

Name:  
Date:

Period:  
Ms. Lopez

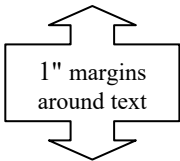
## Some Words About Microsoft Word

Although in many respects word processing programs are easier to use than a typewriter, you need to know how to use the program to be successful. Below are some shortcuts and general information you will need to format your paper properly in Microsoft Word 2007 or higher.

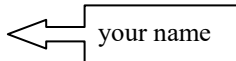
Margins	Go to "Layout" tab Click on "Margins" button Select "Custom Margins" Set margins to 1" (Change bottom margin to .9 to compensate for a program error.)
Running Head	Go to "Insert" tab Click on "Page Number" button Go to "Top of Page" Menu Select "Plain Number 3" Type your last name & a space before the number Hold "Ctrl" + Press "A" ( <i>select all</i> ) Change the font to 12 pt. Times New Roman Click on "Close Header and Footer" button
Spacing and Alignment	Hold "Ctrl" + Press "A" ( <i>select all</i> ) Right click on highlighted text Select "Paragraph" option Select "Left" at "Alignment" Change both "Spacing" options to "0 pt" (not "Auto") Select "Double" at "Line Spacing" Click on "Line and Page Breaks" tab Deselect "Widow/Orphan control" Click "OK" button
Font Type & Size	"Ctrl" + "A" ( <i>select all</i> ) Right click on text of paper Select "Font" option Change "Font" to "Times New Roman" Change "Size" to "12" Click "OK" button
Hanging Indent (for Works Cited entries)	Highlight all of your Works Cited entries Right click on the highlighted text of paper Select "Paragraph" option Locate "Hanging" in the "Indentation" section Set "By" option to read ".5 inches"

### ★ Shortcut Keys ★

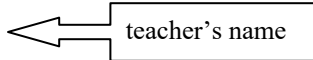
"Ctrl" + "A" ( <i>select all</i> )	"Ctrl" + "L" (left alignment)
"Ctrl" + "E" (centering)	"Ctrl" + "R" (right alignment)
"Ctrl" + "Z" (undo, including hyperlinks)	"Ctrl" + "F" (use "find" and "replace" tools)
"Ctrl" + "2" (double space)	"Ctrl" + "I" (italics-repeat to turn off)



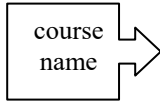
Ima Fakekid



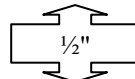
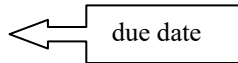
Ms. L. Lopez



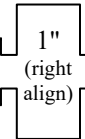
English 11



10 May 2019



Fakekid 1



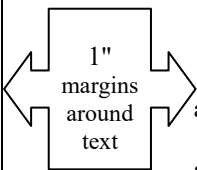
running head  
(last name & page number)

Place Your Title Here

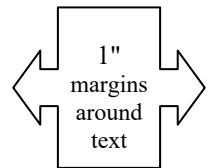
centered title  
no underline, no italics, no bold

12 pt.  
type  
Times  
New  
Roman  
(This is  
10 pt.)

Properly formatting a paper is a detail-oriented process. However, carefully follow the rules shown here, and soon enough, you will find it easier to complete this portion of the task. Getting the computer equipment to follow the rules is more challenging, so here are some common problems and helpful hints to guide you.



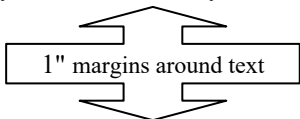
First, everything is double-spaced. There are no extra blank lines between the heading and the title or between the title and the first line of the text, but some versions of Word automatically are set to add extra spacing between paragraphs. You must shut this off in the paragraph dialog box, and shut off the “widow” and “orphan” controls found in the paragraph dialog box, typically located on the second tab. There should be 24 lines of text per page; if yours has less, an error exists. On the first page, include the five lines of heading and title when creating 24 lines of text, but remember that your heading is on the first page only. It is possible that you have formatted everything properly, and your bottom margin remains too large, or there are not enough lines on the page. Then, you should change the bottom margin to .9 inches. I have to do this on my computer at home and almost always on the computers at school.

