

Basic Formatting of a Microsoft® Word®

Document for Word 2003 and 2007

Center for Writing Excellence

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## General Formatting Information

Formatting refers to the layout of a paper and is an important tool for successful academic papers. This section contains requirements for formatting academic papers following the *American Psychological Association Publication Manual (APA)* (5<sup>th</sup> ed.).

### Font

1. Use 12-point Times New Roman or Courier.
2. Use italics sparingly for emphasis instead of bold, underlining, or all capital letters.
3. Eliminate bold text.

### Margins

1. Use 1-inch margins throughout the paper (top, bottom, sides).
2. Use a ragged right-hand margin (no right justification).

### Pagination

Use automatic pagination. Be sure to have at least two lines of a paragraph at the bottom of a page or at the top of a page. When headings are used, place at least two lines of text with the heading at the bottom of a page. (Avoid placing a heading at the bottom of the page with no other lines of the paragraph.)

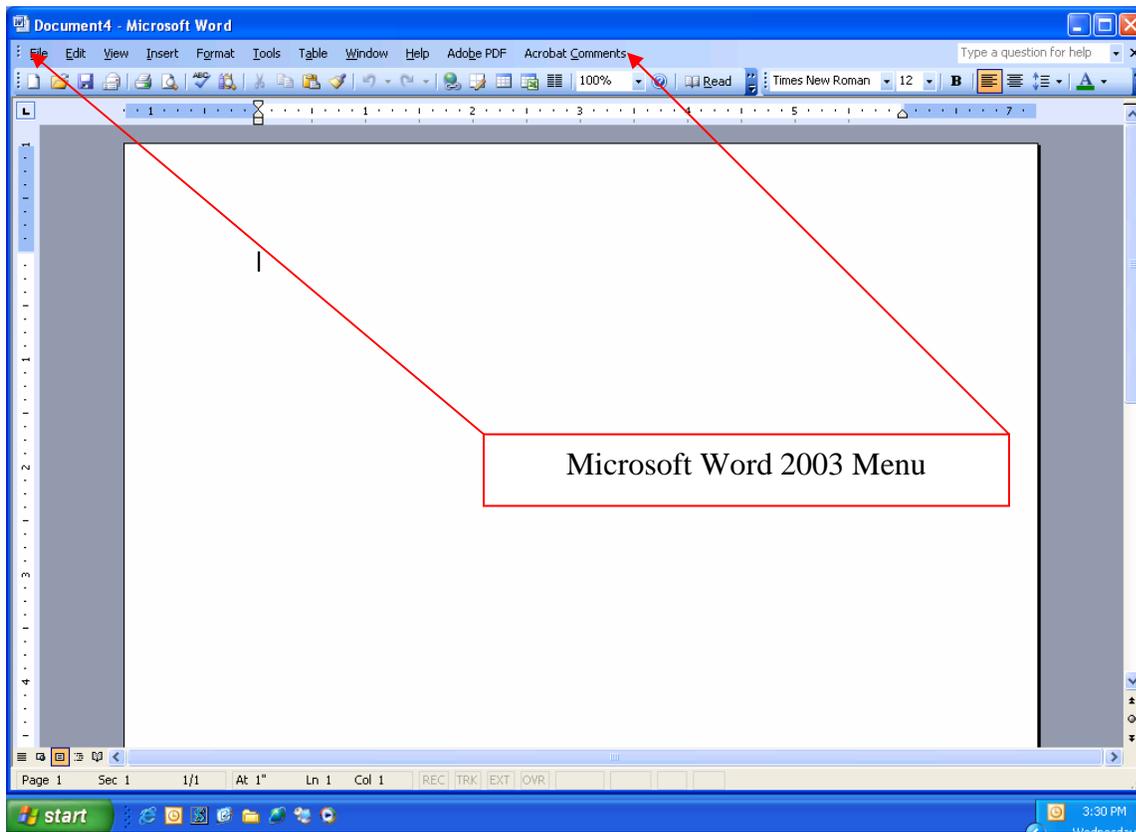
### Spacing

1. Use double spacing throughout, including title page, references, and indented quotations.  
(Note: Word 2007 places extra space between paragraphs. You will need to adjust this by selecting the *Page Layout* menu. Then access *Paragraph* and *Indents and Spacing*. Under the *Spacing* heading, set the spacing option to 0 pt. before and 0 pt. after. Click *OK*.)
2. Use one space after each end punctuation mark. Be consistent throughout the document.

## Word 2003

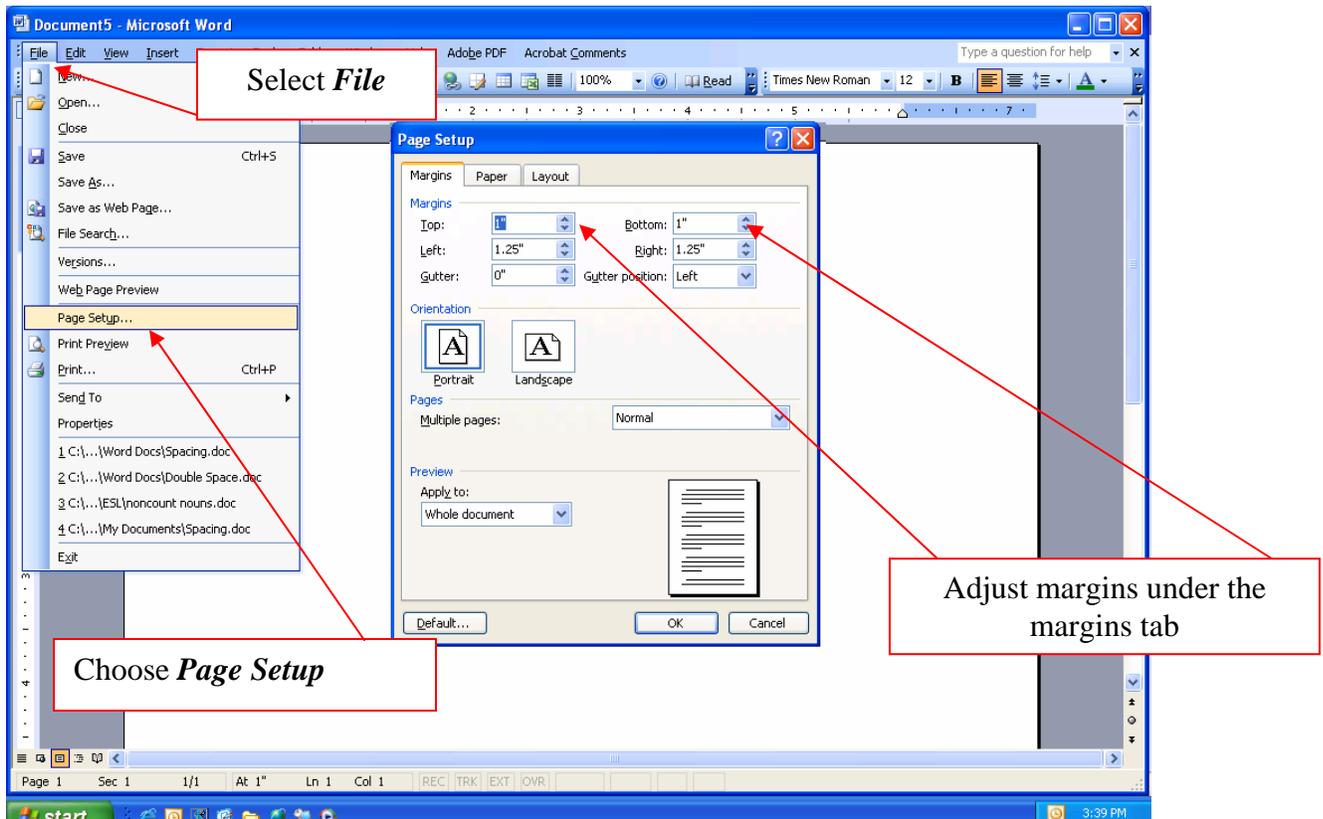
### Main screen of a Microsoft Word 2003 Document

