Formatting a Paper Using Word 2010

Spacing between Paragraphs
To remove the extra space between paragraphs, click on Page Layout menu. Set spacing “Before” at 0 pt. and “After” at 0 pt.

Note: You also need to change the paragraph spacing to single or double spacing; do not use 1.15 spacing.

Page Numbers
1. Go to the first page after the title page (it may be the pledge page). Click on the Insert menu. Click on Header and choose Blank in the dropdown menu. The title page is considered page 1, but it does not have an actual number on it.

2. The Header &Footer Tools Design menu will appear; click on “Different First Page.” The header should be set at 0.5” from the top. The “different first page” setting will allow the number for page 1 to not appear on the title page. Leave the header open and proceed to step 3.
3. To insert the page number, place the cursor in the header. Click on **Page Number**. Choose **Top of Page** and then **Plain Number 3**, which places the page number at the right margin. Leave the header open and proceed to step 4.

4. Highlight the page number and change its font to your class’s required font—Courier New or Times New Roman—and to 12 point (in the **Home** menu).

**Outlines**

*If you have not typed the outline, follow these directions.* (It is easier to format an outline at this point than after you have the outline typed.)

1. In the **Home** menu, click on the “Multilevel List” icon.

2. Click on the circled outline style option under **List Library** (I, A, 1). A Roman numeral I will appear in the text. If it is in the wrong font and color, you can fix that after you type your outline. Type your information for Roman numeral I.

3. To insert the next level in the outline, click on the “Multilevel List” icon (see step 1) and select the icon for the appropriate outline format (see step 2). A Roman numeral II will appear. See step 4 to change the II to an A.
4. To change the Roman numeral II to an A, click on the “Increase Indent” icon. The Roman number will automatically convert to a capital letter. To change the capital letter to an Arabic numeral, click on the increase indent icon again.

Continue this process until your outline is complete.

5. To correct the font size, style, and color, highlight the entire outline and choose black, 12 point, and Courier New or Times New Roman in the Home menu.

If you have a typed outline, follow these directions.

1. Highlight the whole outline.

2. Click on the “Multilevel List” icon.

3. Click on the circled outline style option under List Library (I, A, 1).
4. To format the outline if it needs it, click on dropdown arrow on the “Multilevel List” icon and select **Define New Multilevel list**.

   ![Multilevel List Icon](image)

   **To format level 1 (roman numerals)**
   a. Under **Click level to modify**, select “1”.
   b. Under **Number style for this level**, choose “I, II, III, …”.
   c. Under **Enter formatting for number**, change “I)” to “I.” (Change parenthesis to period after roman numeral.)
   d. For **Number alignment**, select “Left”. The field for **Align at**: should be 0", and the field for **Text indent at**: should be 0.5".

   Do **not** click **Ok** yet. Continue following directions.

   **To format level 2 (capital letters):**
   a. Under **Click level to modify**, select “2”.
   b. Under **Number style for this level**, choose “A, B, C, …”.
   c. Under **Enter formatting for number**, change “A)” to “A.” (Change parenthesis to period after letter.)
   d. The field for **Number alignment** should remain “Left”. The field for **Align at**: should remain 0.5", and the field for **Text indent at**: should remain 0.8".

   **For level 2 (Arabic numerals):**
   a. Under **Click level to modify**, select “3”.
   b. Under **Number style for this level**, choose “1, 2, 3, …”.
   c. Under **Enter formatting for number**, change “1)” to “1.” (Change parenthesis to period after number.)
   d. The field for **Number alignment** should remain “Left”. The field for **Align at**: should remain 0.8", and the field for **Text indent at**: should remain 1.1".

   Click **Ok** in the **Define new Multilevel list** dialogue box.
5. If items in outline are not changed to the appropriate outline level designation (roman numeral, capital letter, Arabic numeral), then highlight or place cursor on the line that you want to change. Click on the Multilevel List icon. Click on Change List Level, and choose the appropriate level.

6. To match the font to the rest of the document, highlight the outline and change the font to your class’s preferred font style (Courier New or Times New Roman), 12 point (in the Home menu).

Automatic Footnotes

1. Place the cursor in the text where you want to insert a note. Click on References menu. Click on Insert Footnote. (The program will automatically insert the reference number in the text and send you to the bottom of the page.)

2. Type the footnote.

3. Return to the text to insert a new note. Repeat steps 1–2 for each endnote.

Note: The footnotes (an example shown below) are not yet formatted properly. Format them after all of the notes are typed.
4. *To format the footnotes,* highlight the footnotes and change them to *exactly 10-* or *12-*point Courier New (or Times New Roman, if this is used for body of paper).

   a. To set the exactly 10 or 12 pt. spacing, click on the drop down arrow in the paragraph box.

   b. Change the line spacing to “Exactly” and “10 pt.” or “12 pt.”

5. Indent the first line of each footnote.
6. Add a blank line between footnotes.