

1

Before you even start typing, go to “line and paragraph spacing” (to the left of “checklist”). Choose “double” to make your document be double spaced.

Do NOT single-space anything.

2

Before you even start typing, change the font to Calibri 12.

3

Before you even start typing, go into the Header. Click “Different First Page.” Then click “Options” and choose “Page numbers.”

If you end up with more than one page, go into the header on page 2. Double click on the page number. (The number 2.) Move the cursor to the left so you can type your last name, a comma, and a space.

4

Google Docs are set up with one-inch margins and left alignment. Don’t change those settings.

5

Type your complete heading at the top of your page.

6

Make sure you do the date correctly. Use the date DUE. Put the day's date, spell out the full name of the month, and write the year.

Lance Armstrong, 28

Mrs. Kragen

Reading--*Phantom Tollbooth* worksheet

20 October 2021

7

If you have a title--for a poem or short story you have written--center it right under the heading.

Do NOT underline your title or put it in quotation marks. Do not make your title all CAPS. Do NOT make it a larger font size. (On the other hand, I will allow you to make your title bold.)

Capitalize the first word, the last word, and all nouns, pronouns, verbs, adjectives, and adverbs in your title.

If you have a double title, use a colon. Capitalize words in the second part of the title the same way as the first part--first, last, and all important words.

8

Do not skip any extra lines anywhere in your document. Don't skip lines between your heading and your paper. Don't skip lines between your heading and your title or between your title and your paper.

There's Something in the Closet

Take Me to Your Leader

Explosive Science!: Experiments with Soda and Mentos

Decade Days: Teaching the 20th Century in America

9

Use the "tab" to indent paragraphs half an inch.

Or, if you are answering questions on a worksheet, click on "numbered list" to make your answers be numbered.

1. A dodecahedron is a geometric shape with 12 faces (Juster, 172). In the book, the Dodecahedron is a character with 12 faces. Each face shows a different emotion.

10

Do your citations correctly.

Write your answer. Don't put the period at the end.

1. Faintly Macabre was the Official Which

Add a space and a parenthesis.

1. Faintly Macabre was the Official Which (

Add the last name of the author and a comma.

1. Faintly Macabre was the Official Which (Juster,

Add a space and the page number where you found the answer.

1. Faintly Macabre was the Official Which (Juster, 67

Add a parenthesis. NOW add the period for the end of the sentence.

2. Faintly Macabre was the Official Which (Juster, 67).