

Typing, Formatting and Saving Papers

How to Get to Word:

1. First, sign on to the computer.
2. Click the Windows button on the bottom left-hand side of the computer (The circle).
3. Next, choose “all programs.”
4. Pick Microsoft Office.
5. From this list, choose Microsoft Word.

How to change the font and double space:

1. To change the font, go to the font box under the “Home” tab. Change the section that says 11 to 12. Then, you will pick the font your teacher requested (usually Arial or Times New Roman).
2. To double space, go to the paragraph button under the “Home” tab. Click the arrow at the bottom right of this box. Make sure that line spacing is set at double. You should also change the spacing (before and after) to 0 point. Press okay.

How to save to your h drive:

1. Click file.
2. Choose “Save As”
3. Scroll down until you see your name (on the left). Click on it.
4. Name your file (Ex: English Paper 1 or Macbeth paper).
5. Click Save.

How to save to your USB flash drive/jump drive

1. Click file.
2. Choose “Save As”
3. Scroll down until you see “Removable Disk” or the brand of your drive (Lexar, Kingston, etc).
4. Select the drive.
5. Click Save.
6. Be sure to click the small white arrow at the bottom right of the screen to eject the flash drive. You will see the button that says “eject” after clicking the green and greyish colored flash drive image. It will say it is safe to remove your drive when it is okay to do so.

How to print your paper:

1. After you have saved, click file.
2. Choose print (a little more than halfway down on the left).
3. You will see the print button appear a little to the right. Press it.

