

## Suggestions for Working with Word 2016 for Mac

- **Check page size:** Click Layout tab. Click on the “Size” icon and select “US Letter” (8 ½ by 11 inches). Or: From the Word menu, click File/Page Setup.
- **Check margins:** Click Layout tab; click on the “Margin” icon and select “Custom Margins,” then enter 1” for top and bottom, and 1.25 “ for left and right. Make sure gutter is set to 0. Apply to whole document. Or: From the Word menu, click Format/Document/Margins.
- **Turn off Widow/Orphan control:** Click the Home tab. Select the entire text of your document. On the Word menu, click Format and select Paragraph. In the Paragraph dialog box, click the Line and Page Breaks tab and uncheck the box Widow/Orphan control.
- **Check line spacing:** Click the Home tab. Move cursor to the Line and Paragraph Space icon tab with the top/bottom arrows. Select Line Spacing Options. Check the box “Don’t add space between paragraphs of the same style.” Click OK. Set Before to 0 pt and After to 0 pt. Line spacing to double. On the Word menu, click Paragraph. In the Paragraph dialog box, click the Indents and Spacing tab. Check the box “Don’t add space between paragraphs of the same style.” Click OK.
- **No gaps or white space in text:** Continue text to 1” bottom margin with the following exceptions.

### (Places where it is acceptable to have a gap or white space)

- 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 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.
- **Create Section Breaks:** Click on Layout and under Section Break scroll to Next Page; or on the Word menu, click on Insert/Break/Section Break (Next Page).
- **No page numbers on MAIN HEADING pages for preliminary pages:**

**Note:** This applies only to second pages of Abstract, Table of Contents, Lists of Figures and Tables, Acknowledgments, and all preliminary pages. (Numbers do **not** appear on pages with main headings).

Create a section break at the bottom of the Statement of Approval [p. ii, counted but not visible]. Click on the footer of the second page of your Abstract. “Link to Previous” should **not** be selected. Make sure the box for “Different First Page” under “Header & Footer” has a check mark. Click the icon “Page Number” and select “Page Number Format” and pull down menu to roman numbers, “i,ii,iii...” Under “Page numbering” dialogue box, click on “Start at” and enter “iii.”
- **No page numbers MAIN HEADING pages for main text:** Click in the header space at the top of the second page of your new section. Make sure “Link to

Previous” is turned on. Click on the box “Different First Page.” 3eInsert page number (Arabic numerals on the top right of the page). There should be no page number on the first page, but page numbers will appear on all the subsequent pages. Create a new section for each MAIN HEADING page. 1For the first main text section, make sure the box “Link to Previous” is not highlighted in either header or footer.

- **Landscape pages:** 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.
- **Copy and pasting:** 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.
- **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 Camp: October 9-12, 2017**, 8:30am – 1:00pm, Marriott Library, Gould Auditorium.
  - Thesis & Dissertation Formatting in Word 2016: