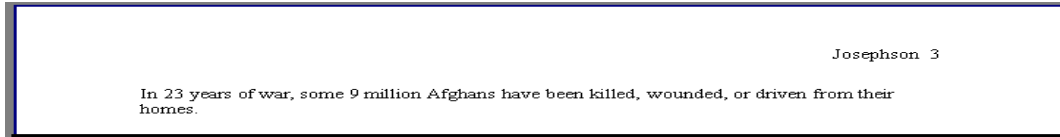


MS Word 2007 (PC) Tips for Research Papers in MLA Style

Name & Page Numbering in the Header

In MLA style, each page of your paper should have **your last name** and the **page number** (using automatic page numbering) in the upper-right corner, in the area along the top of your document called the **Header**. It should look like this:



To get into the Header, just put your cursor very near the top of the document page and double-click. The cursor will be positioned on the left. Before typing anything, move it to the right side by hitting **Ctrl-R** (for "Right").

Then type your last name and then hit the space bar. To add the automatic page numbering, go up to the **Header and Footer** section of the Ribbon (on the left side) and choose **Page Number** and choose **Current Position > Plain Number**. Then close the Header and Footer by clicking on **Close Header and Footer** in the upper-right corner (or, as a shortcut, just double-click back on your paper).

Formatting the Header on the Works Cited page:

When you have finished your Works Cited page, copy the whole thing and paste it at the end of your paper.

When you do this, the Header information, including the page numbering, will continue from the rest of your paper.

Make your Works Cited page start on a separate page by inserting a **Page Break** between the end of your paper and the start of your Works Cited page/s. To do this, put the cursor directly in front of the "Works Cited" title, and from the **Insert** tab, select **Page Break**.

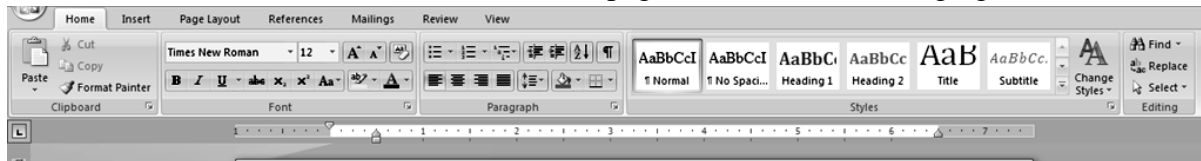
Creating Hanging Indents on the Works Cited Page

To create hanging indents, you must use the **Ruler** in Word. If you don't see the ruler at the top of your document, you can turn it on by clicking on the little **View Ruler** icon just above the vertical scroll bar on the right of your document.

The **indent marker** is on the left side of the ruler. It has three parts that can be moved along the ruler: a **top triangle**, a **bottom triangle**, and a little **box** on the bottom. When you move the indent marker, it will affect just the paragraph you have selected. (For a single paragraph, you don't have to select the paragraph—you can just click so that the cursor is blinking somewhere within the paragraph.)

A **hanging indent** means that the first line of a paragraph is not indented, but all the other lines are.

To create a hanging indent, slide the **lower triangle** on the Indent Marker over (the little box at the bottom will move with it). For a Works Cited page, use a **half-inch** hanging indent.



To create a hanging indent, slide the lower triangle of the Indent Marker over half an inch.

If you slide the **little box** at the bottom of the Indent Marker, it indents the whole paragraph. If you slide just the **top triangle**, it indents only the first line of the paragraph.

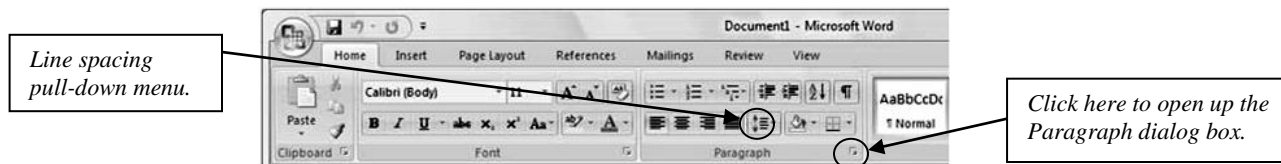
Line & Paragraph Spacing

Line spacing: Every part of your research papers should be double-spaced. (Be sure that there is no extra space anywhere – e.g., above or below the title.) Use the **Line spacing** pull-down menu in the **Paragraph** section of the **Home** tab. OR use Keyboard shortcuts: Double = **Ctrl-2**; Single = **Ctrl-1**.

MS Word 2007 Tips & Shortcuts *cont'd...*

Paragraph spacing: On many computers, MS Word 2007 has a default paragraph formatting that puts 10 pts. of extra space after every paragraph; you may need to fix this so it doesn't add that extra space.

To see or change the paragraph formatting, in the **Paragraph** section (when you're on the **Home** tab), click on the little box in the lower-right corner to open up the Paragraph dialog box. Then in the **Spacing** section, set it to "**0 pt**" both **Before** and **After** each paragraph. (Once you've set your preferences, if you want to make that be the new default, click on the **Default** button on the bottom of the popup window.)



Spell and grammar red/green underlining—how to turn it off

Your Works Cited page will probably be full of red and green underlining, since usually almost everything on the page will be wrongly marked as a spelling or grammar error. You can turn these marks off if you want to. Go to the round **Office** button (in the upper-left corner) > **Word Options** button (at the bottom of the window) > **Proofing** section (in left column), and check off the bottom two checkboxes: **Hide spelling errors in this document only** and **Hide grammar errors in this document only**.

Page Margins

Research papers should have one-inch margins on left, right, top, & bottom. Especially check your **LEFT** and **RIGHT** margins, as on many computers, they are set to be wider than 1" by default.

To set the page margins, from the **Page Layout** tab, in the **Page Setup** section on the Ribbon, select **Margins**. From the pull-down menu, select the option ("Normal") with 1" on all sides.

Removing Hyperlinks from URLs

By default, Word automatically hyperlinks URLs after you type them. But URLs in a printed Works Cited page should not be hyperlinked. There are two ways to remove a hyperlink from a URL:

1. As soon as the URL turns into a hyperlink, if you hit the **Backspace** key right away, it will remove the hyperlink. Or, for a URL already hyperlinked on a page, just click right after it and hit **Backspace**.
2. You can hold the mouse cursor over the hyperlink and right-click with the mouse. From the pop-up menu choose **Hyperlink** > **Remove Hyperlink**.

[Note: If you don't see **Remove Hyperlink** as an option, first choose **Ignore**. Then right-click again and this time you should see the **Remove Hyperlink** option.]

Header Indent from Edge of Paper

[This is mainly an issue for students from other countries whose computer defaults may be different than most American computers.]

The Header should be set to be **.5"** (half an inch) from the edge of the page. If it looks like it's not a half-inch from the edge on your paper, you can check it or fix it by getting back into your Header (by double-clicking on it), and then in the **Position** section of the Ribbon, you can change the **Header from Top** measurement to **.5"** if you need to.