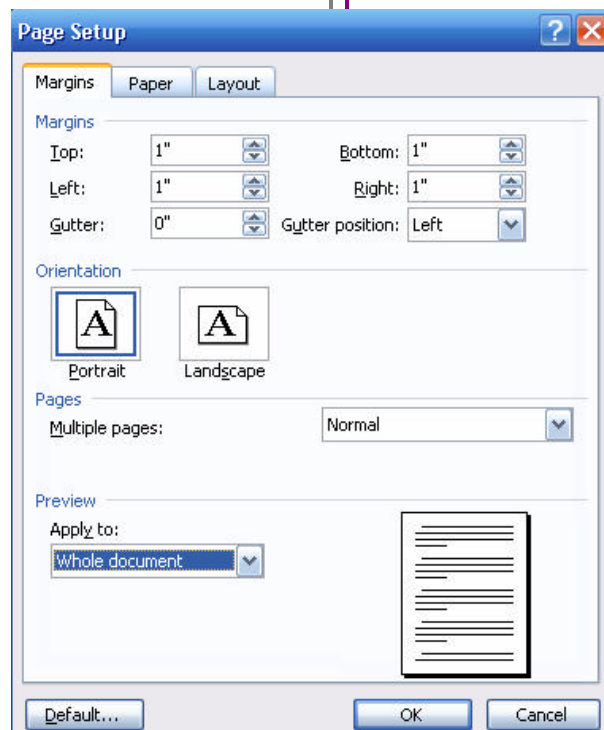


Always set up your document before you begin typing. If you follow these instructions until the end before you begin working on the document, I will also instruct you on how to make a template so all of your documents are ready to go each and every time!

## Step 1:

Go to File → Page Setup. We are going to create the margins for your document.

You will want your entire document to have 1 inch margins on top, bottom, and L/R sides:



## Step 2:

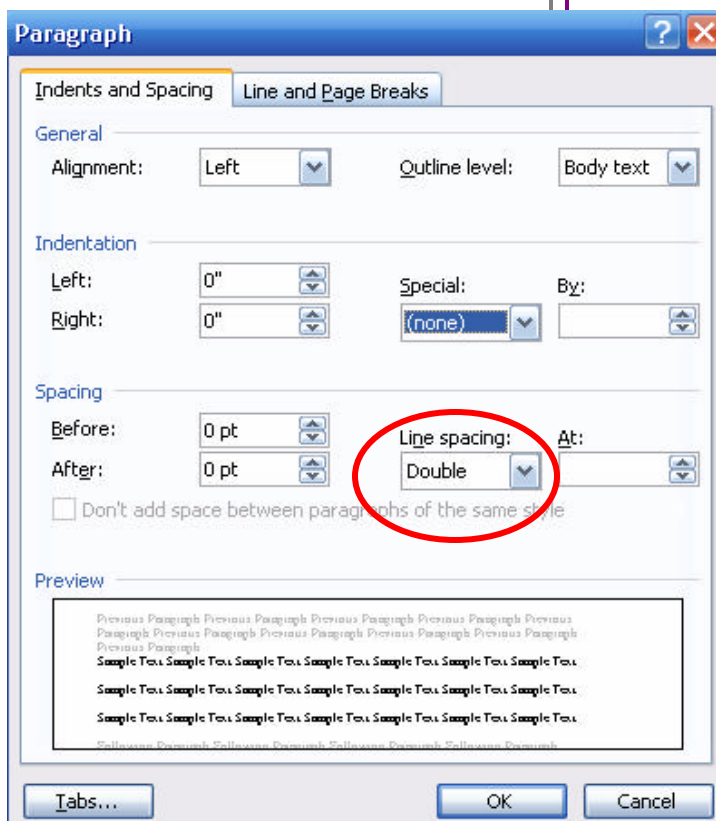
Open a new document → Format → Paragraph

Change your settings for the title page to be double spaced as seen here.

Then – Mid way down the page create place holders for what will become your title in the following order:

Do NOT use underlines, quotations marks bold, or italics! This will be centered and double spaced.

Title
Name
Professors Name
Class Name and Time
Due Date

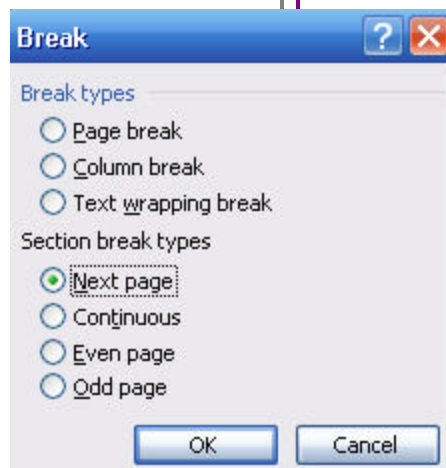


## Step 3:

At the end of the last line you are going to create a SECTION BREAK- so that we can later adjust the page numbering of the document

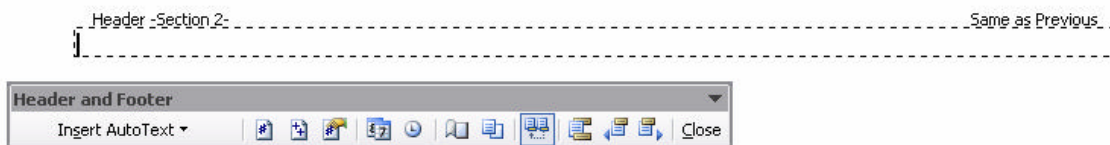
Go to Insert → Break → Section Break Type → Next Page

You will then be on page TWO of your document.



