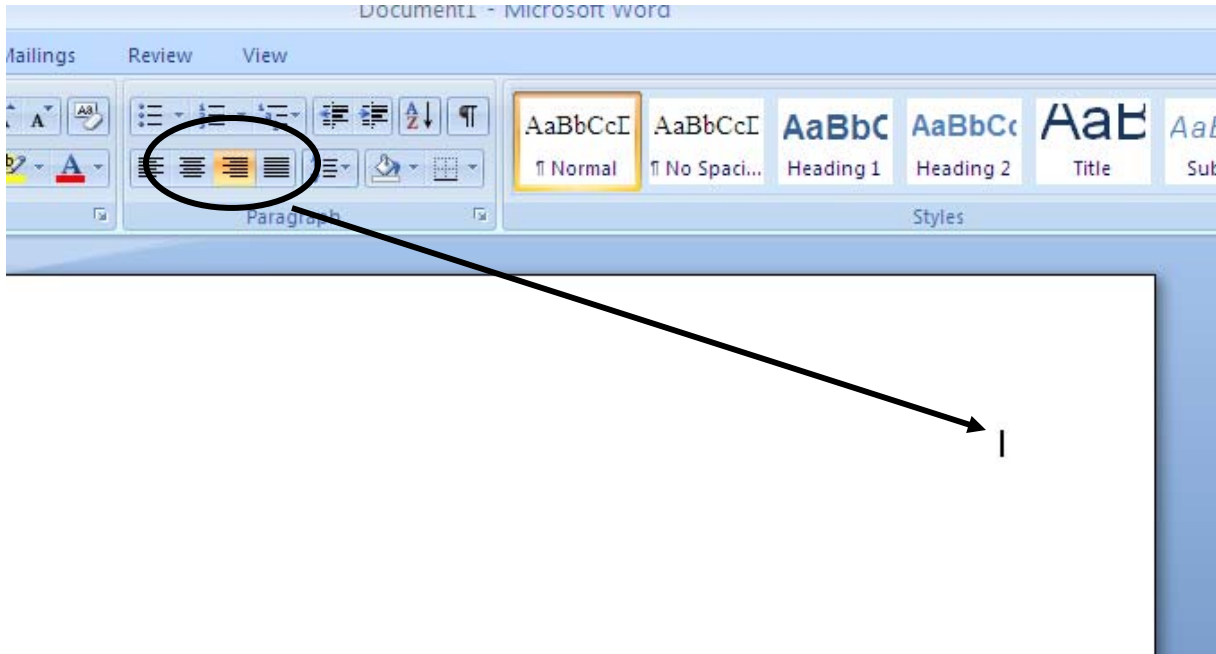
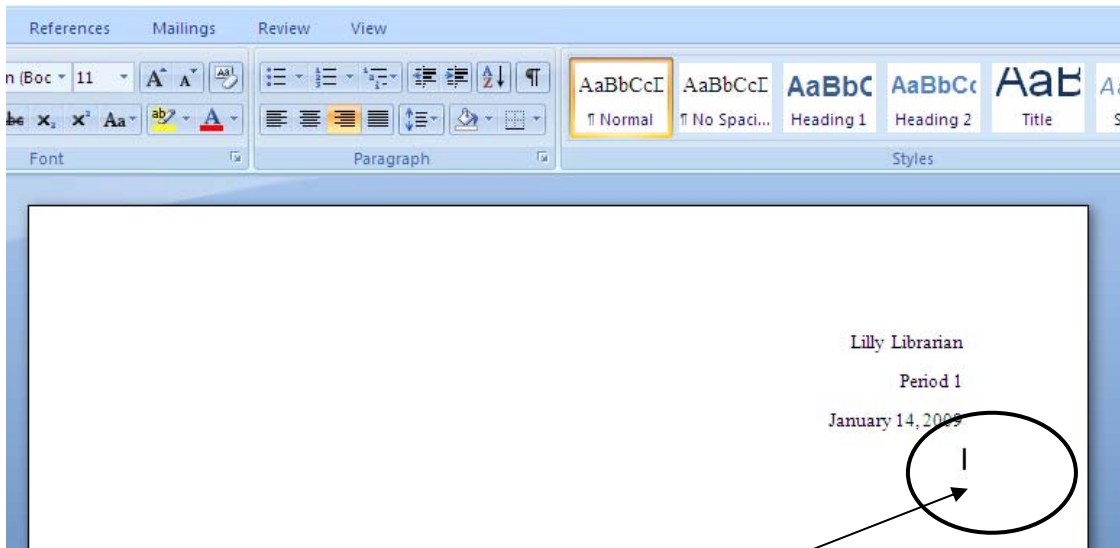


