Guidelines for Creating Documents

in Word 2007
How to Set Margins in Word 2007

To verify that your margins are set at 1” on all sides, click on “Page Layout” then select “Normal” (one inch margins on all sides.)
How to Remove the “Extra” Space in Word 2007

The following should be completed **before** you begin typing to assure that the change is made to the entire document.

To remove the added space between paragraphs, click on the **lower right hand button** on the **Paragraph** tab. When the paragraph window opens, scroll down to the **Spacing** area, click the box **“Don’t add space between paragraphs of the same style.”**

If it’s your computer, click on **Default** to change the program for future documents. Otherwise, click on **“OK”** and begin typing.
How to Select Double Spacing in Word 2007

To assure that your document is properly double spaced, first, click on “Page Layout,” next click on the small icon to the left of the word “Paragraph,” finally, change “Line Spacing” to “Double.” Then click “OK.”
How to Add Page Numbering in Word 2007

To be sure your document pages are correctly numbered and are placed at a 0.5” header, follow these directions:

1. Add a page number to top and right. Click on “Plain Number 3”

2. Add last name. Type 1 space after name, before page number. Be sure “Header from Top” is 0.5”
3. Close Header and Footer

Now your pages will include your name, be sequentially numbered, and be correctly placed in the document.
To create a forced page break to avoid widows and orphans in your document, first and easiest method:
Click on “Insert” then click on “Page Break”

Second more complex method: Click on “Page Layout” then click on “Breaks,” and finally select “Page.”