

# **Word Formatting Directions for non-XP**

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This document will assist you in

- producing a table of contents
- tailoring headers and footers to reflect individual page contents
- inserting page numbers

## **Insert section breaks**

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Section breaks will help you to customize your headers/footers and page numbers.

1. Place your cursor where you want to be able to change the type of headers/footers you will use (usually the end of the front matter, the end of the introduction and the end of the body)
2. Go to **Insert** on the main menu and select **break**.
3. From the break menu select from section breaks type: **next page**

**Hint:** Click on the paragraph symbol——in the toolbar to see where you've placed breaks.

**Hint:** DO NOT select a page break.


## **Remove *same as previous* designation**

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This step also assists you in individualizing your headers/footers.

1. Open up the header/footer (go to **View**, and select **Header and Footer**). A toolbar will appear along with the header box.



2. Click on the **same as previous icon**——in the header toolbar. It will remove or add the *same as previous* designation on the top right corner of the box.


**Hint:** after you have put in headers or footers, you can open up the header/footer by double clicking on the top or bottom of the page.

## **Make your first page different**

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1. So that you can avoid placing a page number on the first page, open your



- header/footer and click on the **Page Setup icon**——.
2. In the Page Setup dialog box, check off **different first page**

## Insert page numbers

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This step will allow you to use small Roman numerals on the front matter pages.

1. Place your cursor in the header.
2. Go to the **insert** menu and select **page numbers**. The page number menu will appear and you may set the page number up as desired. However, you must also do the following:
3. In the page numbers dialog box, click on the **Format** button and select the type of numerals you want for that page. (ii, iv, etc. for front matter and 1, 2, 3 for the rest of the report)

## Apply styles

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You must apply styles before you can use any of the automatic functions. Applying styles also allows you to change the look of your document very quickly.

1. Highlight the text you want to apply a style to (for example, a main level heading).
2. Go to **Format** in the main menu and select **Styles and Formatting**.
3. A dialog box will open. It will have a list of formatting styles from which to choose. Pick one that will be easy to remember the name of.
4. Then select **Modify**. The modify menu that opens will allow you to make formatting choices.
5. Click on **Format** and select **font**. Make changes in the dialog box that opens and click **OK**.
6. In the modify menu, click **format** again, then select **paragraph**. In the paragraph menu, alter the **spacing** as you wish. Either the **before** or **after** value should be set to zero or you will end up with conflicting spacing in the document.
7. Apply the same style to the same level heading throughout the document by highlighting the desired heading and clicking on the style name in formatting tool bar at the top.
8. Apply other styles to other level headings as needed.

**Hint:** You can also apply a body style to the body text so you have more control over the spacing between paragraphs. You might need to go to the bottom of the style formatting window and select **all styles** from the **show** window.

## Add a table of contents

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You have not wasted all of your time by applying those styles! Generate a table of contents automatically by following these steps:

1. Place your cursor where you want the table of contents to go.
2. Go to **Insert** and select **index and tables** (you may have to roll over the double arrows at the bottom of the insert menu).

3. Click on the **Table of Contents** tab at the top. From that menu select the formatting you want for your table of contents. When you click **OK**, *Word* will automatically insert the table of contents where you have placed your cursor

**Hint:** For my classes, use a table of contents style with ellipses or lines connecting the numbers and the headings.

**Hint:** Create the table of contents last so it will reflect any page changes made before you finalize the document.

## Add headers and/or footers

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Again, you have actually saved yourself time by applying styles. Follow these steps to insert and customize your headers and footers:

1. Go to the **insert** menu and select **field** (you may need to roll over the double arrows at the bottom of the window).
2. From the field menu, select **links and references** from the **categories box**. Then select **styleref** from the **field names** list.
3. Click options. Click **styles** at the top of the box that opens. Then select the heading level you want (example: heading 2) and click **add to field**. When you click OK, your header will automatically appear.

**Hint:** Reselect the level of header you want in each section that you marked off with a section break.

**Hint:** Go back and check to make sure that the headers appear on each page before you print out the document.

## Insert captions/automatically generate a list of tables and figures

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Follow these directions to get your list of tables and figures:

1. Place your cursor under the photo you wish to give a number and name to
2. Go to the **insert** menu and select **caption**. A menu will appear offering some options for appearance, wording, etc.
3. Type in a specific name for your table or figure, and click OK.
4. After you have inserted captions for all of your visuals, place your cursor where you would like the List of Tables and Figures to appear.
5. Go to the **insert** menu and select **index and tables**.
6. Select the Table of Figures tab, format desired, and click OK.

**Hint:** Use ellipses in the Table of Figures also.

### Remember this about *Word*:

Sometimes it does not cooperate and you have to tell it to do what you want several times.