

Step-by-Step Instructions for Formatting Your Manuscript

Video #1: Insert Page Breaks

1. Open a **new Word document** by double-clicking the Microsoft Word icon on your desktop or navigating to Word in your program files and opening from there.
2. In your blank document, click the **Insert** tab in the ribbon at the top of the page.
3. From the Insert tab, click **Page Break** 10 times (this creates 11 separate pages).

Video #2: Insert a Section Break

1. Use the scroll bar (or Ctrl+Page Up) to navigate to **page 6** (the approximate halfway point in your document).
2. Make sure the cursor is at the top of the page where you want the section break to be inserted (in this case, **page 6**).
3. Click the **Page Layout** tab in the ribbon at the top of the page.
4. From the Page Layout tab, click **Breaks tab**.
5. In the dropdown menu, under **Section Break**, click **Next Page**. (Do NOT select "Continuous").

Video #3: Assign Page Numbers

1. Use the scroll bar (or Ctrl+Page Up) to navigate to **page 1** in your document.
2. Make sure the cursor is on the page where you want to assign page numbers (in this case, **page 1**).
3. Click the **Insert** tab in the ribbon at the top of the page.
4. From the Insert tab, click **Page Number**.
5. You can choose one of two places for your page numbers: *upper right hand corner* OR bottom center. If you want the first option, you would select "Top of Page" then the right hand option. In this example, let's choose bottom center by selecting "Bottom of Page" then the center option.
6. Notice a Footer with the page number at bottom center has been created for Section 1.
7. Click **Close Header and Footer**.

Video #4: Paginate with Roman Numerals

1. Make sure the cursor is on page 1 of your document.
2. Click the **Insert** tab in the ribbon at the top of the page.
3. From the Insert tab, click **Page Number**.
4. In the dropdown menu, click **Format Page Numbers**.
5. In the Page Number Format window that appears, click the arrow to the right of **Number format**.
6. In the dropdown menu, select the “**i, ii, iii...**” option.
7. In the same Page Number Format window, under “Page numbering”, click the dot before Start at.
8. In the entry box next to Start at, ensure that “i” is entered. If not, type “i” (without quotes) in the box.
9. If Page Number Format window does not automatically close, click **OK**.
10. Scroll to the bottom of the page to confirm there is a Roman numeral page number at the bottom center of the page for section 1.

Video #5: Paginate with Arabic Numerals

1. Use the scroll bar (or Ctrl+Page Down) to navigate to page 6 in your document (the transition page where you previously inserted a Section Break to start the Body Text section). You should see an Arabic number 6 at the bottom of this page.
2. Click the **Insert** tab in the ribbon at the top of the page.
3. From the Insert tab, click **Page Number**.
4. As you did for section 1, choose bottom center placement by selecting “Bottom of Page” then the center option.
5. Notice a Footer with the page number at bottom center has been created for Section 2, which currently indicates is “Same as Previous” (don’t worry about that for now).
6. Now to reset the numbers to start at page 1, click the **Insert** tab in the ribbon at the top of the page.
7. From the Insert tab, click **Page Number**.
8. In the dropdown menu, click **Format Page Numbers**.
9. In the Page Number Format window that appears, click the arrow to the right of **Number format**.
10. In the dropdown menu, select the “**1, 2, 3...**” option.

11. In the same Page Number Format window, under “Page numbering”, click the dot before **Start at**.
12. In the entry box next to Start at, ensure that “1” is entered. If not, type “1” (without quotes) in the box.
13. If Page Number Format window does not automatically close, click **OK**.
14. Scroll to the bottom of the page to confirm there is an Arabic number 1 at the bottom center of the page for section 2.
15. Click the Design tab in the ribbon at the top of the window.
16. Click **Close Header and Footer**.

Video #6: Save Your Document

1. Click the **File** tab.
2. Click **Save As**.
3. In the Save As window, navigate to the folder on your computer where you want to save your document.
4. In the “**File name**” box, enter a name for your document, such as “Thesis (or Dissertation)_Final”.
5. Click **Save**.

