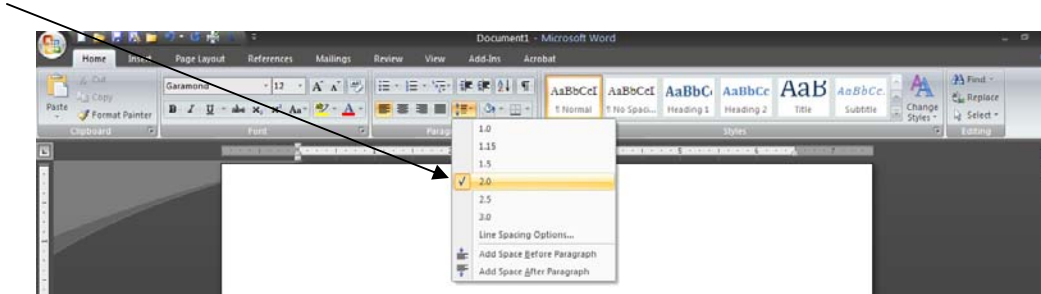


To format a document template for English papers using Microsoft Word 2007:

Start a new document. In the *Paragraph* box under the *Home* tab, format your paragraphs as double spaced.



Check the margin settings in the *Page Setup* dialog box (under the *Page* tab). All four margins should be set at one inch.

Type your heading for the first page:

Student name

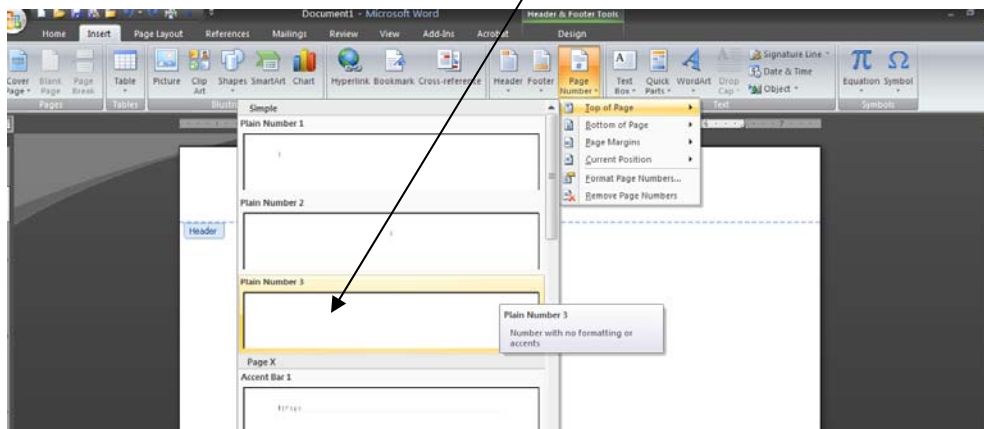
Dr. Adkins

Course name

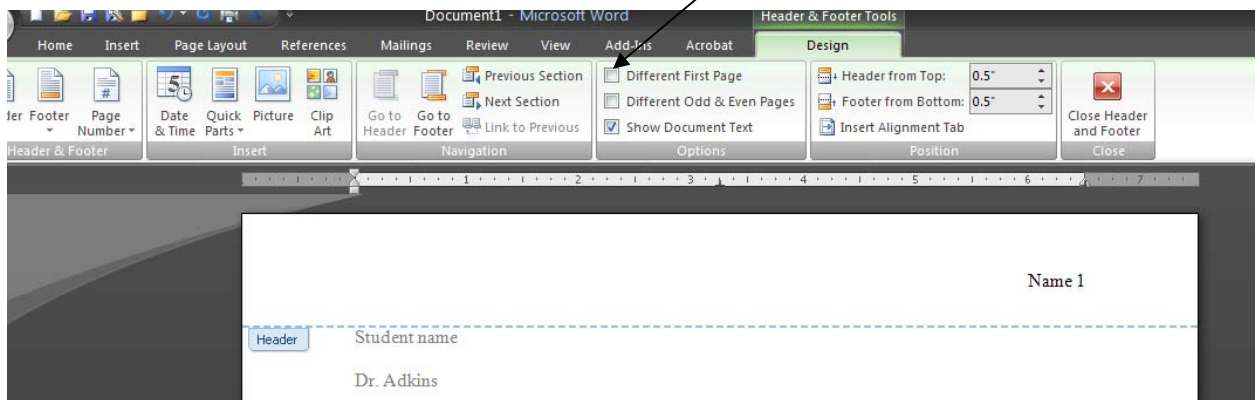
Due date

Create a running header with the page number and your last name.

1. Under the *Insert* tab, click on *Page Number*.
2. Choose *Top of Page*, and then *Plain Number 3* from the pull down menus.

