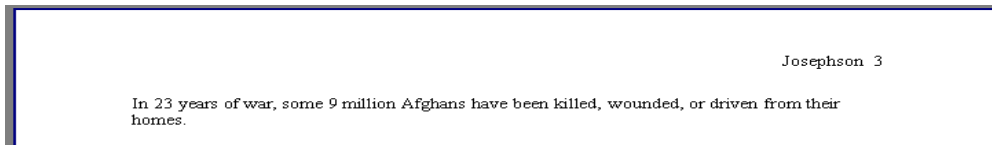


MS Word 2003 Tips & Shortcuts for Research Papers

Name & Page Numbering in the Header

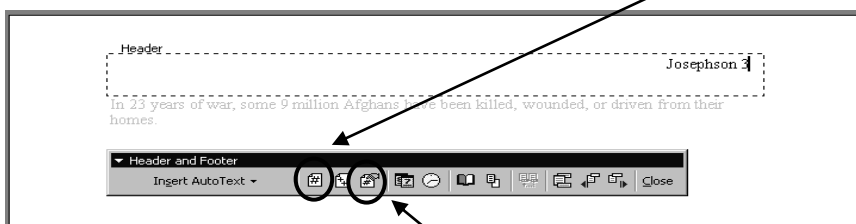
In MLA style, each page of your research paper should have **your last name** and the **page number** (using automatic page numbering) in the upper-right corner. This should be added using the **Header**. It should look like this:



To add a Header with both your name and the page number, from the **View** menu choose **Header and Footer** so you can see the Header (surrounded by a dotted line) and also the **Header and Footer** toolbar.

First, right-justify the Header. Then type your last name, add a space, and then click on the **Insert Page Number** icon (first icon next to "Insert AutoText").

Header text font: Be sure the Header text is in Times New Roman, 12-pt. font, like the rest of your paper.



Works Cited page numbering: The Works Cited page numbering should continue the numbering of your paper, but when you write your Works Cited page as a separate document, Word will automatically number it as page 1 when you add auto-page numbering as explained above. To make the Works Cited page start with a number other than "1," then immediately after you click on the **Insert Page Number** icon, click on the **Format Page Number** icon and tell it what number to start with, and it will change the "1" to whatever number you specified.

After you have added the Header, close the **Header and Footer** toolbar by clicking on "Close." (Note: The Header will look gray on the monitor screen but will print out black.)

Creating hanging indents on the Works Cited page

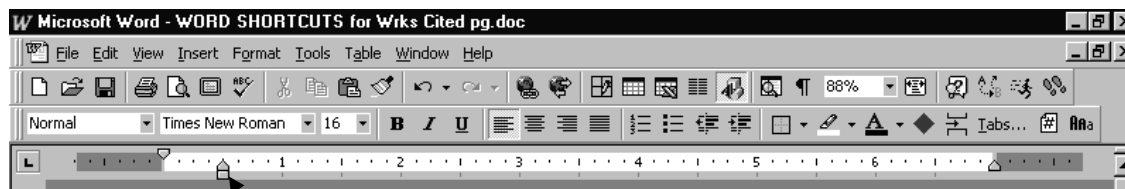
To create hanging indents, you must use the **Ruler** in Word.

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 selected paragraph/s. (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.)

To indent a **whole paragraph**, slide the **little box** at the bottom of the Indent Marker along the ruler as far as you want the text to be indented. (When you move the rectangle, both triangles move with it.)

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 will move with it). For a Works Cited page, use a ½-inch hanging indent, as shown below.



To create a hanging indent, slide the lower triangle of the Indent Marker over ½ inch.

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. BUT you must not type anything else before hitting the Backspace key, or it won't work.
2. You can hold the mouse cursor over the hyperlink and right-click with the mouse (*Mac users: Control-click instead of right-click*). 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.]

Line Spacing

Research papers should be entirely double-spaced (both the paper and the Works Cited page). Here are easy keyboard shortcuts for line spacing:

Double-spacing: **Cntrl-2** (*Mac users: use Apple/Command key instead of Control key*)

Single-spacing: **Cntrl-1**

Setting page margins (research papers should be 1" on left, right, top, & bottom)

Windows users: **File** menu > **Page Setup** > **Margins** tab

Mac users: **Format** menu > **Document** > **Margins** tab

Header indent from edge of paper: Just below the page margin settings are the settings for the indentation of the Header and Footer from the edge of the paper. These should be set to be **.5"**.

Spell and grammar checking

A squiggly **red** underline means Word thinks that there is a spelling error.

A squiggly **green** underline means that Word thinks that there is a grammar or punctuation error.

To check your whole document: First put your cursor at the start of your document. Then click on the

Spelling & Grammar button on the Standard toolbar (it looks like a checkmark under ABC).

To check a single word or error: Right-click (*Mac users: Control-click instead of right-click*) over the underlined section, and a box will pop up with suggestions to correct it.

To temporarily turn off the red & green lines: On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab. Make sure the **Check spelling as you type** and **Check grammar as you type** checkboxes are selected. Select the **Hide spelling errors in this document** and **Hide grammatical errors in this document** checkboxes.

Selecting Text—Keyboard Shortcuts (*Mac users: use Apple/Command key instead of Control key*)

Single word: **Double-click**

Single sentence: **Cntrl-click**

Single line: Move the cursor into the left margin (looks like a white arrow) and click once.

Single paragraph: **Triple-click**

Whole document: **Cntrl-A** (for All)

Long section of text: **Shift-click** (Click to place cursor at the start, then hold down the Shift key and click at the end.)