

USING MICROSOFT WORD 2000 for AMA TASKS

CENTERING

Never center text by tabbing or spacing. If you do, any revisions will throw the text off center. Use the Centering function of the word processor. It will automatically adjust centering as you revise. You can center text before or after it is typed. If you center after typing, you'll need to highlight the text, then center it. To center text,

Method One: Click the Centering icon on the toolbar .

Method Two: Click Format, Paragraph, Alignment Center.

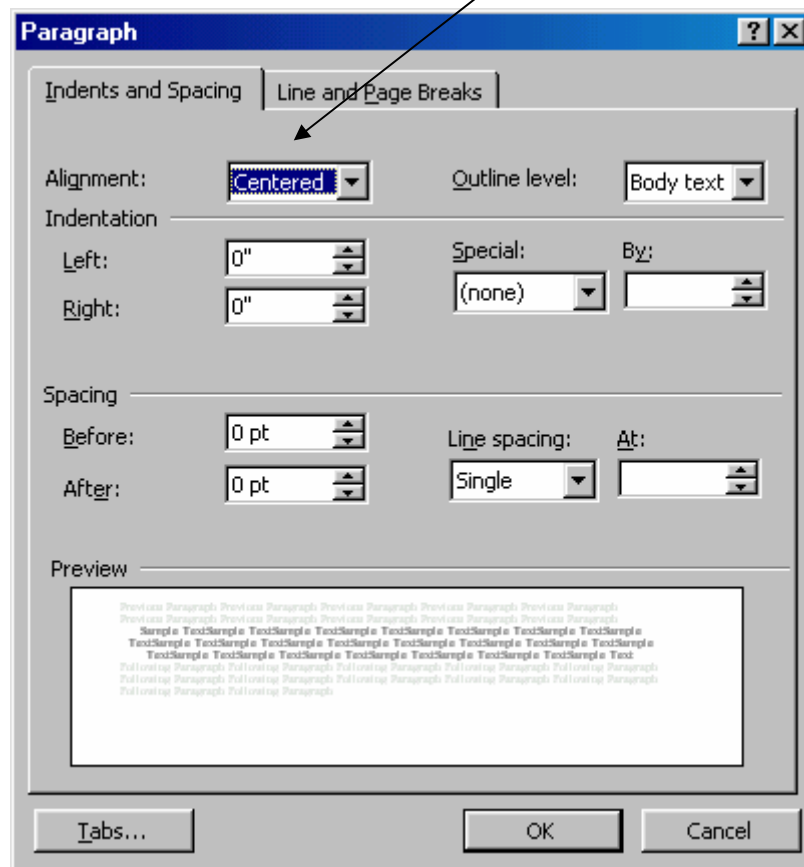


Figure 1. Paragraph Formatting Window

INDENTS


For the sake of consistency, use the Tab key to indent. Most word processors are pre-set to indent ½ inch when the Tab key is pressed. If you're not sure, look at the ruler bar at the top of your document. (If you don't see a ruler bar, go to the menu bar and click View, then click Ruler.)

MARGINS AND ALIGNMENT

Margins are 1 inch all around. The word processor should already be set for 1-inch margins, but if it's not,

1. Make sure the cursor is at the *very beginning of the paper*.
2. Click File, then Page Setup
3. Click the Margin tab, if not already selected, to change settings.
4. Close to return to editing screen.

NOTE:

- Text is aligned with the left margin, except for heading text or unless it needs to be indented to begin a paragraph or offset a block quotation.
- To align text to the left margin, click the Align Left icon  on the toolbar, or see the instructions for Centering.
- *Do not align text with both margins*. Text aligned with both margins creates irregular spacing between words and
 - makes proofreading very difficult.
 - To change alignment, follow directions for centering, but choose left alignment instead of centering.

