Setting up a document in Microsoft Word: Mac 2011

Setting the Font:
- On the Home tab, click 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: Mac 2011

Setting Line Spacing:
On the Menu Bar, Click on Format, then Paragraph
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"
Setting up a document in Microsoft Word: Mac 2011

Insert a page number:
In the Menu bar, click on Insert, then in the pull down window, click on Page Numbers

In the new window, click on Top of Page (Header), then in the line below, click on Right
Then click on OK
To insert your name next to the Page Number to make a Running Head:

- Double Click (with a mouse) or Double Tap (with the touch pad) in the area next to your new Page Number
- On the Home tab, click on Right Justify
- Type in your last name.
- Then, down in the middle of the page, Double Click (with a mouse) or Double Tap (with the touch pad) to exit the Header area.
Setting up a document in Microsoft Word: Mac 2011

To set the Margins
• Click on Format, then Document

In the new window, set the **Left** and **Right** margins to 1 inch
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Creating a Works Cited page

• Create a Page Break: At the end of the last page of text for your paper, go to the Menu bar, click on Insert, then click on Break, then in the pull-down menu, click on Page Break.
• At the top of the new page, type the words Works Cited.
• Underneath that, enter all of your works cited entries, and treat each entry as a separate paragraph.

Formatting Hanging Indents on the Works Cited Page

• Select all of the Works Cited entries.
• On the Menu bar, click on Format, then click on Paragraph.
• In the Indentation section, click on Special.
• Choose Hanging.

• To center the Works Cited title, highlight Works Cited at the top of the page, click on the Home tab, then in the paragraph group, choose Center Text.