**Following Directions (Formatting) Assignment**

Reformat the attached document to fit my formatting guidelines (as outlined in the document I provided at the start of the year).

**Rubric**

Font:

12-pt Times New Roman \_\_\_\_\_

Including ALL parenthesis and apostrophes \_\_\_\_\_

Margins:

1 inch \_\_\_\_\_

All sides \_\_\_\_\_

Heading:

Single-spaced \_\_\_\_\_

Top right OR left \_\_\_\_\_

Correct info and order:

Name \_\_\_\_\_

Date \_\_\_\_\_

Laroche and period \_\_\_\_\_

Assignment name \_\_\_\_\_

Spacing:

Double \_\_\_\_\_

No extra space between paragraphs \_\_\_\_\_

Page numbers:

In right header (1/2 inch from top) \_\_\_\_\_

Includes first initial and last name \_\_\_\_\_

12-pt TNR font \_\_\_\_\_

Not on first page \_\_\_\_\_

Essay title:

Centered \_\_\_\_\_

Plain text \_\_\_\_\_

Indents:

Each new paragraph \_\_\_\_\_

½ inch \_\_\_\_\_

**Total: \_\_\_\_\_/20**

**x5 = \_\_\_\_\_/100**