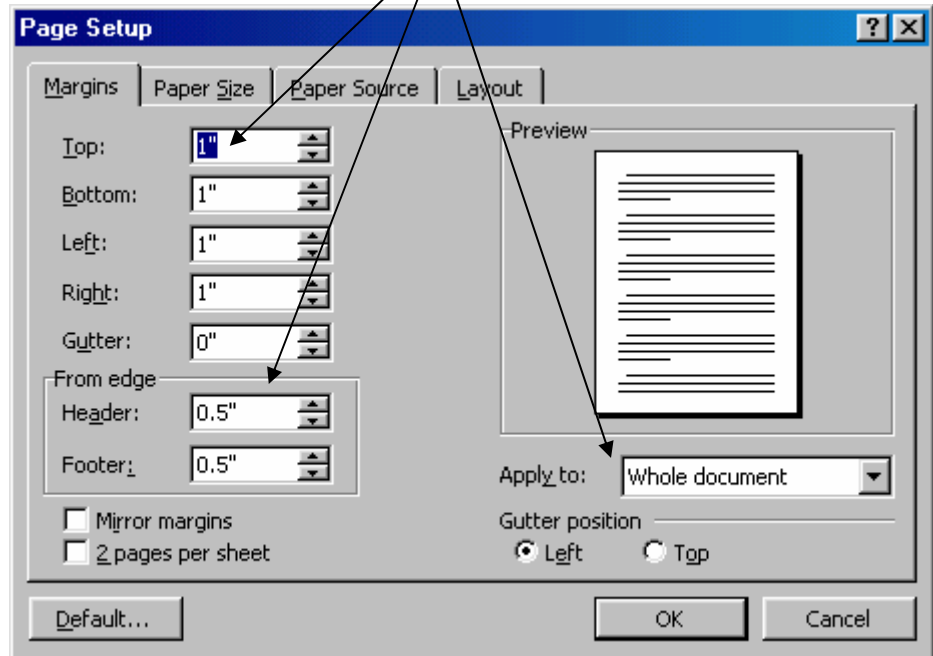


Figure 2. Page Setup Window

DASHES, HYPHENS, and MINUS SIGNS

- **Hyphens** Type hyphens with no space before or after (e.g., *step-by-step instructions*).
- **Dashes** Type dashes by using two hyphens (or em dashes) with no space between them, or between them and the words they separate. Use dashes to indicate an interruption (e.g., *Students in the third group—those who received no training—were least successful at accomplishing the task.*)
- **Minus signs**, when used in equations, are preceded and followed by a space (e.g., $x - y$). When used to indicate negative values, hyphens are typed without spaces (e.g., *-27 degrees*). If using a computer, type the minus sign if available, not the hyphen. The minus sign appears on the number keypad.

PAGE NUMBERS

Do not manually type page numbers. Use the word processor's automatic pagination function. The first page of text is numbered "1" in the upper right hand corner within the *header*, ½ inch from the top edge of the paper. (The header is a designated space inside the top margin.) The header should already be set at ½ inch, but if it's not, change your header setting as follows:

1. Click File on the menu bar
2. Click Page Setup
3. Click Margins
4. In the Margins window, click Head and set to 0.50 (See illustration under "Margins").

Setting Page numbers in MS Word First make sure your title page is not part of the text document. If it is, save it as a separate document. You don't want a page number on the title page. On the menu bar, click Insert, then click Page Numbers, formatting as shown.

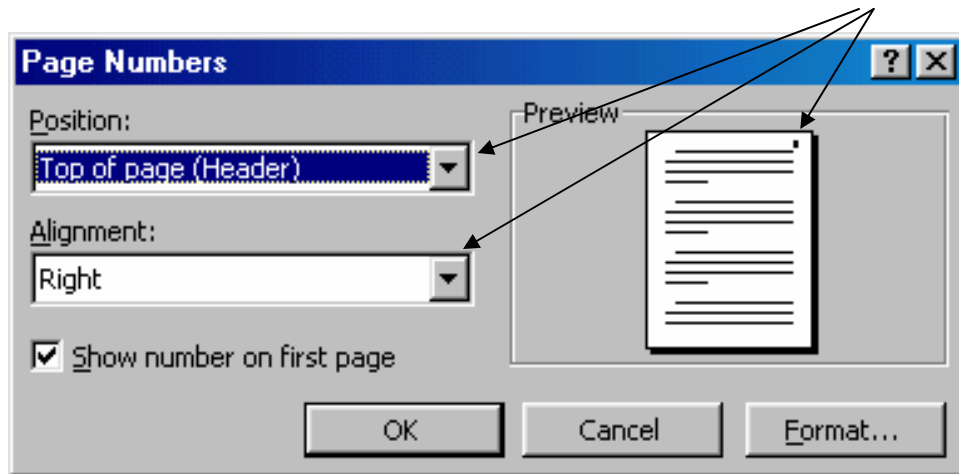


Figure 3. Page Numbering Window

DELETING HYPERLINKS

When you type a URL (Internet or e-mail address) and press the Enter key, the URL turns blue and underlines. You have created a hyperlink. You will encounter these fairly often on your Reference page if you have used electronic sources. Hyperlinks must be removed (replaced with "normal" text).