The screenshot below is the opening screen for Microsoft Word 2003. Through this tutorial, we will review screenshots and documentation on how to navigate some of the basic menus and the steps necessary to format a basic paper correctly. Once this tutorial is complete, you can use Microsoft Word 2003 with confidence to format and write your paper.



## Page Setup and Margin Formatting

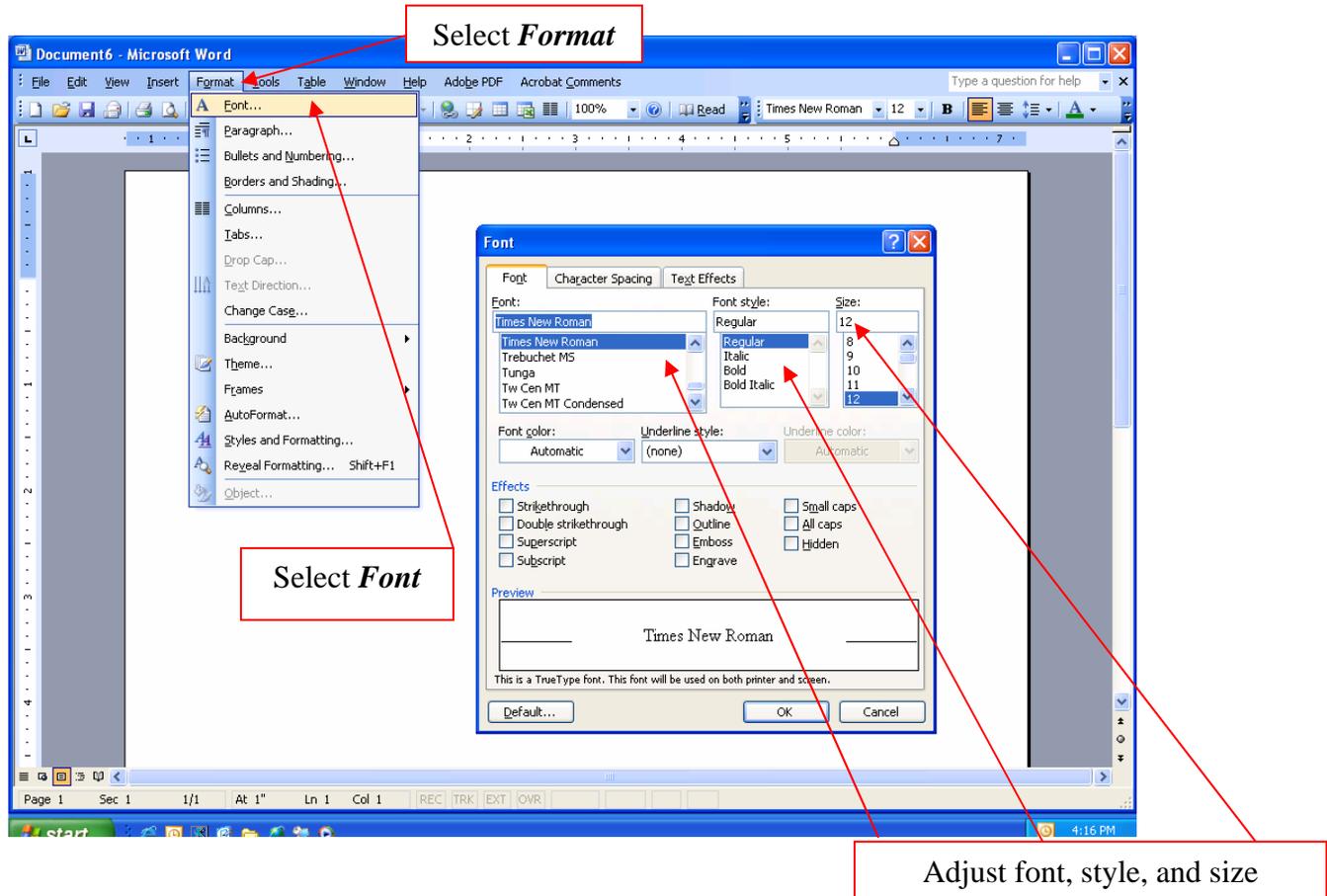
The screenshot below displays the menu path to change the margins in a paper. According to APA, all margins are set at 1 inch.



1. Select *File*.
2. From the file dropdown menu, select *Page Setup*.
3. In the *Page Setup* window, the *Margins* tab will allow you to change the margins to the correct format.
4. When you are finished, click *OK* to return to your paper.

