

# GENERAL FORMATTING GUIDELINES

- FONT -** A creatively different font is OK for a title or heading, but the body (main part) should be a simple and easy-to-read font. Examples of good, easy-to-read fonts are: Arial, Verdana, Courier, Geneva, Helvetica, Librarian, Jester, Journal, New York, Palatino, Times, Monaco.  
Difficult-to-read fonts have:  
Unusual letter shapes like *Apple Chancery*, *Minstral*, or *Carlz*  
Thick lettering like **Impact**, **Braggadocio**, or **Jazzz**  
All capital letters like **COPPERPLATE**, **ENGRAVERS**, or **PERPETUA**.
- SIZE -** The title can be (and often is) a larger size than the rest of the document. The size should not be so large that it causes the title to take up two lines. Size 14-18 is best. The body text should be size 12.
- STYLE -** Style is generally used to **draw attention** or to **create an accent** in your document. Special styles should not be used for the whole document. For example you might *shadow* or *outline* a title, but not the whole document. You might underline or *italic* a few words in a paragraph, but not the whole paragraph.
- JUSTIFICATION (A.K.A. Alignment) -** This is used to tell the computer how you want your document to line up at the margins when it is printed. Titles are generally centered. Documents are generally left justified or fully justified (justified). Generally a document looks more impressive when fully justified. Right justified is seldom used in word processing.
- LINE SPACING -** Instructors prefer to read documents that are double spaced or 1 1/2 spaced. Also remember to leave an extra blank line between the title and the rest of the document. When you indent to start a new paragraph, do not leave an extra space between paragraph.

# Keyboarding Rules to Remember

1. Use one tab to indent when starting a new paragraph.
2. Use the shift key to type a single capital letter, like at the beginning of a sentence and for a proper noun.
3. Leave only one space between words.
4. Use return only at the end of a paragraph, not at the end of a line.
5. Leave no spaces before punctuation marks.
6. Leave one space after a comma and two spaces between sentences.
7. When done typing remember to spell check.
8. To center a title use the centering command, not the space bar.
9. After a title leave a blank line by returning twice.
10. When typing quotes or parenthesis, space before the starting character and not after it. At the end, leave no space before and one or two spaces after the ending character.

For example: "Hi!" Sammy said, "Where are you going?"  
Jane is going to the store (I think).