

your name and number

the date the assignment is due

subject (reading, writing, grammar, or social studies)

the specific assignment

Title

SUBMISSION GUIDELINES FOR FINAL DRAFT WRITTEN WORK

Open a Word document for each assignment. Give each file a meaningful name like “vocab1” instead of “stayoutorelsegrrrrrrr.” Save the file *often*. Before you leave the computer, back up the file to more than one location. (Use your flash drive.)

1. Go to “file/page set-up.” Set one-inch margins all around (left, right, top, and bottom).
2. Under “format/paragraph/indents and spacing,” set the general alignment to left alignment, and use “0 pt.” before and after paragraphs.
3. Use “control A” and then “control 2” to set the whole document to *double-space*. Do *not* skip any additional lines anywhere at all!
4. Use Times New Roman 12 for *everything*, including all titles.
5. Following the model at the top of this page, write a heading on the first page of your document. (Don’t use a box.) Do *not* put a heading on any other page of the whole document.
6. If you have a title, put it under the heading, centered and bold. (Never use quotation marks and never underline any title when it is at the top of a page.) Capitalize the initial letters only of the first word, last word, and all important words. No boring titles, please!
7. Go to “view/header and footer.” In the header at the top of the page, type your name and number on the left side. Tab over to the right and click on the “page number” icon. The computer will automatically add the correct page number to every page.
8. Eliminate the header from the first page. (After all, that page already has a full heading.) Go to “view/header and footer.” Click on the “page layout” icon. Click in the box for “different first page.” Now there will be a header on every page except the first one.
9. When you have finished writing your piece, go to “tools” and do a spell check and grammar check. Especially for major assignments, get both peer and adult readers to look over your work. Listen to their suggestions. Make everything as perfect as you can!
10. For writing assignments, you need to tell me exactly how many words you have written. Go to “tools” and tell the computer to do a word count. Put the number of words after the specific assignment in the heading: short story—1387 words.