Introduction to Formatting in Microsoft Word

CANVAS COURSE
How to set margins for thesis/dissertation

➢ From the ribbon at the top of the page, click on Page Layout.
➢ Under Page Layout click on Margins
➢ Then click on Custom Margins at the bottom of the drop down box.
➢ Once you have clicked on Custom Margins, the Page Set Up Box appears.

➢ Change the top margin to 1.5 and the left margin to 1.5

➢ Click OK
How to set up spacing for the document

➢ Click on Home in the top ribbon
➢ Click on the down arrow in the Paragraph Box
➢ This will cause the Paragraph Box to open.
➢ Set your line spacing to double
➢ Make sure the points in the Spacing Box are 0 in Before and After
How to Select Fonts

➢ The selection of fonts is found from the Home Ribbon

➢ Prior to selecting a font for your paper, consult Font Requirements in the Thesis/Dissertation Guide

➢ Select the font and the size of the font
How to Set a Section Break

➢ From the Ribbon at the top, select Page Layout
➢ Once in Page Layout, Click on Breaks.
➢ Click on Section Break – Next Page
➢ Try to avoid Page Breaks and Section Break – Continuous
➢ Always have your cursor at the bottom of the page and after all text when setting section breaks
How to Change Margins

➢ Once you have added a section break, the cursor will appear on the next page.
➢ Go back into the Page Set up box like before and change the top margin to 2.0
➢ Click Ok
➢ This will change the margin for page you are on and all pages that follow
Hints

For the Title Page

- Everything on the page should be centered except for Approved by/Committee Chair
- Use a tab of 3.15 to align Approved by/Committee Chair under the 1st ‘o’ in Greensboro above the year
- Confirm the title is typed in an inverted pyramid
- Verify the degree is correct
- Review the title and author’s name to ensure they match the abstract
How to change margins back after a 2 inch top margin

➢ From the Ribbon at the top, select Page Layout
➢ Once in Page Layout, Click on Breaks.
➢ Click on Section Break – Next Page
➢ Always have your cursor at the bottom of the page and after all text when setting section breaks
➢ This will put your cursor on the next page and allow you to change the top margin back to 1.5
How to Format a Table of Contents

➢ The top margin should be 1.5
➢ The title is centered on the page
➢ Double space between the title and Page and the 1st entry
➢ Use tabs to set the page numbers and roman numerals
How to set tabs for the page numbers on the table of contents, list of tables and list of figures

➢ From the Home tab on the ribbon, click on the downward arrow in the Paragraph box.
➢ In the bottom left corner is Tabs, click on this.
➢ This will open the Tabs box.
Tab stop for page numbers

➢ Set the tab to 6.0
➢ Choose Right Alignment
➢ Choose 2 Leader
➢ Click Set
➢ Click OK
How to tab to set the page number

➢ Once the tab has been set, place your cursor between the title and the page number.

➢ Hit the tab key

➢ The page number will move to the right margin and the leads will be input for you.

➢ Repeat this step for each page number to be set
Tab stops for roman numerals

➢ In the tab box, set the first tab for .5, alignment decimal, no leader

➢ Click set

➢ In the tab box, set the tab for the page number (6.0, alignment right, 2 leader)

➢ Click set

➢ Click ok

➢ Put the cursor in front of the roman numeral and hit tab.

➢ Then put the cursor in front of the page number and hit tab
Hints

Table of Contents

➢ Everything is double spaced except for the subheadings
➢ Subheadings are single spaced
➢ All titles are in all caps – only the subheadings are not in all caps
➢ Tab stops for roman numerals: .5, left alignment, no leader
➢ Tab stops for page numbers: 6.0, right alignment, 2 leader
➢ Tab stops for subheadings: 1.0 for 1st level subheading, 1.5, for 2nd level subheading
➢ Always put your cursor in front of the item that you want to move (roman numerals or page numbers)
How to set the page numbers at the bottom of the page for the preliminary pages

➢ Go to the Insert tab along the ribbon.
➢ Click on the down arrow at Page Number
➢ Click on Format Page Numbers
How to set the page numbers at the bottom of the page for the preliminary pages (con’t)

➢ Number format should be small roman numerals
➢ Under Page numbering, select start at and input ii in the box
➢ Click Ok
How to set the page numbers at the bottom of the page for the preliminary pages (con’t)

➢ Go to the Insert tab along the ribbon.
➢ Click on the down arrow at Page Number
➢ Select Bottom of Page
➢ Select Plain Number 2
➢ When you select, plain number 2, it will place the page number centered at the bottom of the page
How to set the page numbers at the bottom of the page for the preliminary pages (con’t)

➢ The page number should be one inch from the bottom of the page.

➢ Raise the footer under Design to .7 (or as needed) until the 1 on the ruler is visible at the bottom of the page.

➢ Also make sure the Link to Previous option is not highlighted on the Navigation section.

