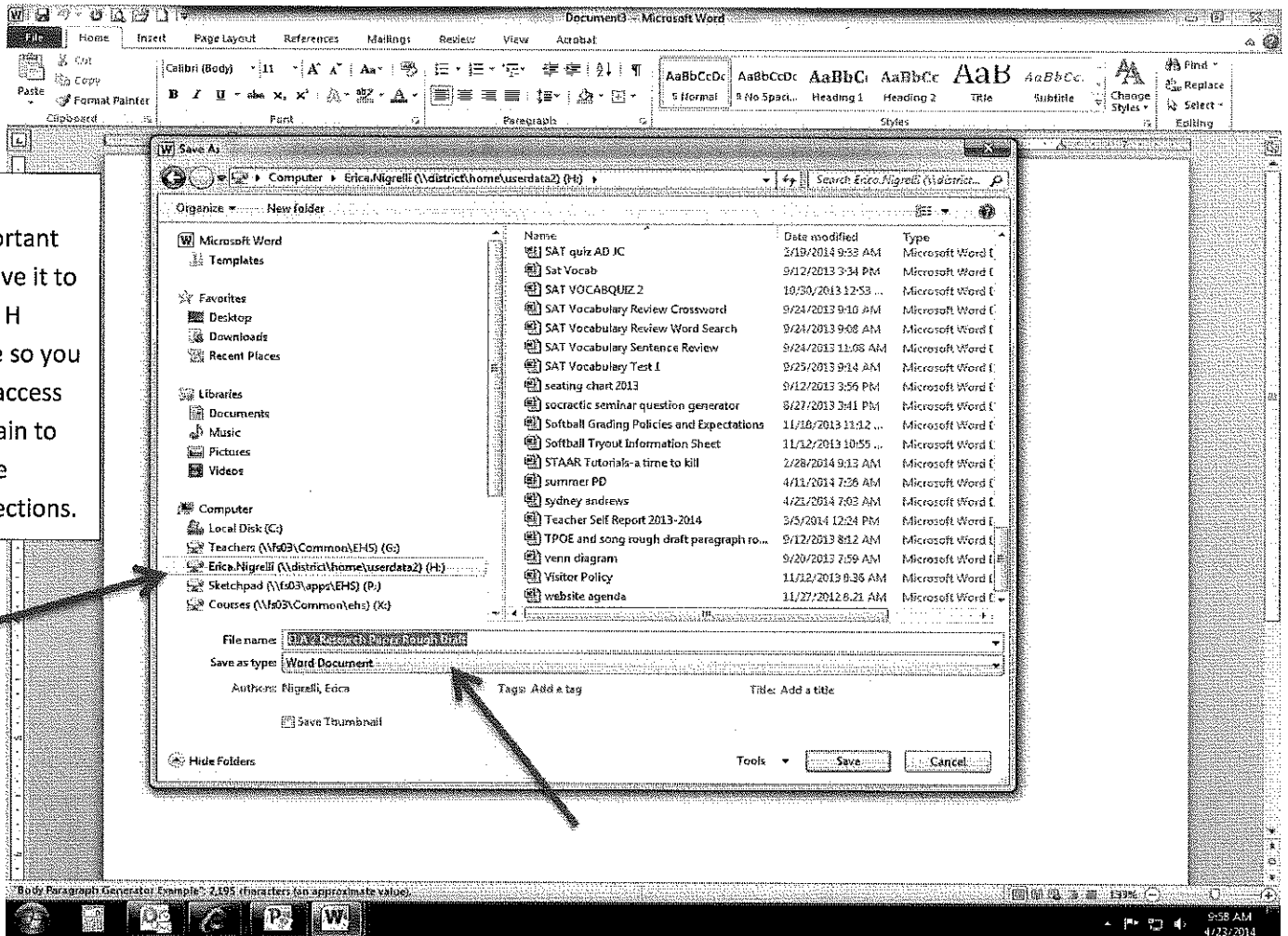


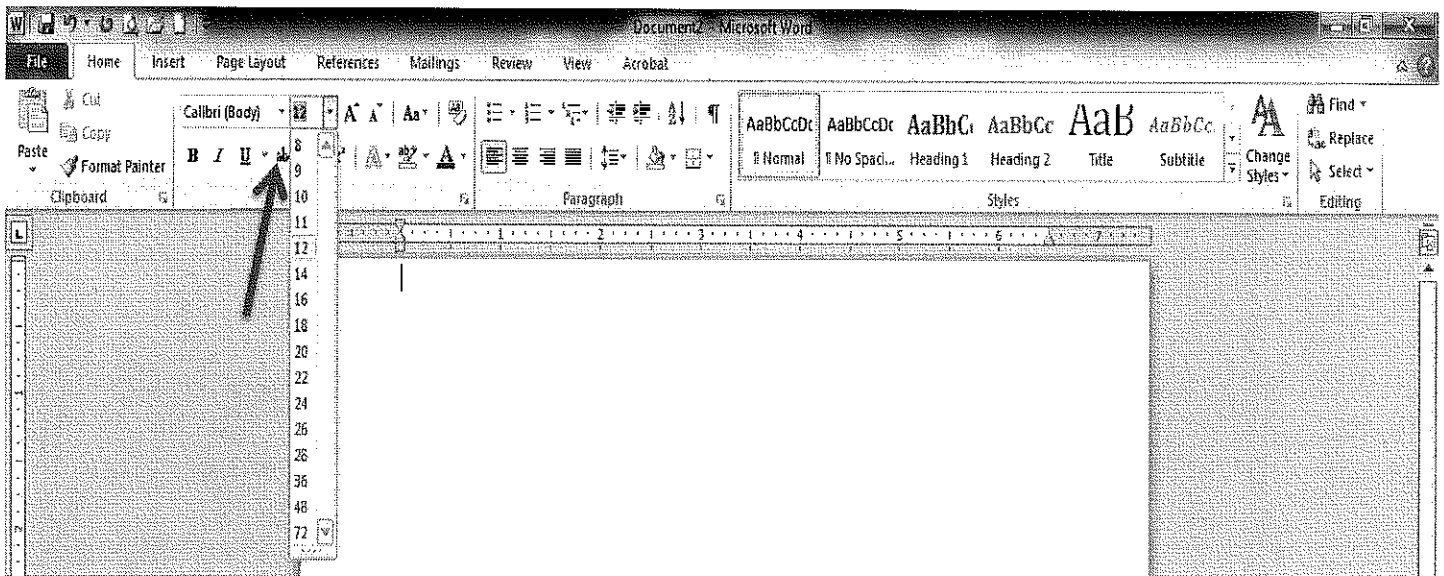
HOW TO FORMAT YOUR RESEARCH PAPER

1. Open a new document in Word. Save the document to your H drive or One Drive as "ELA Research paper"

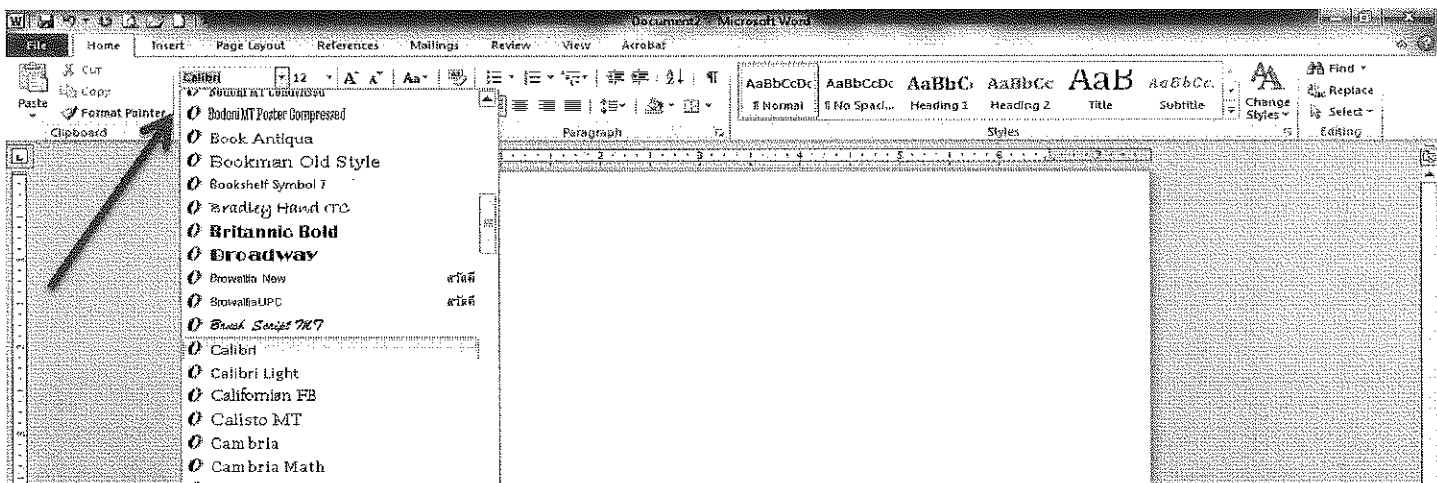
Very important to save it to your H drive so you can access it again to make corrections.



