Formatting a paper using Microsoft Word 2007

Follow these directions to format your paper. These settings should be selected before you begin typing.

Margins

1. Select the “Page Layout” tab
2. Click on “Margins”
3. Select “Normal”

Spacing

1. Select the “Page Layout” tab
2. Click on the arrow in the “Paragraph” box
3. From the “Line spacing” option, select “Double”
4. Click OK