## Formatting Font

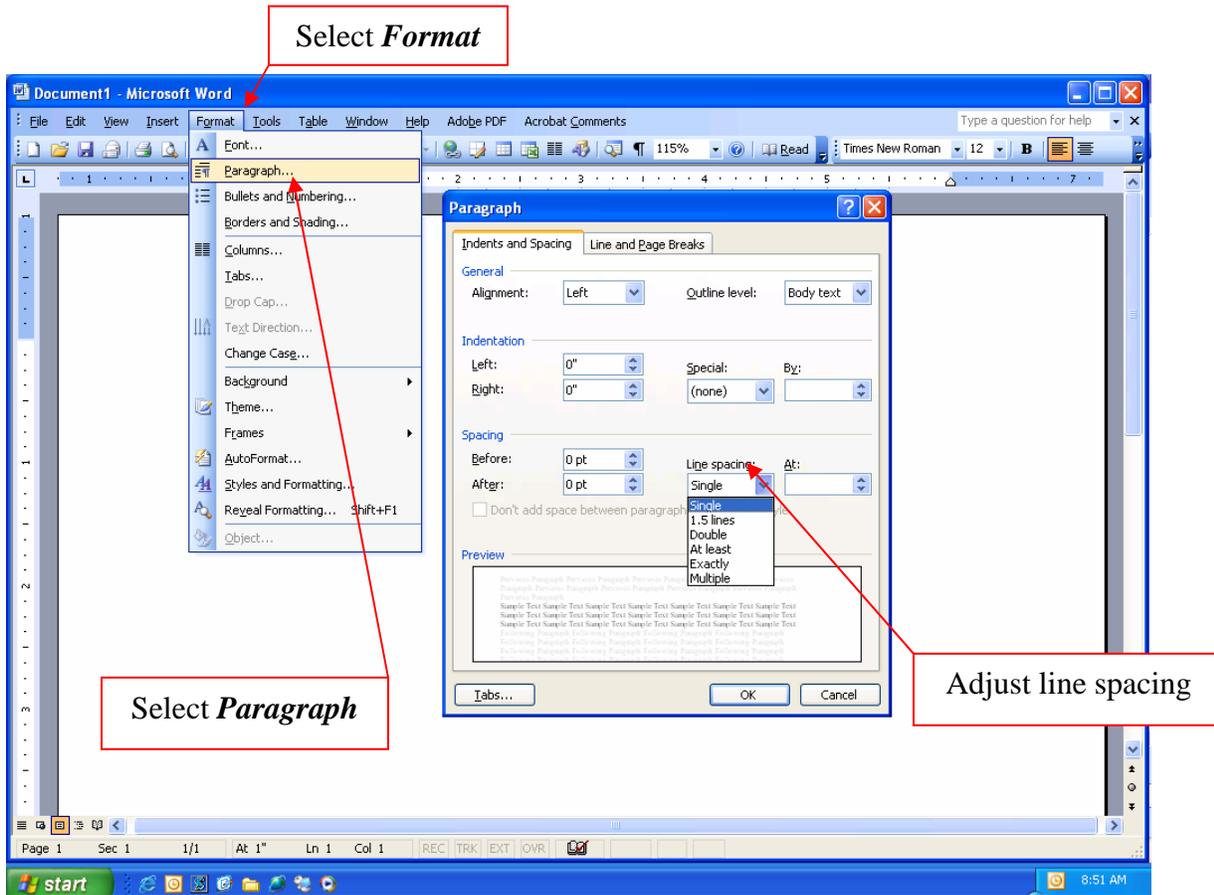
The screenshot below displays the menu path to change the font. Use a traditional font such as Times New Roman or Courier in 12-point size.



1. Select *Format*.
2. From the format dropdown menu, select *Font*.
3. In the *Font Setup* window, the *Font* tab will allow you to adjust the font, style, and size to the correct format.
4. When you are finished, click *OK* to return to your paper.

## Formatting Spacing

The standard spacing format for a paper is double-spacing. Double-space the entire document, including the reference page. The screenshot below displays the menu path to change the spacing format to double.



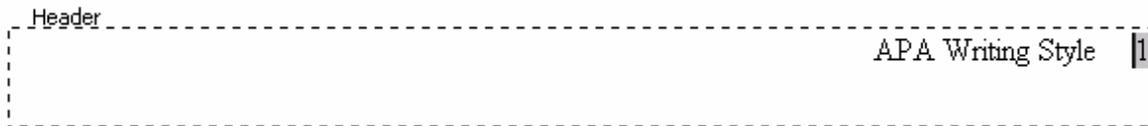
1. Select *Format*.
2. From the format dropdown menu, select *Paragraph*.
3. In the *Paragraph Setup* window, the *Indents and Spacing* tab will allow you to adjust the line spacing of your document.
4. When you are finished, click *OK* to return to your paper.

## Page Headers

APA, p. 288, 5.06. Identify each page with the first two or three words of the title and with the page number placed on the upper right hand corner of the page. Use five spaces between the title and the page number. Do not use your name to identify each page. Be sure the font type and size are the same as that used in the document.

To create a correct APA header with a page number in Word 2003, use the following guidelines:

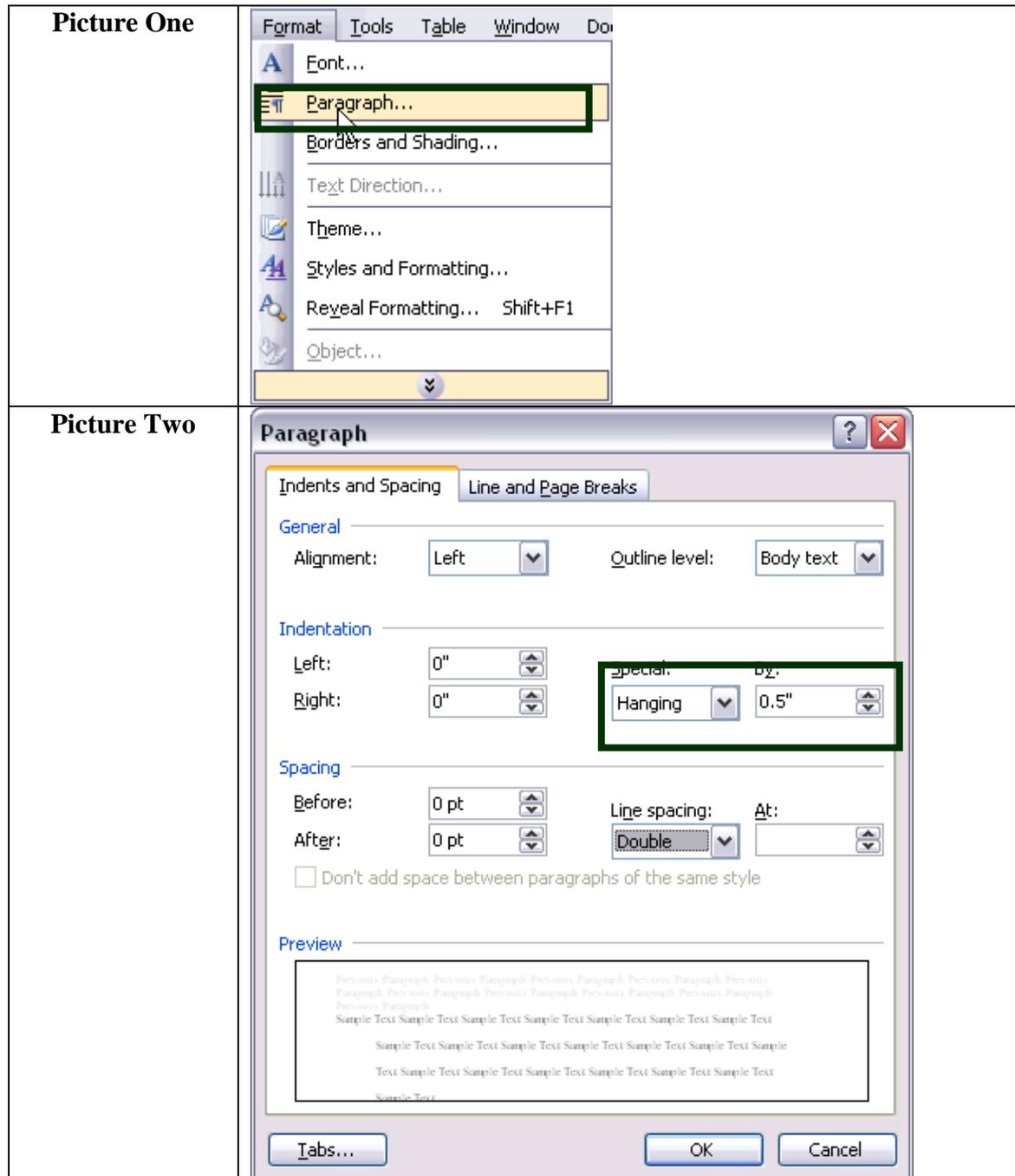
1. Select the *View* menu on the toolbar.
2. Select *Header and Footer*.
3. Place the cursor in the *Header* box and select the right justification button  on Word's toolbar so that the cursor in the *Header* box moves to the right.
4. Type the first two or three words of the title.
5. Press the space bar five times.
6. Use the automatic function for inserting the page number as illustrated in this picture by selecting the first button with the # symbol.



