**Pagination and Header**

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

**Double Space**

1. Click format.
2. Click line spacing
3. Choose Double.
4. Make sure you don’t have any add space before or after clicked.

**Font**

1. Make sure it is normal text, Times New Roman font and size 12.