



IMPORTANT THINGS TO REMEMBER!!

You're starting a paper for school. You need to set it for double spacing, get one-inch margins all around the paper, and center your title. Where do you start?

Line Spacing	You need to get the tool from Toolbar Options (all the way at the end of the Toolbar). Click on the tool that says "Line Spacing"  and add it to the Toolbar. Set to 2.0.
Margins	Margins are changed by clicking on File, Page Setup, Margins. Papers for schools should have 1" top, bottom, right, and left margins. DO NOT CHANGE THE GUTTER INFORMATION.
At the left margin type your name, teacher's name, class, and date.	These will all be double-spaced also. Hit enter after each one and enter once after the date.
Center Title and type it in	Click on the Center key in the Toolbar and type the title (NOT all caps). Press Enter.
Return to Left Align	Your paper should be left-aligned, not centered, so you have to turn centering off.
Tab in Paragraphs	Do not hit the space bar to indent for paragraphs. Use the tab key!!

You need to make a Header to number your pages. How do you do this?

Make the Header	Click on View, Headers and Footers. The Header and Footer Toolbar will show. Make sure it says Header and NOT First Page Header.
Right align your last name with a space after it	Click on the Align Right tool near the Center tool. If you don't have it, go get it from Toolbar Options.
Click on the Insert Page Number tool. 	This will automatically number your pages for you.
Click Close on the Header and Footers Toolbar.	
File, Page Setup, Layout	Put a check next to Different First Page so that the Header does not show on the first page. It will start numbering for you on page 2 as page 2.