TURABIAN MANUAL FOR WRITERS:
FORMATTING TECHNIQUES USING WORD 2007
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Set margins

1. Go to the **Page Layout** menu.
2. Click on **Margins**.
3. Select the option that sets the top, bottom, left, and right margins at 1" for this paper. If there is no selection with those settings, select Custom Margins at the bottom of the list and create your own margin settings (1" for top, bottom, left, and right).

Set double spacing

1. Go to the **Home** menu or the **Page Layout** menu.
2. On the **Paragraph** tab, click on the small arrow at the right edge of the tab (to the right of the word "Paragraph.")
3. Under **Line Spacing**, select **Double** from the pull-down menu.

Center typing on title page, center headings

1. Use the centering feature of the computer. (Press the **Center** icon in the formatting toolbar.)
2. (**OR** go to the **Home** menu, select **Paragraph**, and under **Alignment**, select **Center** from the pull-down menu).
3. Don't forget to return to left alignment when you are done centering.

Insert page break to start a new page where needed

1. Put your cursor where you want the current page to end (for example, at the end of your title page, at the end of your Table of Contents, etc.).
2. Go to the **Insert** menu.
3. Select **Page Break**.
4. (**OR**: Put your cursor where you want the current page to end. Hold the **CRTL** key and then press the **ENTER** key while still holding down the **CTRL** key).

Set Tabs for normal paragraph indenting, for footnotes, for bibliography

1. If a tab is not already set at **.5**, put the cursor on the line where the indenting needs to be and click on .5 on the ruler bar at the top of your document.
2. (**OR**, go to the **Page Layout** menu, select the **Paragraph** menu, then click on the **Tabs** button at the bottom of the Paragraph window. Type **.5** in the **Tab Stop Position** window, and press the Set button.)

Set Tab with dot leader for table of contents, list of illustrations, list of tables
1. Go to the **Page Layout** menu, select the **Paragraph** menu**,** then click on the **Tabs** button at the bottom of the Paragraph window.   2. Type **6.25** in **Tab Stop Position** window.   3. Select **Leader option 2 . . . . .** to set up a <u>dot leader</u>.   4. Press the **Set** button.   5. After using the tab button, you can change the Tab Stop Position if you think the tab is in the wrong place.

Insert footnote/endnote
1. In Print Layout View, put your cursor is at the exact place where you want the footnote/endnote number to appear. (Usually this is right after the end of a quote or idea. Do <u>not</u> leave any spaces before this number.)   2. Go to the **References** menu.   3. Select **Insert Footnote (**or **Insert Endnote** if you need to set up endnotes**)**.   4. Type the information needed for the note.   5. Double click on the footnote (or endnote) number to return to your main text.

Indent long quotation
1. Put your cursor on the line where the indenting is supposed to start. Grab the indenting tools on the ruler and to move them to the spot where you want to indent the quotation. If you grab the small box on the lower indenting tool, you will be able to move both tools at the same time and your first line and remaining lines will start at the same spot.

Set up sections so each chapter can have the proper page numbering
1. After you have typed your last preliminary page, you will have to insert a section break to start your first chapter: ⇒ Place your cursor at the place where you want to move to a new section. (Usually this will be on the line after your typing ends on the last page of the old section.)   ⇒ Go to the **Page Layout** menu.   ⇒ Select **Breaks**.   ⇒ Under **Section Breaks**, select **Next Page**.   ⇒ Press **OK**.   2. Now you will have to set up the computer to allow you to have different styles of page numbering: ⇒ Go to the **Page Layout** menu.   ⇒ Select **Page Setup**.   ⇒ Go to the **Layout** tab (the third tab along the top of the **Page Setup** window.)   ⇒ Under **Headers and Footers**, select **Different first page**.   ⇒ In the **Apply To** window, select **This Section**.   ⇒ Press **OK**.

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Set up header and/or footer

1. Set up footer for <u>preliminary pages</u>:
   ⇒ Follow procedures above for selecting **Different first page** (see step 2 in the previous box).
   ⇒ Set up a footer starting on the page after your title page (typically, the page numbers will start on your table of contents page).
   - o Go to the **Insert** menu.
   - o Select **Footer**.
   - o Select the first type of footer (**Blank**).
   - o Make sure the option that says **Link to Previous** is <u>not</u> selected.
   - o Press the **Center** justification button to move your cursor to the center of the footer line.
   - o Press the **Page Number** button of the footer menu.
   - o Select **Current Position.**
   - o Select **Plain Number.**
   - o Click on the small arrow at the bottom right of the "Page Number" menu. Go down to the bottom of that list and select **Format Page Number**.
   - o Select the page number format you want in the **Number Format** window.
   - o Press **OK** to save your choice.

2. Set up the page numbering for the first page of your chapter:
   ⇒ Follow procedures above for selecting **Different first page**.
   ⇒ Set up a <u>footer</u> starting on the first page of the body of your paper (typically, the first page of Chapter 1).
   - o Go to the **Insert** menu.
   - o Select **Footer**.
   - o Select the first type of footer (**Blank**).
   - o Make sure the option that says **Link to Previous** is <u>not</u> selected.
   - o Press the **Center** justification button to move your cursor to the center of the footer line.
   - o Press the **Page Number** button of the footer menu.
   - o Select **Current Position.**
   - o Select **Plain Number.**
   - o Click on the small arrow at the bottom right of the "Page Number" menu. Go down to the bottom of that list and select **Format Page Number**.
   - o Select the page number format you want in the **Number Format** window. (Typically, you will start numbering chapter 1 at page 1.)
   - o Press **OK** to save your choice.

3. Set up the page numbering for the remaining pages of your chapter. (NOTE: You will have to be on the <u>second</u> (or later) page of the chapter for this procedure to take effect.)
   ⇒ Set up a header starting on the second page of the body of your paper (typically, the second page of Chapter 1).
   - o Go to the **Insert** menu.
   - o Select **Header**.
   - o Select the first type of footer (**Blank**).
   - o Make sure the option that says **Link to Previous** is <u>not</u> selected.
   - o Make sure you are <u>not</u> on the first page of the chapter.
   - o Press the **Align Right** button to put the page number at the top right-hand corner of

the page.

o   Click on the **Page Number** button in the Header/Footer window to insert the page number in your header.

o   Select **Close** to save your header and return to your document.