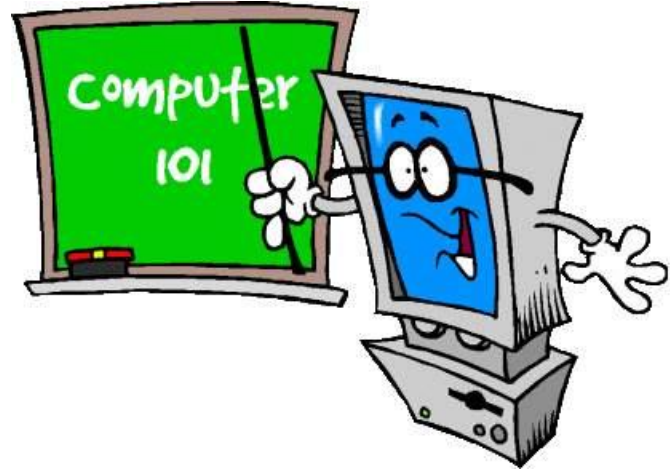


TYPING GUIDELINES



1. Choose a font that is easy to read, such as Times New Roman.
2. The font size should be 12 points.
3. Put a header on your document. Go to the Insert tab and then click on header. Refer to separate handout for the proper header.
4. Hit ***Tab*** once at the beginning of each paragraph to indent.
5. Double space your paper. The Line Spacing button is located in the Home tab.
6. When double spacing, do not put extra spaces in between paragraphs.
7. While typing, when you reach the end of the line, do not hit “Enter” to go to the next line. Just continue to type. Microsoft will automatically move to the next line. This feature is called “Word Wrap”.
8. At the end of each sentence, after a period, question mark or exclamation point, hit the space bar twice before starting the new sentence.
9. When you finish typing your paper, use *SpellCheck* to correct any typos or grammatical errors.
10. Proofread your work before handing in to make sure you have fulfilled the requirements of the assignment.

