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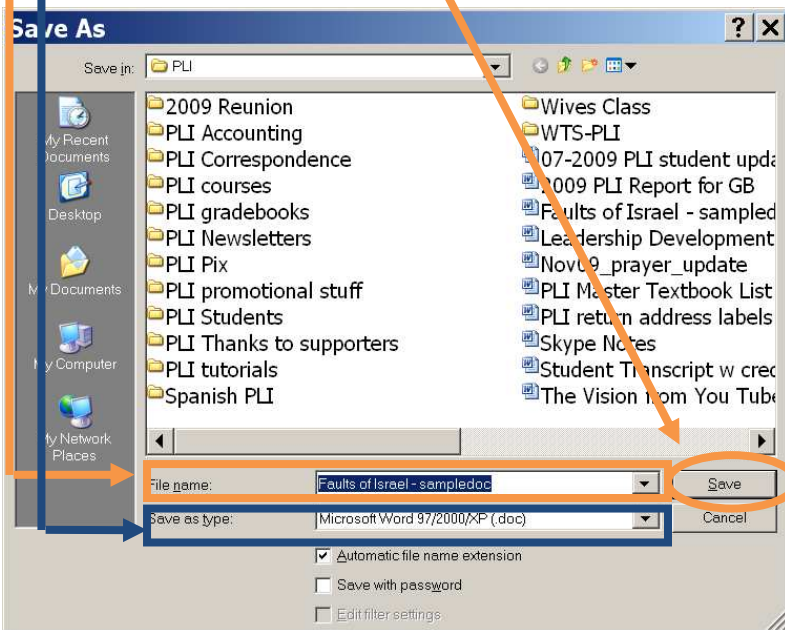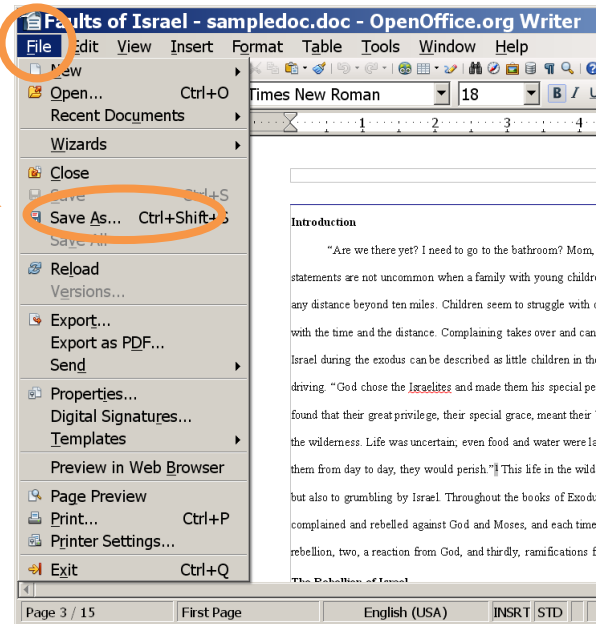
Other non-MSWord word processor's may work in a similar way, but not all have the capability to save in MSWord format (.doc or .docx). If your word processor cannot save in MSWord format, download OpenOffice **free** of charge from http://www.openoffice.org/.

