**WORD 2010 HINTS & TIPS**

**Setting your margins**

1. Click on Page Layout at the top of the page, then click on Margins and drag down to the setting you wish to use.
2. 1” all around is the standard. If you wish to use a custom setting, that option is at the bottom.

**Saving and Printing your Document**

1. Click on File at the upper left hand corner.
2. Click on Save As.
3. When the Save As box opens, scroll down on the left side to select the drive you wish to save to.
4. Drag down to U://yourusername and click on it.
5. Name your project and click on Save. Do not add punctuation marks, or it won’t save.
6. To print, click on File at the upper left hand corner, click on print, and Print.

**Double Spacing**

1. Highlight everything you want double spaced. If you haven’t typed anything yet, go to step 2.
2. Right click on the highlighted section or the top of the page and click on Paragraph.
3. Change the line spacing to double and click OK.

**Headers/Footers**

1. Click on Insert at the top of the screen.
2. Click on Header or Footer and select the format you wish to use.
3. Type what you want in your header and/or your footer.
4. Click on Page Number (to left) to automatically number your pages.
5. Click “close” on the header/footer toolbar to save the changes to move on.

**Checking the Length of Your Paper**

Look at the gray bar at the bottom or go to File and click on Print to see a preview.

**Finding Your Word Count**

Look at the gray bar at the bottom of your document.

**Creating a Hanging Indent**

1. Type in all of the Works Cited entries you want to indent (hanging).
2. Highlight each entry and right click on the highlighted area. Click on Paragraph. In the section called Indentation, select Hanging from the drop-down menu under Special.

**Undoing a Mistake**

Type Alt+Z to undo your most recent typing.