

## Basics of Word 2007 (Setting Up a Document for English 101 & 102 Assignments)

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Before you word-process your essay, follow these steps to set up your document in the new Word 2007, which has some quirky things to it. First open a new document in Word and click on the Home tab to set the defaults and format a document. (Making a template works well.)

- I. Go to Font (click on the arrow at the lower right of the bar labeled Font)
  - A. Set Font: Times New Roman
  - B. Set Style: Regular
  - C. Set Size: 12 point
  - D. Click on Default (lower left corner) to reset the default so you don't have to do it every time!
  
- II. Go to Paragraph
  - A. Set Indents and Spacing tab
    1. Spacing: Before 0, After 0 (the default in Word 2007 is 10 pts. after – which adds extra space between paragraphs). Don't use Auto either, as it adds space.
    2. Line Spacing: Double (the default is 1.15 – I have no idea why)
    3. Reset Default (button at bottom left of center)
  - B. Set Line and Page Breaks
    1. Uncheck Widow/Orphan Control (If there's a widow, the last line of a paragraph extending to a new page, the program will carry two lines or even the entire paragraph to the next page and leave a large margin at the bottom of the previous page. If there's an orphan, the first line of a new paragraph at the bottom of a page, the program may carry that line to the next page, leaving a large margin at the bottom of the previous page.)
    2. The Default does not hold this setting (why? who knows), so you need to reset it for each document.
  
- III. Go to Page Layout.
  - A. Set Margins: Normal (one inch top and bottom, left and right)  
(Note: Word 2003 default settings were 1¼ inch left and right; MLA states one inch)
  - B. Set Orientation: Portrait (usually is the default)
  - C. Set Size: Letter (usually is the default)
  
- B. Set Header/Page Numbering – this is a bit tricky.
  - A. Double-click near top of page
  - B. Go to the Header and Footer section at the top left of the Home page. Click on the Page Number icon. (Do not use Header; it's a mess to set up.)
  - C. Go to Page Number, Top of Page, Option Plain Number 3
  - D. Type in your last name, press space bar 2-3 times
  - E. Check the font and size; if the default has not been reset, highlight both the last name and the page number, change font to Times New Roman 12
  - E. Double-click in the middle of the page to return to the content area.
  - F. Click on the left align icon above the word Paragraph. (It should be the default.) Type the MLA header information: First and last name, professor's name using the academic title, name of class, and date using either MLA (British) style or U.S.
  - G. Center the title, press Enter, and reset the left alignment icon to begin the body of the essay.
  - H. Use the tab key for paragraph indentations, not five spaces.

## Checklist for Formatting a Manuscript in MLA

### Header and page numbers, Title

- Header: Type your last name and the auto page number in a header in the upper right corner ½-inch from the top of the page.  
*(For Word 2007, go to Insert/Page Number (not Header)/Top of Page, option 3; type your last name and press the space bar a few times to separate your name from the page number.)*
- At the top left of the first page, one inch from the top, write your last and first name, the professor's title and last name (Professor X), the course name, and the due date of the paper.
- Center the title near the top of the first page after the identifying information listed above.

### Margins, Spacing, Typesize, Font, and Indenting

- Use 1-inch margins on all sides.  
*Note that Word 2007 spacings must be reset to eliminate extra points between paragraphs. To do this, go to Home/Paragraph (click on the arrow in the lower right corner), change the before and after spacing to 0 (the Word 2007 default is 0 and 10), and line spacing to double (the Word 2007 default is 1.15)*
- Double-space the entire manuscript, no more, no less for any part. Do not justify (align) the right margins.
- Use standard 12-point Times New Roman font.
- Use regular type and the same font for all copy (no larger type for any part, no all caps, no italics, no boldface, etc.).
- Indent paragraphs one-half inch. (Use the default tab setting.) Set off quotations of more than four typed lines one inch from the left margin and omit the quotation marks.

### Citing Sources in the Text

- In general, introduce paraphrases or quotations with a signal phrase listing the author or title of the article if no author. Do not “drop in” quotes without a signal phrase.
- The second part of the in-text citation is the page reference. For print source materials, add the page number after the quotation or paraphrase. No page numbers are used for web sources.
- Do not repeat the author's name or article title in the in-text citation at the end of the quote or paraphrase.

### References

- Title the final page Works Cited. Double-space all entries and list alphabetically by author's last name using hanging indents (second line is indented ½-inch).  
*To set up hanging indents in Word 2007, go to Paragraph, click on the arrow at the lower right corner, Indentation/Special/Hanging from the pull-down menu.*
- Italicize or underline the titles of books and websites; capitalize all important words.
- Put in quotation marks the titles of periodical articles and web articles.