

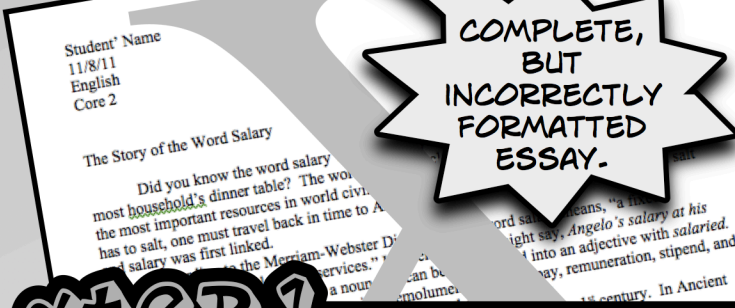
FORMAT YOUR



STEP 2

RIGHT-JUSTIFYING THE HEADING!

EXAMPLE:



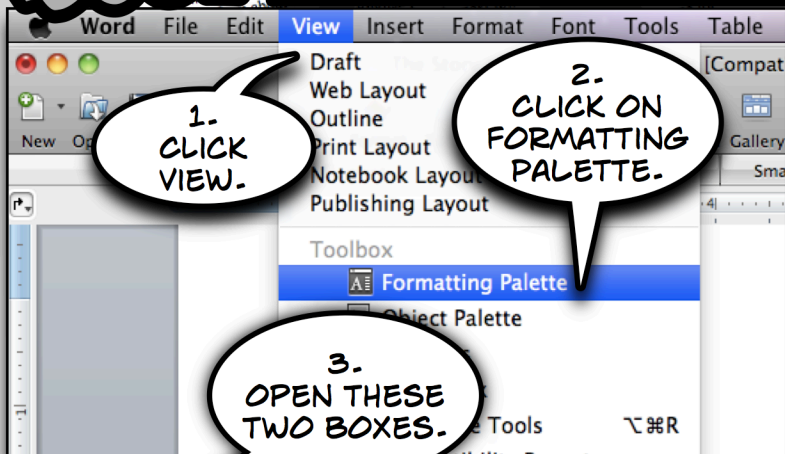
COMPLETE, BUT INCORRECTLY FORMATTED ESSAY.

Student' Name  
11/8/11  
English  
Core 2

1. HIGHLIGHT YOUR HEADING.

STEP 1

USING YOUR TOOLS!



1. CLICK VIEW.

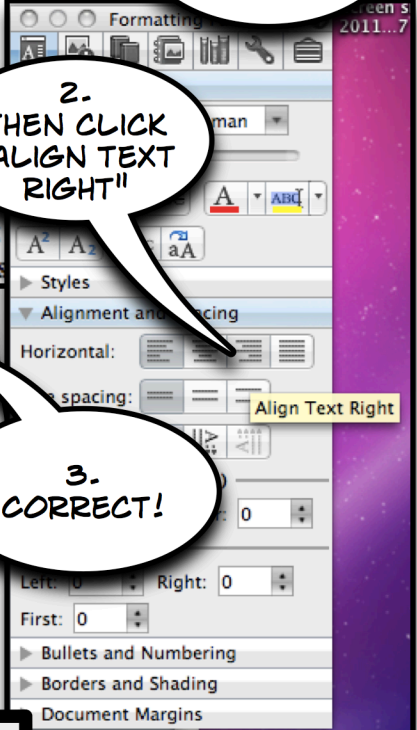
2. CLICK ON FORMATTING PALETTE.

3. OPEN THESE TWO BOXES.

The Story of the  
Did you know the word salary  
most household's dinner table? The wo  
the most important resources in world civi  
has to salt, one must travel back in time to A  
salary was first linked.  
According to the Merriam-Webster Dic  
salary means, "a fixed  
might say, Angelo's salary at his  
into an adjective with *salaried*, and  
way, remuneration, stipend, and  
a noun  
century. In Ancient

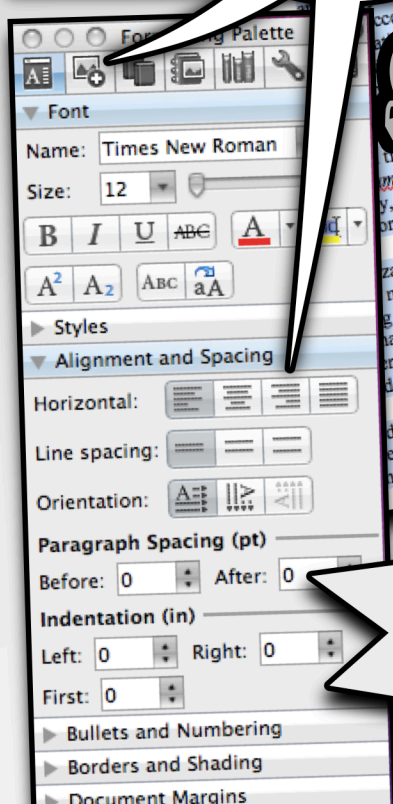
2. THEN CLICK "ALIGN TEXT RIGHT"

3. CORRECT!



STEP 3

CENTER-JUSTIFYING THE TITLE!



