PLI Tutorial Series

Paper Submittal Guidelines

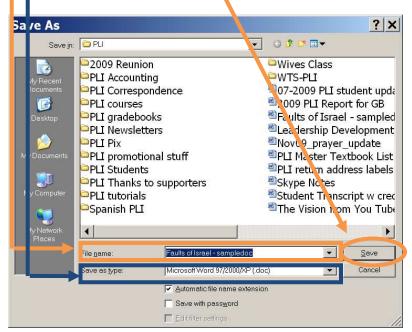
How to Format Written Assignments

All PLI courses follow the same paper submittal guidelines, so it's important to understand how to comply with these guidelines. The following step-by-step instructions are designed to be used with the OpenOffice Writer (3.2) word processing software.

Papers must be saved in a format readable by Microsoft Word.

1. To save a non-MSWord document in MSWord format ...

- Click "File" on the toolbar.
- Click "Save As"
- Type your document name in the "File name" field.
- Select "Microsoft Word 97/2000/XP (.doc) in the "Save as type:" field.
- Click "Save" button.



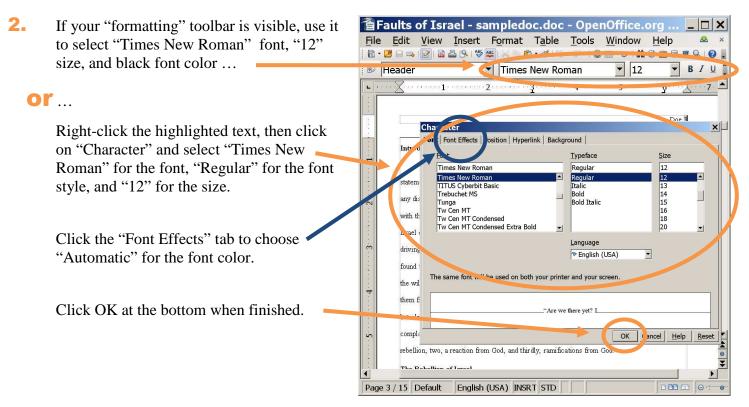
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Properties Digital Signatures Templates	drwing. "God chose the <u>Jacelites</u> and made them his special pe found that their great privilege, their special grace, meant their the wilderness. Life was uncertain, even food and water were le
Preview in Web Browser Page Preview Print Ctrl+P Printer Settings	them from day to day, they would perish."] This life in the wild but also to grumbling by Israel. Throughout the books of Exodu complained and rebelled against God and Moses, and each time rebellion, two, a reaction from God, and thirdly, ramifications f
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Page 3 / 15 First Page	e English (USA) INSRT STD

Other non-MSWord word processor's may work in a similar way, but not all have the capability to save in MSWord format (.doc or .docx). If your word processor cannot save in MSWord format, download OpenOffice free of charge from <u>http://www.openoffice.org/</u>.

Font must be black, Times New Roman,	12	
point.		

- **1.** Select (highlight) text in one of the following ways:
 - Click "Edit" on the toolbar, and then click "Select All"
 - Click at the beginning of text, then hold and drag mouse to the end of text, then release mouse.
 - Click at beginning of text, release mouse button, and then, holding down the SHIFT key, click at the end of the text selection.
 - Holding down the CTRL key, type "a" to select ALL the text in your document.
 - Double-click to highlight a word, triple-click to highlight a sentence, or quadruple-click to highlight an entire paragraph.

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Double space entire document.

1. Select text to be double spaced (see point 1 above), right-click, and select "Paragraph" or left-click "Format" from the toolbar at the top of the screen and then select "Paragraph."

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- 2. On the "Page" tab, set all four margins to exactly 1 inch.
- **3.** Click OK to save and return to your document.

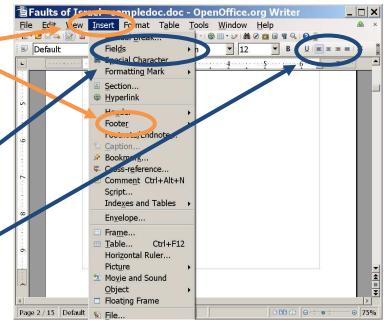
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Pages must be numbered.

- Click the "Insert" tab on the toolbar and then click "Footer" and then "Default" to add a footer to every page of your document.
- 2. Click in the footer (one-line tall box) at the bottom of page 2, and type your last name.
- With cursor one space past your last name, click the "Insert" tab on the toolbar again, but this time select "Fields" and then click on "Page Number."
- **4.** While still in the footer section, click on the button of your choice to format the footer to print on the left, middle, or right side of the page.

Quotations should be indented on left side (right side indent optional).

- Select quotation text (see earlier instructions for selecting text), right-click, and select
 "Paragraph" or left-click "Format" from the toolbar at the top of the screen and then select
 "Paragraph."
- 2. Use the up and down arrows to set the amount of indent for the left side ("before text") and right side too, if desired ("After text"). You may also want to set the "Special" indent at "(none)" for quotation text.
- Click OK at the bottom to set the indents and close the formatting box.



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Papers must include identifying information (name, PLI course number and title, date, assignment title, and eProf name).

1. Place your identifying information somewhere on the first page of your written assignment—top, bottom, or center of page, right-, left-, or center-justified. Following are examples:

John Smith PL510: Writing Skills Development October 18, 2007 Paper 5 – Persuasive Essay eProf Linda Oelze

> John Smith PL510: Writing Skills Development October 18, 2007 Paper 5 – Persuasive Essay eProf Linda Oelze

> > John Smith PL510: Writing Skills Development October 18, 2007 Paper 5 – Persuasive Essay eProf Linda Oelze

- 2. Be sure to include your Last Name with the page number (see previous page numbering instructions) at the bottom of all but the title page.
- **3.** If any course eProf requests specific format for identifying information on written assignments, those instructions supercede what's written in this tutorial.