Practical Tech Tips for Student Writing

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

- Bibliographies, Works Cited, and Reference Lists
  - Hanging Indent
    - Microsoft Word
    - Google Docs
  - Composition
    - Special Characters
      - Microsoft Word
      - Google Docs
      - Unicode and ASCII Characters
      - Character Map
  - Footnotes
    - Microsoft Word
    - Google Docs

Bibliographies, Works Cited, and Reference Lists

<table>
<thead>
<tr>
<th>Hanging Indent</th>
<th>Microsoft Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indent second and subsequent lines of a bibliography entry (or paragraph)</td>
<td>Windows:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>Mac:</td>
<td></td>
</tr>
</tbody>
</table>

Google Docs

• Follow these instructions

Composition
Special Characters

letters and accents in languages other than English

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 a case it may pay you to learn Unicode or ASCII codes that allow you to rapidly enter these letters without clicking through menus and c 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 recognize unicode. To add a special character via ASCII code to your document, hold down the ALT key, while typing the four-digit co

Unicodes are different; € is unicode 00E9. You enter these by typing in the code, and then pressing ALT-X. These are friendlier to tap 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 unicoses. to access the Character Map in MS Word Symbols to open a menu. There, choose More Symbols...

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

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