

# Word 2007 Formatting Directions (DRAFT 3)

Here are some directions for setting up documents in Microsoft Word. They are still incomplete and rough, but they may help you find some items.

I **strongly** recommend formatting in this order:

1. insert section breaks
2. unlink sections
3. insert page numbers
4. apply styles
5. insert headers/footers
6. insert captions
7. insert table of contents
8. insert list of tables, figures, etc.
9. update field right before printing to make sure table of contents is correct (right click)

Action	Directions and locations
<b>show returns, breaks</b>	Click ¶ in <b>home</b>
<b>justify</b>	Click appropriate icon in <b>home</b>
<b>view header/footer</b>	Double click top or bottom of page
<b>see design tab</b>	Put cursor in header/footer
<b>insert section breaks</b>	Click <b>page layout</b> > <b>breaks</b> and select <b>section break</b> (NOT page break)
<b>unlink sections</b>	Place cursor in relevant header or footer, select <b>design</b> tab, and click <b>link to previous</b> — <i>same as previous</i> should disappear from the header or footer marker
<b>insert page #</b>	<ol style="list-style-type: none"> <li>1. With cursor in header/footer, select <b>design</b></li> <li>2. Click on <b>page numbers</b>. Select options desired in dialog box that opens.</li> <li>3. Click <b>format</b> and choose desired <b>number format</b> (i, ii, iii, etc. for front matter; 1, 2, 3 for the rest) and <b>page number</b> start.</li> <li>4. (You may need to click insert page numbers again)</li> </ol>
<b>apply styles</b>  (or highlight text & right click, then go to modify, etc.)	<ol style="list-style-type: none"> <li>1. click in <b>home</b> and highlight text</li> <li>2. select <b>styles</b> from toolbar (small, at bottom of bar)</li> <li>3. select style type—click small arrow at edge (I recommend calling the largest heading “Heading 1”, next largest “Heading 2”, etc.)</li> <li>4. click <b>modify</b>, adjust choices as desired, then</li> <li>5. Click <b>format</b> and select <b>paragraph</b> where you can adjust indents and spacing (always set the top OR always set the bottom value to 0 to avoid conflicting spacing) and</li> <li>6. Click <b>apply</b> to set styles.</li> </ol>

Action	Directions and locations
<b>format lists, change bullet styles</b>	Follow steps for applying styles (above), selecting <b>list bullet</b> for the style name, and looking for <b>numbering</b> under <b>format</b> in step 5
<b>control spacing between body paragraphs</b>	Apply style (see above) selecting <b>body text</b> for the style name in step 3. Select appropriate numbers for spacing under <b>paragraph</b> (step 5).
<b>add style option to style list</b>	Check <b>Add to Quick Style list</b>
<b>insert Table of Contents</b>	<ol style="list-style-type: none"> <li>1. Click <b>References</b>, then <b>Table of Contents</b></li> <li>2. Click <b>insert Table of Contents</b></li> <li>3. Choose formatting from dialog box that opens (I always recommend the style with leader lines)</li> </ol>
<b>customize headers and footers</b>	<ol style="list-style-type: none"> <li>1. With cursor in header where you want it, click <b>insert</b></li> <li>2. Click <b>Quick Parts</b></li> <li>3. Click <b>Field</b></li> <li>4. From the <b>field names</b> menu, select <b>styleref</b></li> <li>5. From the menu that opens, select which heading level you want</li> <li>6. Click <b>OK</b></li> </ol>
<b>insert captions</b>	<ol style="list-style-type: none"> <li>1. Place your cursor under desired visual</li> <li>2. Click <b>references</b>, then <b>insert caption</b></li> <li>3. Choose <b>table</b> or <b>figure</b> as desired</li> <li>4. Type in a specific name for your table figure as indicated</li> </ol>
<b>insert lists of tables and figures</b>	<ol style="list-style-type: none"> <li>1. Click <b>references</b>, then <b>insert Table of Figures</b></li> <li>2. Choose formatting as for Table of Contents (you will have the option here to choose whether you want a list of tables, a list of figures, or a combined list)</li> </ol>
<b>insert comments (for peer review)</b>	Look under review
<b>insert footnotes</b>	Is this under references?