7. Select Close. Your header is complete.

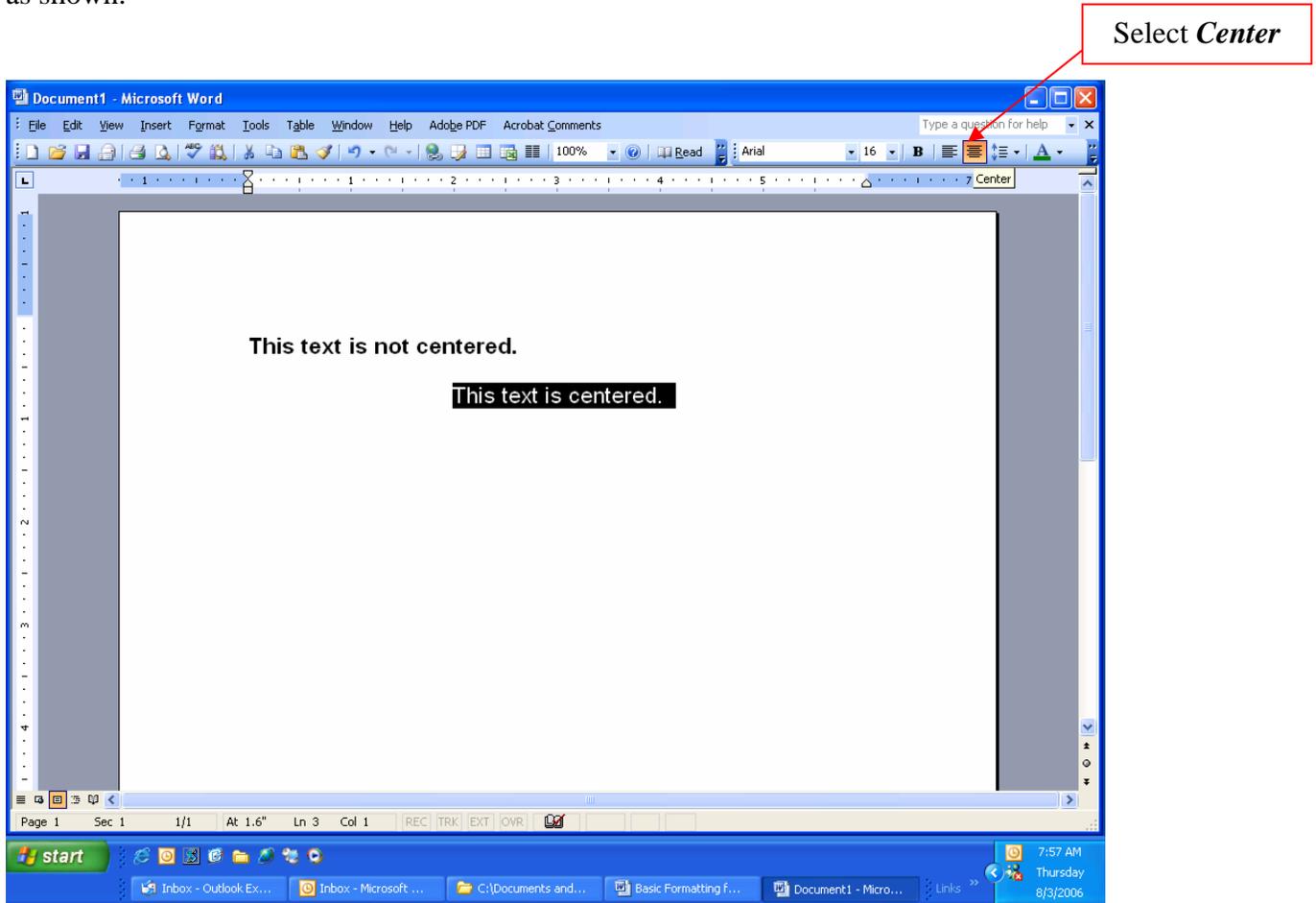
## Hanging Indent

Select the text that requires a hanging indent. As shown in Picture One, use the *Indents and Spacing* tab (*Format* menu, *Paragraph* command). In the *Special* list under *Indentation*, select *Hanging* (Picture Two).



## Centering Text

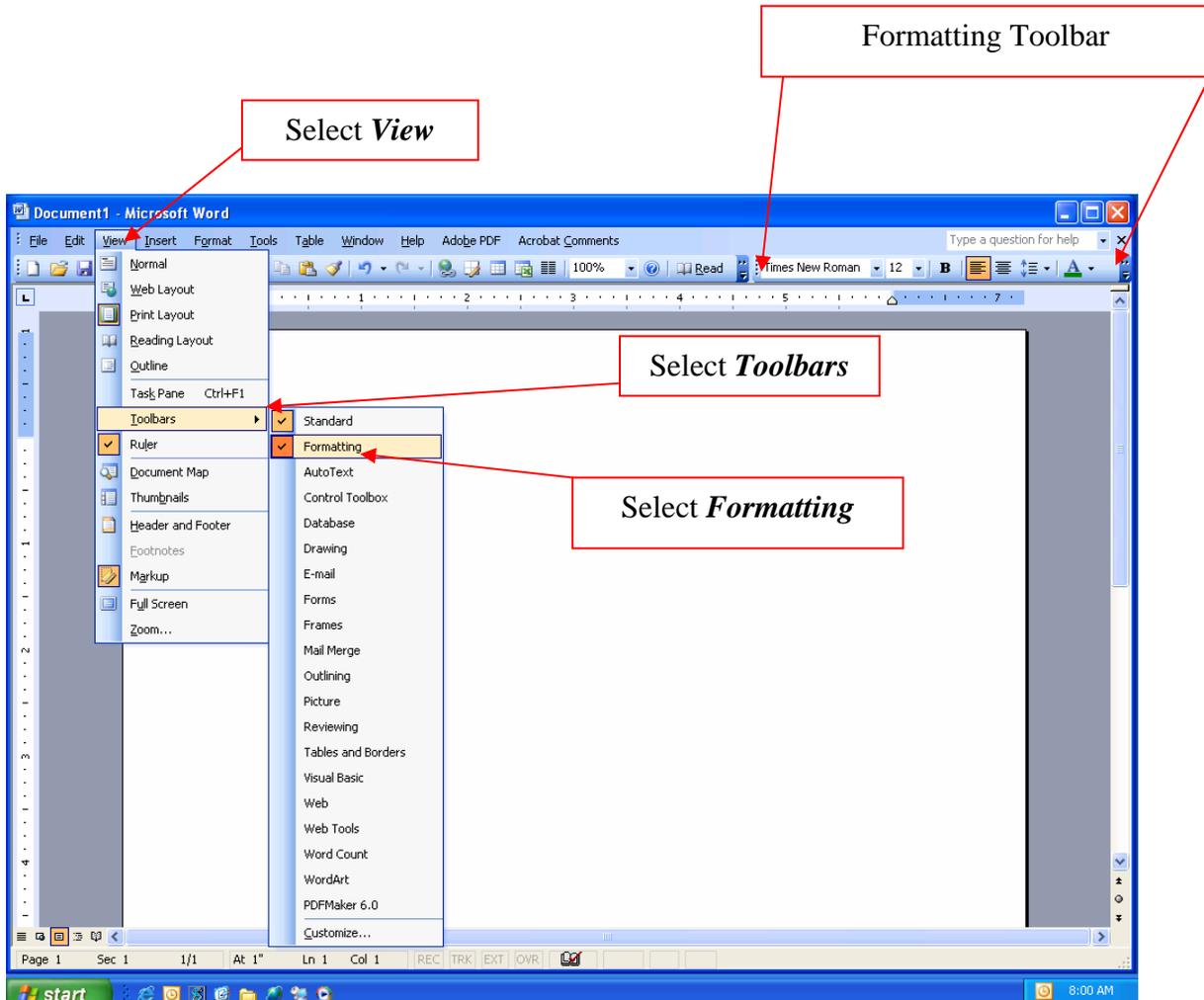
The screenshot below is an example of text that is centered and that is not centered. In order to center text highlight the text that requires centering and select the icon in the formatting toolbar as shown.