<http://www.smumn.edu> (Hyperlink on: Text is blue with underlining)
<http://www.smumn.edu> (Hyperlink removed: Text is black, no underlining)

Method One: Click the Undo icon (left-curve arrow) on the toolbar.

Method Two: Press Ctrl+Z

Method Three: Highlight the hyperlink with the mouse, click the *right* mouse button, select hyperlink, and click Remove Hyperlink.

Methods One and Two work only if you typed the hyperlink yourself. If you *imported* a hyperlink (copied it from another document or site), you will need to use Method Three.

Be sure to highlight the address before you click. If you see a "pointing hand," don't click. That will activate the hyperlink. If you activate the hyperlink by mistake, just exit that screen (press the x box) to return to your document.

TYPEFACE

Use an 11-pt or 12-pt black typeface (font) for text. A serif type is usually preferred.

This is typed in 12-pt Times Roman.

This is typed in 12-pt Courier.

This is typed in 12-pt Century

By the way, a “serif” is one of the tiny lines that appears at the tips of letters in some fonts. Look at the difference in a serif and a sans serif (without serif) word: serif, sans serif. Editors believe that serifs make text easier to read.

Word processors offer a variety of serif fonts. Avoid those that appear decorative, unusual, or otherwise distracting. Keep the font appropriate to the formality of an academic paper.

Setting typeface in MS Word

Most Word screens have the font type and size selections right on the toolbar. If not,

- Click **F**ormat on the menu bar, select **F**ont, and click choices on the font menu.

NOTE:

- You can accomplish the same task by *right* clicking the mouse while it's on white space.
- Set font *before* you begin typing the text. That's easier than changing it later.
- If you do have to change font after typing it, highlight the text you want to change, then follow instructions for changing font.
- Keep font the same throughout the paper, modifying only for italic and boldface when necessary..

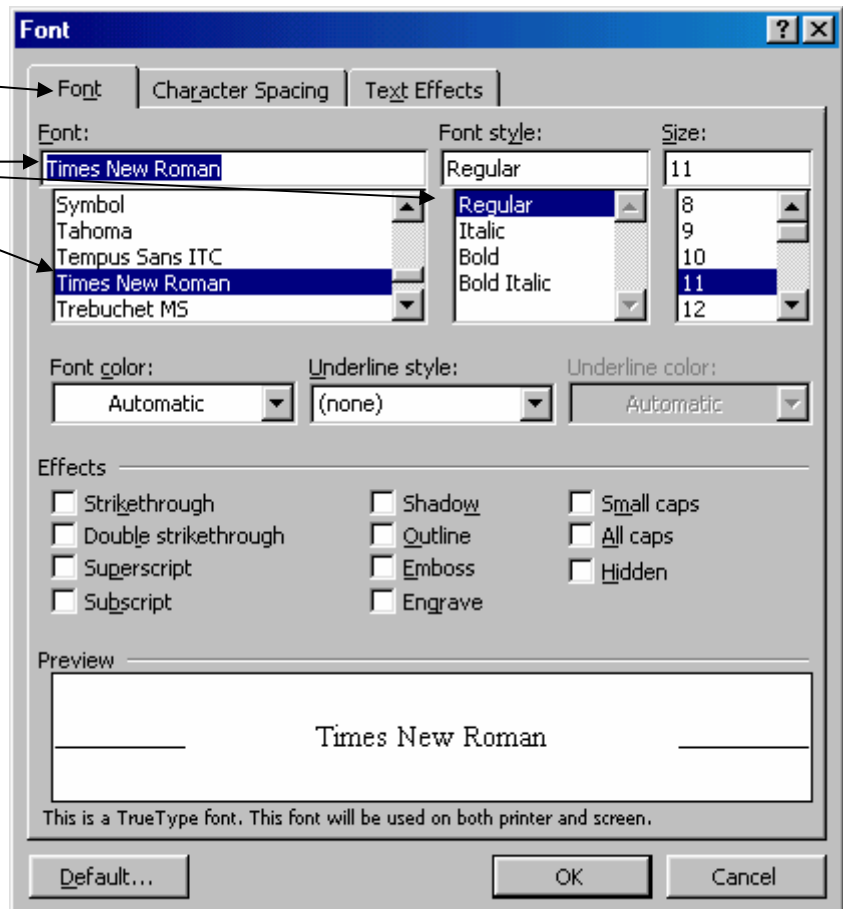



Figure 4. Font Setup Window

ITALICS

You can italicize text before or after it is typed. If italicize after typing, you'll need to highlight the text, then italicize it. To italicize text, Click the italic icon on the toolbar , or press Ctrl + I.