► **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.
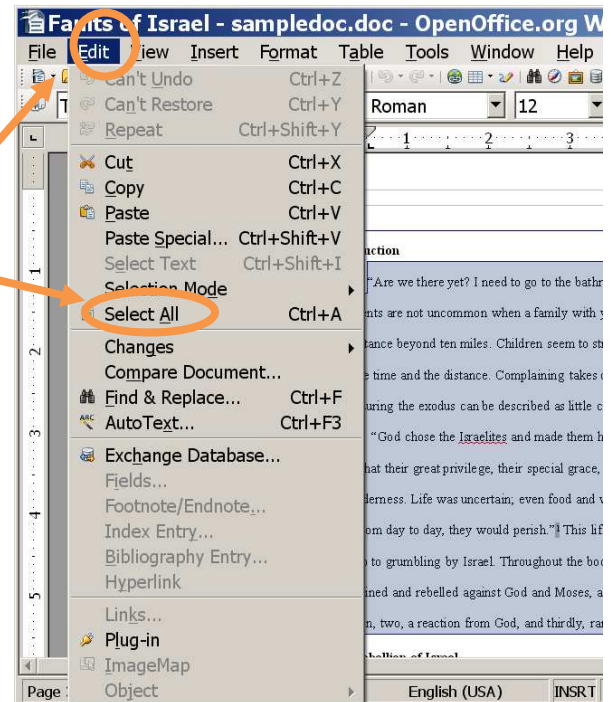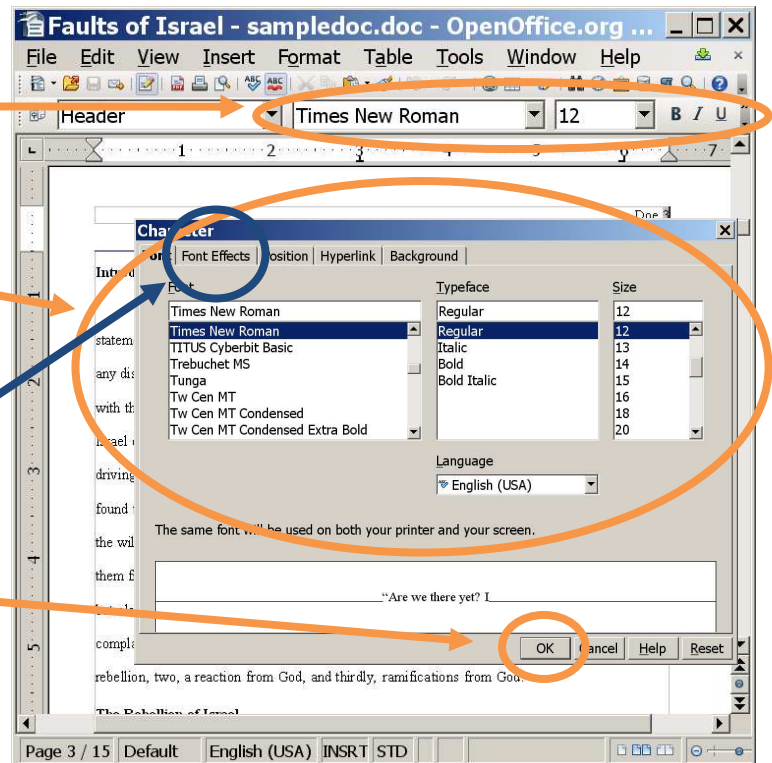
2. If your "formatting" toolbar is visible, use it to select "Times New Roman" font, "12" size, and black font color …

or …

Right-click the highlighted text, then click on "Character" and select "Times New Roman" for the font, "Regular" for the font style, and "12" for the size.

Click the "Font Effects" tab to choose "Automatic" for the font color.

Click OK at the bottom when finished.

► **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."

2. To indent the first line of every paragraph, click the arrow in the field to the right of "First Line" (increase or decrease the indentation value by using the up or down arrow as desired).

3. To set line spacing, click the down arrow under "Line spacing" and select "Double."

4. Click OK to confirm values and close the formatting box.
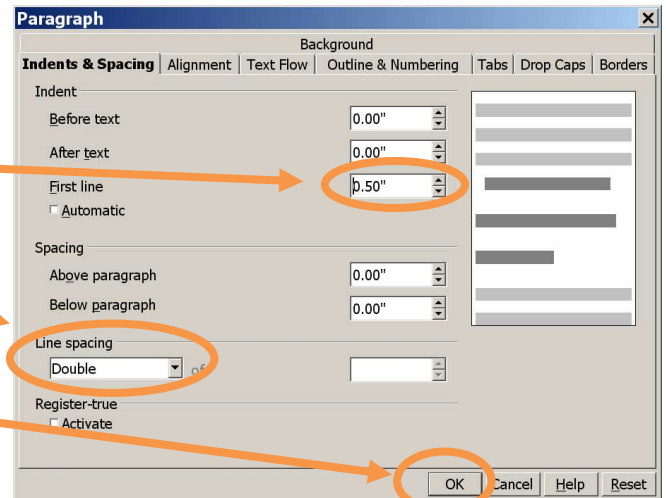
► **Margins must be exactly one inch on all four sides.**

