

## **COVERSHEET FORMATTING**

**E-6**

**\*Many professors have specific individual requirements. Please check your syllabus for more information.**

- 1. Type Information**
  - a. Title (Change font if desired.)**
  - b. Your Name**
  - c. Professor's Name**
  - d. Course**
  - e. Date**
  - f. Word Count (If Required)**
- 2. Select All Text (Left Click & Drag Mouse or "Ctrl + A")**
- 3. Center Horizontally (Select "Center" on the Standard Toolbar)**
- 4. Center Vertically**
  - a. Select "File"**
  - b. Select "Page Setup"**
  - c. Select the "Layout" Tab**
  - d. Select "Center" next to "Vertical Alignment"**

**Birds of Paradise**  
by  
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ENC1102  
10/25/2008