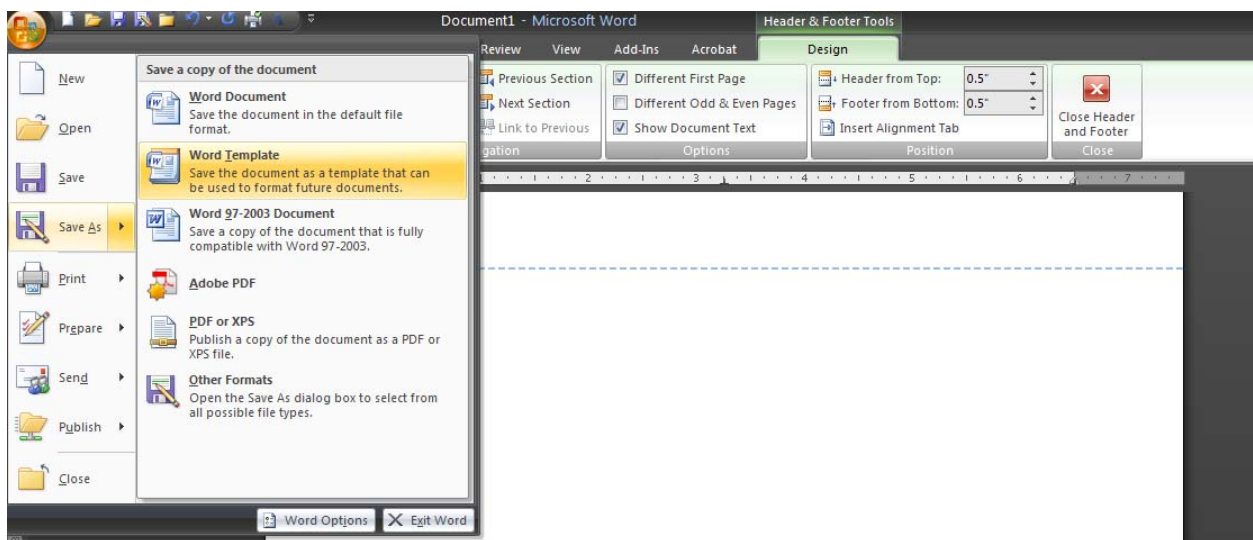


3. Your cursor should be in front of the page number. Type your last name, and a space. Now your last name will appear on every page, and your pages will be numbered.
4. To hide the page number on the first page, click on the *Different First Page* box in the *Options*.



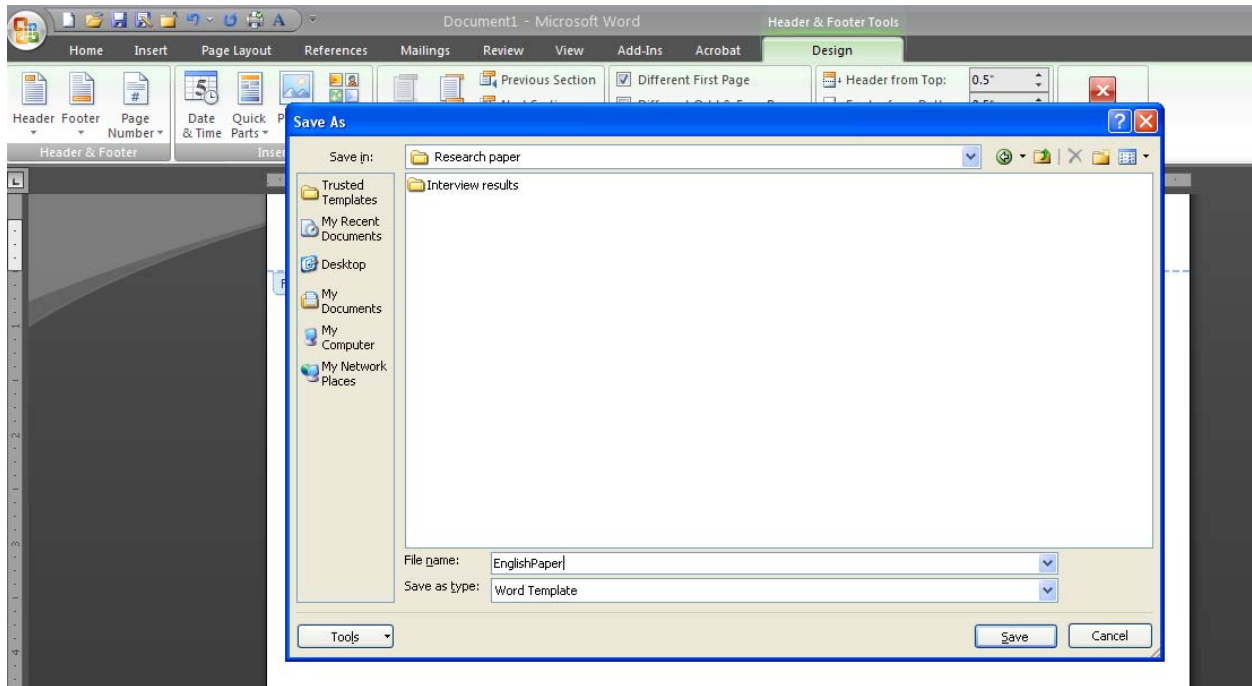
5. Click anywhere to close the Header.

Save your file as a Document Template.



1. Click on the Office icon in the upper left corner to access the *Save As* pull down menu.

2. Select *Word Template* from the menu that appears when you mouse over *Save As*.
3. Choose a name for your template, for example *English Paper*, and choose the folder you want to save your template in.



Use your template

When you start a paper, click on the Office button. Click on *Open*. Find the template in the file where you saved it. Template icons look different than icons for regular Word documents.

