

Your first and last name

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Date

Title of Your Essay

Start typing your essay here. Indent each new paragraph 5 spaces. Essay template is already double-spaced, with 1" margins on the top, bottom, left, and right. Everything is left-justified except the title of your essay which is center-spaced. If you highlight each section and replace it with your own information, you should not have to change any of the formatting.

To change the page number and last name, click INSERT tab -- then page number. Scroll down and select TOP of page – then option 3: in the upper-right-hand corner and SELECT. At the flashing curser by the highlighted #1, TYPE YOUR LAST NAME and push the space bar once. Finally EXIT the header/footer window.