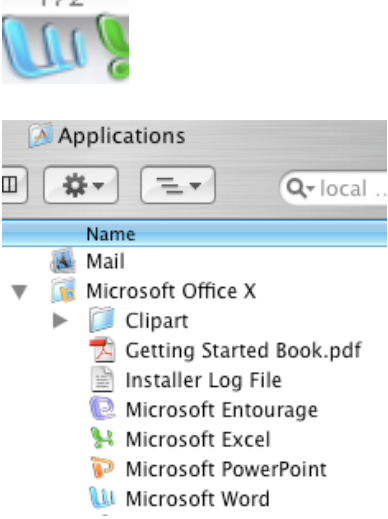

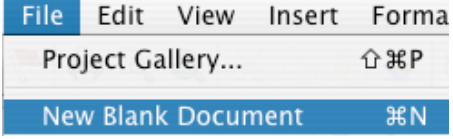
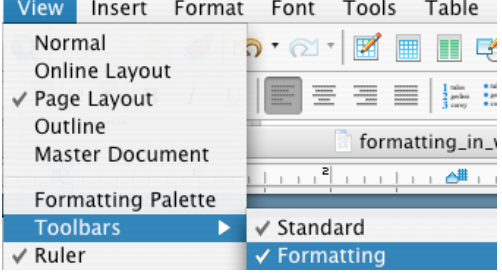
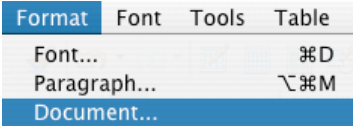
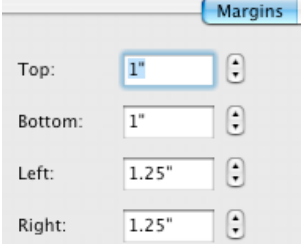
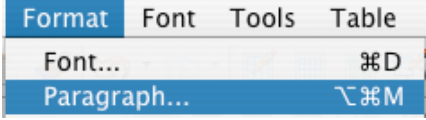
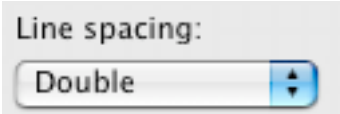
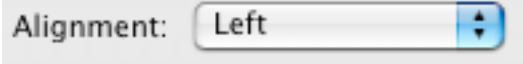
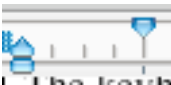
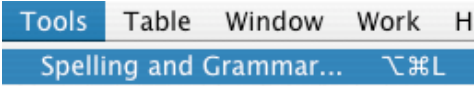
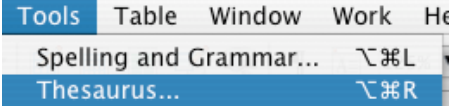
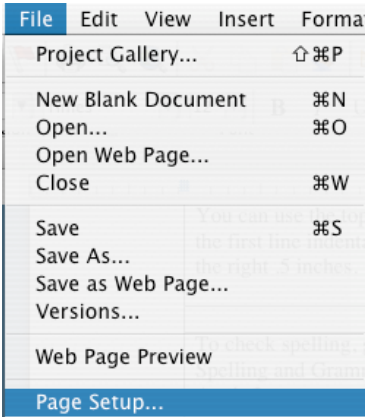
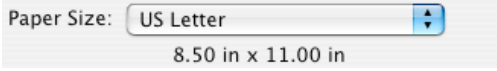

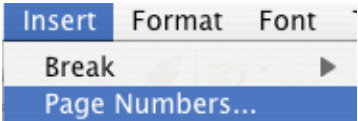
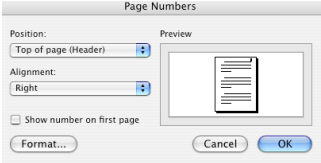
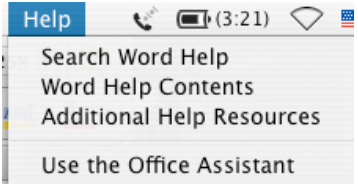


