Proper heading - only put on first page.

To insert a running header, click on insert, then page #, and select top right and then type your last name.

George Milton

Use an original title for your essay, not final draft or “My Essay” and do not bold or underline it.

Mrs. Faria

Always TIME NEW ROMAN, size 12 font, with a 1 inch margin all the way around

English 10 - Period 1

27 August 2015

Title

Indent first paragraph and make sure you grammar and spell check ALWAYS. If there is ever a green or red line under a word – you must run a grammar and spell check.

Use the “Tab” key to indent your paragraph and NEVER hit enter at the end of a line, unless it is the end of a paragraph.

To double space a document, select all and right click. Pull down to paragraph and under line spacing choose “double”, while all other amounts should be zero.