

## **Page Format for Work Done on a Computer**

### **Paper**

Use 8 1/2-inch-by-11-inch white paper.

### **Font**

Use a standard font, such as Times New Roman. Do not use underlining, italics, or bold type to emphasize words. It is not correct to do so in academic writing. Use underlining or italics only when required for titles of books and some other publications.

### **Heading**

Type your full name in the upper left or upper right corner 1/2 inch from the top of the page. On the next line, type the course number. On the third line of the heading, type the date the assignment is due in the order month-day-year with a comma after the day.

### **Assignment Title**

Skip one line, and then center your title. Use the centering icon on your word processing program.

### **Body**

Skip one line and start typing on the third line. Use the TAB key to indent (move to the right) the first line of the paragraph. (The TAB key automatically indents five spaces.)

### **Margins**

Leave a 1-inch margin on the left, right, and bottom.

### **Spacing**

Double-space the body.

### **Saving Files**

Remember to save your work. Ask your teacher how to name files.

YOUR NAME → Marciela Perez

COURSE → English 001  
NUMBER

DUE DATE → April 2, 2014

→ HEADING

MA

SKIP A LINE AND THEN  
CENTER THE TITLE

## Introducing Myself

INDENT THE FIRST  
SENTENCE FIVE  
SPACES.

→ Hello! I would like to introduce myself to you. My name is  
Marciela Perez. I am a student from the country of El Salvador.

DOUBLE  
SPACE

I was born in a little town near San Salvador, the capital of our  
country. I graduated from high school there. I came to the United  
States two years ago with my mother and my two sisters. We went  
to New York, where my Aunt Rosa lives. We lived with her in her  
apartment in Brooklyn for six months. She helped my sisters and  
me get jobs. I work for a home health care agency. I help elderly  
people with their basic needs. I work near City College, where my  
sisters and I take classes to learn English. Now we have our own  
apartment near the college. My sisters and I work during the day  
and go to school at night. I want to quit my job and go to school  
full-time. I hope to go to college and become a nurse practitioner.  
I speak Spanish fluently. I don't think I have any other special  
talents. My hobbies are making jewelry and going to movies.

← LEAVE 1-INCH  
MARGINS ON THREE  
SIDES →