Guide for Setting Up Documents Using Microsoft Word 2010

This guide will walk you through the steps for setting up a document using Microsoft Word 2010.
Setting the Font:
- On the Home tab, click on the down arrow at the right of the font box.
- From the list, choose **Times New Roman**.

Setting the Font Size:
- Click on the down arrow at the right of the font size box.
- Click on **12**.
Setting Line spacing:
- On the Home tab, click on the small arrow in the lower right corner of the Paragraph section.
- In the Paragraph box that opens, choose Double in the Line Spacing box.

To remove the extra space between paragraphs:
- Check the box that says: Don’t add space between paragraphs of the same style.
Setting up Page Numbers:

- On the Insert tab, click on the **Page Number** icon, **Top of Page**, and **Plain Number 3**.
- At this point, you will have a page number in the **upper right corner** of the page.

- Type your **last name** and one space next to the page number.

- Double click below the dotted blue line to exit the header area.
Setting the Margins:
- On the Page Layout tab, click on the Margins icon, then click on Normal (1 inch margins).

Creating a Works Cited page:
- Create a Page Break: at the end of the last page of text for your paper, go to the Menu bar, click on Insert, then click on Page Break.
- At the top of the new page, type the words Works Cited.
- Underneath that, enter all of your works cited entries, and treat each entry as a separate paragraph by hitting return after each entry.
Formatting Hanging Indents on the Works Cited page:

- Select all of the entries.
- On the Home tab, click on the small arrow in the lower right corner of the Paragraph section.
- In the Paragraph box that opens, choose Hanging in the Special indentation box.
In order to create a more perfect research paper using Microsoft Word 2010, be sure to follow these simple guidelines for setting up the document. These guidelines cover the basic operations most students will use. Good luck with your papers.

Innocuously inserted in Fragment VII of Geoffrey Chaucer’s *Canterbury Tales* are two tales that, taken as a unified literary artifact, stand apart from all of the other tales in that they are presented in a first-person voice, purporting to be that of Chaucer himself. When Chaucer wrote the *Canterbury Tales*, he told the differing stories from the points of view of a variety of pilgrims on their way to Canterbury to seek the martyr, St. Thomas Becket. —Some noble and...