

# Formatting Paragraphs in MSWord

or You're Not Using a Typewriter Anymore

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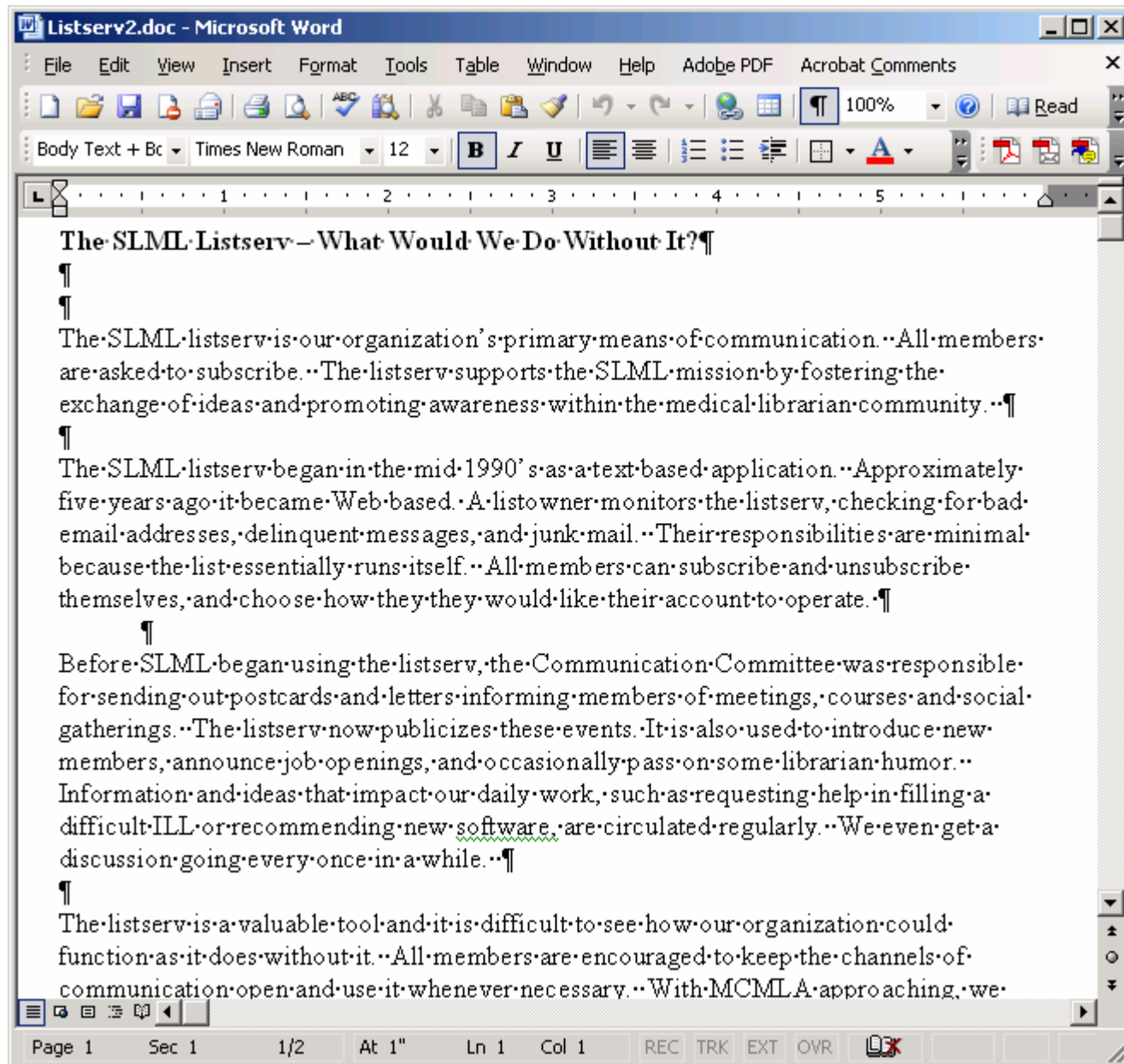
# Topics Covered

