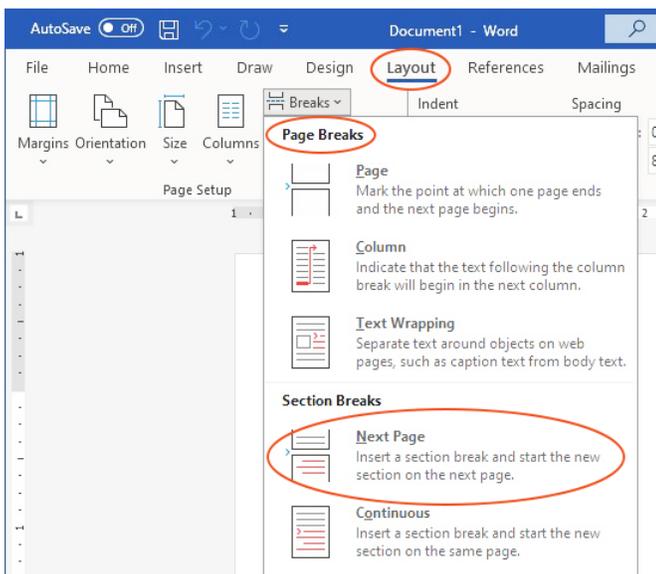


# Quick formatting tips for MS Word

## Steps to add pagination to your MS Word manuscript

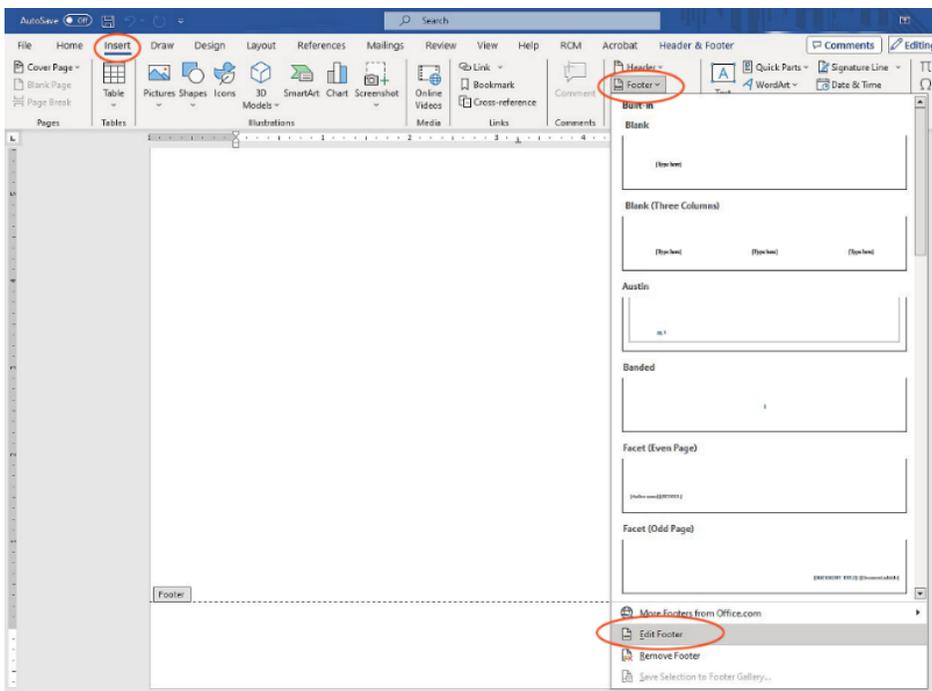
UTRGV Formatting Guidelines state pagination begins on the Abstract page, the manuscript's 4th page. In order to start pagination on your thesis or dissertation on a page *other* than the first page of the manuscript, you will need to create separate sections in the draft. This guide has step-by-step instructions. It is recommended to add pagination *before* adding blank pages between Preliminary Pages.

You will need to follow these instructions twice, once for the Preliminary Pages and once starting at Chapter I. Keep in mind that Arabic numerals start on Chapter I and continue consecutively to the end of your thesis or dissertation.

