**Pagination and Header**

1. Click insert
2. Click Page number top of page
3. Choose plain number 3
4. Type you Last name before the number
5. Double click outside header to close it.

**Margins**

1. Click Page Layout
2. Click margins choose Normal ( or whatever one has 1 inch margins all the way around)

**Tabs**

1. In any of the tabs above find the section that says paragraph.
2. Click the small arrow on the right side of that section
3. Click the word tabs at bottom of page
4. Change the default to .3
5. Click OK

**Double Space**

1. In any of the tabs above find the section that says paragraph.
2. Click the small arrow on the right side of that section
3. In line spacing choose double.
4. Make sure that Spacing Before and After is set at 0
5. Click OK

**Font**

1. On home tab choose Times New Roman and size 12 font