Guidelines for Setting up Documents
Using
Microsoft Word 2010
Setting up a Document in Microsoft Word 2010

Setting the Font:
- On the Home tab, click on the down-arrow at the right of the font box.
- From the list, choose Times New Roman.

Setting the font size:
- Click on the down arrow at the right of the font size box.
- Click on “12”.
Setting up a Document in Microsoft Word 2010

**Setting Line Spacing:**
- On the Home tab, click on the small arrow in the lower right corner of the paragraph section.
- In the Paragraph box that opens, choose **Double** in the Line spacing box.

To remove the extra space between paragraphs:
- Check the box that says: “Don’t add space between paragraphs of the same style”
Insert a Page Number With Your Last Name:

- On the Insert tab, click on the **Page Number** icon, **Top of Page**, and **Plain Number 3**.
- At this point, you will have a page number in the upper right corner of the page.

- Type your **last name** and one space next to the page number.

Double click below the dotted blue line to exit the header area.
Setting Margins:

- On the Page Layout tab, click on the **Margins** icon, then click on **Normal** (1 inch margins).
Setting up a Document in Microsoft Word 2010

Formatting Hanging Indents on the Works Cited page

- Type in the Works Cited entries.
- Select all of the entries
- On the Home tab, click on the small arrow in the lower right corner of the paragraph section.
- In the Paragraph box that opens, choose Hanging in the Special Indentation box
Supplement
Setting up a Document in Microsoft Word 2010

Result: A Well Formatted Microsoft Word 2010 Document

First Page

Last Page – Works Cited