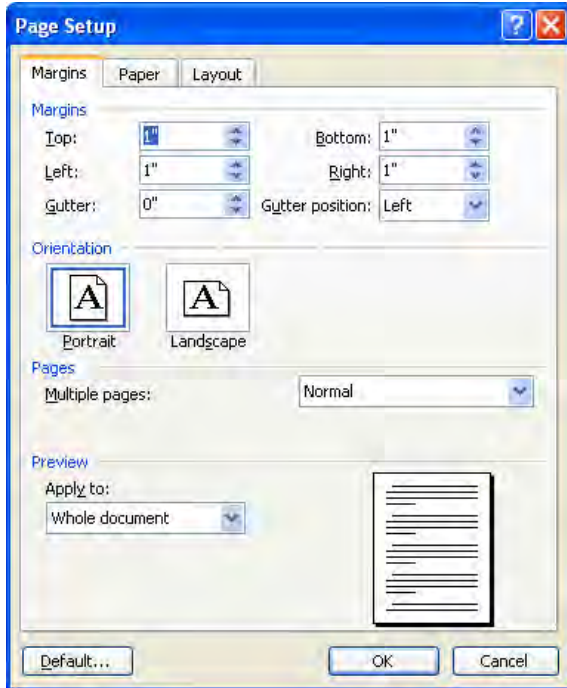


## Instructions for Creating your own Journal

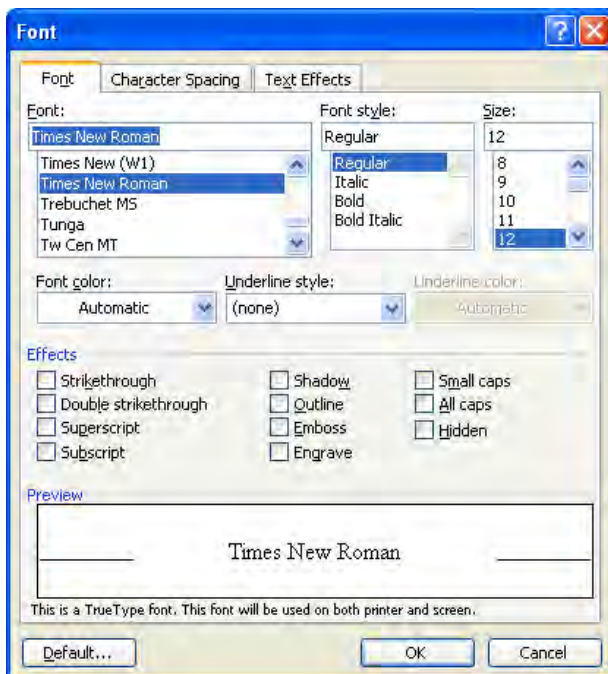
Step 1 – Change all margins to 1 inch!

How to: go to File, then page setup, then change all margins (top, bottom, left, right) to 1 inch.



Step 2: Make sure your font is Times New Roman 12.

How to: Go to Format – Font – Change to Times New Roman Size 12



## Setting Tabs –

Click on the ruler at the top of the screen where you want the tab to be.

Beginners: You will have to set up tables.

To create a table in Word: Go to table on the top toolbar – Insert – Table



This will give you a table that looks like the next page:





To Merge Cells: Highlight the cells you wish to merge. Right click on the mouse and it will give you options, click merge cells.

### **Changing Cell alignment:**

Changing one cell: Right click in the cell and choose cell alignment then choose which option you would like.

Changing more than one cell at a time: Highlight the cells you wish to align then right click and choose cell alignment then choose which option you would like.

### **Other Tips:**

Tip when working in tables – Use the tab button to move from cell to cell.  
The enter or return button will give you 2 lines in one cell.

When starting a new page, you can copy and paste the table to a new document. Right click on the box at the top left corner of the table, choose copy, go to your new document and click paste. This way you don't have to completely reformat each time from a new table.

Any questions, feel free to call or email me!

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