1. Highlight the text to be centered.
2. Click the button to center the text on the formatting toolbar.

## Locating the Formatting Toolbar

If it is not possible to locate the formatting toolbar, the process of adding it is quite simple; select the *View* menu. Next, select the *Toolbars* option and click the formatting toolbar. After doing so, a check mark should appear to the left of the formatting option. The formatting toolbar is what houses the options for formatting the text of your document.

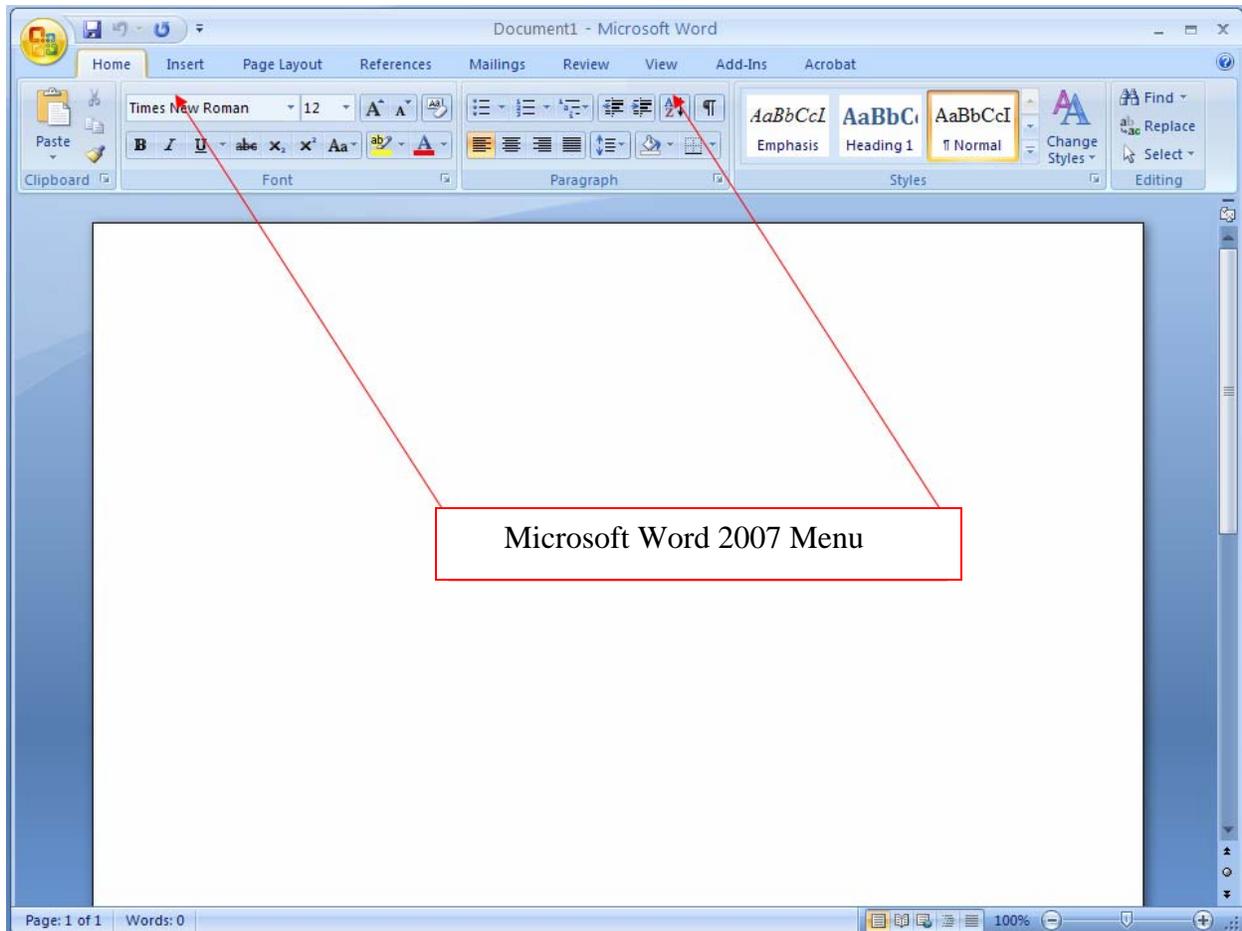


1. Select *View*.
2. From the *Insert* menu, select *Toolbars*.
3. From the *Toolbars* menu select *Formatting*.

