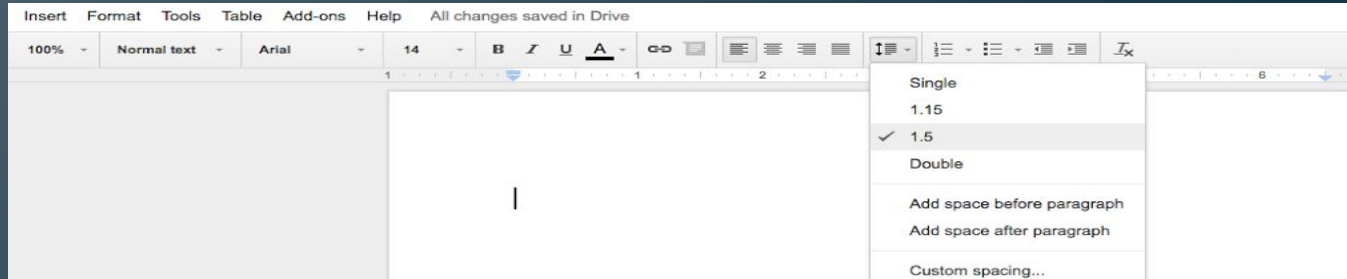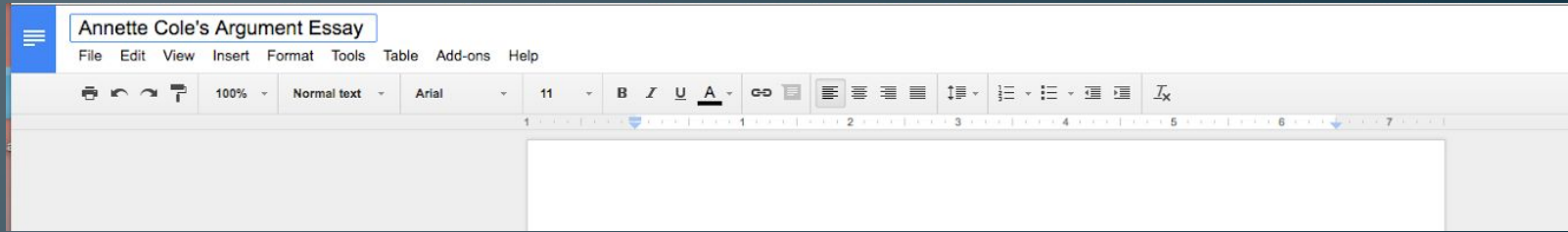# Mini-Lesson 3: Formatting Your Document

DOCUMENT GUIDELINES

1. Arial Font
2. Size 14
3. 1.5 Line Spacing
4. The title should be arial size 14 and not bolded or underlined. The title should also be centered.

Naming Your Document

- Name your document to include your name:
    - Annette Cole's Argument Essay

- Note that this is not the title of your paper, but just the computer file document name.

CREATING A CLEVER TITLE

You should include a title for your essay.

A good title helps your audience predict the essay's content, it catches the reader's interest, and it reflects the tone or slant of the piece of writing.

You may need to spend some time brainstorming to come up with the right title. You may need to finish the paragraphs before you decide. Be creative! Perhaps there is a clever pun that would help you make a good title.