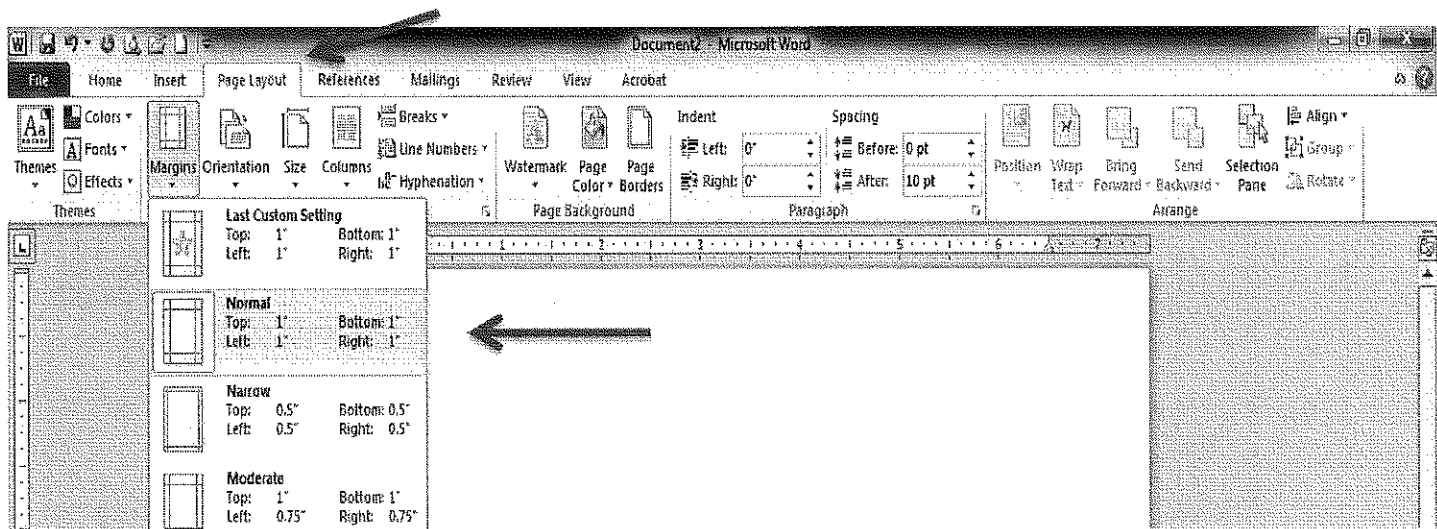
2. Change the font size to twelve.



