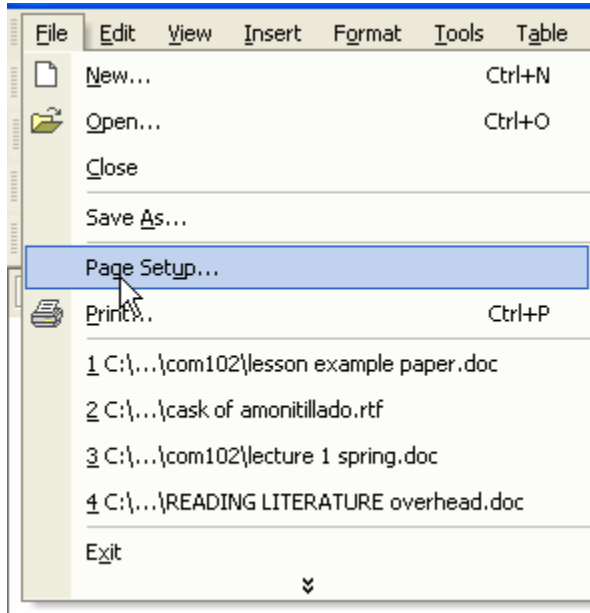# NOTES FOR MICROSOFT WORD

Before you start typing your papers, you should do all the formatting.
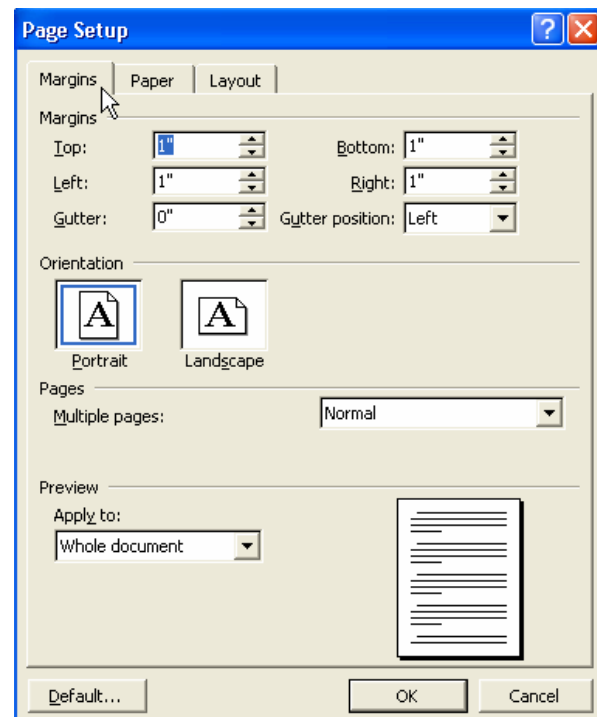
I. PAGE SETUP: Make sure that page is **1 inch margins**.

Step 1: Click on **FILE** drop down menu
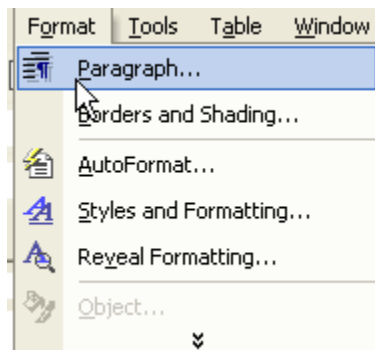
Step 2: Click on **PAGE SETUP**

Step 3: Click on **MARGIN** tab

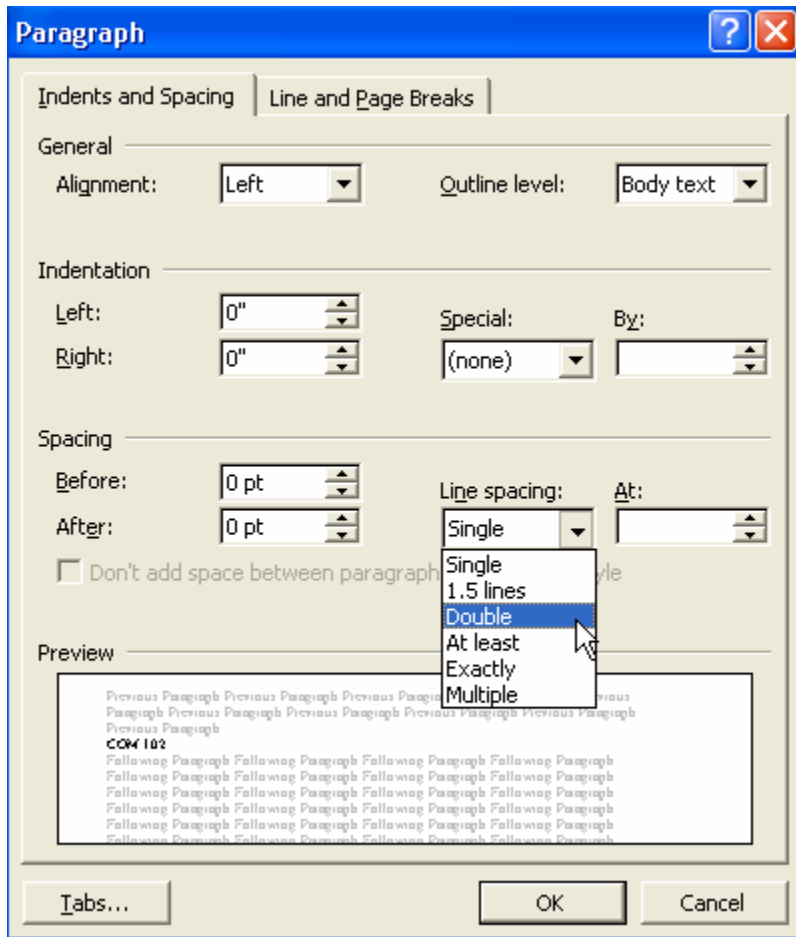**Step 4**: Make sure that top, bottom, right, and left are **1**" and not 1.25

