COVER PAGE:

FONT: Times New Roman 12

CREATE RECURRING TITLE AND PAGE NUMBERS:
1. Select INSERT.
2. Select PAGE #.
3. Select TOP OF PAGE and RIGHT. 
4. Number will appear in upper right corner.
5. Without moving cursor, type your title, capitalizing main words.
6. Hit the space key once to separate title from page number.
7. Select CLOSE HEADER AND FOOTER.
8. Title and Page Numbers will now appear automatically as you type your paper.

SET MARGINS:
1. Select LAYOUT.
2. Select MARGINS.
3. Margins should be set on NORMAL, which is the default for one-inch margins all around.

SET SPACING:
1. Select FORMAT PARAGRAPH.
2. Make alignment LEFT.
3. Inspect all boxes. Make sure each box is formatted for “0”.
4. LINE SPACING should be changed to DOUBLE.
5. Click OK.
COVER SHEET TITLE:
1. Hit RETURN until cursor is approximately halfway down the page.
2. Center and type complete title (Hit RETURN to separate long titles).

COVER SHEET PERSONAL INFORMATION:
1. Hit RETURN to drop near bottom of page.
2. Type your name. RETURN.
3. Type your course name and number. RETURN.
4. Type your professor’s name. RETURN.
5. Type the date (ex. January 16, 2013).
6. Cover sheet is finished.

REFERENCES PAGE:
1. Center and type References.
2. Hit RETURN.
3. Select FORMAT PARAGRAPH.
4. Find the word SPECIAL and click on the arrow beside it.
5. Select the word HANGING.
6. Select DOUBLE SPACE.
7. Click OK.

This will give your References the hanging indents they must have. They will wrap properly and will only left justify when you hit the RETURN key to begin a new entry.

For more information, please refer to the samples on page 595 in Diana Hacker’s Rules for Writers, Seventh Edition.