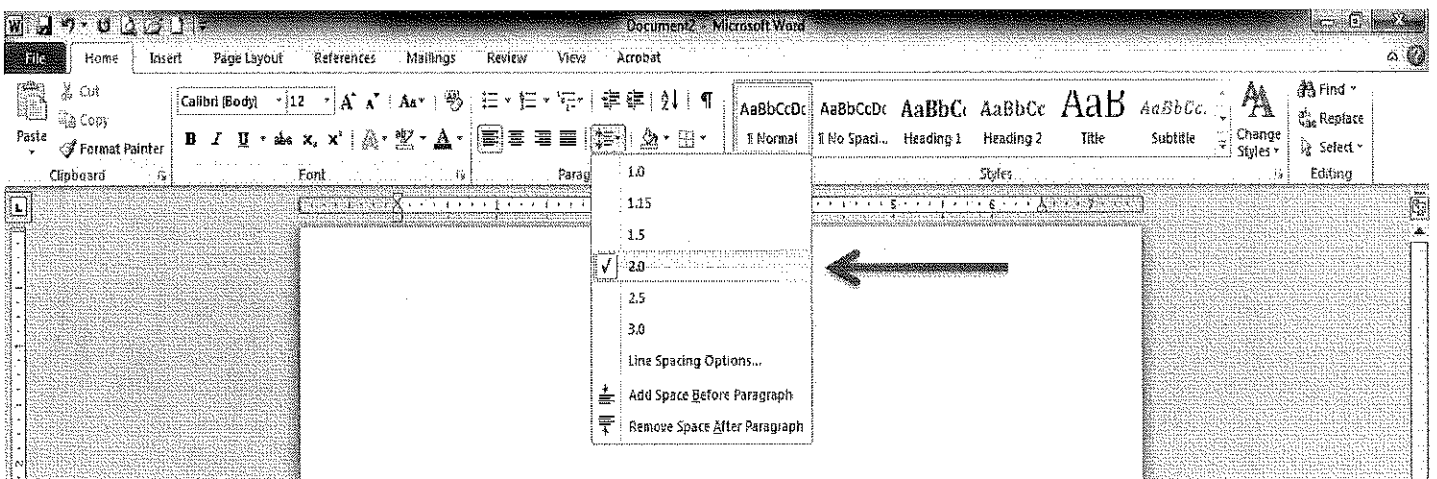
3. Pick a font—ONLY Times New Roman



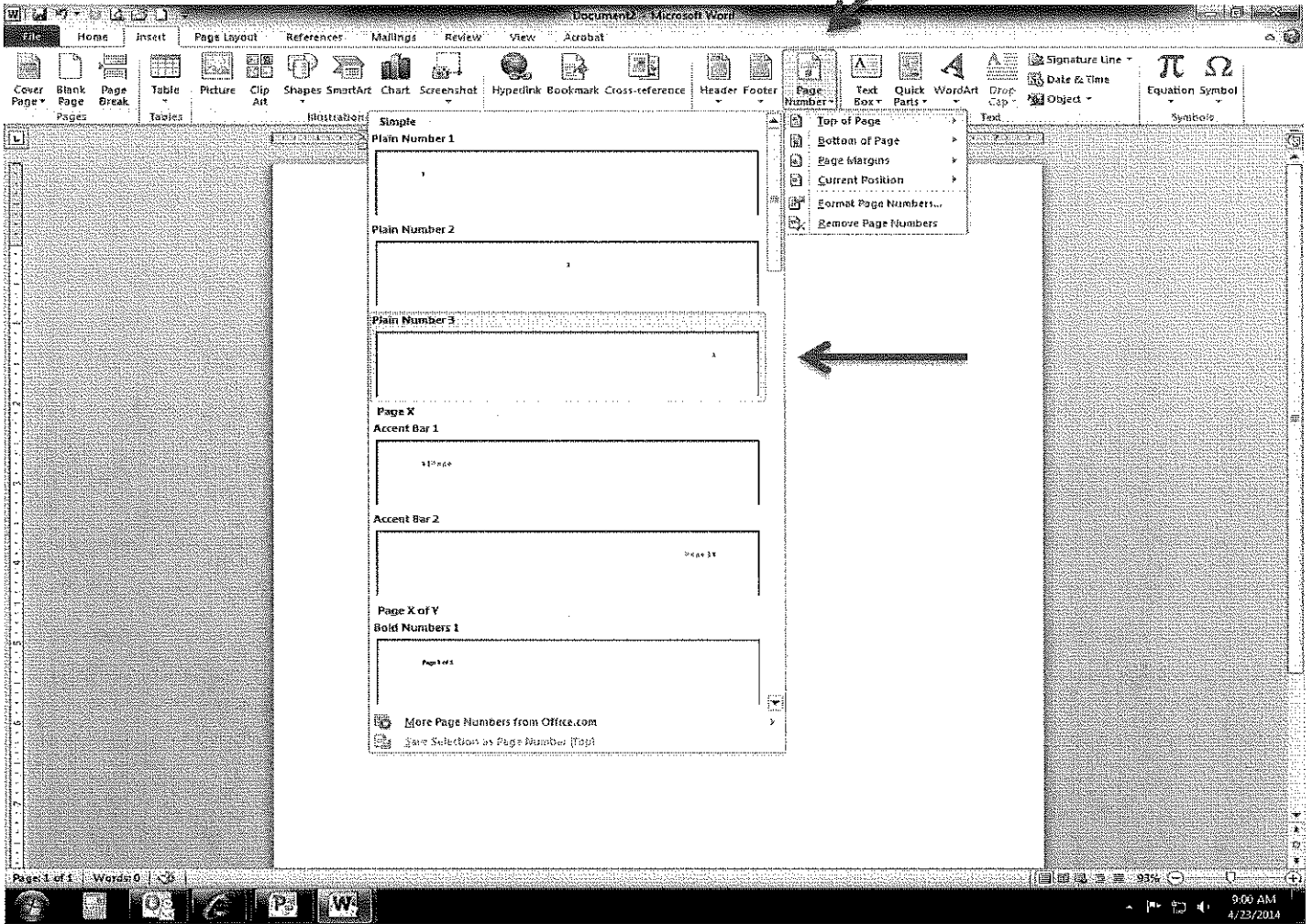
4. Under the **Page Layout Tab**, Check the margins. The margins should be one inch.



