HOW TO FORMAT A TYPED ESSAY

1. CREATE A PAGE HEADER.
   1. GO TO INSERT CLICK ON HEADER CHOOSE “SLICE 1”.
   2. TYPE IN YOUR NAME, DATE AND CLASS PERIOD.
2. CREATE A TITLE FOR YOUR PERSONAL NARRATIVE (CENTERED) FONT SIZE NO BIGGER THAN 14’
3. FONT SIZE FOR ESSAY IS 12’
4. FONTS TO USE – TIMES NEW ROMAN, GEORGIA, OR AIRAL
5. YOUR PAPER MUST BE DOUBLE-SPACED AND PARAGRAPHS INDENTED.

**DO THIS BEFORE YOU BEGIN TYPING YOUR ESSAY!!!**

* + 1. TO AUTO SPACE AND INDENT – GO TO THE PARAGRAPH SECTION AT THE TOP. GO TO “SPECIAL” CHOOSE FIRST LINE” AND THEN “SPACING” CHOOSE “DOUBLE”

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