Step-By-Step guidance to set up a Word document.

1. **Page Size:** 8.5 x 11 Inches  
   **Layout=>Page Setup=>Size=>Letter 8.5 x 11 Inches**

2. **Font:** New Times Roman; 12 point

3. **Line Spacing:**  
   **Home Tab=>Paragraph**

   - **FOR Macs:** Under Line Spacing Options: Spacing before and after lines should be set to 0 pt
4. **Page Margins**
   
   **Layout Tab** => **Margins** => **Office 2003 Default**
   
   FOR Macs: Set the page margins manually.
   
   For Portrait pages: Right and Left page margins are 1.25 inches
   Top and Bottom page margins are 1 inch
5. Page Numbering:

**Insert Tab** => Header & Footer

Footer => Select Banded
Format page number => Bottom of Page => Plain Number 2

Page Number => Number format: small roman numerals

Start at: i for first pages

Click on OK

Close Header and Footer
6. **Design Tab** Use the settings on this tab to match those shown below prior to closing the Header and Footer

Header and Footer should be set at 0.5”

For the first pages, check the box next to **Different First Page**; this keeps the page number from displaying on the title page.

Places the page number .5 inches from the bottom of the page.