

This document covers basic Microsoft Word formatting tools which can be used with any Word document. The conventions used in this document are detailed in Table 1 below.

Convention	Definition
Bold text	Performing a command
<i>Italicized</i> text	File or option name

Table 1 - Document Conventions

Formatting actions are described below.

To create Headers and Footers →

- 1) Double click on the white space on the top of the document. This will take you into Header mode.
- 2) You may then type in your header text or select formatting options from the *insert header* menu.
- 3) Scroll down to the Footer space.
- 4) To insert auto page numbers, select the *Page Number* option (Figure 1) and then the format you want for the page numbers.

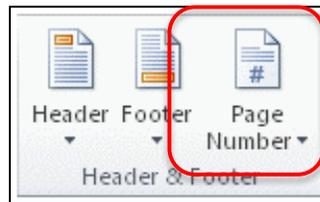


Figure 1 - Selecting Page Number option

- 5) Once you are finished with the Header and Footer, click on the *Close Header and Footer* option (Figure 2). You are now back in the main body of your document.



Figure 2 - Exiting Header / Footer edit mode

To adjust the line spacing →

- 1) Highlight the text you need to adjust.
- 2) Right-click on the text and select *Paragraph*. The window shown in Figure 3 will appear.

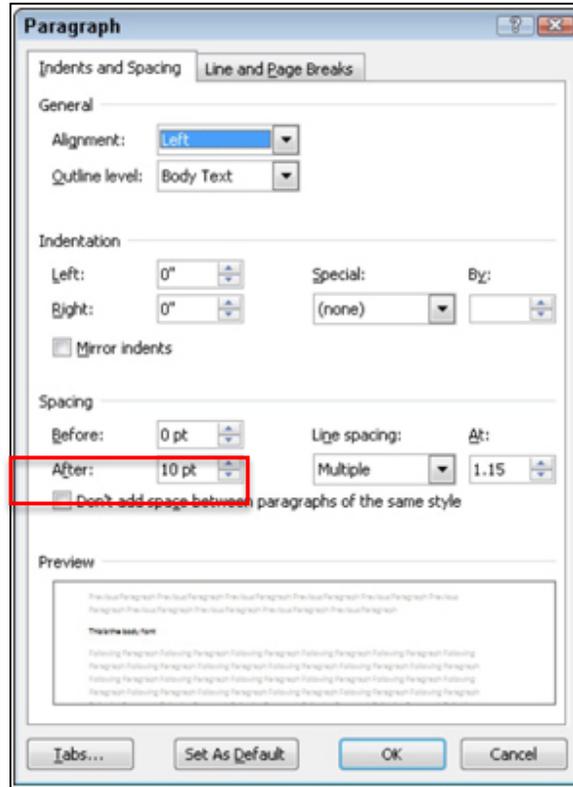


Figure 3 - Adjusting Paragraph line spacing

- 3) Change the *After* number to what you need. '0' = no spacing.
- 4) Click **OK** to close the *Paragraph* window and keep your changes.

 **Tip** → If you have several paragraphs which need this same formatting, then highlight the next section of text and use the repeat command (ctrl-Y). This will repeat the paragraph formatting without you having to open the paragraph window each time.