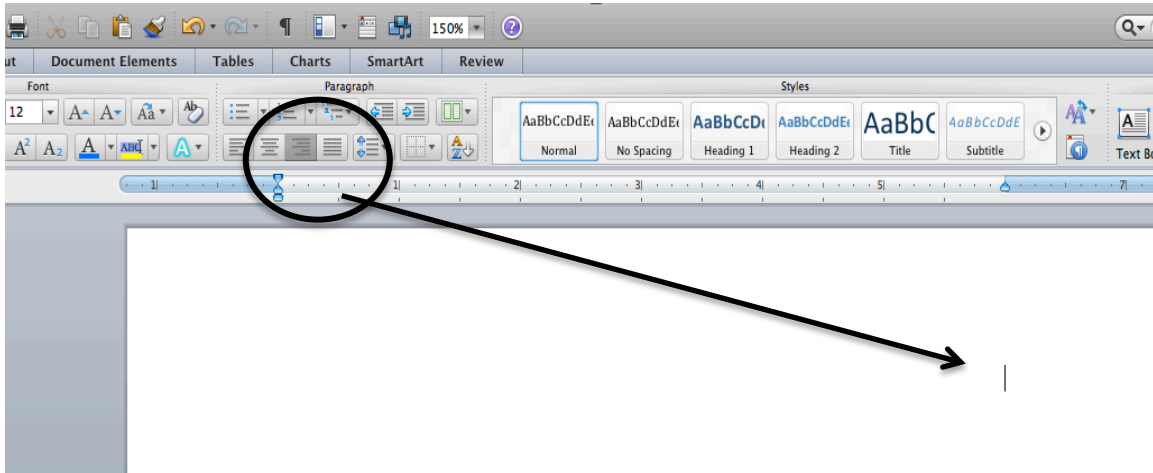
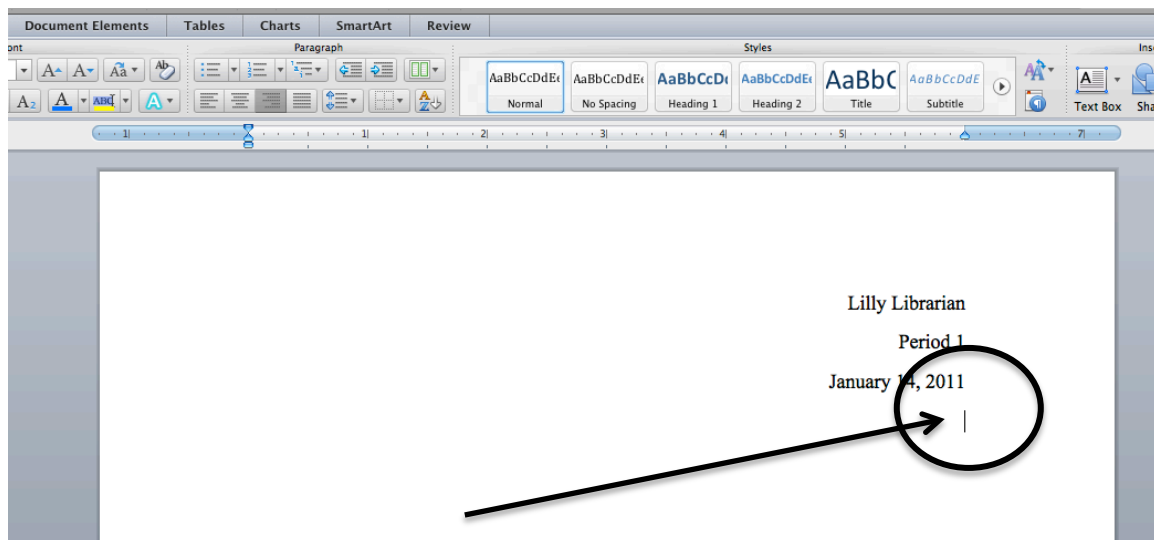


How to format your paper for Works Consulted (Mac Computer -Word)