How to format your paper for Works Consulted (Word 2010)

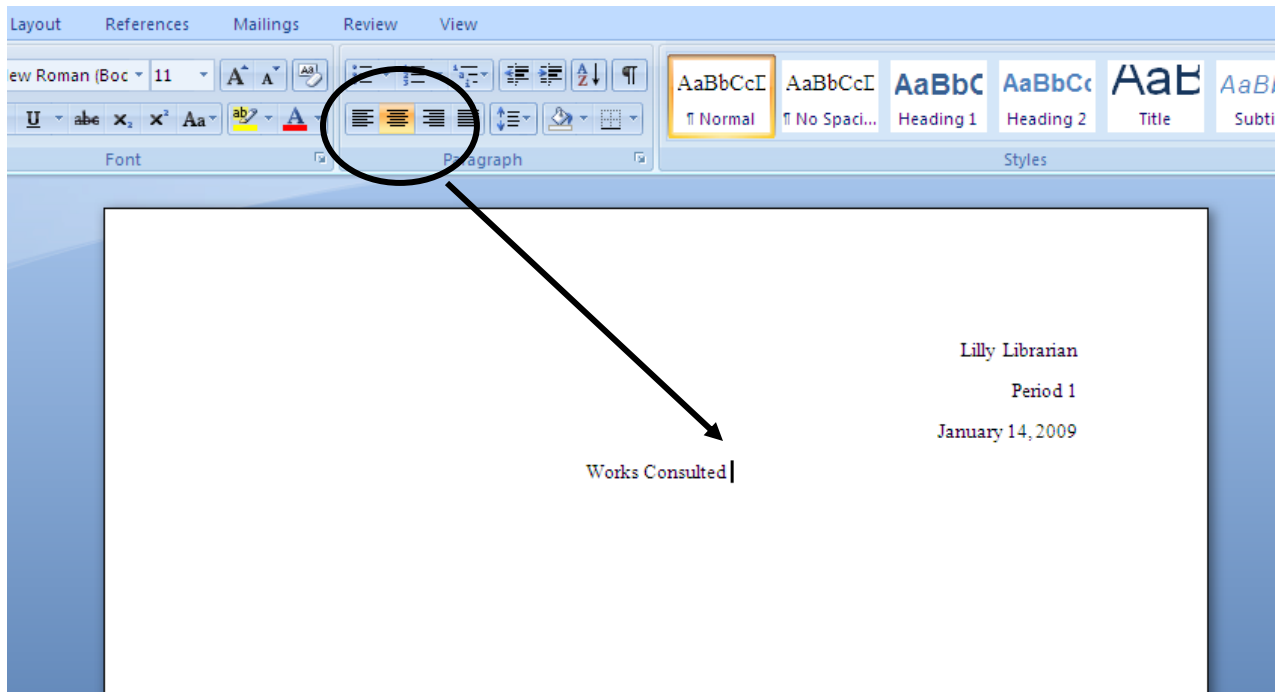
1. Open a new Word document.
2. Make sure your Font is **Times New Roman** and the size is **12 point**.
3. Click on the **right hand align** option in the ribbon. This will move your cursor to the right hand side - type your **Name**, the **Period** and the **Date**.