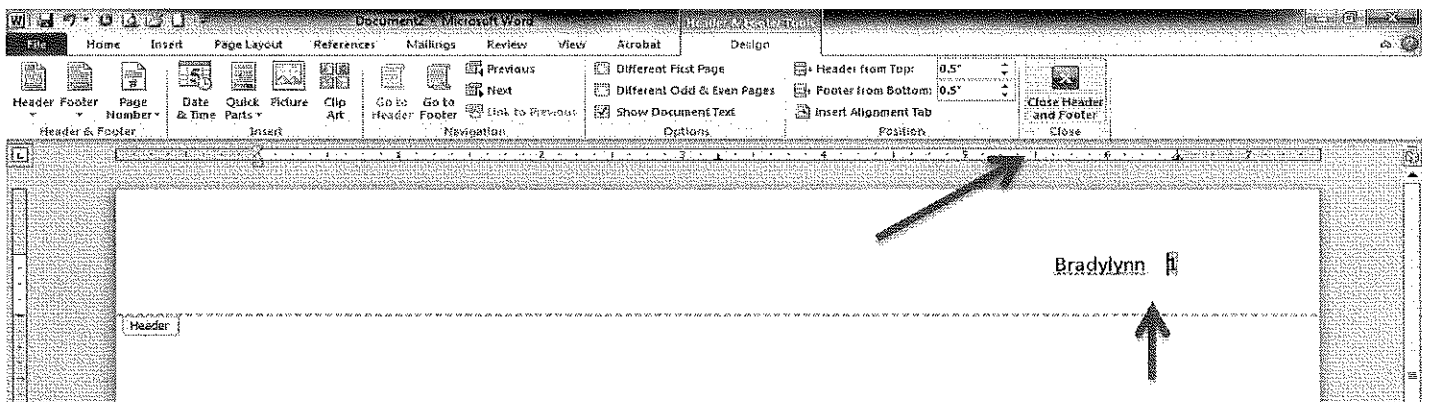
5. Set the spacing correctly—the essay should be double spaced.



