

Typing Standards

Directions: When you type this assignment, you must adhere to the following standards.

Typed papers must use:

- Times or Arial Font (*Format → Font: → Times/Arial → OK*)
- 12 point font (*Format → Font → Size: → 12 → OK*)
- 1 inch margins for the top, bottom, right, and left sides (*File → Page Setup → Margins → Top:, Bottom:, etc. → 1" → OK*)
- Double Spacing (*Format → Paragraph → Line Spacing: → Double → OK*)