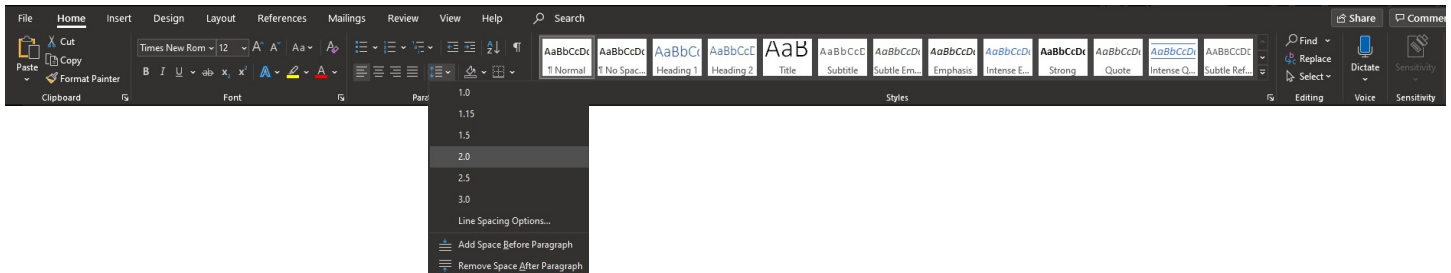# PAGE FORMAT CHEAT SHEET

FORMATTING FUNCTIONS OF A WORD PROCESSOR

Whether you're using MLA, APA, or other style guidelines, there are some basic functions of word processing software that you'll need to use for most papers: double-spacing, inserting a header for page numbers, and using hanging indents with full citations. Page breaks are also useful for papers with title pages, citation lists, or appendices. This cheat sheet will show you how to use these tools in Microsoft Word, but similar tools exist in Google Docs and other word processors. Check out the page example on the back to see these elements in action.
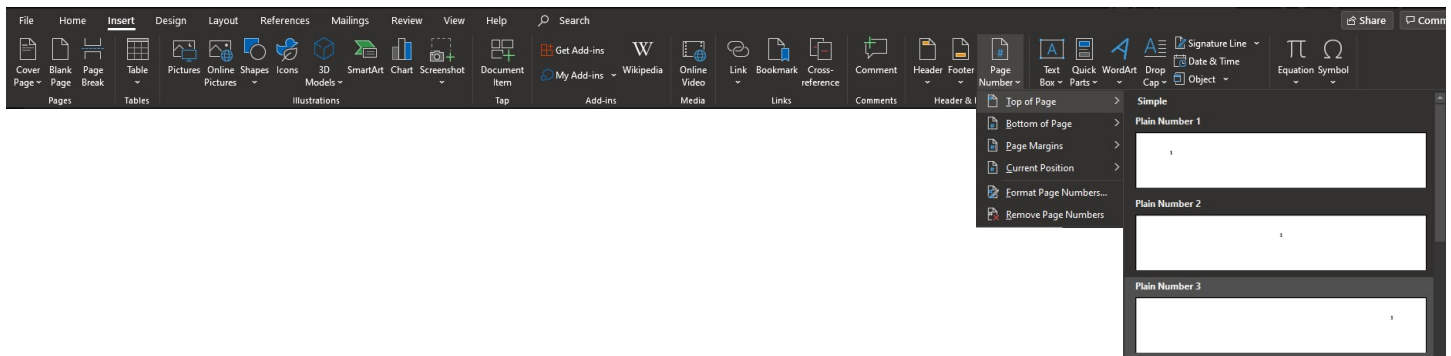
DOUBLE-SPACING

Most academic papers should be fully double-spaced. To double-space your paper, select all your text and click on the Line and Paragraph Spacing button from the Home tab. Then, select the 2.0 spacing option. Also, remember to remove any extra spacing by clicking the Remove Space After Paragraph button.