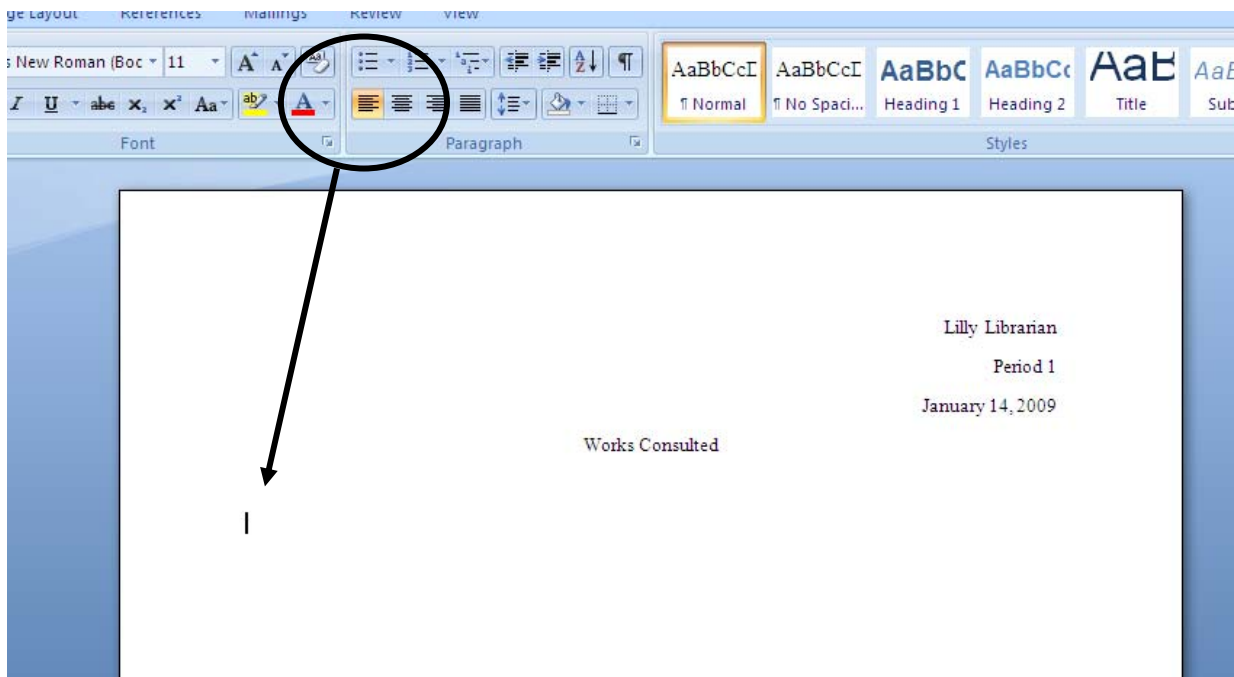
4. Hit the enter key when you have finished typing to move the cursor underneath the text.



5. Then click the **center align** option on the ribbon to move the cursor to the center of the page. Type Works Consulted.