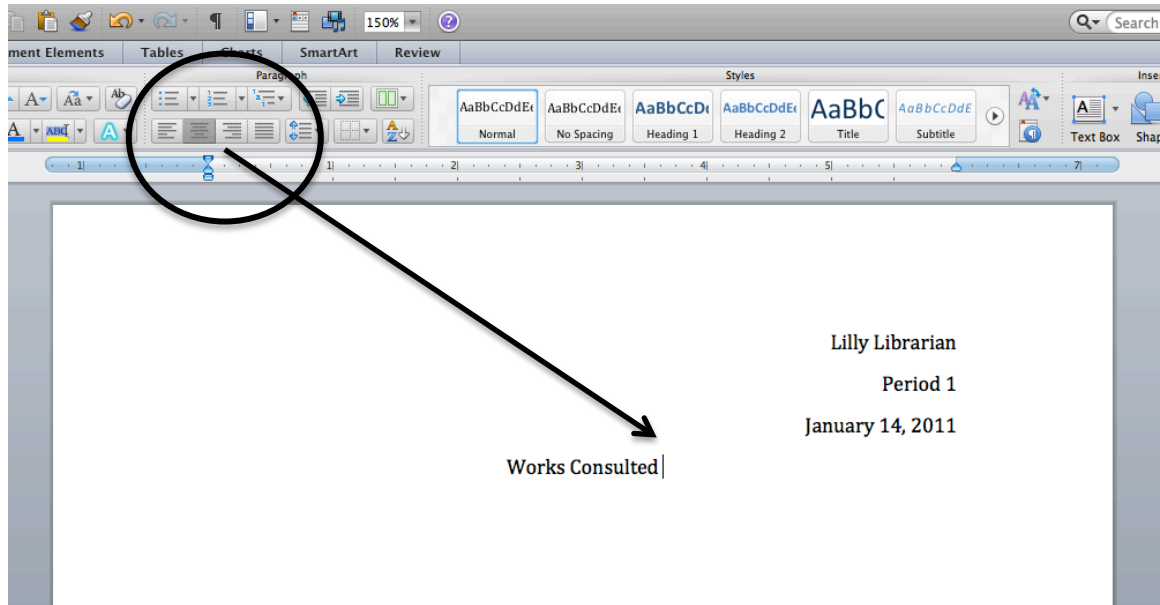
1. Open a new word document
2. Make sure your font is **Times New Roman** and the size is **12 pt.**
3. Click the **right hand align** option in the ribbon. This will move your cursor to the right hand side – type your **Name**, the **Period** and the **Date**.



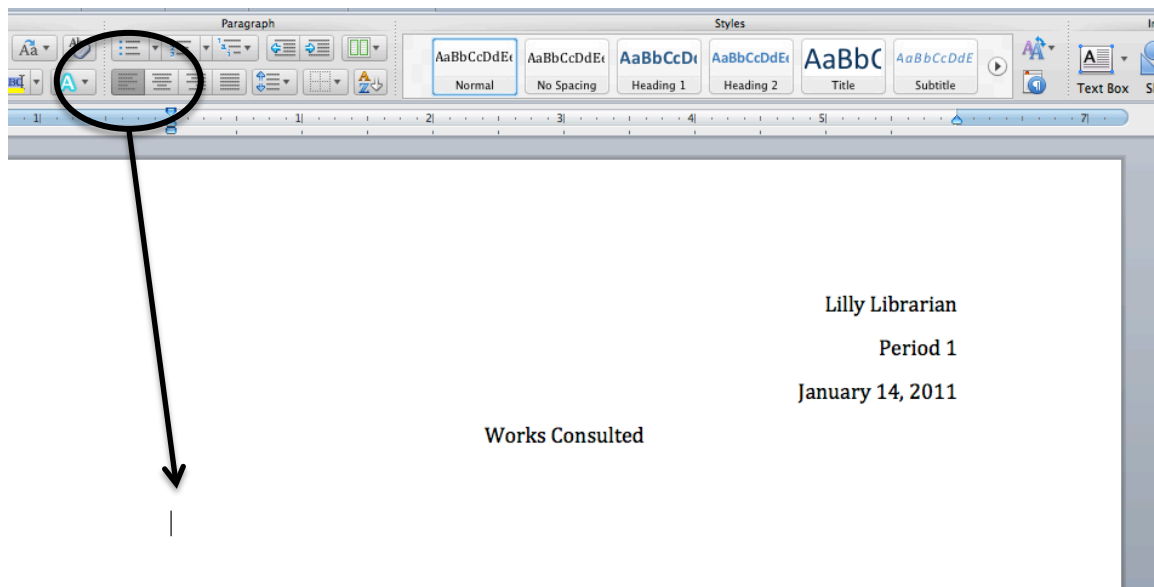
4. Hit the enter key when you have finished typing to move your cursor underneath the text



