

Suggestions for Working with Word 2016 for PC

- **Check page size:** Click Layout tab. To the left you'll see what looks like a piece of paper with the word Size under it. Click that. Select Letter (8.5" X 11").
- **Check margins:** Click Layout tab. To the far left of the tool ribbon you'll see Margins. Click Office 2003 default OR click Custom Margins at the bottom of the margins menu and then enter 1" for top and bottom and 1.25" for left and right. Gutter = 0. Header and Footer = 0.5". Multiple pages = normal. Apply to whole document. If you have multiple sections in your document, check each section.
- **Turn off Widow/Orphan control:** Select all text. Click the Home tab. In the paragraph box of the tool ribbon there is a little arrow in the bottom right corner. Click that arrow. It will open a dialogue box. Click the Line and Page Breaks tab. If the box Widow/Orphan control has a check mark, click the box to remove the check. If there is a black box in the Widow/Orphan control box, click twice until the box is clear of any black box or check mark. Click OK.
- **Check line spacing:** Highlight all text. Click the Home tab. In the Paragraph section of the tool ribbon there is a little arrow in the bottom right corner. Click that arrow. It will open a dialogue box. Click the Indents and Spacing tab. Set Before to 0 pt and After to 0 pt. Line spacing to double. Click the box that says "Don't add space between paragraphs of the same style." Hit OK (Now you can create heading spaces by simply hitting enter twice).
- **No gaps in text:** Continue the text to the 1" bottom margin with the following exceptions. **(Places where it is acceptable to have a white gap)**
 - At the bottom of the page if there is a subheading and the white space is not large enough for the heading space, the subheading, and 2 lines of text below the subheading. This also applies if there are two subheadings in a row, there must be at least 2 lines of text below the bottom-most subheading.
 - At the end of a chapter.
 - If you are using footnotes and there needs to be a white gap because on the top line of the next page is a footnote that would not fit if the line were moved to the previous page.
- **Insert a section break:** Place your cursor at the end of the section you would like to end. Click the Layout tab. Click the Breaks icon. Click Next Page.
- **No page numbers on MAIN HEADING pages in the preliminary pages:** Insert a section break at the end of the preceding page if there isn't already one there. Click in the footer space on the bottom of the second page of the section where you would like a page number to appear. Make sure "Link to Previous" is turned on (it will have a darker background color). *EXCEPTION: When inserting a page number onto a second page of an abstract, you do not want "Link to Previous" turned on.* Make sure the box stating "Different First Page" has a check mark. Insert page number (Roman numerals in center bottom of page). If you have done it correctly there will be no page number on the first page, but page numbers will appear on all subsequent pages of the section. Create a new section for each MAIN HEADING page (Abstract, Table of Contents, etc.). For the Abstract, click Page Number, then Format Page Numbers, then select i, ii, iii... for Number Format and then select the

box for Start at and enter iii. If your abstract has only 1 page, but a different section has 2 pages and needs a page number, follow the same procedure described for the Abstract, but start at whatever is the first page of the current section.

- **No page numbers on MAIN HEADING pages:** Create a new section by inserting a section break at the end of the preceding page. Click in the header space at the top of the second page of your new section. Make sure “Link to Previous” is turned on (it will have a darker background color). Make sure the box stating “Different First Page” has a check mark. Insert page number (Arabic numerals in top right of page). If you have done it correctly there will be no page number on the first page, but page numbers will appear on all subsequent pages of the section. Create a new section for each MAIN HEADING page. *For the first main text section (your first chapter), make sure the box “Link to Previous” is NOT selected in either footer or header.*
 - Alternatively, you can leave the page numbers on each page and create a borderless white fill text box formatted “In Front of Text” and cover the page numbers on the MAIN HEADING PAGES or
 - you can remove the page numbers from the PDF using Acrobat Pro.
- **Correct number placement on landscape pages:**
<https://uknowit.uwgb.edu/page.php?id=26346>
- **Formatting footnotes:** Place your cursor where you want your first footnote number. Click the References tab. You’ll see a box below the tab that says Footnotes. Click the little arrow in the lower right corner. In the dialogue box that opens up you’ll see the option for Footnotes. Next to Footnotes you’ll see “Bottom of page.” There is a down arrow next to “Bottom of page” click that and you can select “Below text.” Apply to whole document. This will help eliminate white gaps caused by footnotes.
- **When pasting from other documents you will need to double check your paragraph, line spacing, and widow/orphan control settings for that text because the original settings can be pasted into the document (even if you click “keep text only”) and can create future formatting problems.**
- **Tech support:** Marriott Library – Knowledge Commons (Level 2) 801-581-6273. iChat available.
- **Marriott Library Workshops:** Check the schedule for these valuable, intensive workshops that will help you learn how to correctly format your dissertation or thesis.
 - **Dissertation Boot Camps: Next one: 3/13 and 3/14 3:30-4:30 (same workshop run twice).**
 - **Formatting your thesis or dissertation in LaTeX:**
 - **Thesis & Dissertation Formatting in Word 2016:**