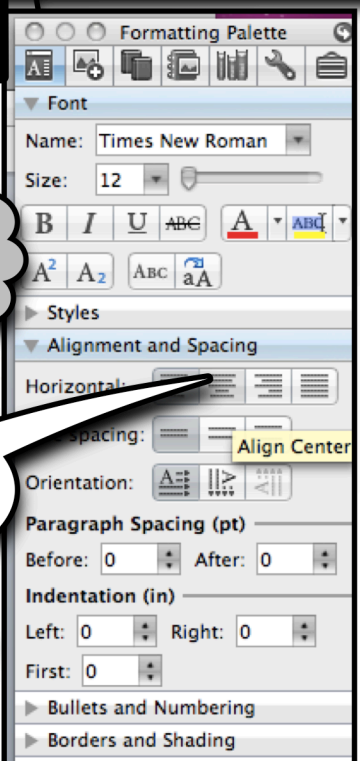
1. HIGHLIGHT YOUR TITLE.

2. THEN, CLICK "ALIGN CENTER"

THE REST OF YOUR ESSAY SHOULD ALREADY BE ALIGNED LEFT. IF NOT, FIX IT USING THE SAME STEPS.

YES, YOU NEED A TITLE! LOL

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FORMAT YOUR



STEP 4 DOUBLE SPACING!

STEP 5 FONT SIZE AND STYLE!

1. HIGHLIGHT THE BODY OF YOUR ESSAY.

2. DON'T HIGHLIGHT THE HEADING OR TITLE!

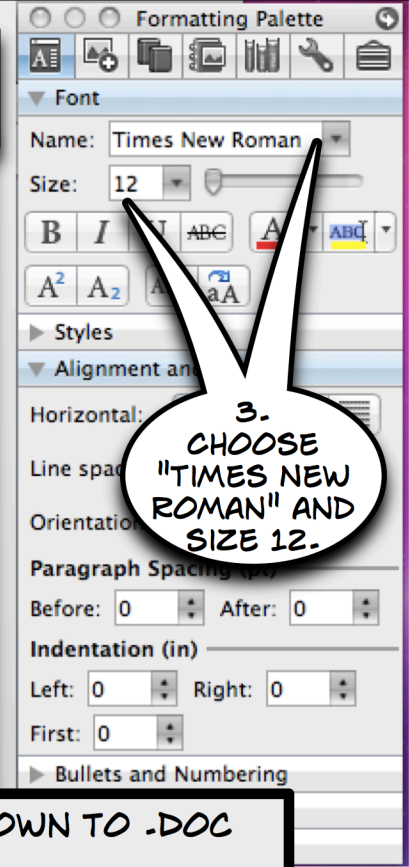
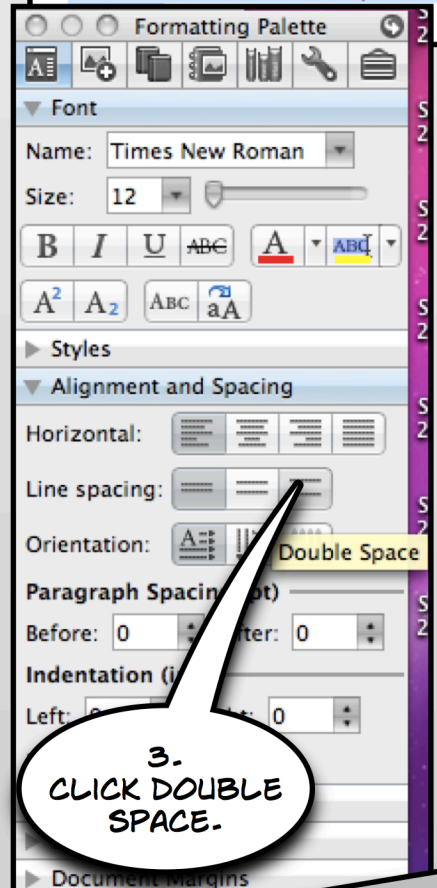
1. HIGHLIGHT EVERYTHING.

IMPORTANT TECH TIPS!

**Don't Space Out!**  
Let the lines of text WRAP naturally don't use your space bar to move things around! Use the TAB key to indent.

**Why Times New Roman?**  
The standard font & size for high school and college papers is times new roman 12 point. Yeah sure, you can make the essay look longer by using 14pt or 18pt size, but you're not fooling anyone and some teachers will give bad marks for even trying!

**Why .DOC?**  
Not everyone has the latest version of MS. Word so it's considerate (and smart!) to save down to .doc rather than .docx so everyone can open your work.

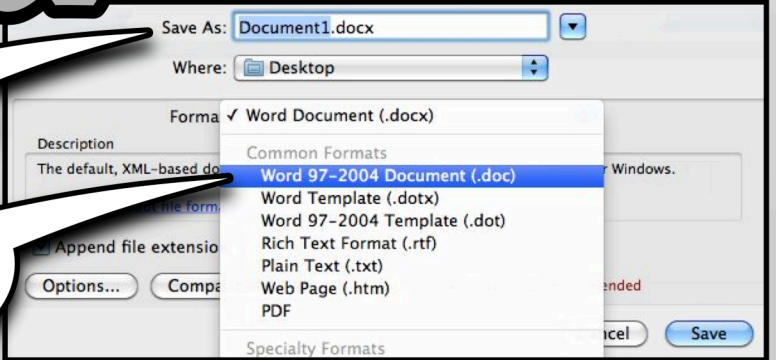


3. CHOOSE "TIMES NEW ROMAN" AND SIZE 12.

STEP 6 SAVE DOWN TO .DOC

1. CLICK SAVE AS

2. SAVE AS - WORD 97 .DOC



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