## Word 2007

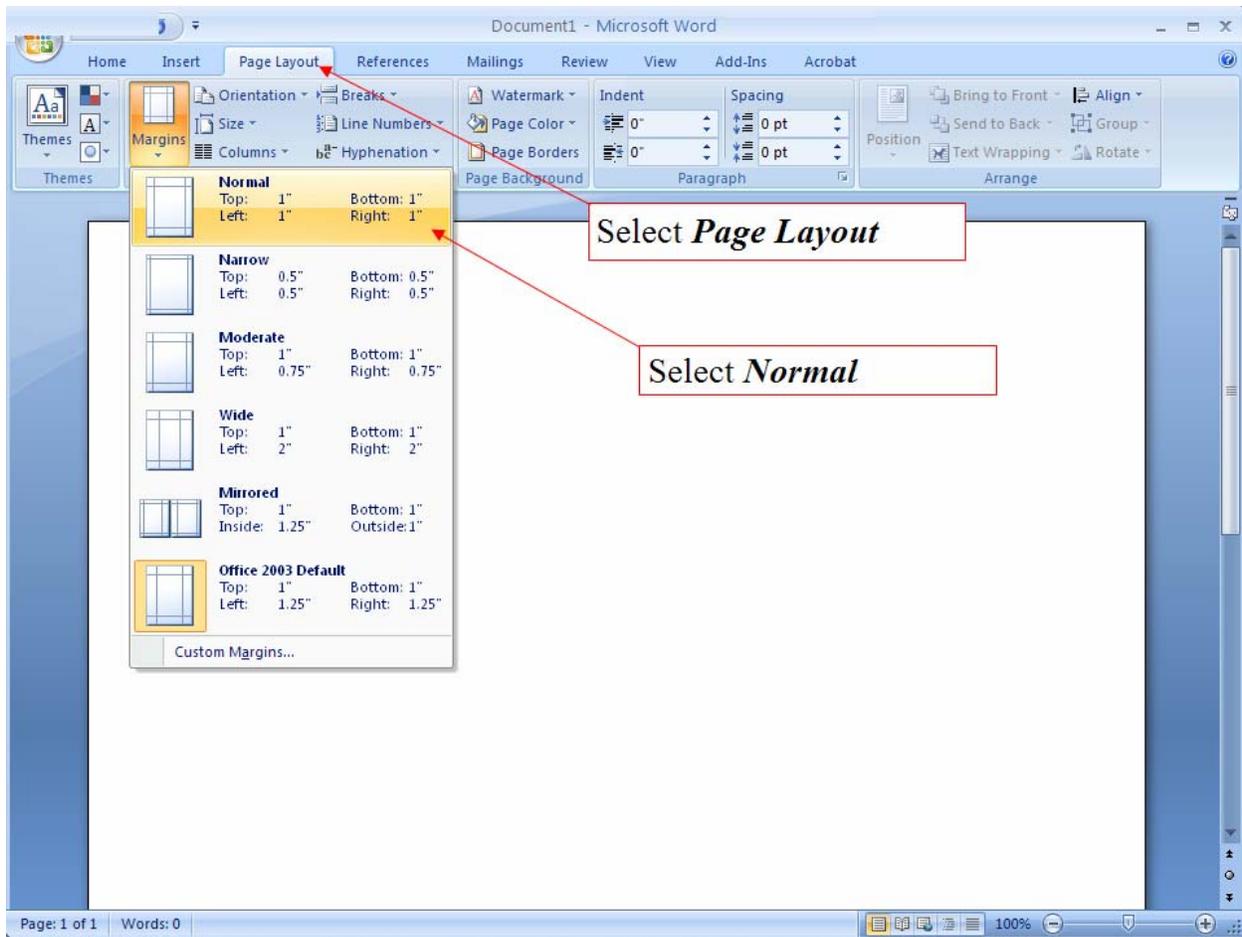
### Main screen of a Microsoft Word 2007 Document

The screenshot below is the opening screen for Microsoft Word 2007. Through this tutorial, we will review screenshots and documentation on how to navigate some of the basic menus and the steps necessary to format a basic paper correctly. Once this tutorial is complete, you can use Microsoft Word 2007 with confidence to format and write your paper.



## Page Setup and Margin Formatting

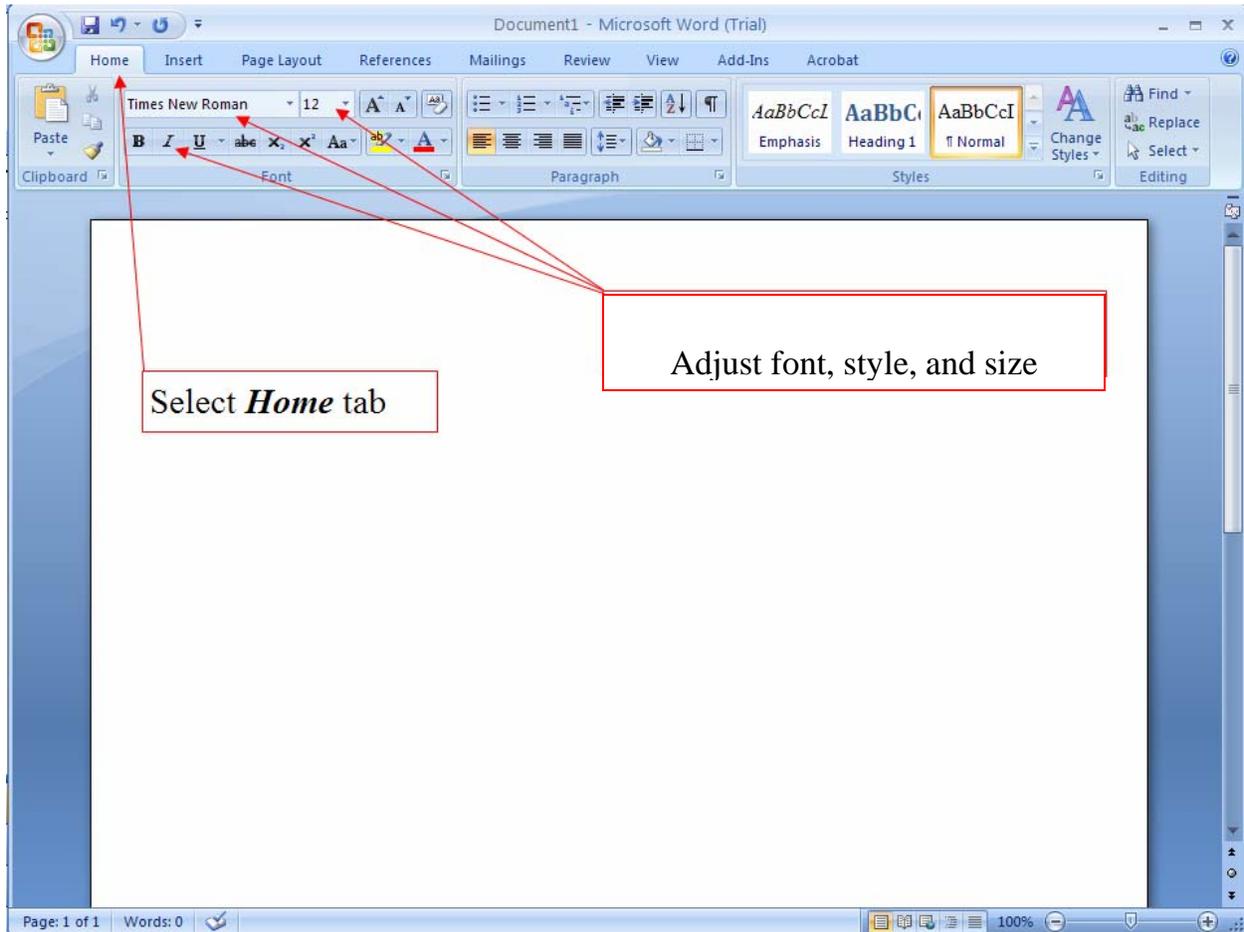
The screenshot below displays the menu path to change the margins in a paper. According to APA, all margins are set at 1 inch.