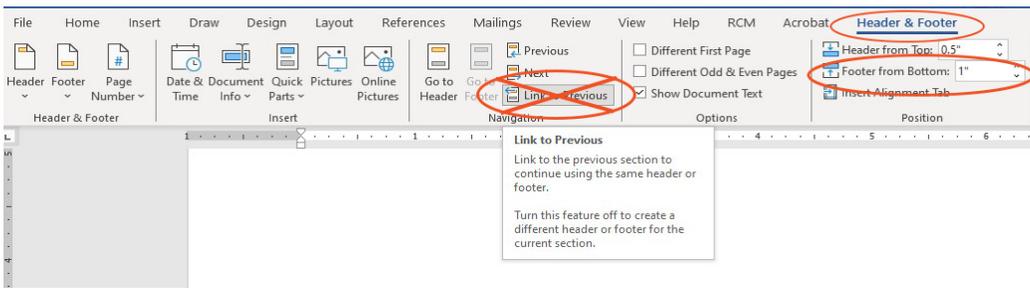


**STEP 1: CREATE SECTION BREAKS.** Place your cursor on the Copyright page, after the text. From the Menu, select “Layout”, then select “Breaks”, followed by “Page Breaks” and then “Next Page”.

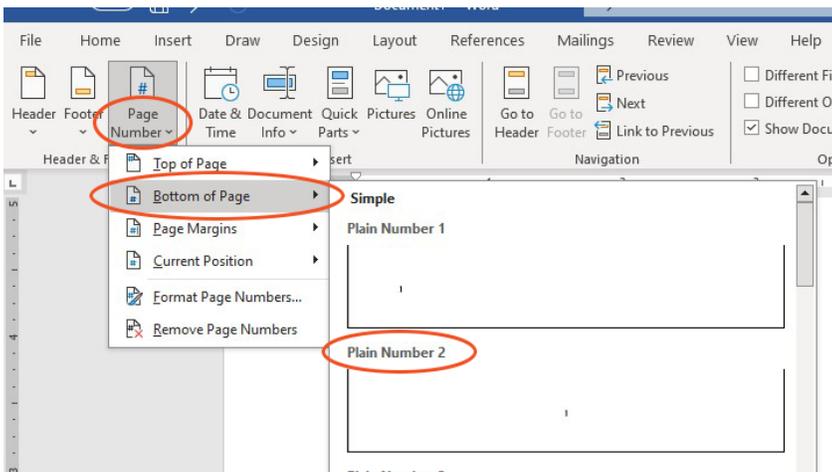
These section breaks are only needed before the Abstract page and before the first page of Chapter I.



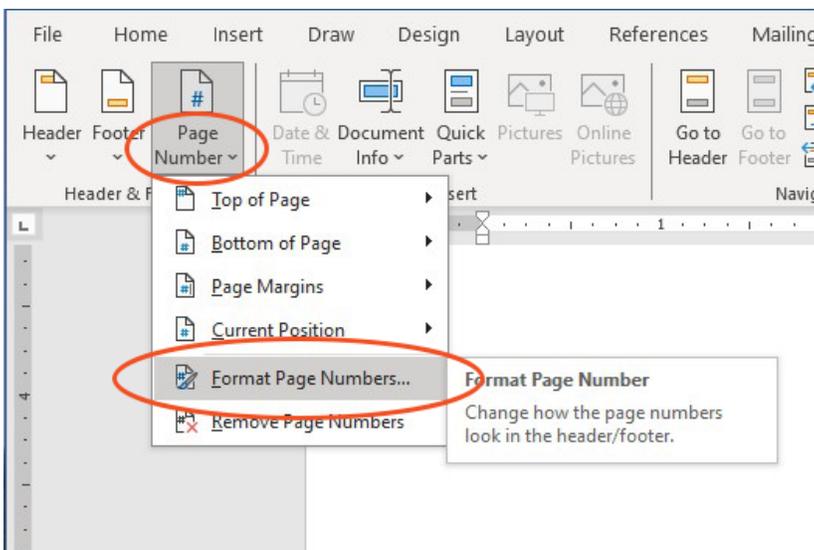
**STEP 2: ADD A FOOTER.** From the Insert tab, click Footer, and scroll down to “Edit Footer”.



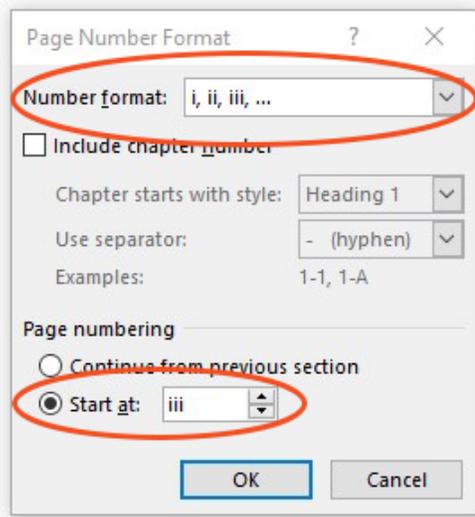
**STEP 3: REMOVE LINK TO PREVIOUS.** From the Header & Footer tab, click “Link to Previous” (it should be inactive), as well as adjusting the Footer Margin if necessary. UTRGV guidelines require pagination centered at bottom 1” margin.



