

Formatting a Formal Typed Essay

A WORD ABOUT FONTS

- ◆ Only use Time New Roman size 12 font.
- ◆ No fancy fonts—no Word art, no **bold**, no *italics*, no TYPING IN ALL CAPS
- ◆ What about the title? Only use Time New Roman size 12 font. Keep it simple.

HEADERS

- ◆ Your paper should include a header on all pages after the first page.
- ◆ (View> Header and Footer> Type Last Name> Click on Page # Icon)
- ◆ Your header should include your last name and the page number. (Pilgreen 2)
 - ◆ The header should appear in the top right corner of your pages.

HEADING

- ◆ Your first page should have a heading below the header.
- ◆ Your heading should be lined up on the left hand side of your first page.
 - ◆ Your heading should contain the following information:

Name
Class
Teacher
Due Date

MARGINS & SPACING

- ◆ Margins should be 1" on all sides
- ◆ Double space the entire paper (Format> Paragraph> Line Spacing> Double)