1. From the menu tab at the top of Word, select *Page Layout*.
2. In the *Page Layout* menu, the margins button will allow you to change the margins to the correct format.
3. Select *Normal* to set all margins to one inch.

## Formatting Font

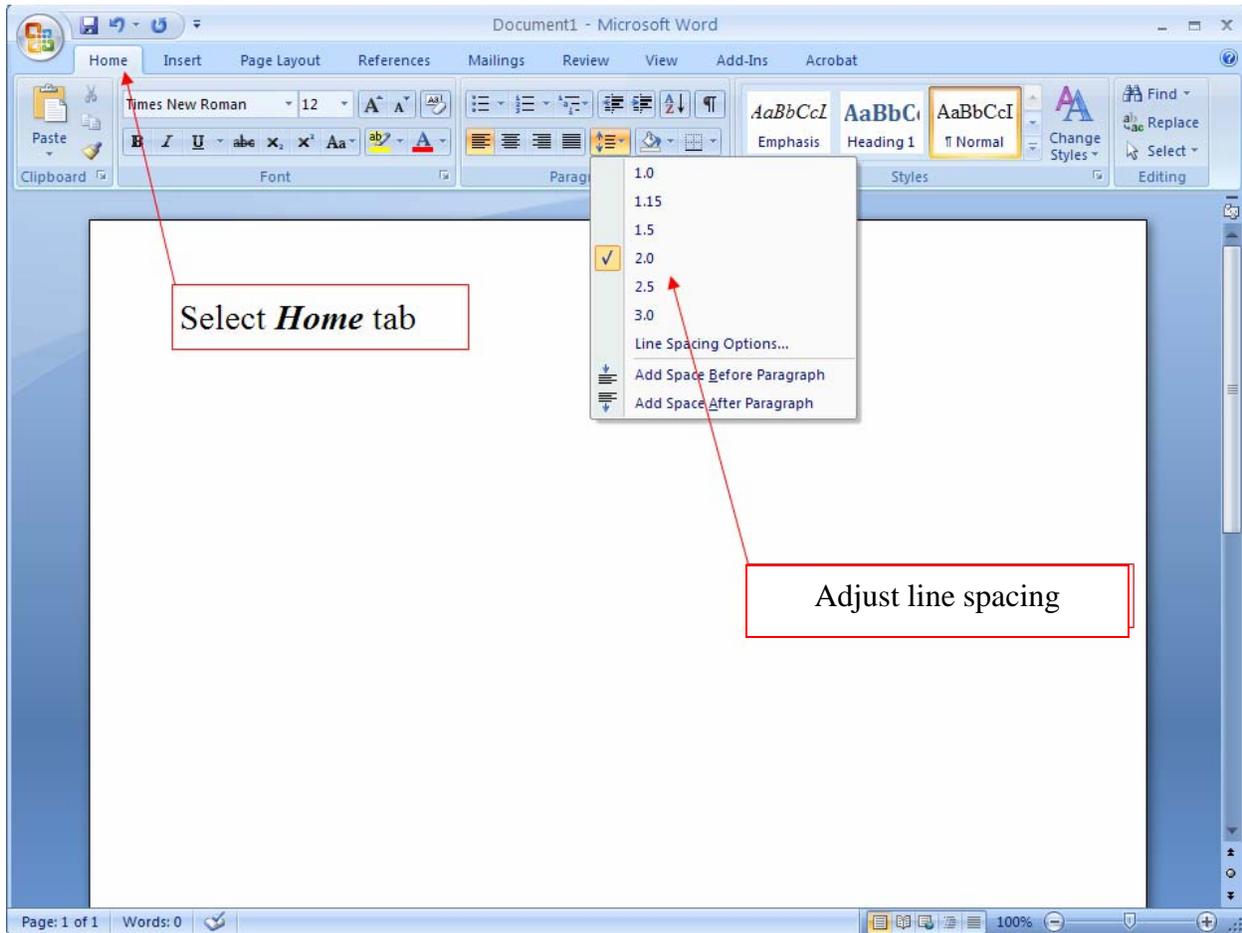
The screenshot below displays the menu path to change the font. Use a traditional font such as Times New Roman or Courier in 12-point size.



1. Select the *Home* tab.
2. From the *Font* menu, you may adjust the font, style, and size to the correct format.

## Formatting Spacing

The standard spacing format for a paper is double-spacing. Double-space the entire document, including the reference page. The screenshot below displays the menu path to change the spacing format to double.



1. Select the *Home* tab.
2. From the *Paragraph* menu, you may adjust the line spacing from the *Line Spacing* dropdown menu.

(Note: Word 2007 places extra space between paragraphs. You will need to adjust this by selecting the *Page Layout* menu. Then access *Paragraph* and *Indents and Spacing*. Under the *Spacing* heading, set the spacing option to 0 pt. before and 0 pt. after. Click *OK*.)

## Page Headers

APA, p. 288, 5.06. Identify each page with the first two or three words of the title and with the page number placed on the upper right hand corner of the page. Use five spaces between the title and the page number. Do not use your name to identify each page. Be sure the font type and size are the same as that used in the document.

To create a correct APA header with a page number in Word 2007, use the following guidelines:

1. Click on the *Insert* tab.
2. Click on the *Header* tab.

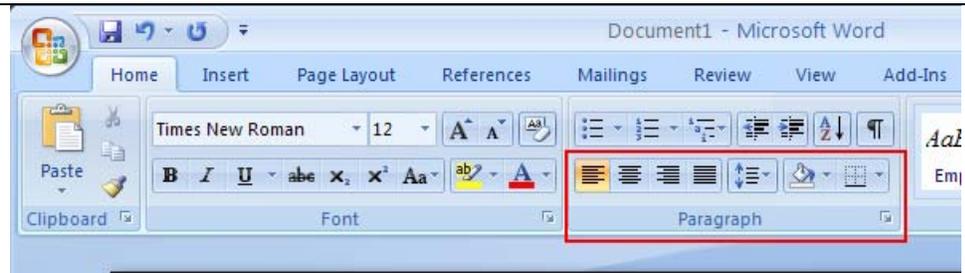


3. Click on the *Blank* header tab from the drop-down menu. This will put the cursor inside the header.
4. Click on the *Page Number* tab.
5. Place the cursor on the drop-down menu over *Top of Page* to bring up another drop-down menu.
6. Click on *Plain Number 3* on the drop-down menu (the third choice). This will place a page number inside the header at the right margin.
7. Type the portion of the title to go in the header and add five spaces. Your header is complete.
8. Click on Close Header and Footer on the far right.

