Using MS Word

Topics

– How to make a hanging indent
– How to make headers on each page
– How to make your text double spaced
– How to use the Grammar & Style checker
Hanging indent

• You have to use a hanging indent to format your references. Ex:


Hanging indent

• To make a hanging indent for your reference list in MS Word,
  – go to Format > Paragraph
  – See next slide
Tools > Format > Paragraph

The paragraph settings include:

- **Alignment**: Left
- **Outline level**: Body text
- **Indentation**:
  - Left: 0"
  - Right: 0"
  - Special: Hanging
  - By: 0.5"
- **Spacing**:
  - Before: 0 pt
  - Line spacing: Single
  - After: 0 pt
- **Don't add space between paragraphs of the same style**

The preview shows the formatted text with the applied settings.
Headers

DO NOT TYPE headers on each page
To make automatic headers,
  – go to View > Header and footer
  – See next slide
1. When you see this, type your running head in the box.
2. Click here to move your header to the right margin.
3. Don’t type in the page number; click on # instead.
Double spacing
To make your text double spaced, do this:

1. Select the text you want to make double spaced;
2. choose Format/Paragraph;
3. set Line Spacing to “Double”
Grammar & Style Checking

Go to Tools/Options

See next slide...