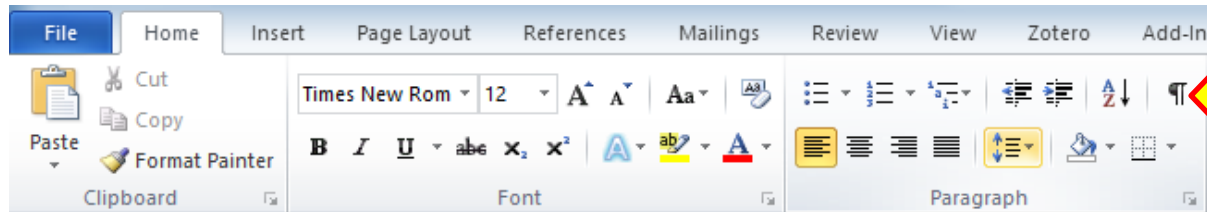


Show Guides

When creating documents, it is important to be aware of design choices. A good first step is verifying that guides are on. In the “Paragraph” section on the “Home” tab, select the paragraph symbol to turn on the paragraph guides:

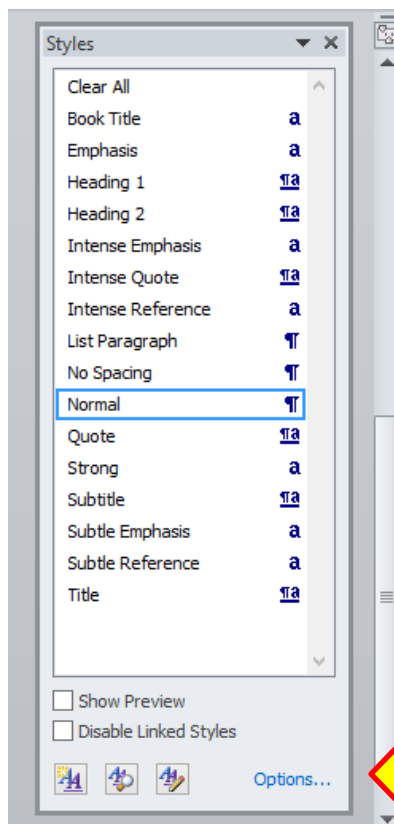
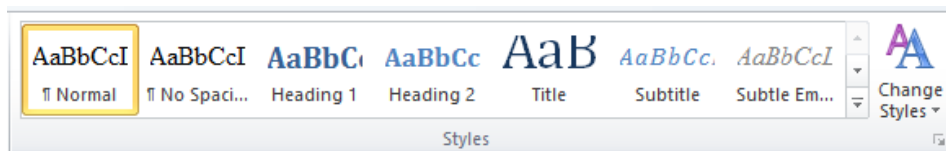


This way, you can see how many times you press “return” after a line. This will be important, especially for long papers and particularly during the editing process, where having extra returns could negatively impact the spacing throughout your paper, causing extra work.

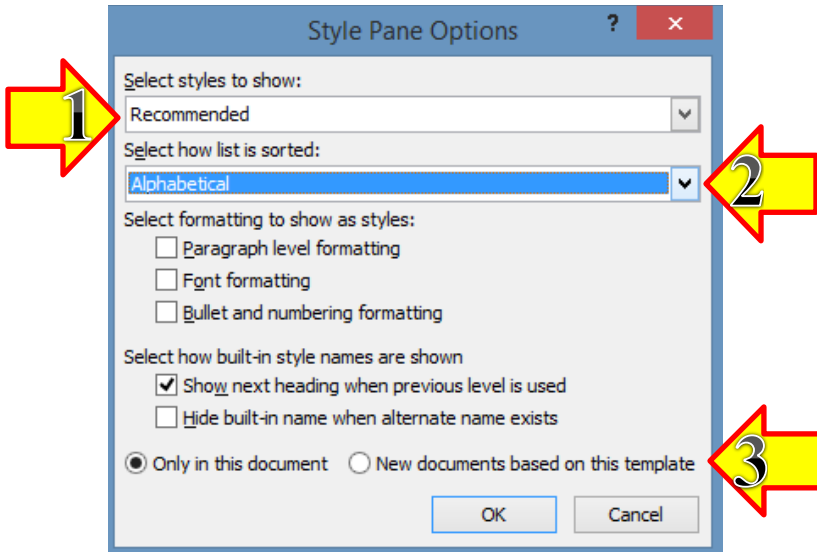
Modifying Styles

Styles in your word processor, while taking a little bit of time on the outset, can save you a lot of time in the long-run. Styles can help you maintain consistency throughout your paper, reduce formatting headaches during the editing process, and can make the creation of a Table of Contents a breeze. However, you will want to modify the styles, since the default settings will not adhere to your paper formatting requirements.

