

# Formatting with Microsoft Word 2007/2010

## *Headers and Footers*

### **To make a complete running head (for APA style):**

1. Begin with blank headers. This process may not work if you already have content in your headers.
2. Go to the second page of your document.
3. Select the **Insert** tab.
4. In the Header & Footer box, click **Header** and choose the top option, **Blank**.
5. Type the text you want for the header for page 2 on, then press **Tab** until you reach the right side of the page.
6. At the margin, click **Page Number**. Select **Current Position** and choose the top option, **Plain Number**.
7. Click **Close Header and Footer**.
8. Select the **Page Layout** tab.
9. Click the box at the bottom-right corner of the **Page Setup** box to expand it.
10. Click the **Layout** tab in this menu and check the box next to **Different First Page**. Close the menu.
11. Go back to the first page of your document and repeat steps 3-7 to create your page 1 header.  
You can choose whether to add a page number to Page 1 or leave it off.

*You should now have a different first page, with a running head and page numbers.*

### **To insert a header or footer:**

***If you need to insert page numbers, do that BEFORE making any other changes in the header or footer!***

1. Double click either in the top margin (for a header) or the bottom margin (for a footer).  
*The main text will look grey and the area you clicked on will look normal.*
2. Type what you want to appear in the header (e.g. name, article title, etc.) .  
*Whatever you type in this area will appear on every page of your document.*
3. To return to the main text, double click on the main part of the page.  
*When working on your main text, the header or footer will look grey on your screen, but it will print black.*

### **To insert a page number:**

1. Select the **Insert** tab.
2. In the Header & Footer box, click on **Page Number**.
3. Hover over the selection you want (e.g. top of page or bottom of page).
4. Click on the style you want (e.g. "bottom plain number 3," which shows the number on the right).

*Each page of your document will now be numbered.*

### **To make the header or footer on the first page different:**

1. Select the **Insert** tab.
2. In the **Header & Footer** box, click either **Header** or **Footer** depending on what you are using.
3. Select **Edit Header** (or **Edit Footer**).
4. In the Options box, check the box next to **Different First Page**.

*Your first page will now have a different header or footer than the rest of the document.*

## **Section Headings**

*If you have headings and subheadings in your paper, it is important that headings for each level are consistent. For example, on this handout, main headings (e.g. "Headers and Footers") are bold, centered, capitalized, and size 14. Secondary headings (e.g. "To insert a header or footer") are bold, underlined, left justified, only capitalized at the beginning and are size 12. The format differences give you clues about how the handout is organized (what are the major sections and subsections). To make sure your headings stay consistent, you can use the Style function of Word.*

1. In your paper, format the first few headings the way you want them.
2. Place the cursor somewhere in the text of the heading you want to format.
3. Select the **Home** tab.
4. In the **Styles** box, right click on the button labeled with the appropriate heading (e.g. Heading 1).
5. In the dropdown list, select **Update Heading \_\_ to Match Selection**.
6. Each time you use that level heading, place the cursor in the text of the heading and click on the appropriate box. It will automatically format it to match your other headings for the same level.

## **Formatting References**

### **To create hanging indents for a works cited or reference list:**

1. Highlight the entries that you want to have hanging indents.
2. Right click on the highlighting.
3. Choose **Paragraph** from the dropdown list.
4. Choose the **Indents and Spacing** tab (it should automatically open to this).
5. In the Indentation section, find **Special**.
6. In the dropdown menu, choose **Hanging**. Click OK.

### **To create footnotes (e.g. for Chicago style)**

1. Place the cursor where you want the superscript number to appear in the text.
2. Select the **References** tab.
3. In the **Footnotes** box click **Insert Footnote**.
4. This will insert a superscript number and will take you to the bottom of the page next to the footnote number.
5. Type the footnote, then return to your main text by clicking where you want to work.