Keep your file open as we will continue to use this document to format pages in the second part of this module.

Video #7: Set Margins

1. Navigate to the first page (**page i**) in your saved document file.
2. Click the **Page Layout** tab in the ribbon at the top of the page.
3. From the Page Layout tab, click **Margins**.
4. In the dropdown menu, ensure that “Normal” is highlighted as the default setting. (If not, click “Normal” then continue with step 5). Since the “Normal” setting assigns 1-inch default margins, we need to adjust the left margin to 1.5-inch.
5. At the bottom of the dropdown menu, click **Custom Margins**.
6. In the Page Setup: Margins window, find the box for “Left” margin and click the “up” arrow five times to increase the margin size from 1” to **1.5”**.
7. In the same Page Setup: Margins window, click the down arrow next to the “Apply to” box and select **Whole document**.

8. Click **OK**.
9. **Save** your document.

Video #8: Set Font

1. From the first page (page i) in your document file, click the **Home** tab in the ribbon at the top of the page.
2. Enter **<Ctrl+A>** to select all pages.
3. From the Home tab, click the down arrow at the box indicating font type. An alphabetical list of fonts appears in the dropdown menu. Select **Arial**.
4. Now click the down arrow at the box indicating font size. Select **12**.
5. **Save** your document.

A 12-point Arial font has now been assigned to your entire document. You can adjust font type and size by selecting specific text as needed throughout your document.

Video #9: Set Spacing

1. From the first page (page i) in your document file, click the **Home** tab in the ribbon at the top of the page.
2. Enter **<Ctrl+A>** to select all pages.
3. Click the small arrow at the bottom right of the **Line and Paragraph Spacing** section of the tool bar.
4. Then click **Line Spacing Options**.
5. In the Paragraph: Indents and Spacing window that appears, find the **Spacing** section.
6. Click the down arrow next to the “After” box until you see “**0 pt**” in the box.
7. Click the down arrow next to the “Line Spacing” box and select **Double**.
8. Click **OK**.
9. **Save** your document.

Double-spacing has now been assigned to your entire document. You can adjust line spacing by selecting specific text as needed throughout your document.

Video #10: Download Approval Page Template

Before editing the Approval Page Template, you must first download it from the OGS website to your computer.

1. Go to **Front Matter Templates** and click **MS Word** next to the **Approval Page Template** you need (Dissertation or Thesis).
2. In the window that appears, click **Open**. (Do not save the template to your computer until after you make your edits).
3. In order to edit this page, you must first “unprotect” the document. The process to do this varies by computer. If you see an option to **Enable Editing**, click that button then click the **Review** tab in the ribbon at the top of the page. (If you aren't able to do this, you need to adjust your File Block Settings under the File tab before continuing with the remaining steps).
4. From the Review tab, click **Restrict Editing**.
5. In the “Restrict Formatting and Editing” dialogue box, click **Stop Protection**.

Video #11: Edit Approval Page Template

1. In the open **Approval Page Template** that you just downloaded, complete the template page by clicking on the gray boxes and entering your desired text according to the example of the Approval Page provided in Module1 and on the **OGS website**.
2. When the text appears as you wish, **remove any remaining gray boxes** by moving your cursor to the right of each gray box and backspacing until the box disappears.
3. To save your edited template, click **File > Save As**, then navigate to where you want to save your file.
4. Click **Save**.

Video #12: Insert Approval Page Template

1. Open your edited **Approval Page Template**.
2. Place the cursor at the top of your edited template and enter **<Ctrl+A>** to select all text.
3. Enter **<Ctrl+C>** to copy selected text.
4. Navigate to your open document file and place your cursor at the top of the first page (**page i**).
5. **Right click** on page i of your document file.

6. Under “Paste Options” in the window that appears, click the first “**Keep Source Formatting**” icon.
7. The selected text from your edited Approval Page Template should now be pasted into page i of your document file with the original single-spaced formatting.
8. **Save** your document.