





Mr Nixon's 8 Golden Word Processing Rules For Google Docs

When doing any word processing using Google Docs remember...

1. Always use Times New Roman, 14 font only (including names, dates and titles). No exceptions.
2. Always double space work using this tool bar icon  on the toolbar, or click FORMAT > LINE SPACING > DOUBLE
3. Always underline titles and dates using the  icon on the toolbar, or hold down the CTRL keyboard button and press U after highlighting.
4. Only centre titles using the  icon on the toolbar; NEVER use the space-bar or tab key.
5. Always do your main body of writing against the left margin: press the left align  button in the toolbar.
6. NEVER use the “ENTER” button to start a new line UNLESS you want to start a new paragraph or skip down a line from the title or date.
7. Always leave 2 spaces after a period, one space after a comma and only one space between words. Don't leave any spaces before a comma or period.
8. Always type your NAME at the bottom of any work you do by using a footer: Click INSERT > FOOTER and type your name.