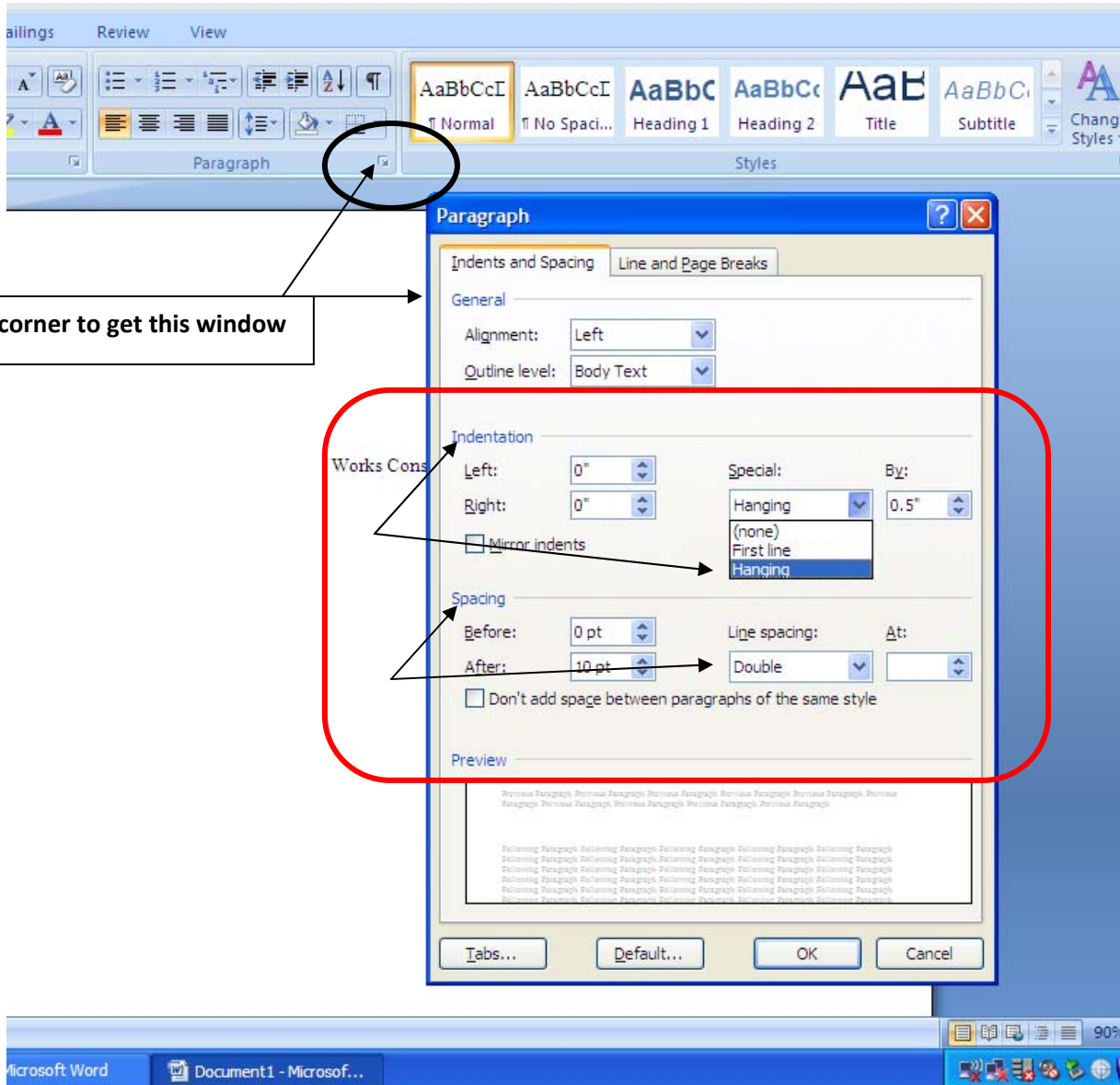
6. Hit the enter key twice to make space under the title, then click the **left hand align** option to move the cursor back to the left side of the page.



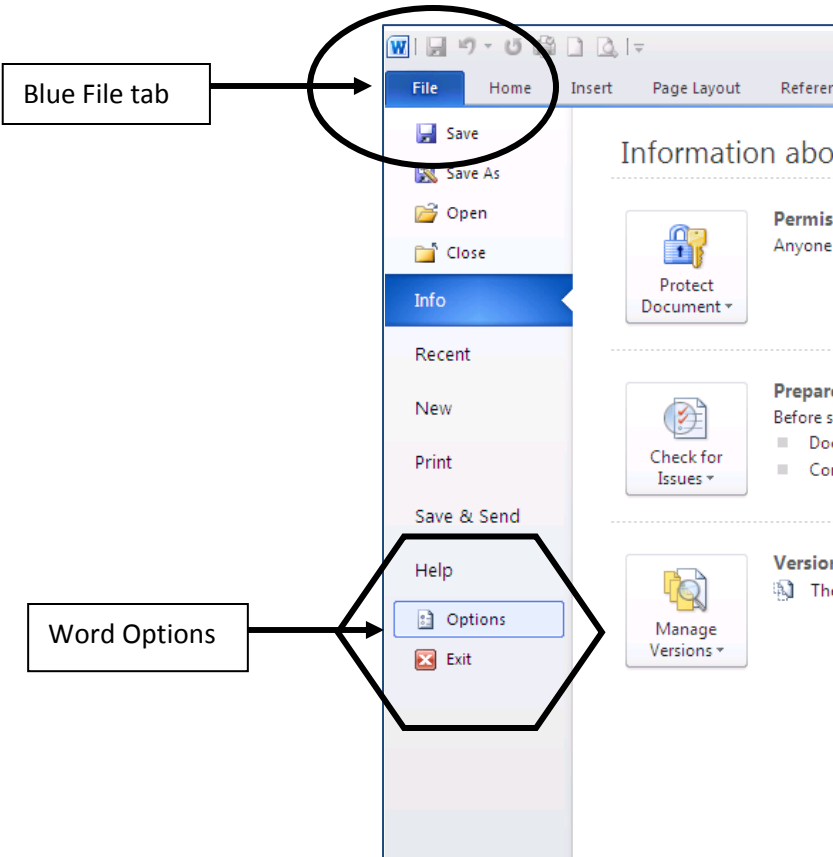
7. DO NOT SKIP THE FOLLOWING STEPS!

