

Your Name

Teacher's Name

Class

Date (# Mon., Year)

Clever Title Here

This is where the paper begins. Please write your title in normal font – don't make it bold, italicized, underlined, all caps or extra large font. It should be the same formatting as the rest of the paper. Also, notice there aren't any extra spaces between the header, the title, and the beginning of the paper. There are also no extra spaces between paragraphs. It's all just double-spaced, and that's it. Also notice that the header starts on the first line of the *body* of the page, and not in the actual "header" space. This is important because, if you put it in the header space, it will show up on every page of the paper, and you only want it on the first page.

The page numbers, however, *do* go in the header space, and should appear on every page. You do not have to do every single number manually (and in fact, if you do, it will be the same number on every page). In order to properly insert the page numbers, double-click in the header space, then go up to the top menu and select "Insert." On the menu you should see a drop-down button that says "Page number." Select this, then choose to insert your page number in the top right corner of the page. After you have inserted your page number, put your cursor in front of the number and type in your last name. (This should be your last name only.)

Make sure you indent every new paragraph. You can do this by hitting the "Tab" button after starting a new line, or by going up to the ruler at the top of the page and adjusting the hourglass-looking slider. Move the top half of the hourglass half an inch to the right, while leaving the bottom half where it is, and Word* will automatically indent every paragraph.

**Note: All of these instructions apply only to Microsoft Word. However, they should be similar in other word processors as well. You may have to explore a bit to find the correct buttons, though.*