This document is designed to provide Step-By-Step guidance to set up a Word document.

**Page Size:** 8.5 x 11 Inches

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

**Home Tab=>Font:** New Times Roman; 12 point

**Home Tab=>Paragraph**

Set the spacing to **single spacing (1.0)** and set **Line Spacing Options** to:

- Add Space Before Paragraph
- Add Space After Paragraph

(Click on the text to toggle)

**FOR Macs:** Under Line Spacing Options: Spacing before and after lines should be set to 0 pt
1. **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 (3.175 cm)
   Top and Bottom page margins are 1 inch (2.54 cm)

   - Set left indent to 0.25”
   - Set the line spacing to 0 pt. before and after the line
2. 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

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

a. Header and Footer should be set at 0.5”
b. 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.