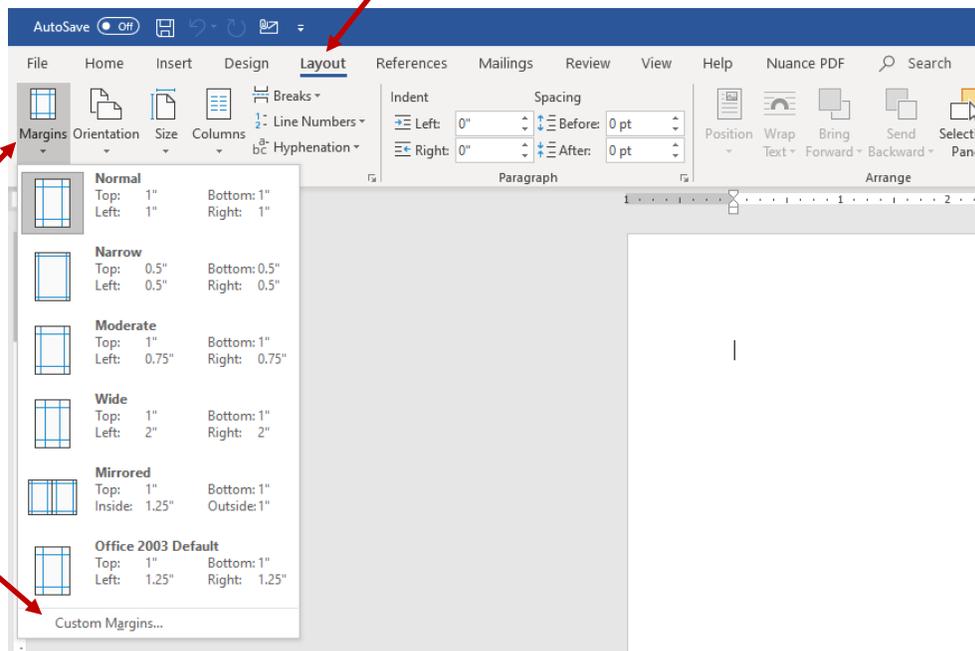


Basic Word Document Setup

Helpful Hints for Setting up a Word Document

1. Setting Margins

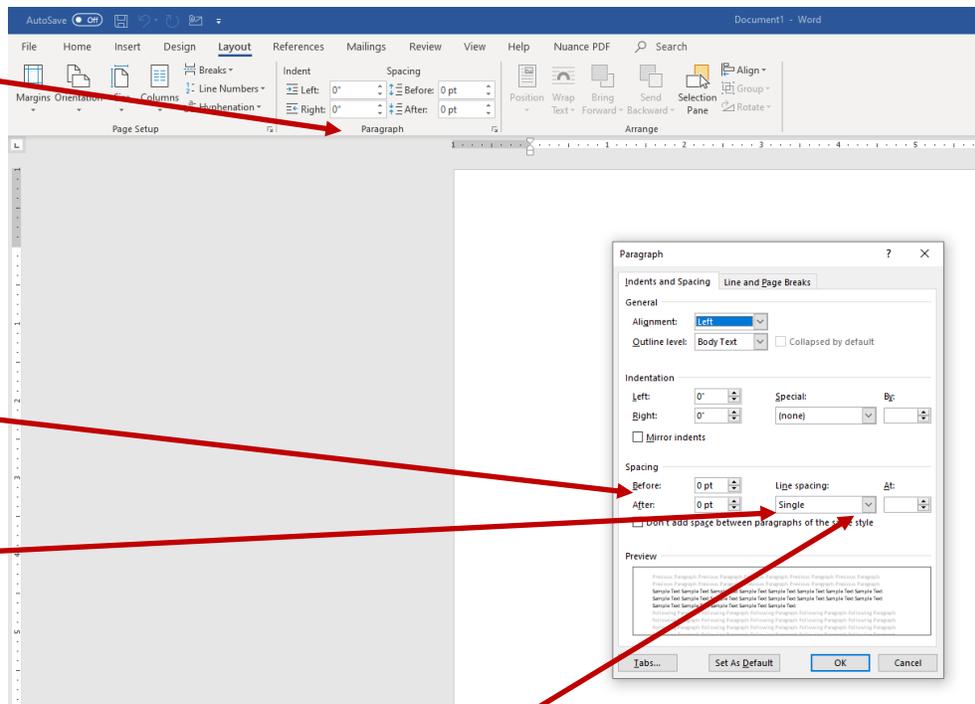
a. Click on Layout tab



b. Click Margin button and select a preset margin size or click on Custom Margins to create your own margins

