Make Your Computer Your Friend—Not Your Enemy

Learning How to Set Your PC and MAC for Academic Success
Setting Margins
To change the margins, select “Page Layout.”
Then, select “Margins.”
Select Custom Margins

Set your margins to these settings:
Top 1”;
Bottom .95” (This ensures the 1” bottom margin.);
Left 1.5”;
Right 1”.
Select the little arrow in the corner.

Select “different first page” because you do not want a page number on your title page.
Before you begin typing, make sure this is set to 0 before and after your paragraphs. The default is 8 after, and this will cause you numerous problems.
To change the margins, select “Layout.”
Use Word to Work Smarter, Not Harder

Then, select “Margins.”
Use Word to Work Smarter, Not Harder

Select Custom Margins

Set your margins to these settings:
Top 1”;
Bottom .95” (This ensures the 1” bottom margin.);
Left 1.5”;
Right 1”.

![Word interface showing custom margins settings](image-url)
Select Format. Select Document.

Select "different first page" because you do not want a page number on your title page.
• No running heads!
• No underlining, colors, or bold (except for headings)
• White paper
Let your computer do the work!

Left justify the margins for all paragraphs except for Level One Headings.

Set the font to Times New Roman 12.
Professional Writing Looks Professional

Format--Body of Text (The body paragraphs are any paragraphs that are not headings or a reference entries.)

- Set paragraph first-line indent to ½” for every body paragraph—Use the Format/paragraph to set indents and double spacing
- Text is double-spaced throughout with only a few exceptions.
- Remove widow/orphan or it will create problems with your bottom margin.
- Make sure line spacing is set to “o” before and after the paragraph.
PC--Using Word to Work Smarter by Setting the Format for Your Body Paragraphs

1. Select “Home.”
2. Find “Paragraph.”
3. Click on the little arrow in the corner of the paragraph box.
MAC--Using Word to Work Smarter by Setting the Format for Your Body Paragraphs

1. Select “Format.”
2. Select “Paragraph.”
Using Word to Work Smarter by Setting the Format for Your Body Paragraphs and Third Level Headings

- Set first line to automatically indent .5”
- Set line spacing to “double.”
- Make sure that before and after are always set to 0.
Making Sure Your Bottom Margin Is Correct

Click on "Line and Page Breaks."

Remove the widow/orphan control!
This Word option (if checked) will alter your bottom margin.

BEWARE: This option will automatically reset itself to checked, so if your bottom margin appears larger than it should be, you likely have to remove the widow/orphan again.
Professional Writing Looks Professional

Single-space

• Table of Contents
• Abstract
• Table Titles
Settings for Abstract, Table Titles, and Table of Contents
Paragraph Settings for References
Paragraph Settings for First Level Headings

- **Alignment**: Centered
- **Outline Level**: Body text
- **Indentation**:
  - Left: 0" (none)
  - Right: 0"
- **Spacing**:
  - Before: 0 pt
  - After: 0 pt
  - Line spacing: Double
- **Don’t add space between paragraphs of the same style**

Preview: [Image of paragraph preview]
PC--The Magic Trick No One Tells You About

Changing the Settings in Options

Turn on the Power ¶
Finding the Magic—Select File
Select Options
Select Proofing

Set Writing Style to “Grammar and Style.” Then click on “Settings.”
Work Smarter, Not Harder
Let Your Computer Do the Work

• Under “Require” select “always” for comma required before last list item
• “Don’t check” for “punctuation required with quotes”
• Select “1” for “Spaces required between sentences.”
Set the Grammar Settings This Way

APA allows 1 or 2 spaces, but you must be consistent.

Make sure you click on OK when you are finished.
Inserting Page Numbers

• The easiest way to make sure your page numbers are set correctly is to download one of the prepared templates for your dissertation.

• Your introductory pages are numbered with a small Roman numeral centered at the bottom of the page.

• Starting in Chapter 1, the page numbers start with 1 and are in the upper right hand corner of the paper.

• If you do not use the template, you must insert a section break at the end of the introductory pages, and set the section break to different than first section. It is complicated, but can be done.
MAC--The Magic Trick No One Tells You About

Changing the Settings in Options

Turn on the Power ¶
Finding the Magic

1. Select “Word.”
2. Select “Preferences.”
Select “Spelling and Grammar.”
Select “Writing Style”

Set Writing Style to “Formal or Custom.”
Then click on “Settings.”
Work Smarter, Not Harder
Let Your Computer Do the Work

• Under “Require” select “always” for comma required before last list item
• “Don’t check” for “punctuation required with quotes”
• Select “1” for “Spaces required between sentences.”
Set the Grammar Settings This Way

Click all of these with the exception of “Use of First Person.”

APA allows 1 or 2 spaces, but you must be consistent.

Make sure you click on OK when you are finished.
Inserting Page Numbers

• The easiest way to make sure your page numbers are set correctly is to download one of the prepared templates for your dissertation.
• Your introductory pages are numbered with a small Roman numeral centered at the bottom of the page.
• Starting in Chapter 1, the page numbers start with 1 and are in the upper right hand corner of the paper.
• If you do not use the template, you must insert a section break at the end of the introductory pages, and set the section break to different than first section. It is complicated, but can be done.
PC--How to Set Page Numbers If You Are Not Using the Nova Template
For Preliminary Pages...

Select “Insert.”
Click on the ▼ next to “Page Number.”
Click on “Bottom of Page.”
Click on the centered number.
Select the small Roman numerals.

Be sure to hit OK.
Setting Numbers for the Main Section

1. Select “Page Layout.”
2. Select “Breaks.”
Select “Page Breaks/Next Page.”
Click on the header at the top of the next page.

Select page number.
IMPORTANT!

Make sure that "Link to Previous" is NOT selected."
Select “Top of Page.”
Select “Plain Number 3.”
Select “Format Page Numbers.”
Select 1, 2, 3 for Number Format.

Be sure to click “OK.”
MAC--How to Set Page Numbers If You Are Not Using the Nova Template
For Preliminary Pages...

Select “Insert.”
Select “Page Numbers.”
Click on “Bottom of Page/Center.”

Then click on “Format.”
Click on the centered number.
Select the small Roman numerals. Be sure to hit OK.
Setting Numbers for the Main Section

1. Select “Page Layout.”
2. Select “Breaks.”
Select “Next Page.”
Click on the header at the top of the next page.

Make sure that “link to previous” is NOT selected.
Select “Insert/Page Numbers.”
Select “Right/Format”
Select 1, 2, 3 for Number Format.

Be sure to click “OK.”
Everything Is Set!

• Write on!