The AMA on the Use of Italics (Section 19.5.2)


Use italics as follows:

- Terms as terms and letters as letters: Do not type an *e* at the end of *potato*.
- Introducing a term: Dommler defined *nucleosides* as . . .
- Titles of books and journals
- Non-English words, if they do not appear in the *Merriam-Webster Collegiate Dictionary*
- Lowercase letters used for enumeration: (a) . . . , (b) . . . (c) . . . , etc.
- Legal cases: *Brown v Board of Education*
- For emphasis (but use sparingly): *Never* refer to a patient by the name of her disease.
- For other uses of italics, see Section 19.5.2 of the *American Medical Association Manual of Style*.

LINE SPACING

All text is double-spaced, except for the entries on the Reference page, which are single-spaced, with one double space between each entry. *Never press the Enter key twice at the end of a line to create a double-space.* You'll create spacing problems throughout the paper every time you revise.

Setting Double-Space in MS Word

Method One: Click the Double Space icon  on the toolbar.

Method Two:

1. At the beginning of the paper, click Format
2. Click Paragraph
3. Set the Line Spacing at Double.

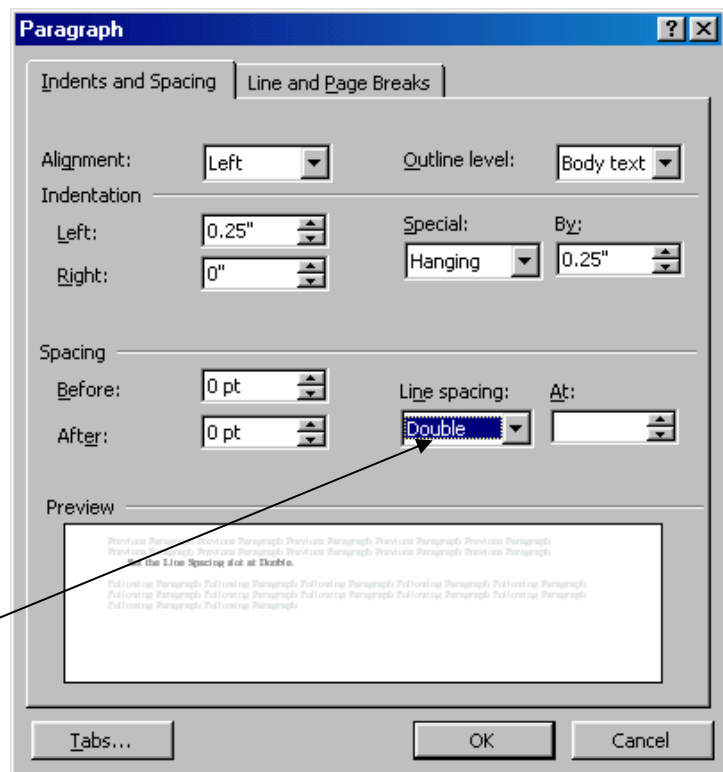

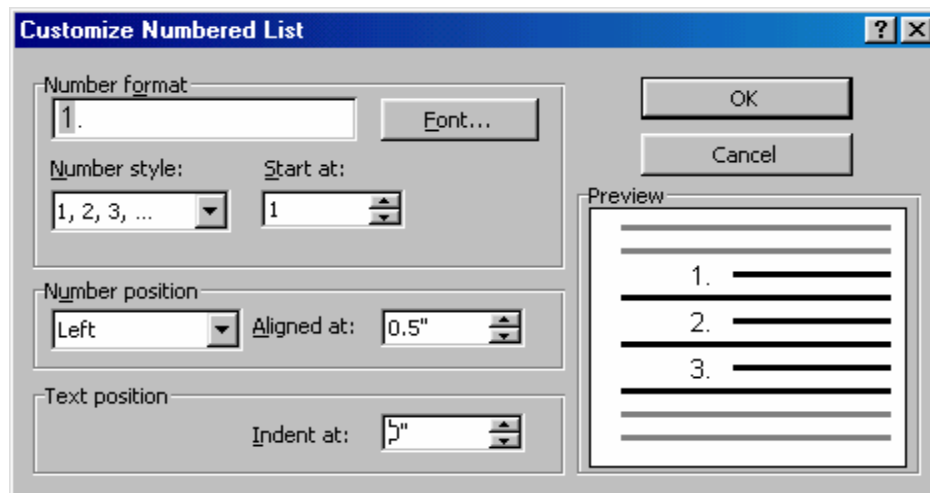
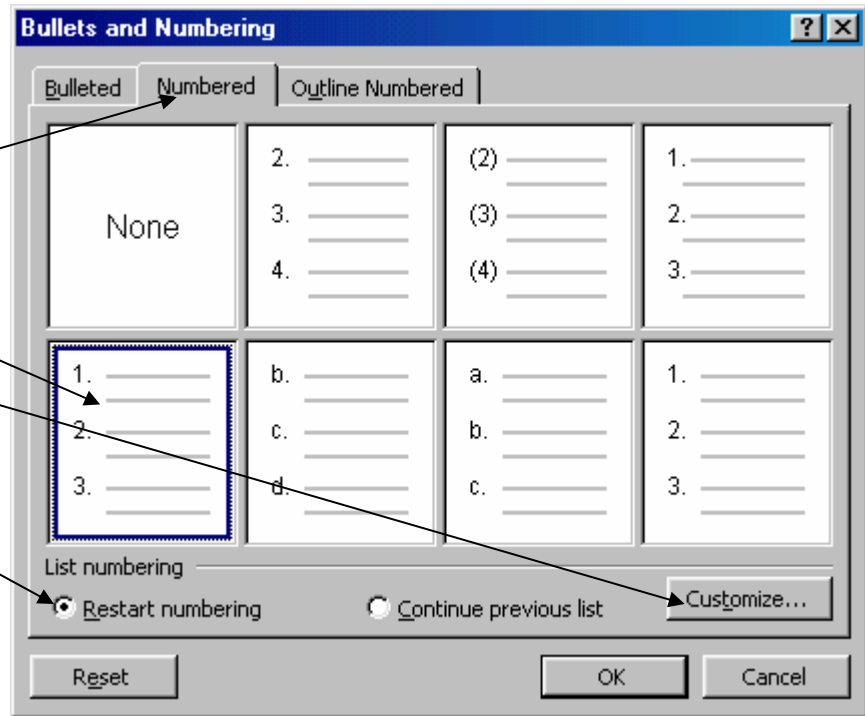


Figure 5. Font Setup Window: Line Spacing

AUTO-FORMATTING

The word processor can make numbered lists (like your Reference page) an easy task if you use auto-numbering. Often the word processor is already set to begin auto-numbering as soon as you begin typing a list. If not, or if you want to number a previously typed list, turn on auto-numbering by clicking the auto-numbering icon  on the toolbar. Otherwise, you can

