**All final writing assignments will be typed and will include**

* Will be completed on Microsoft Word
* Will be saved to your own H drive school account
* Will be saved on a memory stick.

**Title page:**  Use template under documents on Mr. Bosma’s

Teacher page.

**Page 1**: (don’t number) Start 1/3 of the way down or 4 spaces.

**Page Numbers:** Pages 2 and on (number in the top right hand corner)

**Font:** Calibri or Arial

**Size of type**: Black ink and 12 or 14 pt only

**Paragraphs**: Indent for each new paragraph with tab button

**Spacing:** Use the menu bar and set double spacing and single space between paragraphs.