To set up styles, click on the pull-out menu under the “Styles” menu under the “Home” tab:



You will then see the menu at left appear on the right of your screen. Next, click on the “options” link.

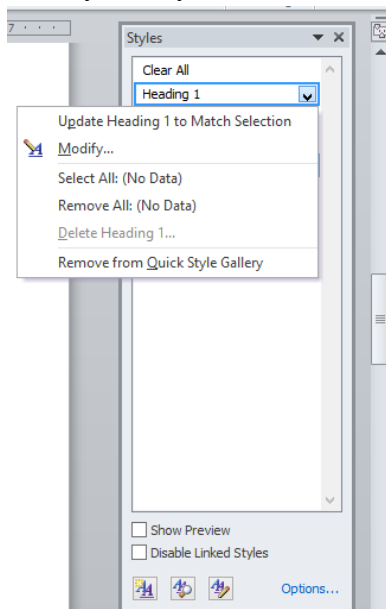


Here, you will be able to edit the styles listing for the current document and also apply the styles for future documents if desired.

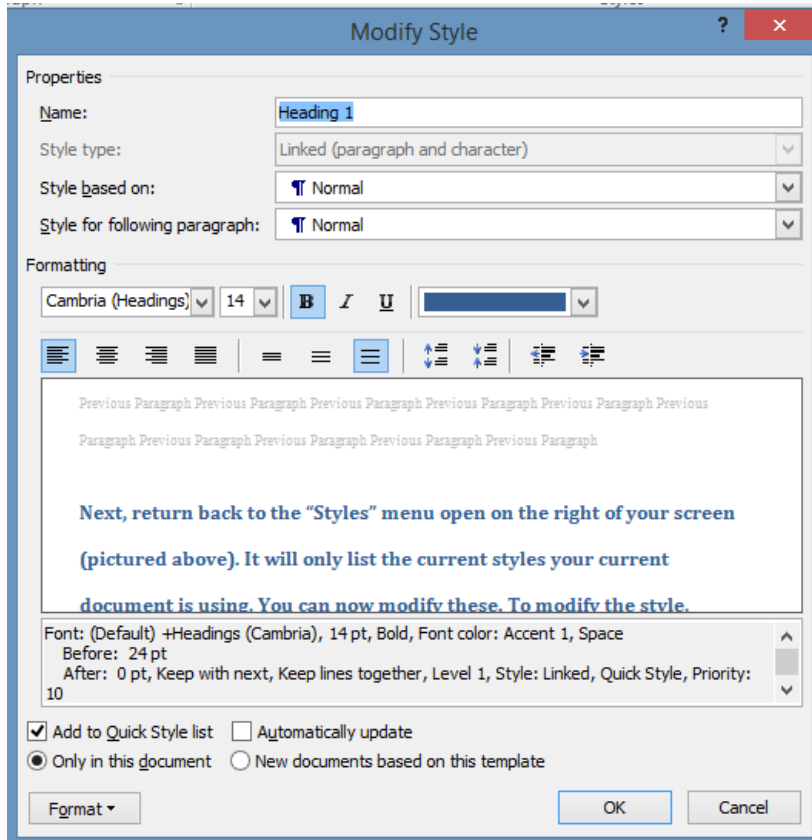
1. Change “Select styles to show” to “In current document”
2. Change “Select how list is sorted” to “alphabetical”
3. You can click on “new documents based on this template” if you wish for your modified styles to become the default style in future documents.

Click “OK” to save those changes.

Next, return back to the “Styles” menu open on the right of your screen (pictured above). It will only list the current styles your current document is using. You can now modify these. To modify the style, hover the mouse over the item you want to modify.



Click on the carat on the listed item, and scroll down and click on “Modify.” For “Heading 1,” you will see:



Change your font, font color, justifications, formatting, etc., until it meets your desired style. Click “OK” when finished, and move to the next style that you want to modify. Add new styles by clicking on the icon on the bottom left of the pull-out styles menu. To manage and modify styles in the styles list but not displaying on the pull-out menu, click on the last icon on the bottom of the pull-out menu.

Now, you’re ready to get started using your styles throughout your document (or to modify your current document).

Table of Contents

To insert a Table of Contents, place your cursor where you want to insert the TOC. Go to References tab, “Table of Contents” on the left, and scroll down to “Insert Table of Contents.” Insert a page break where the TOC should end and where the rest of your document begins.