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

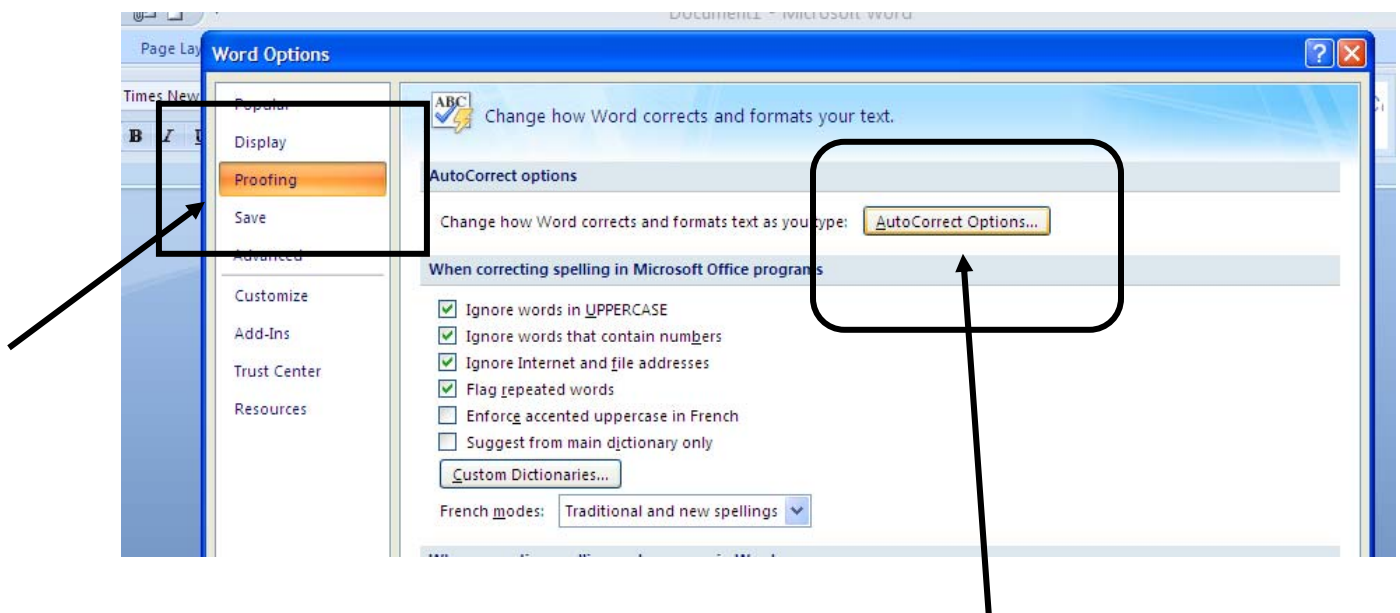
- Click the lower right corner of the Paragraph option.
- In this window, select **Hanging** for the indentation choice and **Double** for the spacing choice. Be sure to click OK.