- Formatting paragraphs
- Stop adding extra paragraphs that correspond to carriage returns on a typewriter
- Think of a word processing program as a computer program, not a typewriter substitute
- Adding a page break

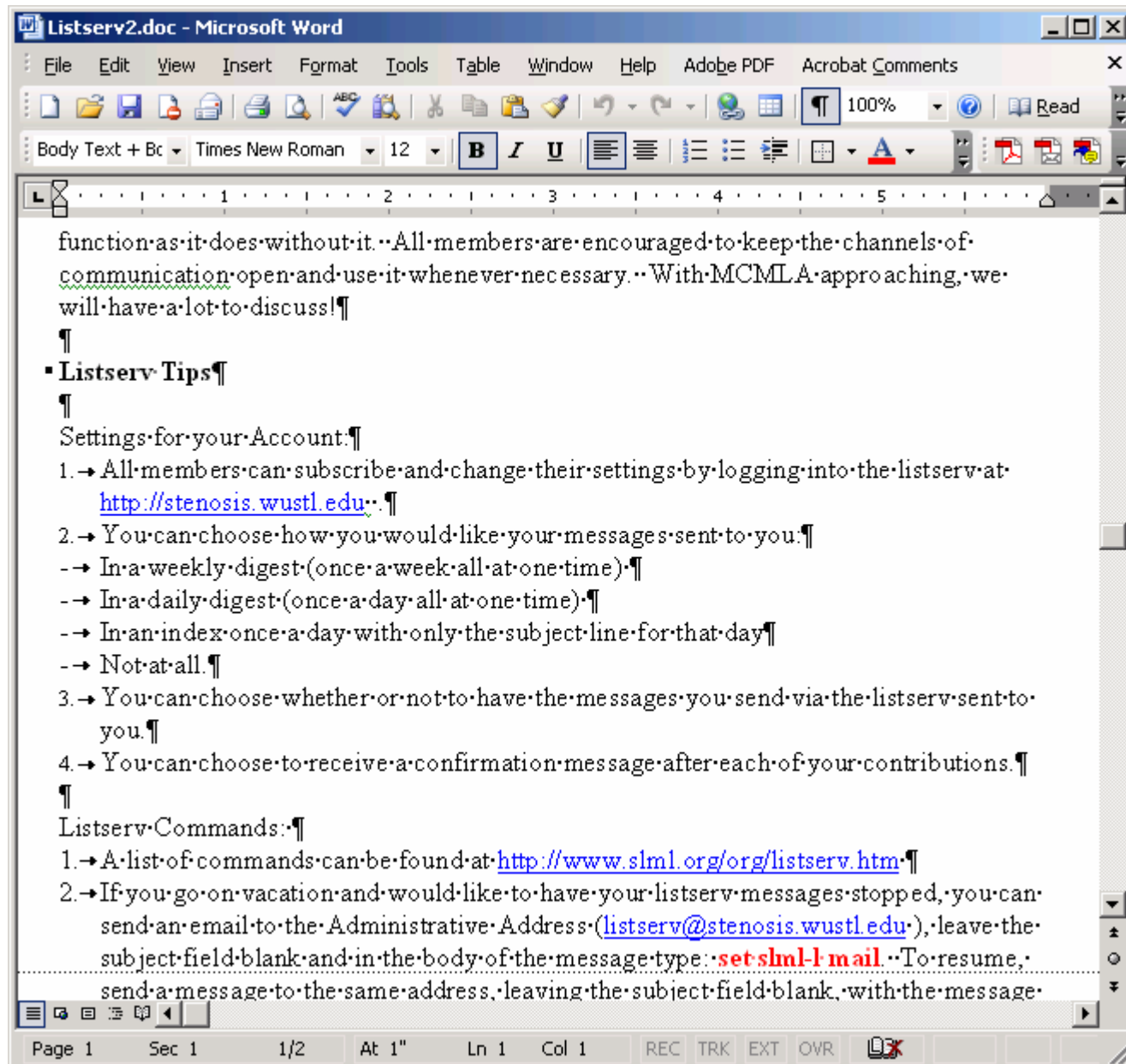
# Observations

- Many people use a word processing program as they would a typewriter
- To double space paragraphs, they hit the Enter key twice
- They do not put the power of the word processing program to use