How to use Microsoft Word to Format your Documents

<p>To start Word, click on the icon in the dock, or look in Favorite Applications / Word, or look in Hard drive / Applications / Microsoft Office / Word</p>	 <p>The screenshot shows the 'Applications' folder in a Mac OS X environment. At the top, there are icons for 'Applications', 'Settings', and 'Localizations'. Below these is a search bar with the text 'local...'. A list of applications is shown, including Mail, Microsoft Office X (expanded to show Clipart, Getting Started Book.pdf, Installer Log File, Microsoft Entourage, Microsoft Excel, Microsoft PowerPoint, and Microsoft Word), and Microsoft Word.</p>
<p>For a new document, go to File menu / New Blank Document, or type  N (Hold down the Apple key and type N).</p>	 <p>The screenshot shows the 'File' menu in Microsoft Word. The menu items are: File, Edit, View, Insert, and Format. Below the menu items are: Project Gallery... (with a keyboard shortcut ⌘P), and New Blank Document (with a keyboard shortcut ⌘N). The 'New Blank Document' option is highlighted in blue.</p>
<p>To see the toolbars, go to:</p> <p>View menu / Toolbars / Standard, and View menu / Toolbars / Formatting</p> <p>To see the Ruler at the top of your document, go to</p> <p>View menu / Ruler</p>	 <p>The screenshot shows the 'View' menu in Microsoft Word. The menu items are: View, Insert, Format, Font, Tools, and Table. Below these are: Normal, Online Layout, Page Layout (checked), Outline, Master Document, Formatting Palette, Toolbars (expanded to show Standard and Formatting, both checked), and Ruler (checked). The 'Page Layout' and 'Ruler' options are highlighted in blue.</p>
<p>The standard margins of your document should be fine for this class. However, to change them, go to Format menu / Document.</p>	 <p>The screenshot shows the 'Format' menu in Microsoft Word. The menu items are: Format, Font, Tools, and Table. Below these are: Font... (with a keyboard shortcut ⌘D), Paragraph... (with a keyboard shortcut ⌘M), and Document... (highlighted in blue).</p>

<p>Set the margins, and click “OK,” or hit the Return key.</p>	
<p>Your essays should be double-spaced. To set this, go to Format menu / Paragraph, or type Option Apple M.</p> <p>In the box, set the line spacing to double.</p> <p>You can also make sure the alignment is set for “left.”</p> <p>The keyboard shortcut for double spacing is Apple 2 (⌘ 2); type ⌘ 1 for single spacing.</p> <p>Type ⌘ L for left alignment.</p> <p>You can use the top slider in the ruler to set the first line indentation. Move the slider to the right .5 inches.</p>	   
<p>To check spelling, go to Tools menu / Spelling and Grammar, or type Option Apple L.</p> <p>To change a word, use the Thesaurus. Also check with your dictionary, though.</p>	 

<p>If you write your document at home, and your computer is set for A4 paper, you cannot print here. You must change the paper size to 8.5 x 11. To do this, go to File menu / Page Setup... and choose U.S. Letter size. Then click “OK.”</p> <p>While you study in the U.S., you should reset your computer to use U.S. paper sizes.</p>	 <p>The screenshot shows the File menu with the following items: Project Gallery... (⌘P), New Blank Document (⌘N), Open... (⌘O), Open Web Page..., Close (⌘W), Save (⌘S), Save As..., Save as Web Page..., Versions..., Web Page Preview, and Page Setup... (highlighted in blue).</p>  <p>The screenshot shows the Paper Size dropdown menu with 'US Letter' selected and a sub-menu showing '8.50 in x 11.00 in'.</p>
<p>To save your document to the desktop, go to File menu / Save, or type ⌘ S. In the save box, make sure you can see the Desktop option, then hit “Return.”</p>	 <p>The screenshot shows a dropdown menu with 'Desktop' selected.</p>
<p>To insert page numbers, go to Insert menu / Page number. Then adjust the page numbers. Do not show a page number on the first page.</p>	 <p>The screenshot shows the Insert menu with 'Page Numbers...' selected.</p>  <p>The screenshot shows the Page Numbers dialog box with the following settings: Position: Top of page (Header), Alignment: Right, and Show number on first page: unchecked. There is a preview window showing a document with page numbers.</p>
<p>For Word help, use the Help menu.</p>	 <p>The screenshot shows the Help menu with the following items: Search Word Help, Word Help Contents, Additional Help Resources, and Use the Office Assistant.</p>