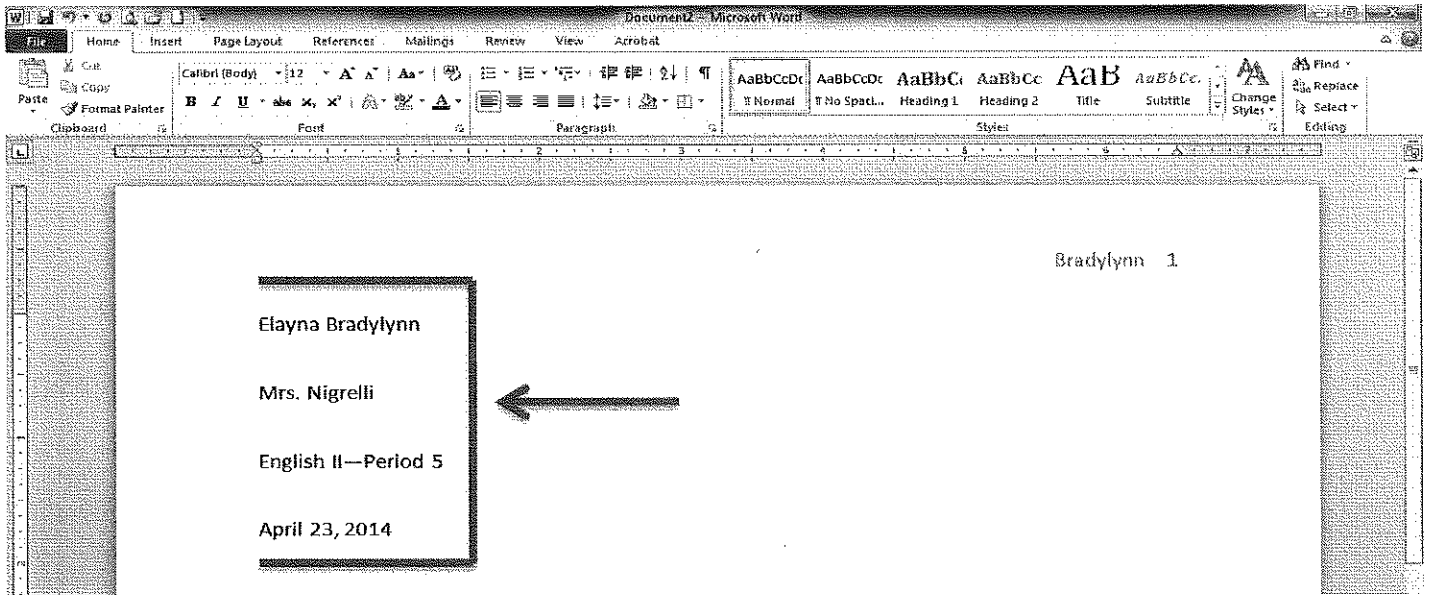
6. Insert a page number with a header
 - a. Pick the one at the top of the page
 - b. Choose "Plain Number 3"



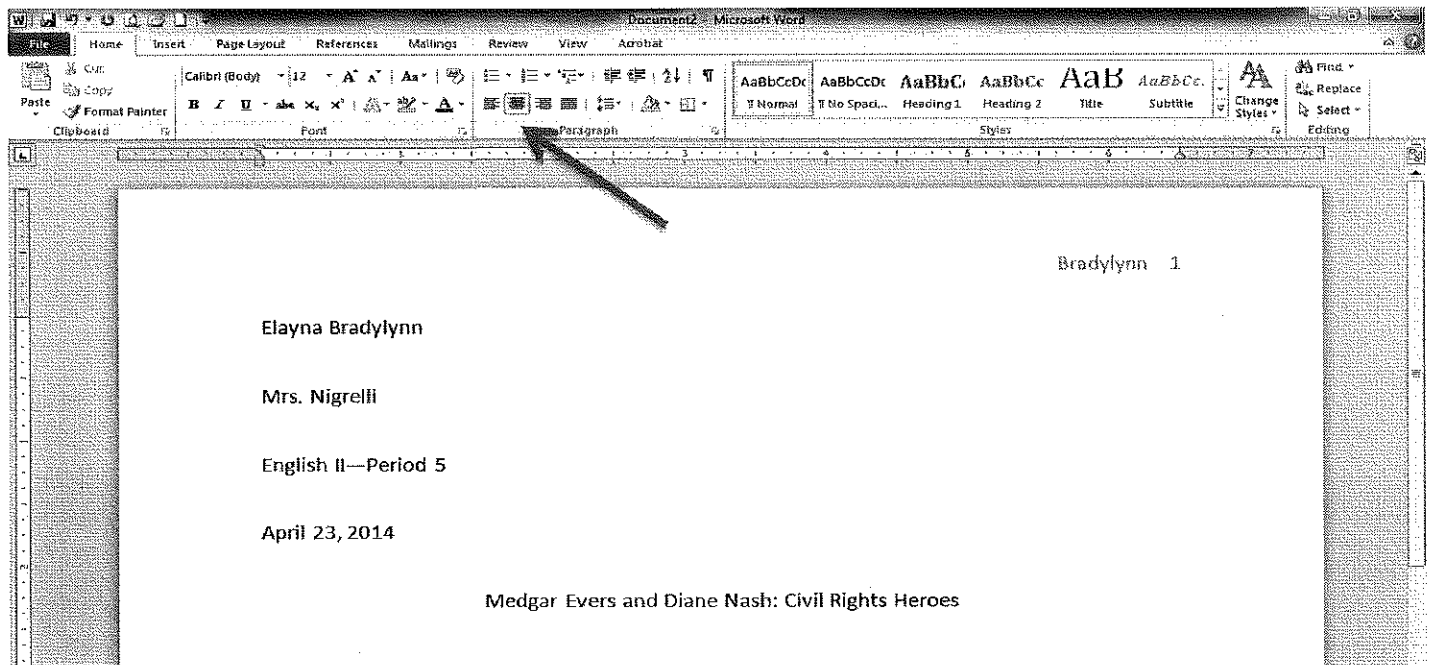
- c. After you choose the correct page number, the cursor will be to the left of the number. Type YOUR last name and hit the space bar 5 times.
- d. Then click the red box that says "Close Header/Footer"



