
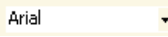





## Common Paper Format Instructions Central High School

1. Log on to computer and start a blank Word document.
2. Setting page numbers
  - a. Open Header Dialog Box by clicking the View menu and selecting Header and Footer
  - b. Set page numbers by clicking the Insert menu—select Page Numbers and position your page number at the Top of the page, align to the right and click on Show numbers on first page. Click OK.
  - c. Change alignment to right by clicking the  button on the toolbar.
  - d. Type your last name.
  - e. Click the Close button on the Header and Footer toolbar
3. Typing your heading.
  - a. Select appropriate font and font size  typically Arial or Times New Roman 12 pt.
  - b. Change alignment to left by clicking the  button on the toolbar.
  - c. Set spacing to double by clicking the Format menu—select Paragraph and change Line Spacing to Double. Click OK.
  - d. Type in your name, press Enter key, type teacher's name, press Enter key, type class name and hour, press Enter key, type Assignment, press Enter, and type the date the assignment is due, press Enter key.
4. Typing your title
  - a. Change alignment to Center by clicking the  button on the toolbar.
  - b. Type the document title using correct capitalization.
  - c. Press Enter key once.
5. Typing your paper
  - a. Align-left by clicking the  button on the toolbar and type the body of the paper.
  - b. Press the Tab key each time you start a new paragraph.
  - c. Do not press the Enter key at the end of each line—only at the end of a paragraph. Word will wrap the text for you.
6. Saving your document
  - a. Click the File menu—select Save As.
  - b. From the pull down menu find either:
    1. 3½ Floppy (A:) to save on discOR
    2. your own file path: Sys on R3-chs-fs1 (H:) Choose the hmdr folder, the students folder, your graduation year folder, and then the folder with your user name on it.
  - c. Type document name in the File Name box.
  - d. Click Save button.