2. Setting Line Spacing

a. Under the Home or Layout tab, click on Paragraph



b. If you want single spacing with no special spacing between paragraphs, set the Before and After numbers to 0 and select Single under Line Spacing

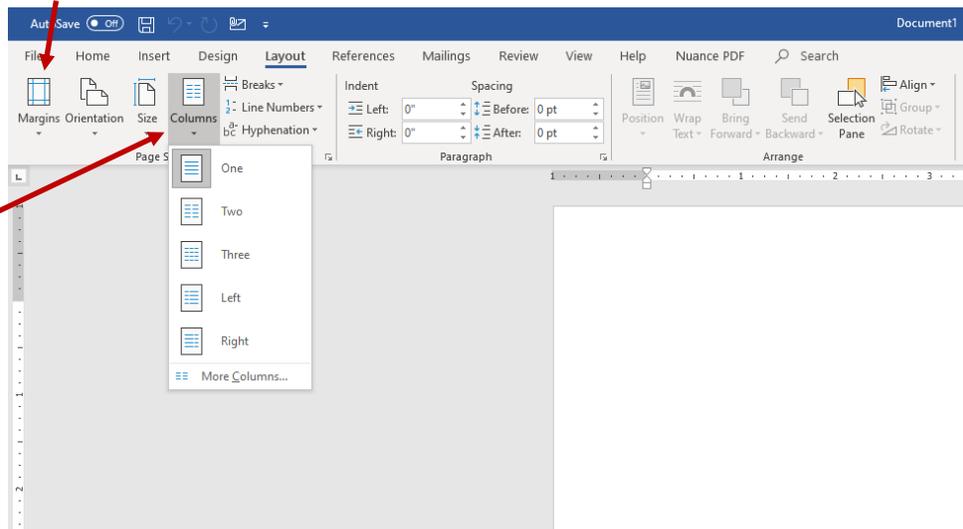
If you want double spacing in paragraphs, click on the arrow next to Single under line spacing and select Double from the dropdown menu. You can also have single spacing within paragraphs and have extra space between paragraphs by changing the point size under Spacing.

Basic Word Document Setup

3. Adding Columns

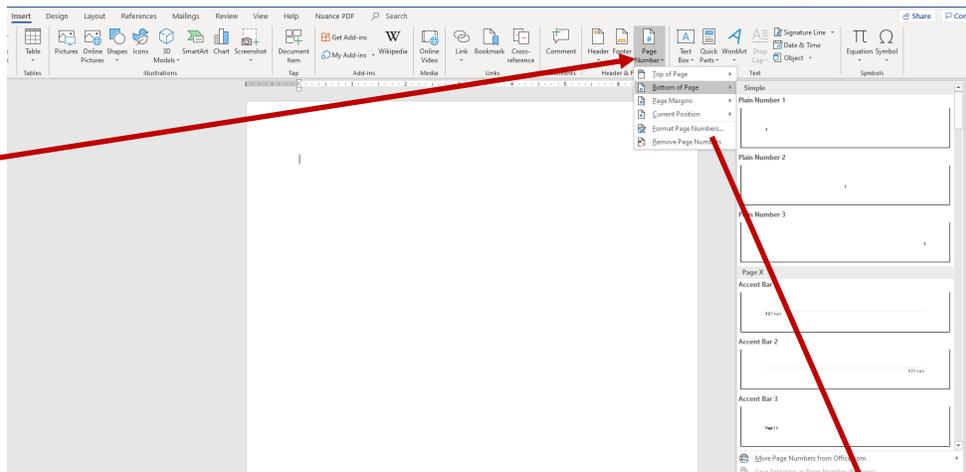
Click on Layout tab. If you are adding columns, it's best to have narrow margins, so click on the Margins button and select Narrow from the dropdown menu. Then, click on the Columns button and select however many columns you need for your document.

For wider columns, choose narrow margins first.

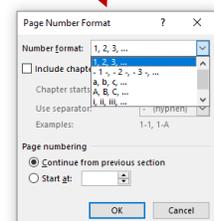


4. Adding Simple Page Numbers

To add simple page numbers, click on the Insert tab and then click on the Page Number button. You can then select top or bottom for page number placement and select the location from the dropdown menu.



Click on Format Page Numbers to choose what kind of numbers you desire. After clicking Format Page Numbers, you can click on Number Format for choices such as 1,2,3; i, ii, iii; or other formats.



The above directions are for simple page numbers. For more complex headers and footers, see the how-to guide Headers and Footers—Page Numbers.