**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**