1. Click Format.
2. Click Bullets & Numbering.
3. Click Numbered tab.
4. Select the format you want.
5. If the desired format doesn't appear, you can create it.
6. You can start numbering at 1 or continue numbering from a previous list.



NOTE:

You can turn off any single instance of automatic formatting with the sequence Edit, Undo *Autoformat* or by pressing *Ctrl+Z* immediately after the autoformatting has occurred.

SHOW/HIDE

The Show/Hide function allows you to see hidden formatting codes—a helpful tool when you need to correct or modify formatting. To turn on Show/Hide, click the Show/Hide icon ¶ on the toolbar. If you don't find the icon, ask how to add it to your toolbar. The Show/Hide icon is a toggle switch: press it *on*, press it *off*. It reveals the following codes:

<u>Symbol</u>	<u>Meaning</u>
¶	Manual line feed (Enter button pressed)
•	Tab space
....Page Break....	Space inserted (space bar)
	Manual page break inserted (Ctrl+Enter).

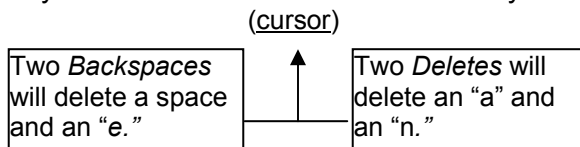
BACKSPACE and DELETE

The keyboard has *two* delete keys: *Backspace* and *Delete*. What's the difference?

Backspace deletes characters and spaces to the *left* of the cursor.

Delete deletes characters and spaces to the *right* of the cursor.

Save yourself some time and frustration by using the correct key.

**Delete a Word at a Time**

Press *Ctrl+ Backspace* to delete words to the left.

Press *Ctrl + Delete* to delete words to the right.