First Name Last Name
Ms. Berti
English 11- Per. 1
18 November 2017

Indent

The Title

The entire page should have 1-inch margins and *ALL* text should be 12pt font and Times New Roman. When starting a new paragraph, be sure to indent it. (Hit the TAB button). The paragraphs should not have an extra line between them or be separated in anyway beside starting on the next line and indenting it. The body of your paragraphs should be 12pt font, Times New Roman, and double spaced.

1 inch margins

In order to create the heading with your last name and page number, you will first want to double-click the area of the header. Next, you will go to insert. Find page number and click on this option. When you click on page number, an option list will appear. At this time, select top of page. After inserting a number at the top of the page, add your last name before the page number. Make sure that the page number and your last name is 12pt font, Times New Roman, and all the way to the right of the page. Do not **bold**, *italicize*, or underline your last name and page number.

In order to make your body paragraphs double spaced, highlight the area of your paragraphs and title, right click on the highlighted area, look up and find the option labeled paragraph, and click on paragraph. A window will pop open with several options. Find the option labeled as line spacing and click the box located right beneath it. Select the option labeled double then hit OK. This should make your entire highlighted area of text double spaced now.

Finally, before submitting a paper, make sure to spell check it, and re-read it to double check for any errors that spell check will not be able to identify. Any questions? **Visit Ms. Berti!**