


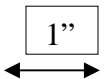
John Q. Smith
Professor Strict
DEVW 1403-003
15 February 2005

How to Format a Paper

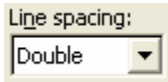
→ Go to View / Header and Footer, click the “align right” button  on the toolbar, type your last name, and hit the pound sign on the Header and Footer toolbar. This will number your pages automatically. Hit “Close” on the right side of the detached Header and Footer toolbar.





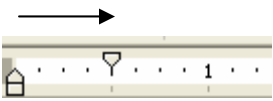
Now, for margins and line spacing, Go to File / Page Setup. Set the **margins** to 1 inch.



Click OK. Go to Format / Paragraph. Choose

“double” line spacing:  Click OK.

Next, we need to enter some header information. Type your first and last names, and then hit “Enter.” Type your professor’s name, and then hit “Enter.” Type your class name, number, and section, and then hit “Enter.” Go to Insert / Date and Time. Choose the format that uses a number for the date, spells out the month, and gives the entire year. Hit “Enter.” Click the “align center” button . Now type the title of your paper and hit the “Enter” key.

Click the “align left” button  on the toolbar. Pull the indent at the top of the page over to a half an inch:  Now, you are ready to write!