

Your Name

Mrs. Noselli

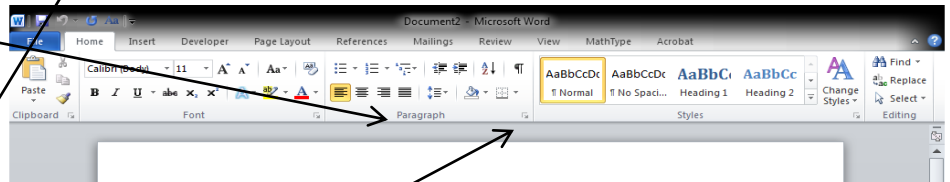
English 11

Date paper is due written Date Month Year (no commas)

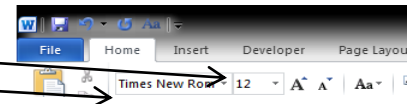


Title of Your Paper

It is important to follow the correct formatting (MLA in this case) for heading your paper and using the correct font and spacing. For ALL your papers, the first thing you should do is go to the PARAGRAPH box:



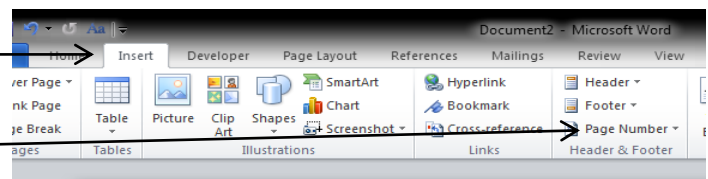
Then, click the arrow on the right hand side of that box. Under the SPACING section, change the line spacing to DOUBLE and the BEFORE and AFTER to 0. While you are on the HOME tab, change the FONT to Times New Roman and 12 point font.



You will also need to make sure that you only press the ENTER key one time after the DUE DATE, TITLE, and EACH PARAGRAPH. In other words, don't quadruple space – you are already on double space.

You will also want to put in your header with your LAST NAME in front of the page

number. To do that, go to the INSERT tab and click on PAGE NUMBER at the bottom



of the Header & Footer box. Choose TOP OF PAGE and PLAIN NUMBER 3. Type your Last Name in front of the page number. DO NOT use the HEADER drop down menu as that will not move your page numbers along. If you format your papers correctly, *starting today*, you will get better grades and you will make me sooooo happy.