**Format #1: Book Style**

1. The **title:**  Use a capital for every word in your title. Your title needs to be big. (A few sizes larger than size 12.) It should be a font that looks very different from Times New Roman. (On this page my text is in Times New Roman, but my title at the top is Calibri and is larger) Make a title that fits your work, and would be wrong on anyone else’s. Don’t copy the title from the assignment sheet. Make your own. *Do not center or underline your title*.
2. Your **name**: put it second, right under the title. First and last. Don’t forget the capital on either name. Do it in Times New Roman size 12. To make it fancy, hit the ***I***talics button to make the letters *slant*.
3. After your name, do **paragraphs**. To start each new paragraph, press [Enter] to go down to a new line, and then [Tab] to do an indent. Each paragraph will have an indent. Use Times New Roman size 12 font.
4. Make sure your work is **single-spaced**.