BASIC FORMATTING GUIDELINES

1. Never, ever press the space bar—except between words within a sentence or title.
2. Use the Center Command (Ctrl + E or ⌘E) to center a title or subtitle. Never spaces or tabs!
3. To format paragraph typing for a 1st line indent, choose Format > Paragraph > First line indent from the Main Menu.
4. To format paragraph typing for a hanging indent (like a bibliography or works cited section) choose Format > Paragraph > Hanging Indent from the Main Menu.
5. To indent a long quotation from the left, right or both sides, choose Format > Paragraph > Indents from the Main Menu. You can choose the amount of indentation from those menus.
6. To format columns of texts, insert a Table from the Table menu. Table > Insert Table.

After your text has been keyed within the cells of the table, choose Table > Select Table > Format > Borders and Shading > Borders > None to remove the lines from the table. If you still see a light gray line where the borders are, be aware that they are only there for you to see. They will not print. If you wish to see how it will look when printed, either use the Print Preview function of choose Table > Hide Gridlines from the Main Menu.

7. Never center align block of text meant to be read.
8. Press the Enter key twice between paragraphs or titles when using single-spacing.
9. Never press the Enter key more than once when using double-spacing.
10. Use Title Case for all lines that do not end in a punctuation mark. Title Case means you capitalize the first letter of each major word. If desired, you can capitalize the first letter of each word.
11. Use Sentence Case for all lines that end in a punctuation mark. Sentence Case means you capitalize the first letter of a sentence as well as any proper nouns (specific names of persons, places or things) and you place a punctuation mark at the end of the sentence.
12. Spell all words correctly. You can right-click any words underlined in red or green lines to view suggested corrections for misspelled words. If you are unsure of the correct spelling of a word, use a different word—one you can spell.
13. Hyphens and dashes are totally different marks of punctuation. You are required to learn and use both of these punctuation marks properly even though you must use the same key on the keyboard to type them!

Click the Hyperlinks or view page 2 of this document to learn more about the proper use of hyphens and dashes.
14. Feel free to ask formatting questions as needed. Points will be deducted for errors.
A Hyphen is used to connect two words that act as one.

A HYPHEN is typed by striking the hyphen key once. It looks like this:

DO NOT SPACE BEFORE OR AFTER A HYPHEN.

- A hyphen is used to hyphenate words. Hyphenated words are two words connected by a hyphen that act as if they are one word.
  
  Examples:  son-in-law  good-bye  mother-in-law

- A hyphen is also used to connect two words that act together to modify (act upon) the following word.
  
  Examples:  well-fitting clothes  16-page book  blue-green sweater  part-time job

- When using a hyphen in this manner, DO NOT SPACE BEFORE OR AFTER THE HYPHEN.

**EXCEPTION:** If more than one hyphenated word modifies a noun, it is handled like this:

I would like some small- and medium-sized apples

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A DASH is a stop, like a period or a colon.

A DASH is typed by striking the hyphen key twice. It looks like this:

- When using Microsoft Word, after your strike the space bar, the lines may merge and look like this —
- Do not space before or after a dash.

Examples:  That machine--the green one--is broken.

The office gives good depending service--and always on time.

There are three acceptable styles for typing dashes. You may use the one you prefer.

**Option 1:** Do not space before or after a dash (here--there)

That machine--the green one--is broken.

**Option 2:** Space before and after a dash (here -- there)

That machine -- the green one -- is broken.

**Option 3:** Space once, type one hyphen, space again

That machine - the green one - is broken.

*(I think the first one is the easiest)*

These are the only three acceptable options!! Any other choice is an error.