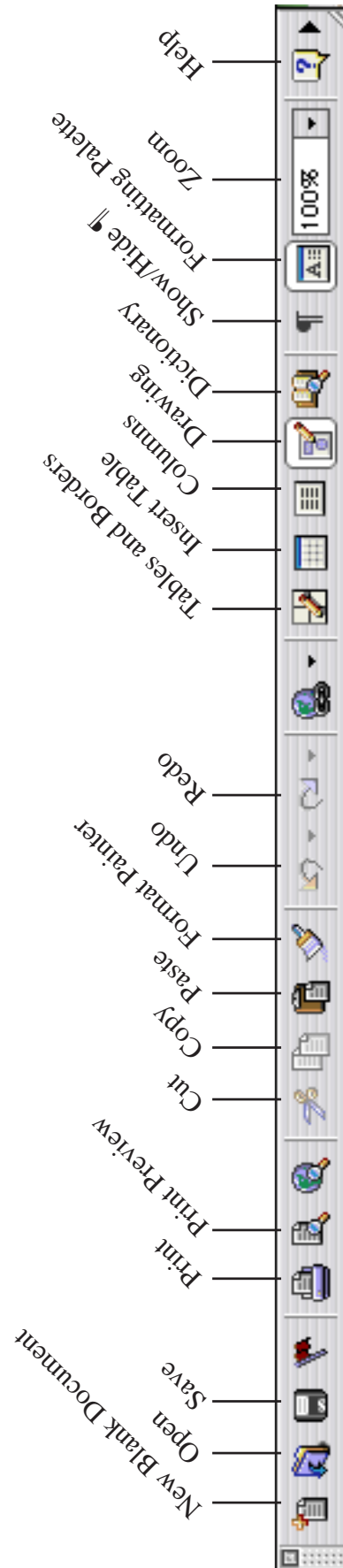
RULER

The measurements on the Ruler represents the actual inches on the printed page.



Tab indicator. Create tabs by clicking in the Ruler at the desired location. Click on the tab indicator to select what kind of tab you would like: left, center, right or decimal alignment

STANDARD TOOLBAR



FORMATTING PALETTE

The screenshot shows the Microsoft Word Formatting Palette with the following sections and labels:

- Font Section:**
 - Style Selector:** Points to the 'Style' dropdown menu (currently set to 'Normal').
 - Font Selector:** Points to the 'Name' dropdown menu (currently set to 'Times').
 - Size:** A text box showing '12'.
 - Font color:** A color selection button (currently black).
 - Bold, Italic, Underline buttons:** Points to the **B**, *I*, and U buttons.
 - Horizontal Paragraph Alignment:** Points to the alignment buttons: Left, Center, Right, and Justify.
 - List Options:** Points to the bulleted and numbered list icons.
- Alignment and Spacing Section:**
 - Horizontal:** Points to the alignment buttons (Left, Center, Right, Justify).
 - Line spacing:** Points to the line spacing buttons (Single, 1.5, Double).
 - Orientation:** Points to the orientation buttons (Portrait, Landscape).
- Paragraph Spacing Section:**
 - Spacing between lines within a paragraph:** Points to the line spacing buttons.
 - Spacing before/after the entire paragraph:** Points to the 'Before' and 'After' spacing input boxes.
 - Indent the entire paragraph or just the first line:** Points to the 'Left' and 'First line' indentation input boxes.
- Borders and Shading Section:**
 - Create a border around a paragraph:** Points to the 'Borders' section.
 - Create shading behind a paragraph:** Points to the 'Shading' section.
- Document Section:**
 - Margins:** Points to the 'Margins' section, which includes input boxes for Left, Right, Top, Bottom, Header, Footer, and Gutter, as well as a 'Mirror margins' checkbox.
 - Theme:** Points to the 'Theme' dropdown menu (currently set to '(No Theme)').
 - Layout:** Points to the 'Layout' section, which includes a 'Show' button and icons for showing/hiding formatting symbols.