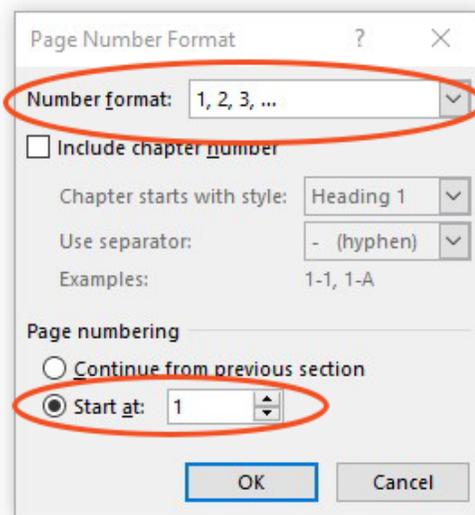
**STEP 4: FORMAT PAGE NUMBERS.** Still from the Header & Footer tab, click “Page Number” on the left side of the ribbon. In the drop down menu, click “Bottom of Page” then select Plain Number 2 (per UTRGV guidelines).



**STEP 5: FORMAT PAGE NUMBERS.** Back under the Page Number tab, in the drop-down menu, select “Format Page Numbers”.

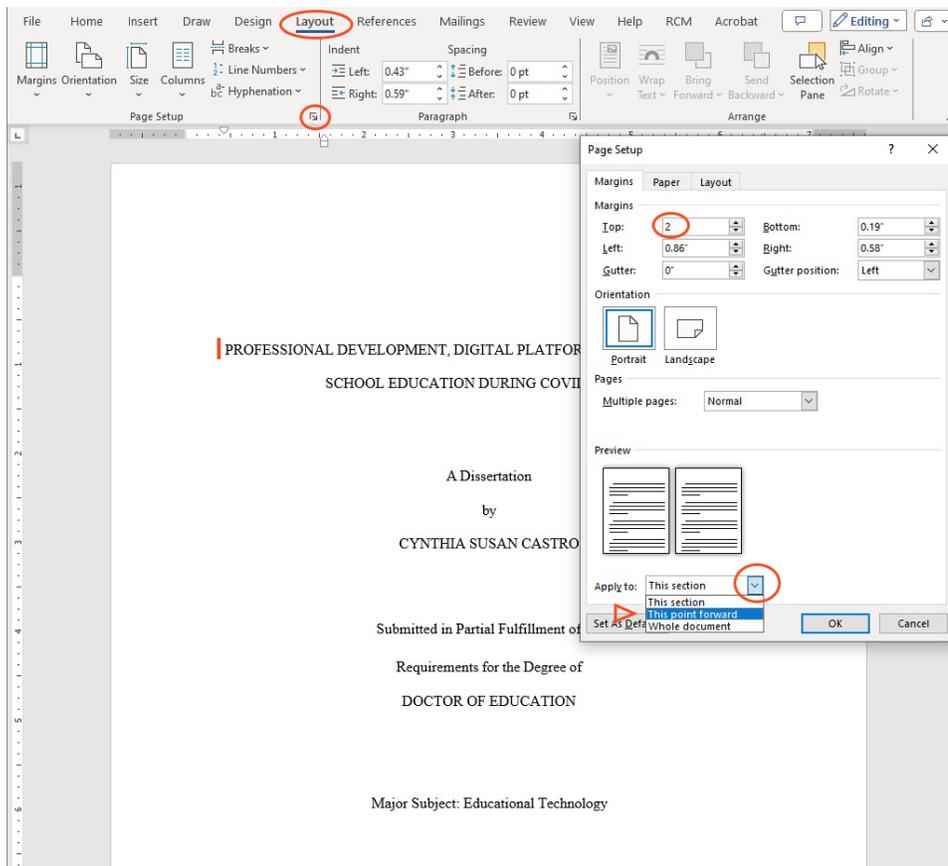


**STEP 6: PRELIMINARY PAGES.** In the dialogue window, change the “Number format” to lower case Roman Numerals for the Preliminary Pages. For Preliminary Pages, “Page Numbering” will start at “iii”.



