

## **Editing and Formatting: Let your computer help you**

### **First Things First**

- Use a laptop or desktop computer to write your papers—not your iPad or even your phone.
- Save all your work on your Google Drive, so you can access it from various devices.
- If you use a Mac, submit your papers as PDF for compatibility if submitting electronically.
- Use of MS Word is highly recommended; otherwise familiarize yourself with how you can do the editing and formatting discussed below in your word processing program.

### **Set your computer to English**

- Control Panel > Clock, Language, and Region > Region and Language > Change keyboards and other input methods > Change keyboards > Default input language > English (United States)
  - Remember that if your computer is set to your language, people may not be able to help you if you have any computer problems. You will need your computer for the next four years, so it is worth setting it to English.

### **Set your word processing program to English**

- In Microsoft Word, go to Review > Language > Language Preferences > English (U.S.) > Set as Default (Editing language)
- In MS Word, go to Review > Language > Set Proofing Language > English (U.S.) > Set as Default (Proofing language)
  - Remember that if your computer is set to your language, you are not making use of the help that your American software comes with by default. You will be using your word processor for all your papers over the next four years, so it is worth setting it to English.

### **Make use of your spelling & grammar checking tool**

- In MS Word, go to Review > Spelling & Grammar

### **Make use of automatic error detection**

- In MS Word
  - red wavy underlining: possible spelling or punctuation error
  - green wavy underlining: possible grammatical error
  - blue wavy underlining: possible inconsistencies in formatting
- Don't ignore these indicators.

### **Make use of automatic formatting**

- MS Word will automatically do the following for you
  - left-align your text
  - use ½-inch indentation at the beginning of a new paragraph
  - begin a new sentence with a capital letter
  - provide consistent numbering and ordering for lists and outlines
- Note: When e-mailing professors your essays or papers (if they allow you to do so), send your document as an attachment to your e-mail. DO NOT paste the text into the e-mail itself.