4 Minute Steps

Pause the Following Slides to
Copy or Screen Print These Steps

By Colin Murphy, Ed.D.
Document Setup

• Open a blank Word document

• Set **Font** to Times New Roman and 12 point

• Set **Paragraph** to
  
  • Indent “none”
  
  • Before/After = zero
  
  • Line spacing -> double

• Set **Layout** -> Margins to 1”
Running Head

• Double-click page top to enter **Header**

• Select **Different First Page**

• Type the words “Running head: “ and your TITLE IN CAPS

• Tab to right margin

  • **Insert**->Page number->Current position->Plain

• Double click to exit Header
Title Page

- **Home-->** Alignment --> Center

- Center title page information in **top half of the page**

- Enter title page information - (do **not** bold)
  
  - Title - in **Title Case**
  
  - Your Name - no titles or degrees

  - Your Institution - College or University name

  - **Insert-->** Page break - then scroll to next page
2nd Running Head

- Double-click page top enter **Header**
- Type your TITLE IN CAPS - do **not** include “Running head:”
- Tab to right margin
- **Insert-**>Page number-**Current position-**>Plain
- Double click to exit Header
Main Body Page

- **Home**-> Alignment -> Center
- Type Title - in Title Case
- **Home**-> Alignment -> Left
- Tab once and begin writing your document
  - Use tab instead of “First line indent” to avoid centering errors
- Finish writing your content
- **Insert**-> Page break - scroll to next page to create References
References Page

- **Home-** Alignment -> Center
- Type the word: References - (do not bold)
- **Home-**
  - Alignment -> Left
  - Paragraph -> Special indent -> “hanging”
  - Type your reference entries