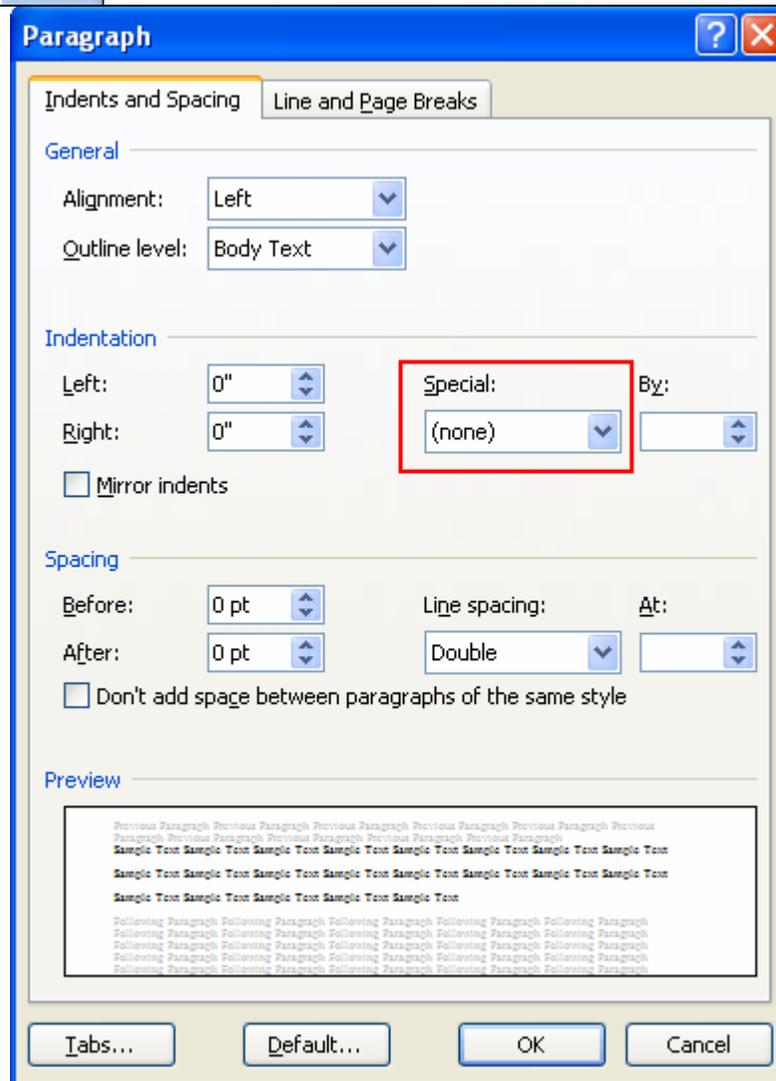
## Hanging Indent

Select the text that requires a hanging indent OR create a hanging indent before typing the text. From the *Home* menu, click on the *Paragraph* command (see Picture One). This will bring up the *Indents and Spacing* tab (see Picture Two). Under *Indentation* in the *Special* box, click on *Hanging* and *OK*.

**Picture One**

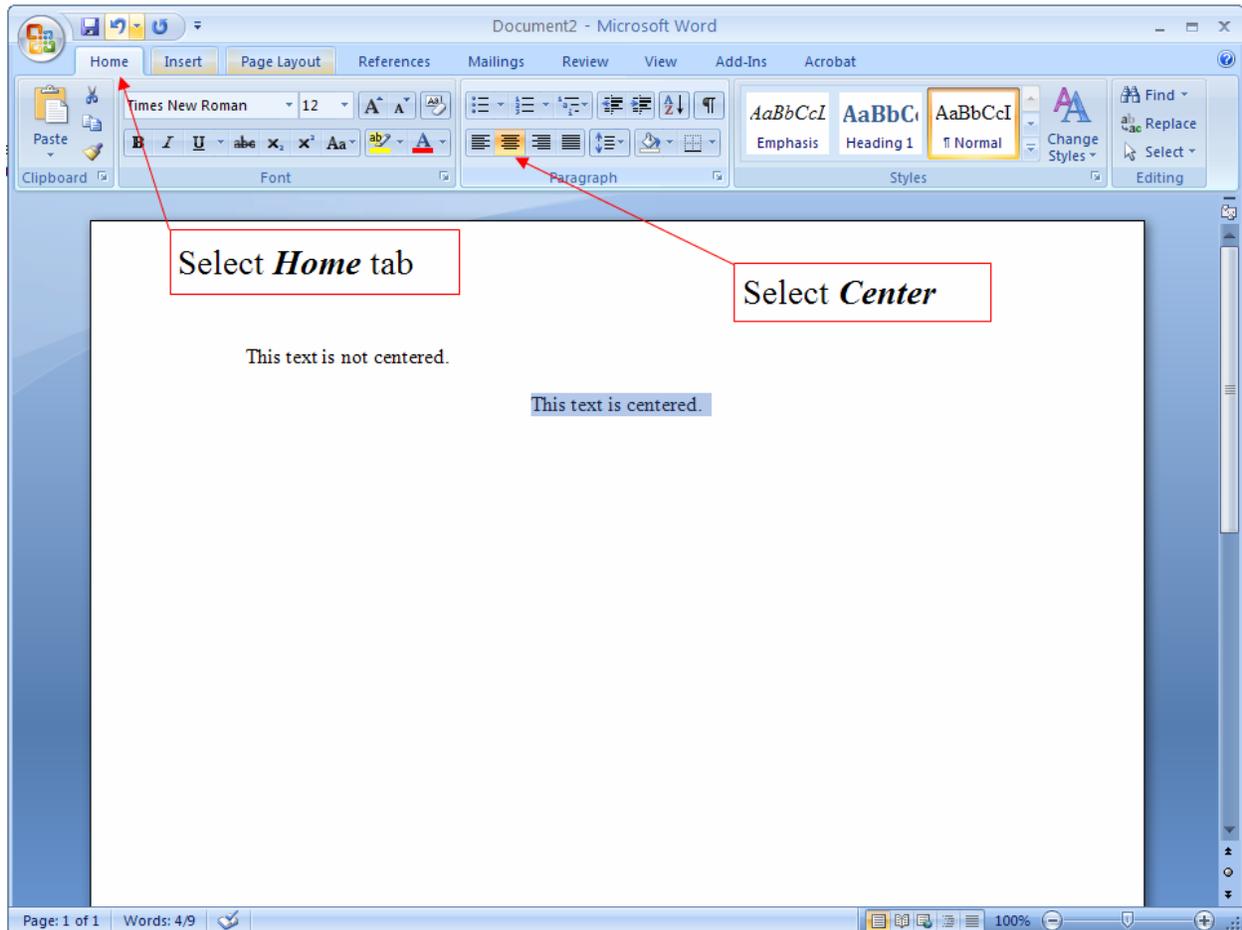


**Picture Two**



## Centering Text

The screenshot below is an example of text that is centered and that is not centered. In order to center text highlight the text that requires centering and select the icon in the formatting toolbar as shown.



1. Select the *Home* tab.
2. Highlight the text to be centered.
3. Click the button to center the text on the *Paragraph* toolbar.