**STEP 7: STARTING AT CHAPTER PAGES, REPEAT STEPS 1 – 5.** In the dialogue window, change the “Number format” to Arabic numerals starting at Chapter pages, and start “Page numbering” at page “1”.

## Adjusting Margins in MS Word



**TO FORMAT HEADERS TO THE TOP 2” MARGIN:** Ensure your cursor is at the beginning of the page. Select the Layout tab, then click the small arrow to open the dialogue window in Page Setup. In the dialogue window, change the “Top” margin to 2”, then go to the “Apply To:” drop down menu and select “This point forward”. Click OK.

Since all of the Preliminary pages should have a top 2” margin (except the copyright page), you will not need to make any margin adjustments unless a section has more than one page. This most often occurs with Abstract, Table of Contents, List of Tables/Figures. Should one section have more than one page, follow these same instructions, changing the “Top” margin to 1”.

These format guidelines apply to Chapter pages as well, with Chapter Headers at top 2” margin, and all subsequent pages at top 1” margin.

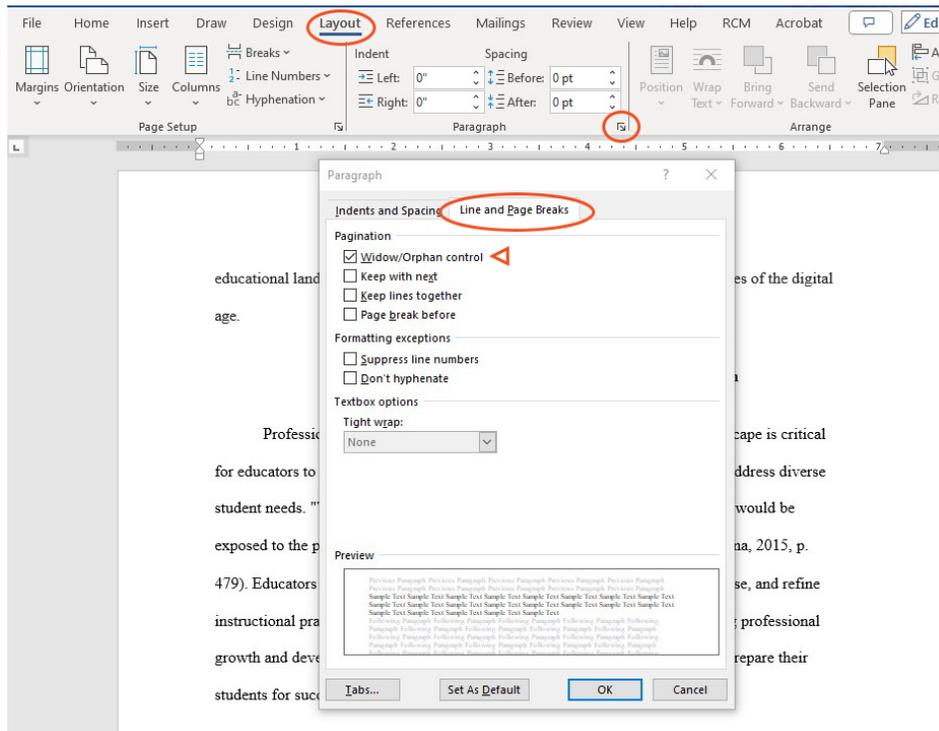
The following sections of your manuscript should have a Header at the top 2” margin:

- TITLE
- COMMITTEE
- ABSTRACT
- DEDICATION
- ACKNOWLEDGMENTS
- TABLE OF CONTENTS
- LIST OF TABLES
- LIST OF FIGURES
- CHAPTER #/TITLE
- REFERENCES
- APPENDIX
- VITA

As a reminder, Headers should be all uppercase, 12 point font and not boldface.

