A few tips for Microsoft Word users

The original default settings in Word are different from what many college professors will ask you to use for your papers in a couple of ways:

- Line spacing is set for something in between single and double spaced.
- Word will automatically add an extra space after each paragraph.

Change these settings with the spacing button or in the Paragraph formatting dialogue box.

You can add page numbers most easily by going to the Insert tab and clicking on “Page number.” If you prefer, you can create a header that includes a page number.