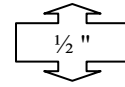
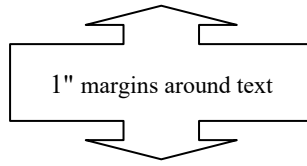


left  
justification

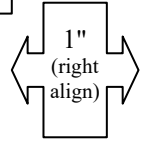
The “running head,” your last name and the page number, sits flush with the right margin and 1/2" from the top of each page. If you already know how to use the header function, you may find this rather easy although remember to change the font and size to 12 pt. Times New Roman. You can find the “hanging indent” used to indent subsequent lines in a Works Cited entry in the paragraph dialog box. If you don't know how to use these functions, read the help files that come with your software. They are helpful.

left  
justification





Fakekid 4



Works Cited

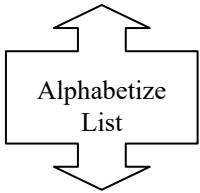
centered,  
no underline, no bold

indent  
subsequent  
lines 1/2 "  
(“hanging  
indent”)

“Feral Cats: Frequently Asked Questions.” *The Humane Society of the United States*, 6 Sept. 2017, [humanesociety.org/faq.html](http://humanesociety.org/faq.html). Accessed 30 Apr. 2018.

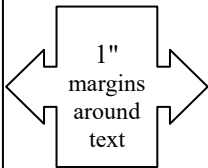
“Fostering.” *Teen Health and Wellness*, Rosen Publishing Group, Inc., July 2017, [teenhealthandwellness.com/article/500/foster-care](http://teenhealthandwellness.com/article/500/foster-care). Accessed 5 May 2018.

Hageman, William C. “Strays and Abandoned Pets Euthanized Nightly at Adoption Shelters.” *Chicago Tribune*, 29 Oct. 2017, p. C3. *SIRS Issues Researcher*, [sks.sirs.com](http://sks.sirs.com). Accessed 30 Apr. 2018.

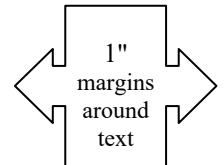


Pezi, Patsy, et al. “The Reproduction Problem.” *Veterinary Journal of Medicine*, vol. 22, no. 3, Jan. 2013, pp. 1751-1775. *Opposing Viewpoints in Context*, doi:A326889919. Accessed 29 Mar. 2018.

Santora, Marc, and Nate Schweber. “25 Cats Found Hanging in Yonkers.” *New York Times*, 25 Apr. 2014, p. A16. *ProQuest*, doi:12145119. Accessed 30 Apr. 2018.



Smith, John. “Wild Animals: Overview.” *Issues: Understanding Controversy and Society*, ABC-CLIO, 2018, doi:2144633. Accessed 1 May 2018.



Wats, Ted. “Animals Suffer Needlessly for Food Production.” *Vegetarianism*, edited by Amy Francis, Greenhaven Press, 2015. *Current Controversies. Opposing Viewpoints in Context*, doi:EJ3010705250. Accessed 29 Mar. 2018. Originally published as “Gagged by Big Ag,” *Mother Jones*, 2013.

Name:  
Date:

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Ms. Lopez



## Step by Step Instructions for Formatting an MLA Style Paper in Microsoft Word

### Main Document:

- 1) Create a new blank document
- 2) Go to the "Layout" tab
- 3) Click on "Margins" button (on left side)
- 4) Select "Custom Margins" (at bottom)
- 5) Set "Top," "Left" & "Right" margins to 1" ("Bottom" margin most likely will need to be .9")
- 6) Click "OK"
- 7) Go to the "Insert" tab
- 8) Click on "Page Number" button
- 9) Go to "Top of Page" menu and select "Plain Number 3"
- 10) Type your last name and a space before the page number
- 11) Hold "Ctrl" and press "A" (select all)
- 12) Right click on highlighted text and select "Font" (at bottom)
- 13) Change the font to "Times New Roman" & change the font size to "12"
- 14) Click "OK"
- 15) Click on "Close Header and Footer" button (or double click in the field where the text will go to close the header)
- 16) Type your first name and last name
- 17) Hit "Enter"
- 18) Type the instructor's name (Ms. L. Lopez)
- 19) Hit "Enter"
- 20) Type the course name (English 11)
- 21) Hit "Enter"
- 22) Type the due date (10 May 2019)
- 23) Hit "Enter"
- 24) Hold "Ctrl" and press "E" (center)
- 25) Type your title
- 26) Hit "Enter"
- 27) Hold "Ctrl" and press "L" (left align)
- 28) Hold "Ctrl" and press "A" (select all)
- 29) Right click on highlighted text and select "Font"
- 30) Change the font to "Times New Roman" & change the font size to "12"
- 31) Click "OK"
- 32) Hold "Ctrl" and press "2" (double space)
- 33) Right click on highlighted text and select "Paragraph"
- 34) In the "Spacing" section, change the "Before" and "After" options to "0 pt"
- 35) Click on the "Line and Page Breaks" tab
- 36) Unselect the "Widow/Orphan control" option by clicking the box to remove the check mark
- 37) Click "OK"
- 38) Hit the "↓" (down arrow) key (unselects all)
- 39) Hit "Tab" key once (indent for first word of a paragraph)

Margins

Page Numbering

Heading & Title

Font & Line Spacing

★ Congratulations! You are ready to type your paper! ★



### Save Often!

- 40) Hold “Ctrl” and press “S” (save)—Name your document
- 41) Select the appropriate place to save your file
- 42) Change the “Save as type” file type to your desired choice
- 43) Click “Save”

WHEN YOU COMPLETE WRITING YOUR PAPER, MOVE TO THE TOP OF A NEW PAGE TO BEGIN THE WORKS CITED PAGE. MAKE SURE YOU ARE AT THE TOP LINE. CLICK THE ¶ BUTTON ON THE ‘HOME’ TAB TO SEE ANY EXTRA LINES AT THE TOP OF THE PAGE.



### Works Cited Page:

- 44) Hold “Ctrl” and press “E” (center)
- 45) Type the following two words: Works Cited
- 46) Hit “Enter”
- 47) Hold “Ctrl” and press “L” (left align)

Title

- 48) Carefully type each entry. Do not hit “Enter” until you have typed the *entire* entry.
- 49) Highlight the Works Cited entries **only**
- 50) Right click on the highlighted text and select “Paragraph”
- 51) In the “Indentation” section, find the “Special” box
- 52) Select “hanging”
- 53) Set “By” option to .5”

Hanging Indent



### Some Unusual Issues with Word

- **When you type a URL, the program may change it into a hyperlink.** Hold “Ctrl” and press “Z” (undo last action) *or* right click on the URL, select “Remove Hyperlink”
- **Word often prints an incorrect margin.** Use the “Show/Hide” function (the ¶ button) to see if you have any extra spaces or other added formatting. Often, you need to trick the program into giving you the correct margin. If Word says it is printing a 1” margin but it is larger, slowly decrease the margin size to trick the program into printing a true 1” margin. **(Plan to print about three copies until you get everything correct.)**
- Grammar and spell check are more of a hindrance than a help on your Works Cited page. Click the right mouse button and select “Ignore once” to remove the wavy lines so that you can see your punctuation more clearly. I had run fast.

On the other hand, grammar check can be incredibly helpful when writing a paper. Click the Office button (the Microsoft logo), and select “Word Options.” Click on the “Proofing” option on the left side of the dialog box. You can change the “Writing Style” option to check “Grammar & Style” and even click on the “Settings” button to customize your grammar checking to your personal preferences and needs. When Word notes an error, right click on it and either make the change or select the choice that explains the grammar error.

★ **There are 24 lines of text on a page of a properly formatted MLA paper.** ★