Step 5: Click **OK**

II. DOUBLE SPACE: Before you type your paper, you want to make sure you double space.
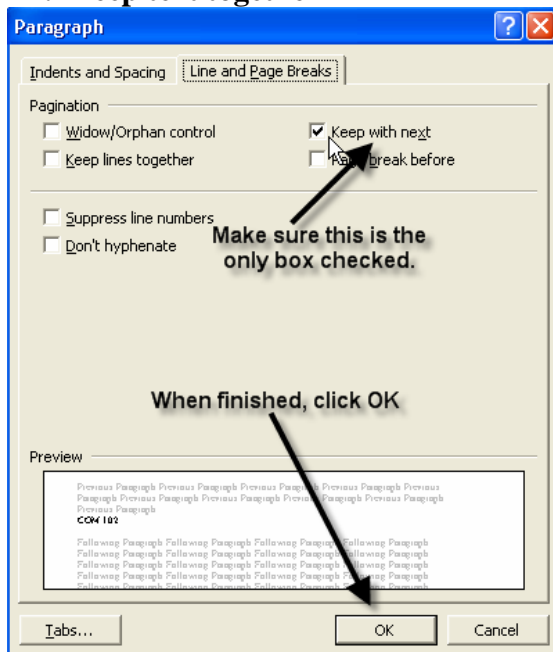
Step 1: Click on **FORMAT**

Step 2: Click on **PARAGRAPH**

Step 3: under **LINE SPACING**, click on **DOUBLE SPACING**

Step 4: click **OK**, or click on **LINE and PAGE BREAKS** (see below)

III. Keep text together

Note: If you make sure that **KEEP WITH NEXT** is the only box checked before you start typing anything, you shouldn't have any problems with MS WORD changing the bottom margin.

After you click OK, start typing.

- Make sure you are using 12 point font in Times New Roman.
- Make sure you allow MS Word to use word wrap. Only press enter at the end of paragraphs.
- Provide two spaces after end punctuation and one space after all other punctuation.
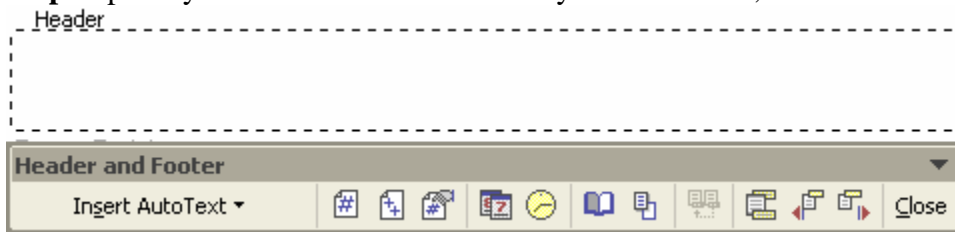
IV. HEADER on papers with more than one page.
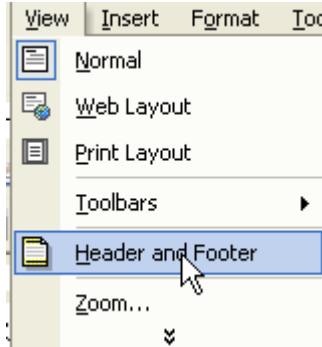
Step 1: click on **VIEW** drop down menu

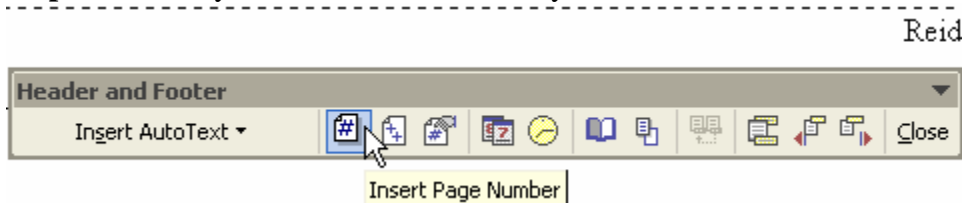**Step 2**: click on **HEADER AND FOOTER**

Step 3: place your cursor in the box that says **HEADER**, not footer.

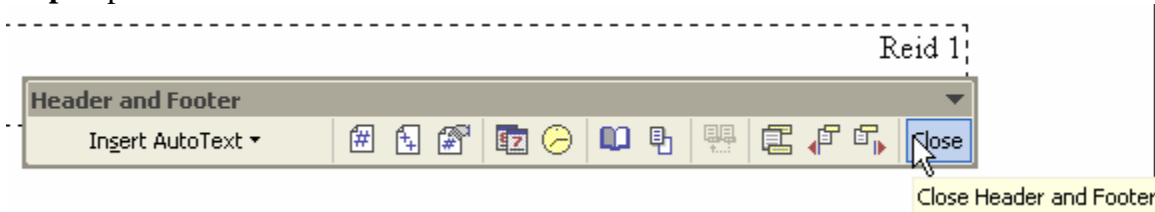**Step 4**: click **ALIGN RIGHT**

Step 5: **TYPE** your **LAST NAME** only

Step 6: Press the **SPACE BAR** once after your last name

Step 7: press the **# INSERT PAGE NUMBER** button.

Step 8: press the **CLOSE** button on the Header and Footer toolbar