## Step 4:

You will now go to View → Header/Footer - your page will look like this with a floating Header/Footer toolbar. Keep it open as we work through paginating your pages.



In the Header box (you will notice the footer at the bottom of the page) you are going to

Right Align the information (use the alignment tool on the formatting toolbar )


OR go to Format → Paragraph → General

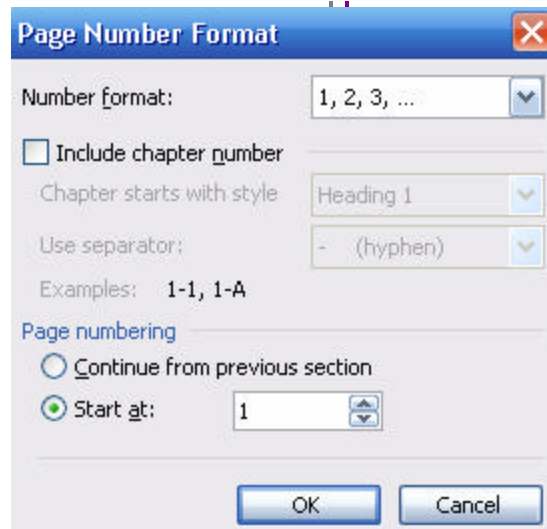
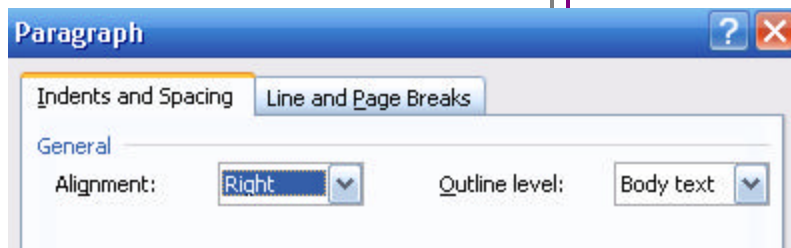
1. There is an icon on the Header/Footer toolbar that links each header with the section above. We do not want to link to the section above so we must deactivate it. Click on the highlighted icon to deactivate



2. Type in your Last Name
3. Click the little icon on the header/footer toolbar that has the # symbol.



4. This inserts page numbers. You will notice that it starts on Page 2 (we will adjust that later)
4. Highlight the page number then click the little icon on the header/footer toolbar that looks like a hand on the number.  This will bring up the settings menu.
5. Tell it to start page numbering at 1.
6. Your page is ready – just close the Header/footer toolbar





Templates are files that once you create are like a big rubber stamp. The next time you double click the file to open it, it creates a NEW document with all the settings you have created and leaves the ORIGINAL intact and untouched.

### Step 1:

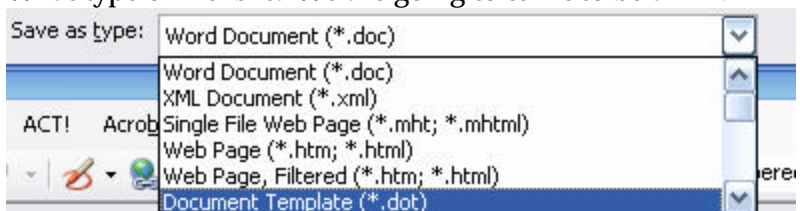
Now that your document is ready – let's save it as a template! Go to File → Save As

We are going to change 3 things (because computers want to know 3 things when you save a document). The second thing is the most important.

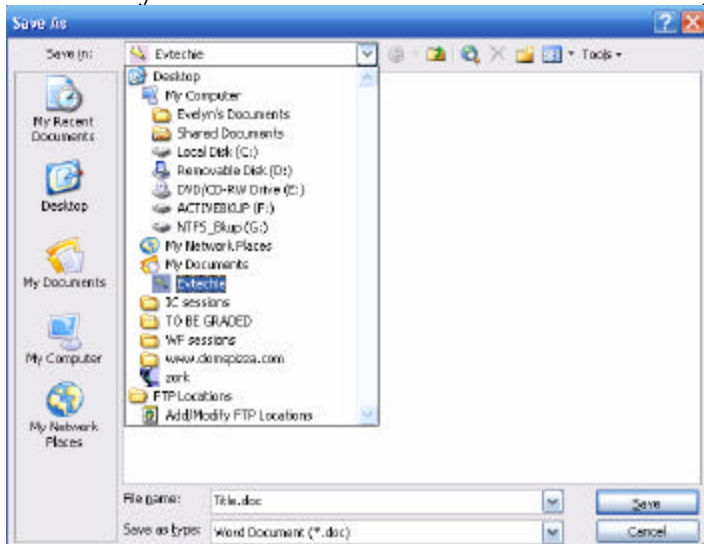
1. What do you want to name it?



2. What type of file is it? We are going to tell it to be a TEMPLATE!



3. Where do you want to save it? Choose a location that you will always remember!



4. The file that is produced looks a bit different from the usual word files. It looks like a notepad with lots of sheets on it!
5. Next time you have a report to write, just double click this one and you will get a fresh new one each time!

