Using Microsoft Word to format papers

Title Page:
1. Insert tab, Header & Footer section, Page Number option, Top of Page, Left
2. Design tab, Options section, Different first page check box
3. Repeat first step
4. Place your cursor left of your page number and type: Running head: TITLE OF PAPER, tab twice
5. Double click in the center of your page to get your cursor out of the Header field
6. Type your title information, making sure to center the text horizontally, and center it vertically in the top half of the page
7. Click Ctrl Enter to move to the next page

First page of paper:
1. Double click in the Header field
2. Place your cursor left of your page number
3. Type your title in all caps, tab twice
4. Double click in the center of your page to get your cursor out of the Header field
5. Type your title again, only capitalizing the main words, center horizontally
6. Tab to indent your paragraph and type your paper
7. When you have completed the paper, use Ctrl Enter to create the References page

References
1. Type References at the top of the page, center horizontally
2. Type your sources, or copy and paste them from the databases
3. Select all of your references
4. Home tab, Paragraph section, tiny box with arrows in lower right part of section
5. Indentation, Special, Hanging, OK
6. Home tab, Paragraph section, AZ\downarrow

Formatting text and spacing
1. Home tab, Editing section, Select All Objects
2. Home tab, Paragraph section, tiny arrow in lower right
3. Spacing Before, set to 0; Spacing After set to 0
4. Line Spacing, double, OK
5. Home tab, Editing section, Select All
6. Home tab, Font section, Times New Roman, 12 point