➢ Close the Header and Footer Section by clicking on the X.
How to Set up Chapter I

➢ Add a section break on the last page of the preliminary pages and change the top margin of the first page of the chapter to 2 inches

➢ Click OK
How to Set up Chapter I (con’t)

➢ Center chapter and the chapter title
➢ Double space between chapter and the chapter title
➢ Triple space between the chapter title and the text
How to set up the page number for Chapter I

➢ Go to the Insert tab along the ribbon.
➢ Click on the down arrow at Page Number
➢ Click on Format Page Numbers
➢ The Page Number Format box appears
➢ Number format should be Arabic numbers
➢ Under Page numbering, select start at and input 1 in the box
➢ Click Ok
How to set up the page number for Chapter I (con’t)

➢ Click on the down arrow in Page number
➢ Click on Bottom of Page
➢ Click on Plain Number 2. This will open the header and footer tools and put the page number at the bottom of the page centered.
➢ This puts 1 on the 1st page of your chapter and the preliminary pages still have the roman numerals.

➢ To set the page numbers for the rest of the document, add a section break at the end of page 1

➢ Return your margin to 1 ½ inch top margin on page 2

➢ You will notice the page number on page 2 is 1
Setting up the page numbers for the rest of the paper

➢ Once you are on page 2, click on the down arrow beside Page Number.

➢ Click on Format Page Number

➢ Make sure the number format is Arabic numbers

➢ Under Page Numbering, click on Continue from previous section

➢ Click OK

➢ This will change the page number to 2 and continue this number pattern throughout the rest of the paper
Hints

Chapters

➢ The first page of each chapter has a 2 inch top margin
➢ A section break is needed before the page with the 2 inch top margin and on the page with the 2 inch top margin
➢ Chapter and the Chapter title are centered on the page
➢ Each chapter begins with a double space between Chapter and the Chapter Title and a triple space between the Chapter Title and the Text
➢ Chapter and the Chapter Title are in all caps
➢ Page numbers in the text may be in the center at the bottom, in the bottom right and in the top right. The example illustrates the center bottom but you may also choose Top of Page, Plain Number 3 and Bottom of Page, Plain Number 3
➢ The only time you would have to change the format of the page numbers after page 2 is for landscape pages.
Block Quotes

➢ Block quotes have a triple space before and after them. A triple space is defined as two single spaced lines between two lines of text.

➢ The block quotes are set up single spaced and all lines are indented .5 from the left margin.

➢ If the block quote begins at the top of the page, the quote starts at the margin.

➢ If the block quote ends a page, there is no triple space afterwards.

➢ An enlarged version of the example is on the next page.
How do I set up a block quote in my paper? If the block quote begins at the top of the page, the quote should begin at the margin and have a triple space afterwards.

If the block quote was to happen in the middle of a sentence, the block quote would have a triple space before and after the quote.

There is a triple space before this quote. And I would want to make sure there is a triple space after it also. Remember a triple space is two single spaced blank lines between two lines of text.

Now, that I have the block quotes set up I need to think about the spacing around the tables and figures. They will have a triple space before and after also.
Tables and Figures

➢ A triple space is needed before and after each table and figure.

➢ Table titles are always at the top of the table. The figure title may be at the top or the bottom.

➢ The titles may be set up as two lines or one line (like in the example)

➢ Each important word is capitalized in the title in the text and on the list of tables/figures.
In order to set up a landscape page, you will need to add a section break before the page that needs to be landscape.

Once on the Page Layout tab from the ribbon, click orientation

Click Landscape

This will allow the orientation of the page to change.
Use the link to go to a youtube video from Mississippi State University. The video walks you through how to set up the page numbers on a landscape page.

The only difference is the left margin should be 1.5 as well as the horizontal and vertical settings.

- For single digit numbers: Horizontal Absolute .9 to the right of page. Vertical Absolute 2.95 below margin.
- For two digit numbers: Horizontal Absolute .9 to the right of page. Vertical Absolute 2.91 below margin.
- For three digit numbers: Horizontal Absolute .9 to the right of page. Vertical Absolute 2.88 below margin.

https://www.youtube.com/watch?v=SYZi8T_bVpU
Landscape Page Numbers: An Alternative Way

➢ First, you must remove the page number that appears at the bottom of the page.

➢ Click on the footer to open the Header and Footer Tools

➢ Click on Link to Previous so it is no longer highlighted.

➢ Highlight the page number at the bottom of the page and delete the page number

➢ Close the Header and Footer tab
Landscape Page Numbers (con’t)

➢ From the Insert tab on the ribbon, go to Text Box.
➢ Click on the down arrow
➢ Click on Draw Text Box
Landscape Page Numbers (con’t)

➢ Draw the text box in the middle of the page at the left margin (this would apply if the page number was at the bottom of the page. If you have placed the page number elsewhere, you will need to draw your text box in that spot on the page)

➢ Type the page number in the box

➢ Click on Text Direction and turn the text in the proper direction (rotate text 90 degrees)

➢ Click on Shape Outline and select No Outline

➢ When the landscape pages are done, insert a section break on the last page. Change the orientation on the new page and restart your page numbers (like on page 1)