## Solving orphan line problems

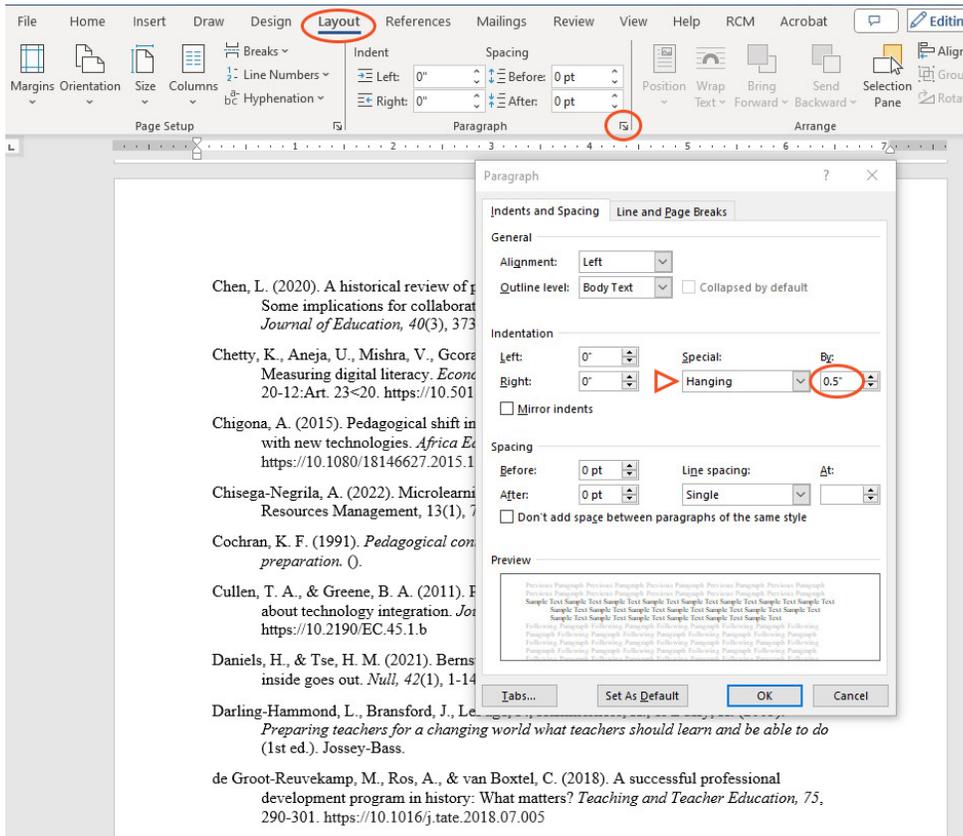
UTRGV guidelines prohibit orphan/widow lines. An orphan line is one line of text that sits by itself at the bottom of the page. A widow line is a single line at the top of a page. There must be at least two lines to start or end a page. This applies to text, as well as to Headings. Word has a feature that eliminates orphan/widow lines automatically.



**REMOVING ORPHAN LINES:** Under the Layout tab, click the small arrow to open the dialogue window in Paragraph section. In the dialogue window, select the “Line and Page Breaks” tab. Check the top option, “Widow/Orphan control”. Click OK.

## Formatting Hanging Indents

UTRGV formatting guidelines require Hanging indents for the References section. Hanging indents may be necessary in the Table of Contents and List of Tables/Figures, if a title is longer than one line.



**TO FORMAT HANGING INDENTS:** Under the Layout tab, click the small arrow to open the dialogue window in Paragraph section. “Indents and Spacing” tab should automatically appear. In the “Indentation” section, click the dropdown menu under “Special” and select “Hanging”. Also ensure you enter .5 in the “By:” window for proper level of indentation. Click OK.

Side tip: Before you start to enter References, if you hit “Ctrl” + T, Word will automatically create Hanging Indents for you.

## Spacing for References

Spacing is the same for References, and any titles in the Table of Contents and List of Tables/Figures that span more than one line. All use hanging indents, and lines *within* each entry should be single spaced, with double space *between* entries.



**TO CHANGE LINE SPACING IN REFERENCES:** Under the Layout tab, click the small arrow to open the dialogue window in Paragraph section. “Indents and Spacing” tab should automatically appear. In the “Spacing” section, click the dropdown menu under “Line Spacing” and select “Single”. Also ensure the “After” box is set to either 12 point or Auto. Click OK.

## Quick Key Shortcuts

- Shift + F3: changes case (title, sentence, upper, lower)
- Ctrl + T: create hanging indent (prior to entering text)
- Ctrl + Z: undo previous action
- Ctrl + 2: Apply double spacing to paragraph
- Ctrl + Delete: delete one word to the right
- Alt + P: Opens “Layout” tab
- Ctrl + K: pulls up web link dialogue window
- Ctrl + E: center text
- Ctrl + 1: Apply single spacing to paragraph
- Ctrl + Backspace: delete one word to left
- Alt + N: Opens “Insert” tab
- Alt + R: Opens Review (for spell check)