# Typical Document I Receive



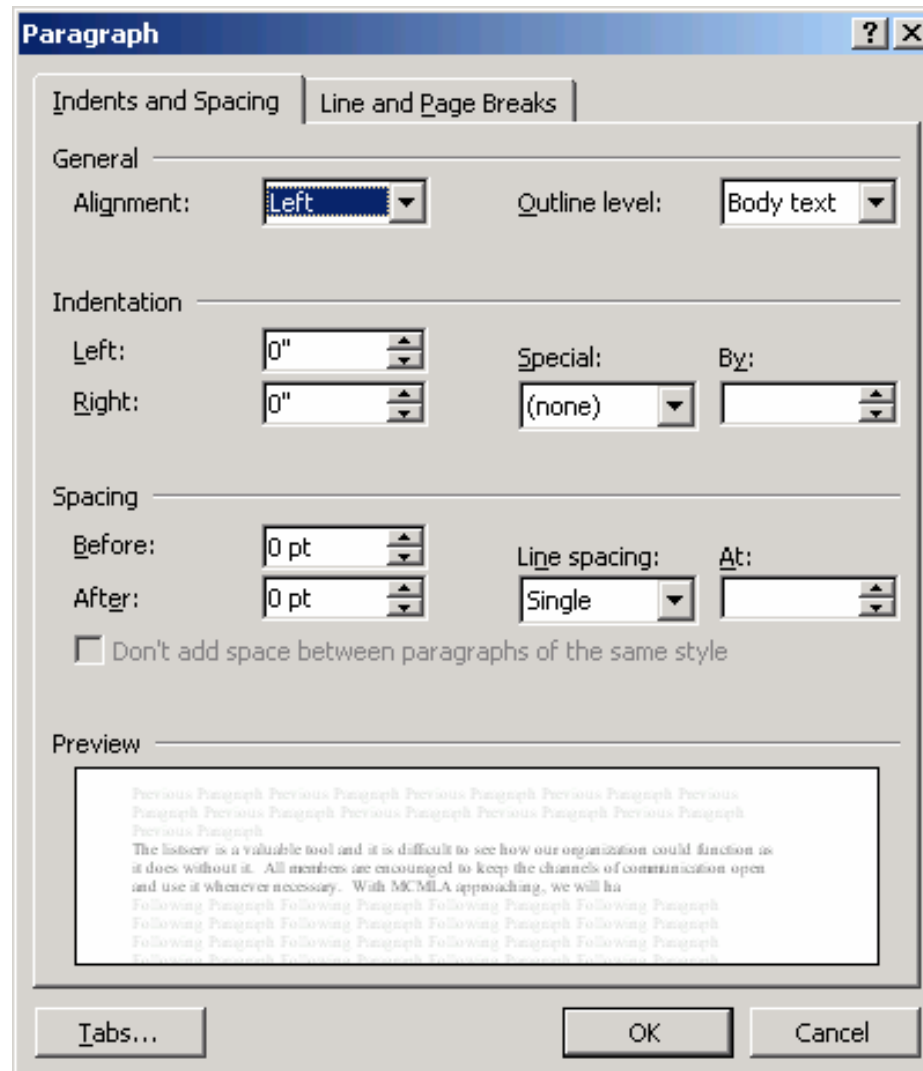
## Typical Document I Receive 2



# What Do You See

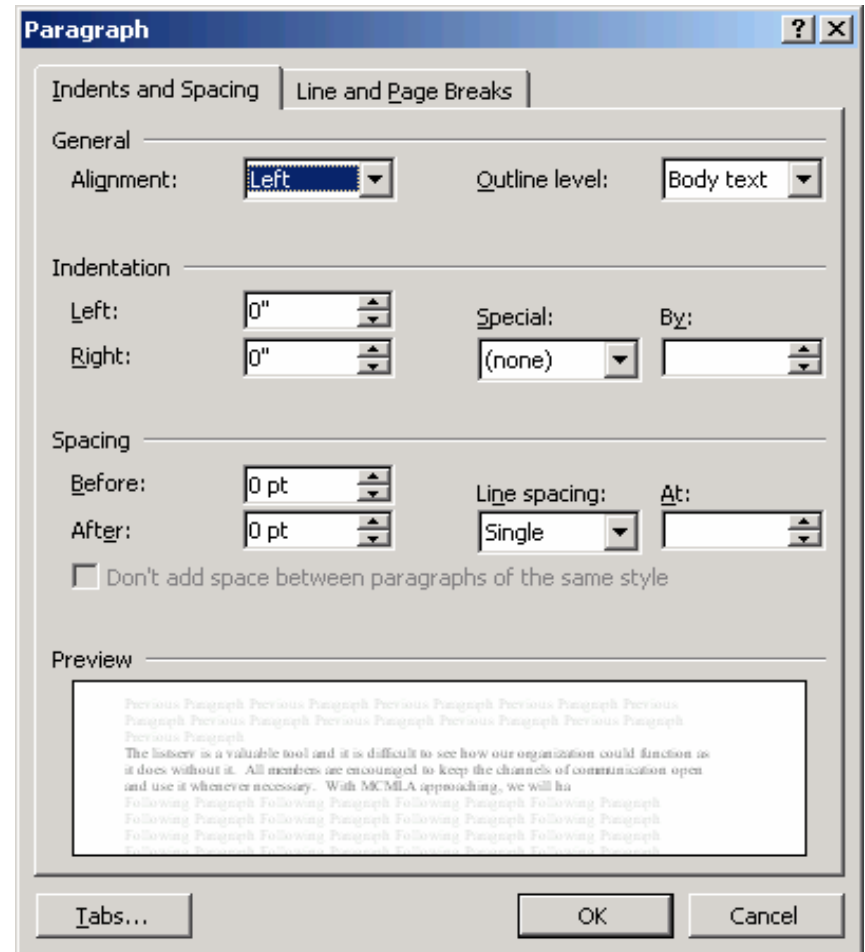
- All of the extra paragraph marks.
- Two spaces after periods.
- Good use of color.
- Good use of bulleted and numbered lists.

To Format Paragraphs, click on the Format menu and select Paragraphs...



# Formatting Paragraphs

- In the Spacing section, click on the Up arrow in the Before box and increase the size to 12 pt. This will add a double space before each paragraph.
- This setting can be increased or decreased.

