

Formatting Checklist

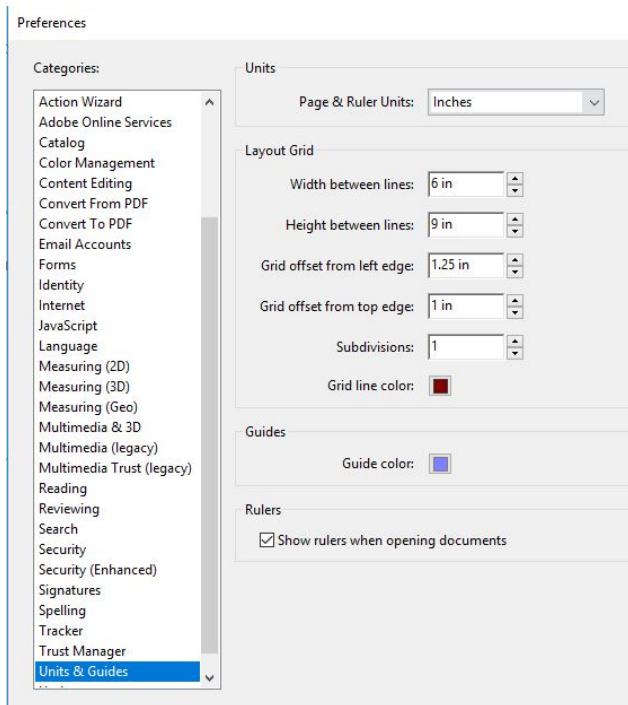
1. Check your page margins for:

- Page headers
- Table of Contents
- List of Figures and/or List of Tables (if applicable)
- Text of document
- Figures, tables, images, etc. (if applicable)

In Adobe DC, from the **Edit** menu, go to **Preferences**.

Under **Categories** click on **Units and Guides**.

Under **Layout Grid** use the settings shown in the figure below to create a template that shows the page margins when you open your PDF in Adobe DC.



Page & Ruler Units: Inches

Width between lines: 6 in

Height between lines: 9 in

Grid offset from left edge: 1.25 in

Grid offset from top edge: 1 in

Subdivisions: 1

Grid line color: red

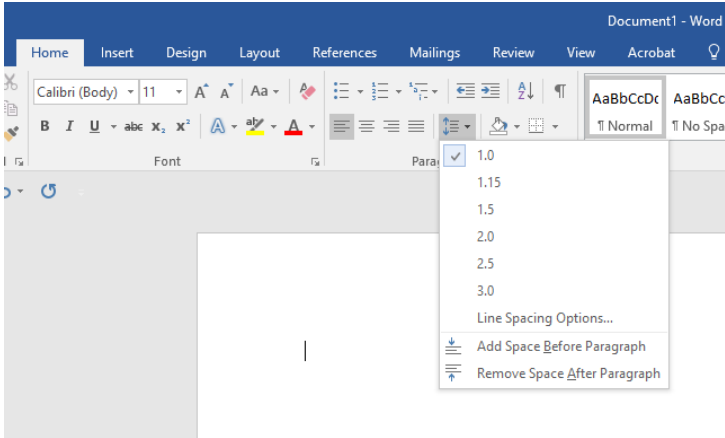
Guide color: blue

Check the box "Show rulers when opening documents"

2. Check your page numbering

- The title page is not numbered
- All front pages are numbered consecutively
- All pages in the body of the document are numbered consecutively to the end of the document
- Page numbers are centered and .75 inch from the bottom of the page.

3. Check your line spacing on the front pages



In MS Word on the Home tab, go to the **Paragraph Settings** section of the ribbon to find the **Line and Paragraph Spacing** icon (up and down arrows next to stacked horizontal lines).

To check and change the setting for part of your document, highlight the text in question. If you see gray above or below the text you may need to adjust the settings.

Generally, places you may need to check the line spacing are:

- Title Page
- Certification Page (for dissertations)
- After the page headers in the front pages

For basic spacing, you may use the dropdown options in the **Line and Paragraph Spacing** dialog box. There are toggle switches to “Add Space Before Paragraph” and “Remove Space After Paragraph.”