Some Tips for Formatting a Paper in Microsoft Word

Select Times New Roman for the font and 12 point for the size

Set Double-Spacing

Go to the Home menu.

Look at the Paragraph options and select the line spacing option – button has lines with up and down arrows. Select 2.0 for double spacing.

Then select Remove Space Before Paragraph and Remove Space After Paragraph.

Set 1 inch Margins

Go to Layout tab and select Margins. Select Normal from the menu that opens.
Inserting the page number

Go to the Insert menu.

Click on Page Number and a drop down menu will appear.

Select Top of Page from menu and a second menu will appear.

Select the option in which the number appears on the top right hand side of the screen.

The header will open and a page number will appear. Type your last name to the left of the page number.

Click on Close Header and Footer to exit the Header.

Adding Name, Professor, Class and Date

Type these at the top of your first page. DO NOT PUT THEM IN THE HEADER! If you do they will appear on every page.