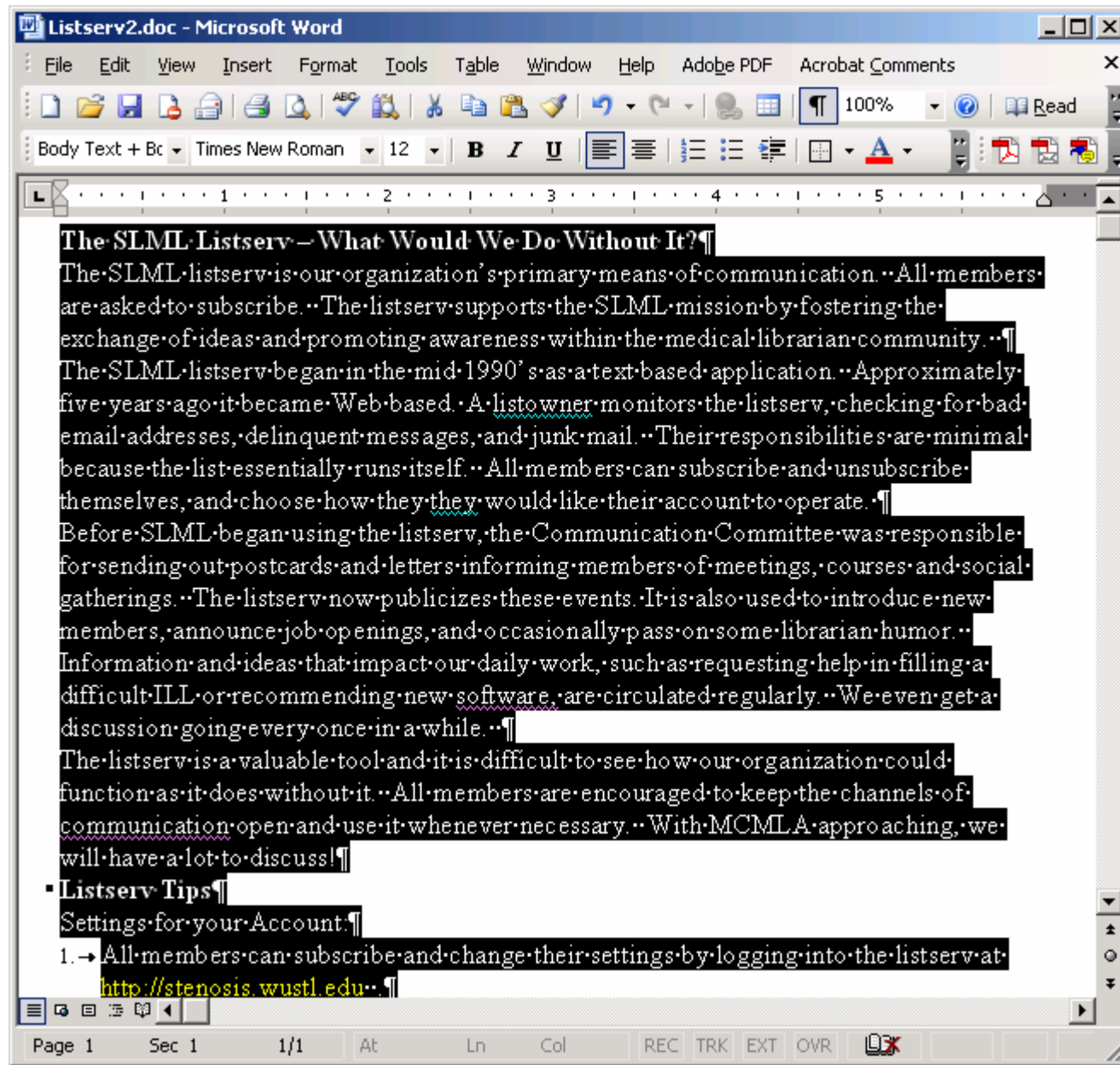


# Formatting Paragraphs

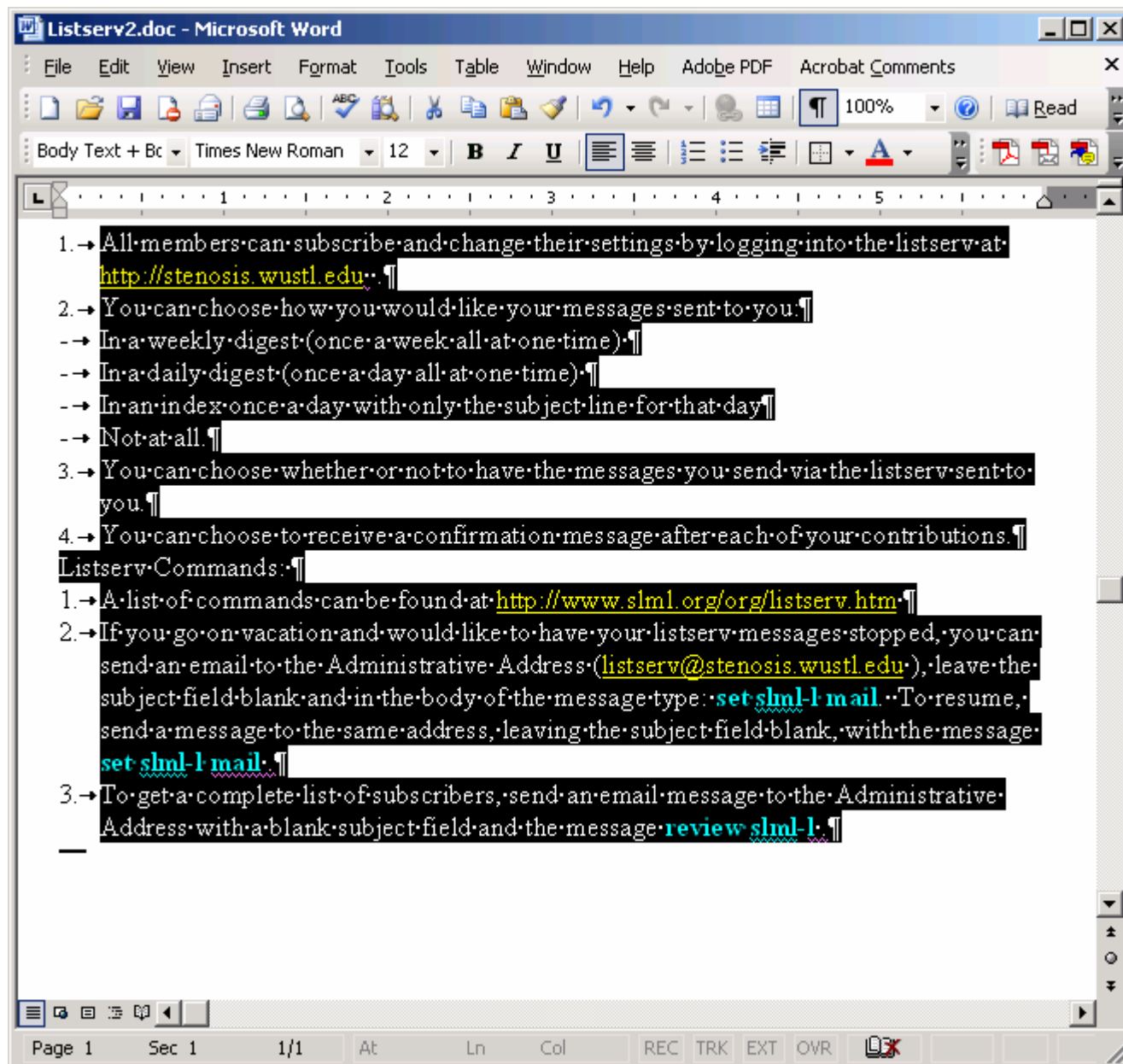
- By changing the Before or After settings, you can format individual or multiple paragraphs.
- An example: If you have letterhead paper, you can set the first paragraph's Before setting to 2.5 inches to account for the letterhead and the other paragraphs at 12 pt. and you never have to worry about your paragraphs or hit enter twice again.

# Document Before Formatting

(Select whole document to format all paragraphs)



# Document Before Formatting





Listsrv2.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments Type a question for help

100% Read

Body Text + Be Times New Roman 12 B I U

1 2 3 4 5 7

## The SLML Listserv – What Would We Do Without It?

The SLML listserv is our organization's primary means of communication. All members are asked to subscribe. The listserv supports the SLML mission by fostering the exchange of ideas and promoting awareness within the medical librarian community.

The SLML listserv began in the mid-1990's as a text-based application. Approximately five years ago it became Web-based. A listowner monitors the listserv, checking for bad email addresses, delinquent messages, and junk mail. Their responsibilities are minimal because the list essentially runs itself. All members can subscribe and unsubscribe themselves, and choose how they they would like their account to operate.

Before SLML began using the listserv, the Communication Committee was responsible for sending out postcards and letters informing members of meetings, courses and social gatherings. The listserv now publicizes these events. It is also used to introduce new members, announce job openings, and occasionally pass on some librarian humor. Information and ideas that impact our daily work, such as requesting help in filling a difficult ILL or recommending new software, are circulated regularly. We even get a discussion going every once in a while.

The listserv is a valuable tool and it is difficult to see how our organization could function as it does without it. All members are encouraged to keep the channels of communication open and use it whenever necessary. With MCMLA approaching, we will have a lot to discuss!