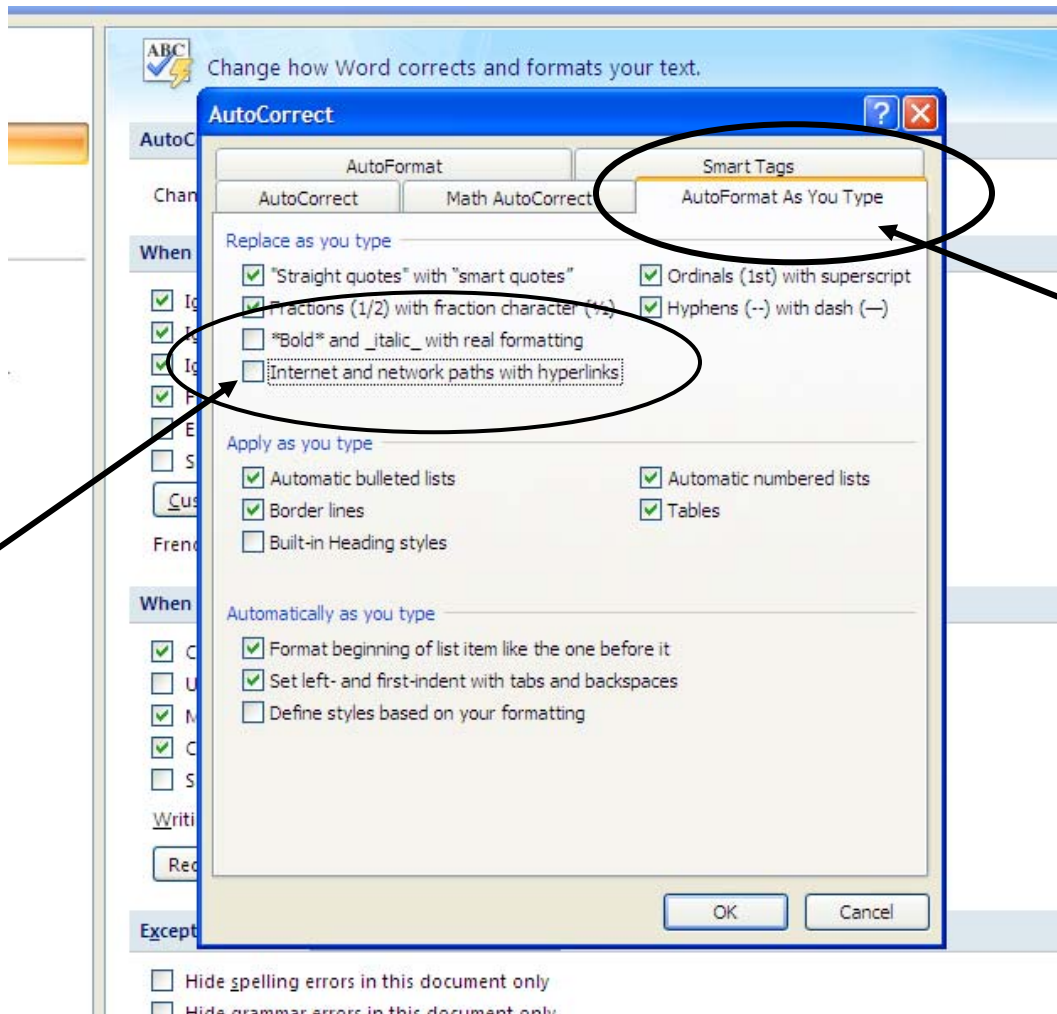
c. Click the **blue File tab**. Click **Options**.



d. Click **Proofing** on the right hand side; click **AutoCorrect Options**.



- e. Click on the right hand tab titled **AutoFormat As You Type**. Uncheck the box **Internet and networks paths with hyperlinks**. Be sure to click O.K.



8. Start typing your information.

REMEMBER: do not hit the enter key when your text reaches the edge of the page. Let Microsoft 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.

The screenshot shows a document with the following text:

Lilly Librarian
Period 1
January 14, 2009

Works Consulted

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

A callout box with an arrow pointing to the end of the entry contains 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.

The screenshot shows a document with the following text:

Lilly Librarian
Period 1
January 14, 2009

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> (28 November 2008).

Annotations:

- "Double spacing" with arrows pointing to the two entries.
- "Indenting" with an arrow pointing to the indentation of the second entry.
- "Web address does not have the blue, underlined hyperlink." with an arrow pointing to the URL in the second entry.