

Helpful Hints for Typing a Document in Microsoft Word

1. The default setting for left and right margins in Microsoft Word **is not** 1 inch. You should check the setting on your computer by going to Format/Document/Margins. If the left and right margins are set to 1.25 inches, change them to 1 inch. If this is your home computer, you can make it the default. **DO NOT** change the default on a school computer. Click OK.
2. To make sure your header will be typed .5 inches from the top of your paper, go to Format/Document/Margins and make sure the header is set at .5 from edge. Click OK.
3. When you are ready to type a header, go to View/Header and Footer. A box will appear for you to enter your header. It will be left aligned unless you choose something else. To type a header that will be at the right side of your page, push the right align button on your toolbar. (If the formatting toolbar is not showing, go to View/Toolbar/Formatting.) Enter in the information for your header. **DO NOT USE ONE OF THE PAGE NUMBER BUTTONS ON THE HEADER TOOLBAR TO ENTER A PAGE NUMBER.** Just ignore the header/footer toolbar. Follow the directions in step 4 for entering a page number.
4. To enter a page number while you are still in the header box, go to Insert/Page number from the menu bar. Check to make sure the page number is for a header (not a footer) and choose right alignment. This will number your pages consecutively. Click OK. Push the close button on the header toolbar when you are finished. You may not be able to see your header at the top of your page. If you can, it will be grayed out. If you cannot see it, go to Print Preview and it will show up there and it will show up when you print.
5. If you need to edit a header, go to View/Header and Footer or double click on the header (if it shows up in gray) and it will bring up a window so you can make changes. Again, ignore the header and footer toolbar. Click OK when you have made the changes.