

Your Name

Instructor's Name

Course Name

Date Due

Title of the Paper

The first thing you need to do is open Microsoft Word. Open a new, blank Word document. The margin settings should all be OK, if you have the default setting. You should use 10-, 11-, or 12- point font, either Times New Roman or Arial.

To get started on your document, set the automatic page numbering. Click on "Insert" and then "Page Number" in the "Header and Footer" area. Scroll over "top of page" and select "plain number 3." A header box will open, and you will see the page number "1" highlighted in the upper right-hand corner. The curser will be blinking just in front of the number. Type in a one- or two-word version of your title (or your last name), then click on "Header and Footer Tools" and then on the big red arrow.

Next, type in your heading, which is different from the header. First, go to "Home" and inside the "Paragraph" box, highlight the little picture that has the lines of type lined up on the left and free on the right (it's the first option). Then, click on the little arrow pointing downwards and to the right near the word "paragraph." Set the indentation on "none" and the spacing on "double." Hit "OK." Type in the four lines of the heading. Hit "Enter" after you type in the due date.

Now, back in the "paragraph" box, highlight the little picture of the lines of type that are centered (it's the second option). This will move your cursor to the center of your page. Type in your title; the Word program will automatically center it. Hit "enter" when you get to the end of

your title. Do NOT enclose the title in quotation marks unless you are quoting another writer besides yourself, and do not italicize or bold the letters, either. Capitalize all the words in your title except prepositions and conjunctions.

Back in the paragraph box again, highlight the first option (the left-justified text option). Then go to the downward-right pointing arrow, and choose “first line,” “double,” and then hit “OK.” The default setting will make the first line of your paragraphs indent a half an inch. The way to start a new paragraph is to hit “enter” when you have typed the period at the end of a paragraph; this will move the cursor to the next line, and let option you have preset indent the new paragraph automatically. Do not try to indent the first line of a paragraph by entering a bunch of blank spaces; when you revise your paper, this kind of indentation will not be preserved and you will end up with weird blank spaces randomly scattered through your paper. Now, you can type your whole paper, paragraph by paragraph, except for the Works Cited list.

The Works Cited list goes all alone on the last page of your paper. The easiest way to do this is to finish the paragraphs, and then keep hitting “enter,” or hit backspace to delete too much blank space until you get to the beginning of the next (blank) page. On the first available line on this new page (be careful not to overshoot), you will center the words “Works Cited” in exactly the same way you centered your title. Do NOT enclose the words in quotation marks. Notice that this page has a page number in the upper right-hand corner, in sequence, just like the other pages in our document. Be sure to re-set from the centered-text to the left-justified text option (the little picture on the far left of the paragraph box). Please see the next page of this document as an example.

The entries for this page are the ones I used in a paper on solutions to animal overpopulation. Put each of your entries in alphabetical order, and BE SURE to use the MLA

formats I gave you on the previous handout, or from McGraw-Hill Handbook or owl.english.purdue.edu. After you type in the words "Works Cited," hit "enter" and then click the little arrow on the "paragraph" box so you can re-set the indentation from "First line" to "hanging." Leave the spacing on "double" and hit "OK." After you type in your last entry, you're done!

Works Cited

- Alexander, Heather. "Animal Welfare Groups Hit the Streets to Rescue Strays as Situation Reaches Crisis Point." *Houston Chronicle* 24 February 2014. Web. 25 February 2014.
- Brilliant, Larry. "The Age of Pandemics." *The Wall Street Journal* 2 May 2009. Rpt. in *Global Issues and Local Arguments: Readings for Writing*. Ed. June Johnson. Boston: Pearson, 2014. 315-318. Print.
- Brown, Mike. Personal Interview. February 25, 2014.
- DREAM. Dachshund Rescue, Education, and Adoption Mission, Inc. "Rescue Links." Web. 25 February 2014.
- Houston Beagle Rescue*. Houston Beagle and Hound Rescue, Inc. "Why Adopt? Rescue Dog Bond." 8 August 2008. Web. 25 February 2014.
- Johnson, June, ed. *Global Issues and Local Arguments: Readings for Writing*. 3rd ed. Boston: Pearson, 2014. 446-457. Print.
- Morris, Mike. "Animal Rescue Transfers may be Halted: Money Fades for Sending Pets from BARC to Colorado." *Houston Chronicle* 16 February 2014. Print.