### Listserv Tips

Settings for your Account

Page 1 Sec 1 1/2 At 1.6" Ln 2 Col 1 REC TRK EXT OVR

### Settings for your Account:

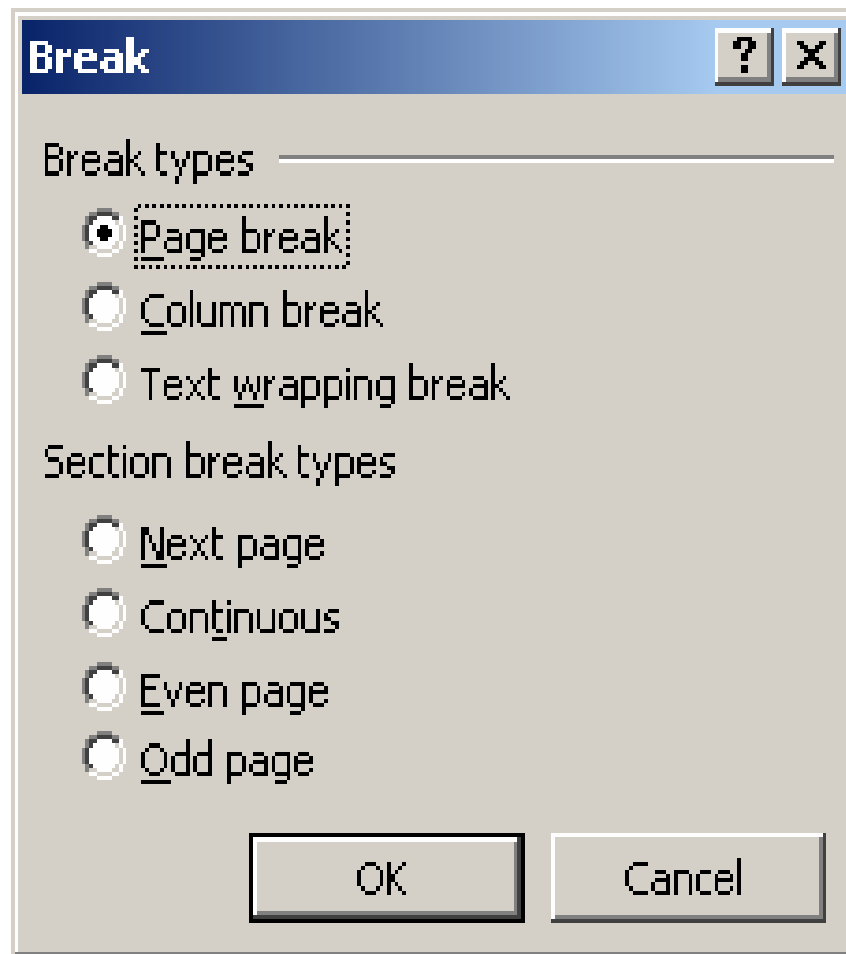
1. → All members can subscribe and change their settings by logging into the listserv at <http://stenosis.wustl.edu>.
2. → You can choose how you would like your messages sent to you.
  - In a weekly digest (once a week all at one time).
  - In a daily digest (once a day all at one time).
  - In an index once a day with only the subject line for that day.
  - Not at all.
3. → You can choose whether or not to have the messages you send via the listserv sent to you.
4. → You can choose to receive a confirmation message after each of your contributions.

### Listserv Commands:

1. → A list of commands can be found at <http://www.slml.org/org/listserv.htm>.
2. → If you go on vacation and would like to have your listserv messages stopped, you can send an email to the Administrative Address ([listserv@stenosis.wustl.edu](mailto:listserv@stenosis.wustl.edu)), leave the subject field blank and in the body of the message type: **set slml-l mail**. To resume, send a message to the same address, leaving the subject field blank, with the message **set slml-l mail**.
3. → To get a complete list of subscribers, send an email message to the Administrative Address with a blank subject field and the message **review slml-l**.

# Inserting a Page Break

- To insert a page break, move the cursor to before the “Listserv Commands” heading and click on the Insert menu and select Break....
- Select Page Break and click OK. It will insert a page break where you placed your cursor and the pages will end where you want them to, not where Word decides.



# Summary

- You should start using your word processor as a word processor
- It will make your documents more flexible and give you more creative control
- You can save valuable keystrokes by not hitting the Enter key so often. B-)
- Bonus Tip: You don't have to use two spaces after the period anymore either.