

Formatting in Word 2007

Use the following steps, in this order, to format your documents:

1. **Insert breaks:** **Page Layout tab** — **page setup panel** > breaks > section breaks > next page
2. **Separate sections:** **Design tab*** (cursor needs to be in header or footer*) — **options panel** > different first page > place cursor in header on 2nd page > navigation > link to previous
3. **Add page numbers:** **Design tab*** — **header and footer panel** > page number > format page numbers > number format (choose small Roman numerals for front matter, and go to *start at* > choose page i > ok. Place cursor in header or footer (for front matter, 2nd page) > back to page number > select preferred option (change starting number, following steps above, as needed in later sections)
4. **Apply styles:** **Home tab** — highlight desired text > in **style panel**, click small box at lower right > options > select styles to show > all styles > ok > select desired style > click small arrow at right of style name > modify > under formatting, select font family and size as desired > click format button > paragraph > spacing: set space before value to 0 > ok > apply. To use same style on other text, highlight it and click the selected style in the toolbar.
5. **Generate table of contents** (after you apply styles, Step 4 above): **References tab** — **table of contents panel** > click table of contents icon > choose one of first two options or customize
6. **Tailor headers/footers to page contents** (after you apply styles, Step 4 above): **Design tab*** — **insert panel** > quick parts > field > Field names: styleref > choose desired heading to match header/footer with > ok
7. **Insert captions:** **References tab** — place cursor where desired in document > **captions panel** > insert caption > select label type desired > type in caption > ok
8. **Generate list of figures/tables:** **References tab** — **captions panel** > insert table of figures > ok

Helpful Hints

- To display formatting, click the paragraph symbol ¶ in the Home tab.
- To update the Table of Contents, right click (control + click on the Mac) on the table and select “update entire table”.
- To format bulleted lists and customize bullets, use the numbering function in *format* in the style dialog box.

* Double click at the top or the bottom of the page to open the headers and footers and make the Design tab accessible.