5. Click the **center align** option in the ribbon to move your cursor to the center of the page. Type Works Consulted. (Do not underline this!!!)



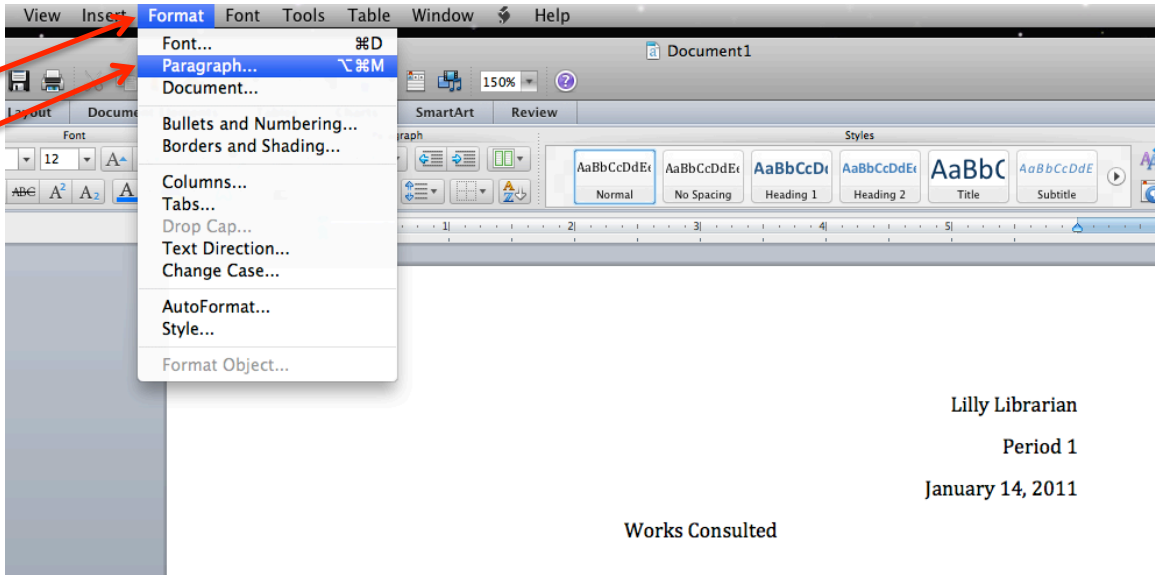
6. Hit the enter key twice to make space under the title, then click the **left hand align** option to move your cursor to the left side of the page.



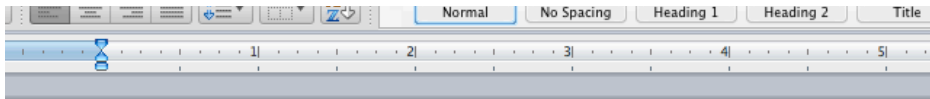
7. DO NOT SKIP THE FOLOWING STEPS!

You need to set up your paper so it will automatically **double space**, **indent the second line** and **remove the hyperlink** from any web address.

