
This guide will walk you through the steps for setting up a document using Microsoft Word: Mac 2011
Setting the Font:
- On the **Home** tab, click 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 Menu bar, click on Format, then Paragraph.
- Choose Double in the 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:
In the Menu bar, click on **Insert**, then on **Page Numbers**.

In the new window, click on **Top of Page** (Header), then in the line below, click on **Right** then click on **OK**.
To insert your name next to the Page Number to make a Running Head:
- Double click in the area next to your new page number.
- On the **Home** tab, click on **Right Justify**.
- Type your last name.
- Then, down in the middle of the page, double click to exit the **Header** area.
To set the Margins:

- Click on **Format**, then **Document**.

In the new window, set the **Left** and **Right** margins to 1 inch.
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 Break, then in the pull-down menu, 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 works cited entries.
- On the Menu bar, click on Format, then click on Paragraph.
- In the Indentation section, click on Special
- Choose Hanging.

- To center the Works Cited title, highlight Works Cited at the top of the page, click on the Home tab, then in the paragraph group, choose Center Text.