Yourfirstname Yourlastname

Ms. Myers

ENG 3U (or 4C)

3 July 1987

Your Original but Concise Title

This will be your incredibly captivating hook, however, for the purpose of this sample essay I will tell you how to insert the header and page number you see above. First, go to “insert”, then click on the “page number” drop down arrow. Draw your mouse over the “top of page” option and select “plain number 3” so that the page number will be on the top right corner of your page. Once it appears on your screen, start typing your last name, starting with a capital. Once you finish typing, push the space bar button on the key board and select this header to change the font to Times New Roman, size twelve. By using the page number and typing your last name on the same line you will find that the document will automatically count pages and continue your last name as you write. Your last step is to double click on the blue “header” tab on the left side of the document. To change the last name beside the page number on this page, double click your cursor over the example last name provided. Be sure to insert your own information into the left side column exactly as you see it above. Tah-dah! You are now set up to start writing your essay!

Now that your page is set up, it is important to remember some key points. Your essay has to be written in Times New Roman size twelve font. Your font is not the place to be creative or expressive; use your words for that. Do not include any more spaces on your essay than you see on this sample essay. Remember, extra spaces in your essay mean less room for you to say something profound! Be certain to use the resources provided to ensure your in-text citations and works cited entries are done accurately. Now, off you go! Get going! You’re ready to write!

See, look over to the right of this page! It counted the page number for you! You will notice that the last name and the page number are both in Times New Roman, size twelve font. Okay, just like in class, I am yammering on and on. It’s your turn!