Practical Tech Tips for Student Writing

This page contains practical tips for procedures when using your PC or Mac to write for coursework.

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## Bibliographies, Works Cited, and Reference Lists

### Hanging Indent

**Indent second and subsequent lines of a bibliography entry (or paragraph)**

<table>
<thead>
<tr>
<th>Microsoft Word</th>
<th>Windows:</th>
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<tbody>
<tr>
<td></td>
<td>• Follow these instructions</td>
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<td></td>
<td>• Or Highlight a bibliography entry, or multiple entries, and click CTRL-T. You can draft your complete biography, highlight all entries, and press CTRL-T to apply hanging indents to all.</td>
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<th>Google Docs</th>
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<td>Special Characters</td>
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<td>--------------------</td>
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<tr>
<td>letters and accents in languages other than English</td>
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</table>

**Microsoft Word**

Windows:
- Follow these instructions

Mac
- Follow these instructions

**Google Docs**
- Follow these instructions

**Unicode and ASCII Characters**

You may use a set of characters not printed on your keyboard on a regular basis. If you are writing in French, for example, you need to pay attention to the special letters and accents. In this case, it may be worthwhile to learn Unicode or ASCII codes that allow you to rapidly enter these letters without clicking through menus and sub-menus. These codes are available in several places, including web searches and the character map in MS Word.

ASCII Codes are probably best if you have an extended keyboard with a righthand number keypad. If you are using a laptop keyboard, use letter keys' secondary numbers, which is complicated and may mean Unicode is more worthwhile. On the other hand, ASCII code is more straightforward to use. To add a special character via ASCII code to your document, hold down the ALT key, while typing the four-digit code. For example, ALT+0233 prints é.

Unicodes are different; é is unicode 00E9. You enter these by typing in the code, and then pressing ALT-X. These are friendlier to laptop keyboards since you needn't engage NUM lock. Word Processors like MS Word will recognize them, but web browsers, and Google Docs running in a web browser, will not.

**Character Map**

In most Word Processors you can access a character map, or menu that allows you to click the character you want and install it.

In MS Word, the character map is also a handy reference for discovering ASCII or unicodes. To access the Character Map in MS Word, click Insert in the top menu bar, and from the ribbon, choose Symbols to open a menu. There, choose More Symbols...

![Character Map in MS Word](image1)

Google Docs also has a character map, accessed via the Insert Menu: Special Characters.

![Character Map in Google Docs](image2)

You can find more information on ASCII, Unicodes, and the Character Map in Microsoft Word here. 

[asciiunicodecharactermaplink]
Footnotes

Microsoft Word

Google Docs