HEADERS

Headers are used to put page numbers at the top of the page. To insert page numbers in the header, go to the Insert tab and click on the Page Number button. From there, go to Top of Page and select Plain Number 3. This will automatically insert a page number in the top right corner of every page. If you're using MLA format, you should also type in your last name to the left of the page number so that it will also appear on every page.
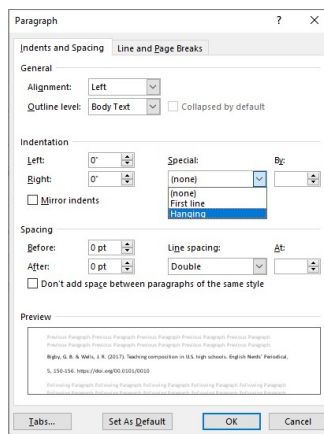
HANGING INDENTS

Whether you're making a References list, Works Cited page, or Bibliography, all the major citation styles require hanging indents. A hanging indent means indenting all lines of each citation after the first line. To add hanging indents to your citations, select your complete list of citations and then click on the Paragraph Settings button on the Home tab.
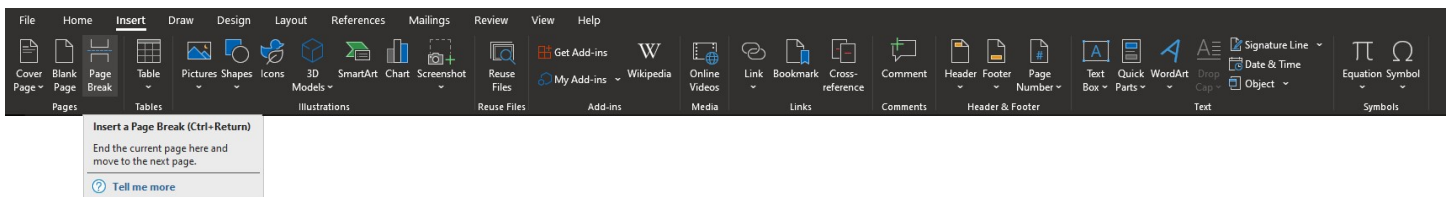

On the dialogue box that opens, in the Indentation section, click on the drop down menu under Special. Finally, select the Hanging option from this list and click OK. This automatically adds hanging indents to your citations.
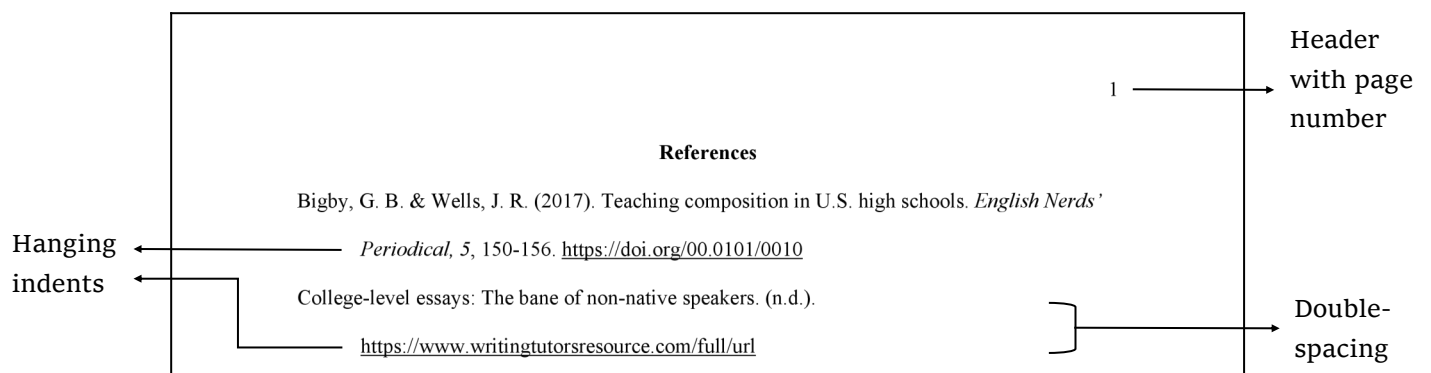

PAGE BREAKS

Inserting a page break between sections of your paper (like between the end of your paper and your citation list) is much easier than pressing Enter numerous times until you get to the next blank page. To insert a page break, place your cursor where the break should go, then click the Page Break button on the Insert tab.

FORMATTED PAGE EXAMPLE

For specific questions not addressed in this handout, please visit the LETU Writing Center or email WritingCenter@letu.edu.