7. Type the Heading (not the same thing as the header)—Type it as seen below with your own name and class period.

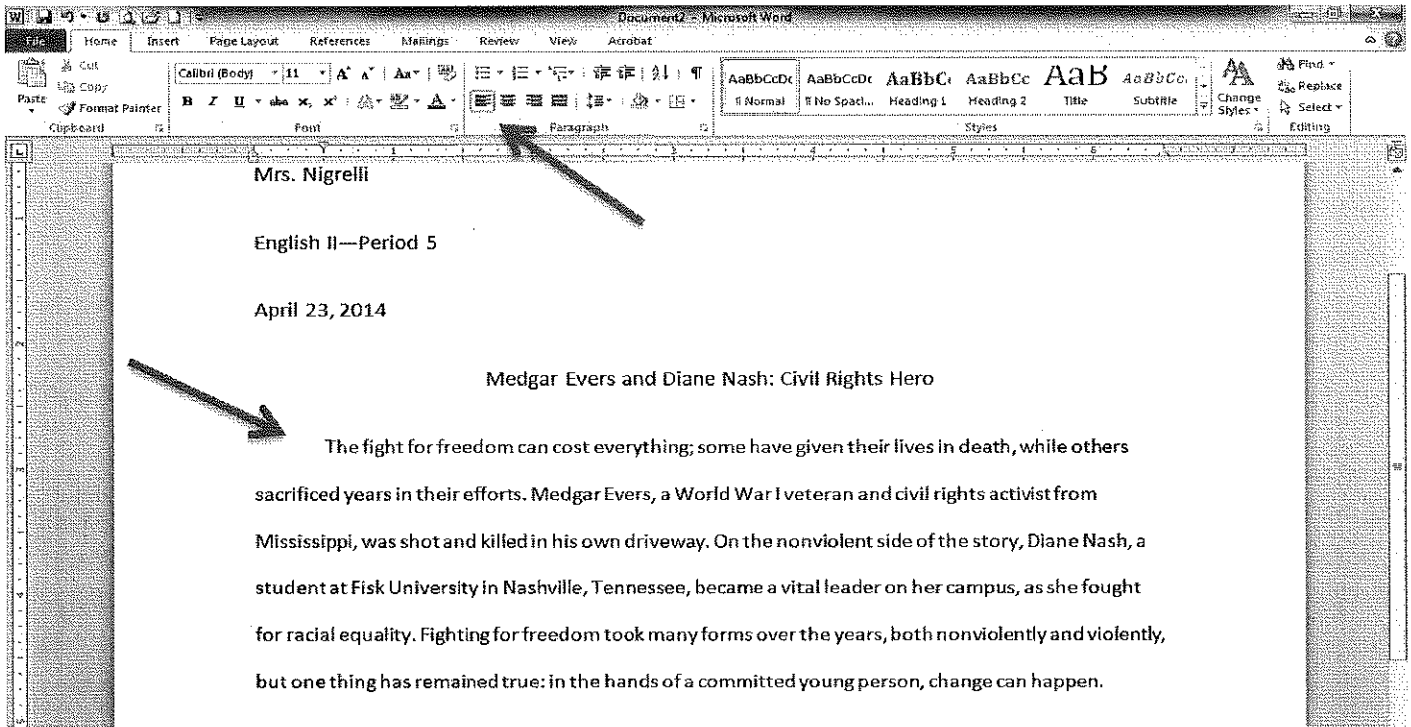


8. Title the essay—it should be the same font and font size as the rest of the paper
a. Center the title—JUST THE TITLE