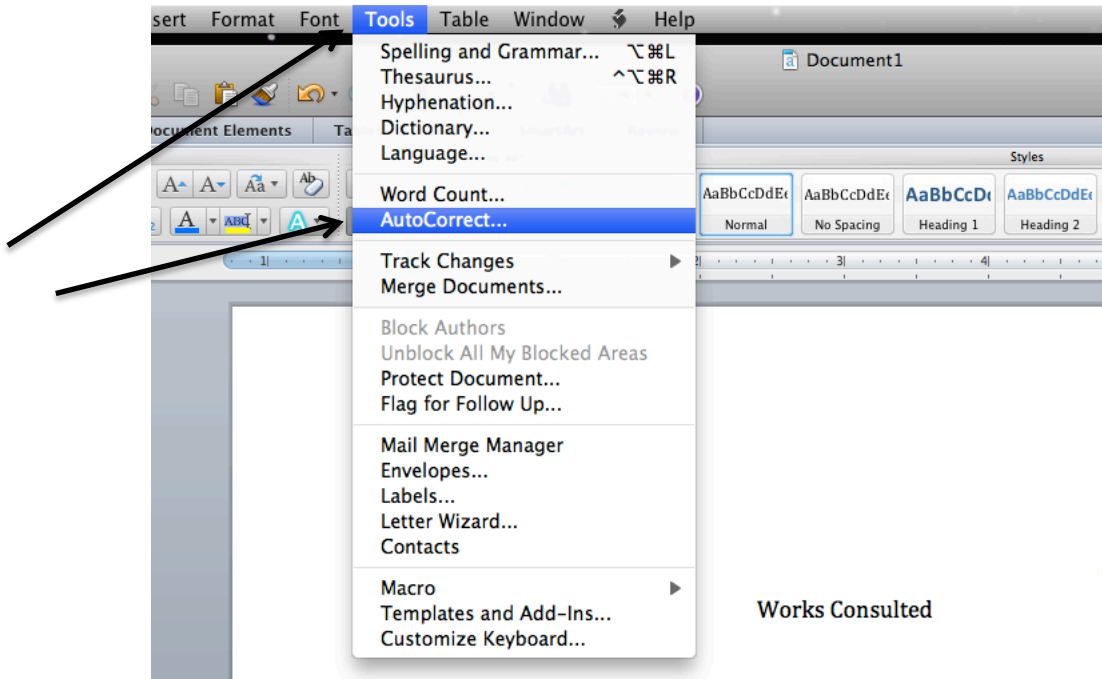
a. Click the **Format** option in the tool bar, select **Paragraph**.



b. In this window, select **Hanging** for the indentation choice and **Double** for the spacing choice. Be sure to click OK.

