**Word Tips**

**Inserting Page Numbers**
1. The easy way to insert numbers onto a page is to:
   a. Go to Insert in the top tool bar
   b. Select Page Numbers...
   c. Position: Top of Page (Header)
   d. Alignment: Right
   e. Put a check mark in the box for: Show number on first page

**Inserting the Short Title**
1. To insert the Short Title into the header:
   a. Go to View in the top tool bar
   b. Scroll down to Header and Footer and click on it
   c. This allows one to type in the header/footer just as one would type in the body of the document
   d. Type in your short title and right align it
   e. To get out of the Header and Footer view, go back to View and click on Header and Footer again.

**Formatting References (Hanging Indent)**
1. References use hanging indent. To use hanging indent on a paragraph:
   a. Highlight the text you wish to change (all of the references).
   b. Go to Format in the top tool bar
   c. Select Paragraph
   d. Under Indents and Spacing, go to Indentation, Special, and select Hanging.


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