

To format a document template for English papers:

Start a new document. Double space it using the Format/Paragraph pull-down menu. Check the margin settings in the Page Setup dialog box (under the File pull-down menu). All four margins should be set at one inch.

Create **your heading for the first page:**

Student name

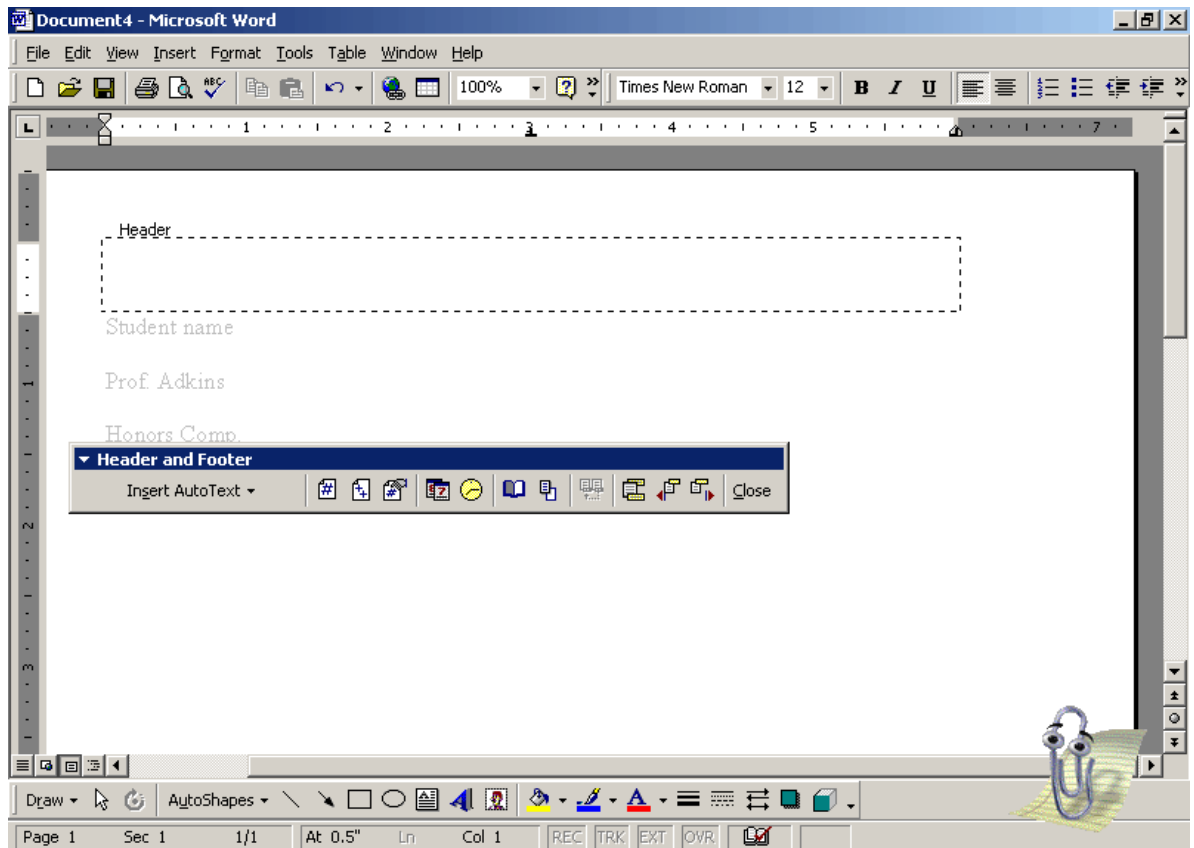
Dr. Adkins

Course name

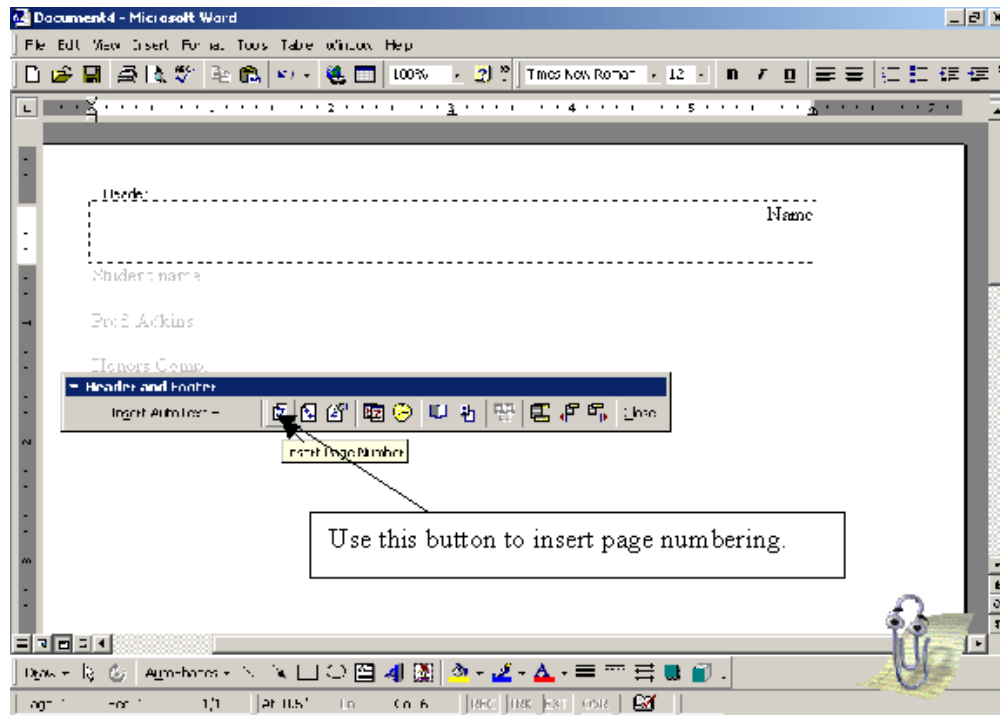
Due date

Create a running header

1. Open the View/Header and Footer pull-down menu:



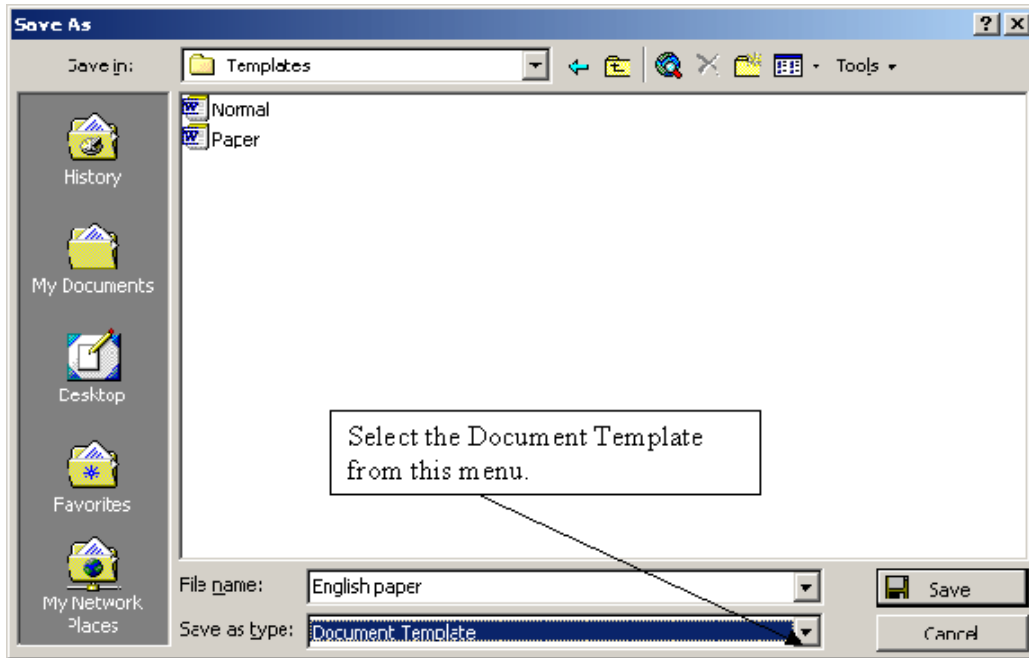
2. Right align the header using the Format/Paragraph pull-down menu.
3. Type your last name, a space, and insert automatic page numbering by clicking on the first "#" button.



4. Close the Header and Footer toolbar.

Save your file as a Document Template.

1. Use the File/Save As command. Choose a name for your template, for example "English Paper."
2. Select Document Template from the File Type pull-down menu



3. You can choose a template folder to save your template in, or if you save it under the general Template folder, it will appear under the General template tab.
4. When you start an English paper, use the File/New pull-down menu to access your template.

