Mr. Nixon's 8 Golden Word Processing Rules.

When doing any word processing remember...

1) Always use Times New Roman, 14 font only. No exceptions.

2) Always **double-space** work.

(Format > Paragraph > Indents and Spacing > Line Spacing > Double.)

3) Always **underline titles and dates** using the "U" button on the toolbar.

4) Only centre titles using the ☰ button on the tool bar; **don't use the space bar or the tab key**.

5) Always do your main body of writing against the left margin: press the ☰ button in the tool bar.

6) Never use the "Enter" button to start a new line UNLESS you want to start a new paragraph.

7) Always **leave 2 spaces after a period, one space after a comma and only one space between words**. Don't leave any space before a comma or a period.

8) Always type your **name** at the bottom of any work you do by using a FOOTER. (View -> Header and Footer).