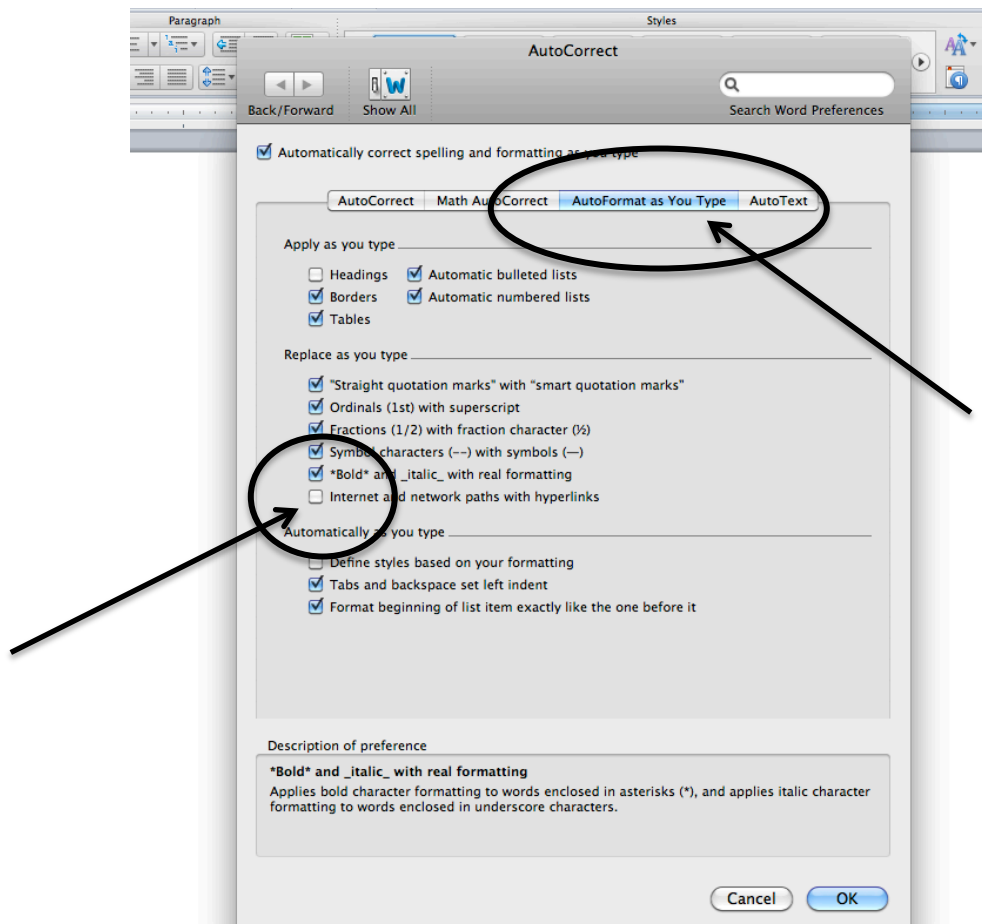


c. Click the **Tools** option in the tool bar and select **AutoCorrect...**



Works Consulted

d. Click **Auto Format as You Type**. Uncheck the box **Internet and network paths with hyperlinks**. Be sure to click OK.



8. Start typing your information.

REMEMBER: do not hit the enter key when your text reaches the edge of the page. Let Word automatically wrap the text to the next line. **ONLY** hit the enter key when you are finished with one entry and need to start a new one.

Lilly Librarian
Period 1
January 14, 2011

Works Consulted

O'Dell, Scott and Elizabeth Hall. Thunder Rolling in the Mountains. Boston: Houghton
Mifflin Company, 1992. |

When you finish the first entry, then hit the enter key to move the cursor down.

This screenshot shows a document page with a header on the right side containing the text 'Lilly Librarian', 'Period 1', and 'January 14, 2011'. Below the header is a section titled 'Works Consulted'. The first entry is 'O'Dell, Scott and Elizabeth Hall. Thunder Rolling in the Mountains. Boston: Houghton Mifflin Company, 1992.' The cursor is positioned at the end of the line. A callout box with an arrow points to the end of the line, containing the text: 'When you finish the first entry, then hit the enter key to move the cursor down.'

9. Notice that each entry is automatically double spaced, each item is indented correctly and the web address does not have a hyperlink.

Lilly Librarian
Period 1
January 14, 2011

Works Consulted

O'Dell, Scott and Elizabeth Hall. Thunder Rolling in the Mountains. Boston: Houghton
Mifflin Company, 1992.

Sohn, Emily. "Hear, Hear." Science for Kids. 11 January 2005. Science Resource Center.
<galenet.galegroup.net> (24 November 2008).

Double spacing

Indenting

Web address does NOT have the blue, underlined hyperlink.

This screenshot shows the same document page as above, but with two additional entries. The second entry is 'Sohn, Emily. "Hear, Hear." Science for Kids. 11 January 2005. Science Resource Center. <galenet.galegroup.net> (24 November 2008).' There are three callout boxes: 'Double spacing' with an arrow pointing to the space between the first and second entries; 'Indenting' with an arrow pointing to the indentation of the second entry; and 'Web address does NOT have the blue, underlined hyperlink.' with an arrow pointing to the URL '<galenet.galegroup.net>'.