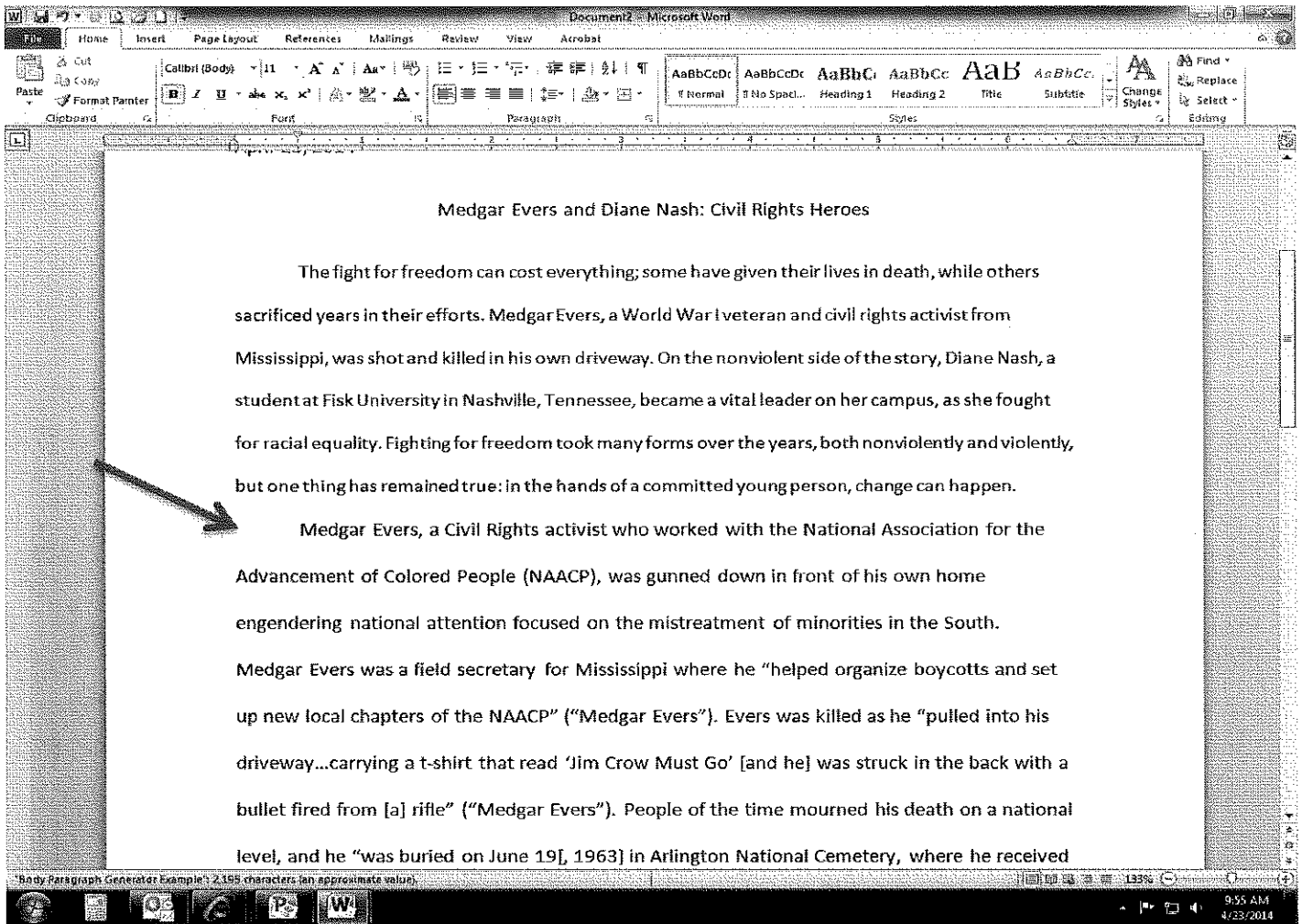


9. Type the paragraphs.

- a. They should be indented. You indent by pushing the tab button ONCE.
- b. The paragraph needs to be left justified again.



10. Every paragraph must be indented



Save the essay often, and always save it before you log off the computer.