1. Click on "Format" and then "Page" to open the following page formatting dialog box.
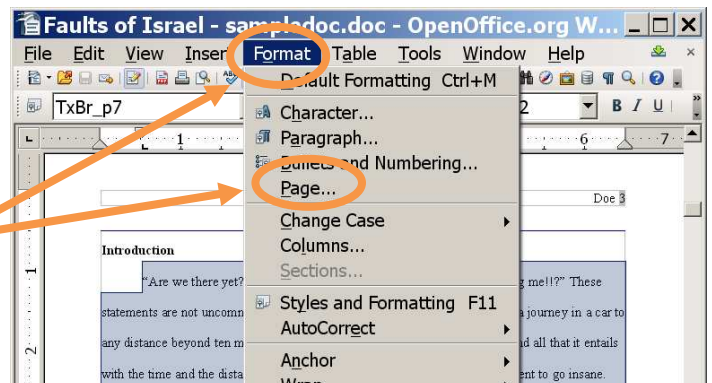
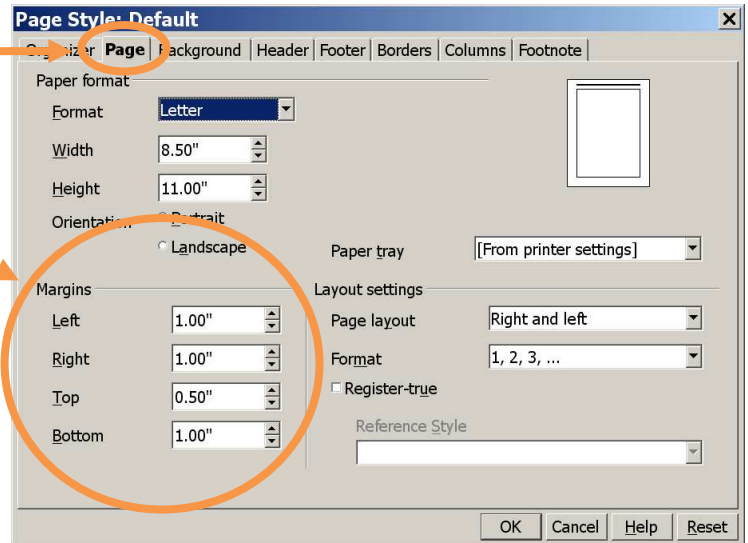**2.** On the "Page" tab, set all four margins to exactly 1 inch.

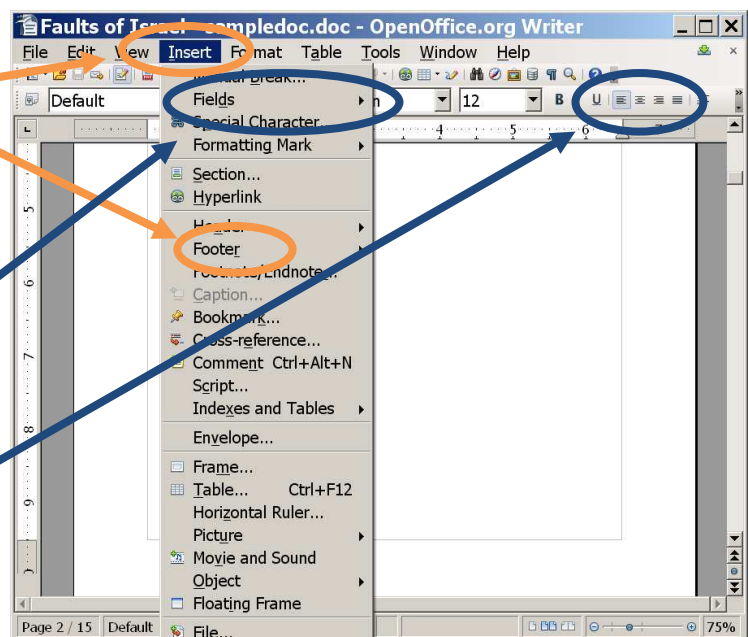**3.** Click OK to save and return to your document.

Page Style: Default

Organizer | **Page** | Background | Header | Footer | Borders | Columns | Footnote

Paper format
Format: Letter
Width: 8.50"
Height: 11.00"
Orientation: Portrait
Landscape
Paper tray: [From printer settings]

Margins
Left: 1.00"
Right: 1.00"
Top: 0.50"
Bottom: 1.00"

Layout settings
Page layout: Right and left
Format: 1, 2, 3, ...
Register-true
Reference Style

OK | Cancel | Help | Reset

► **Pages must be numbered.**

1. 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.

3. 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.
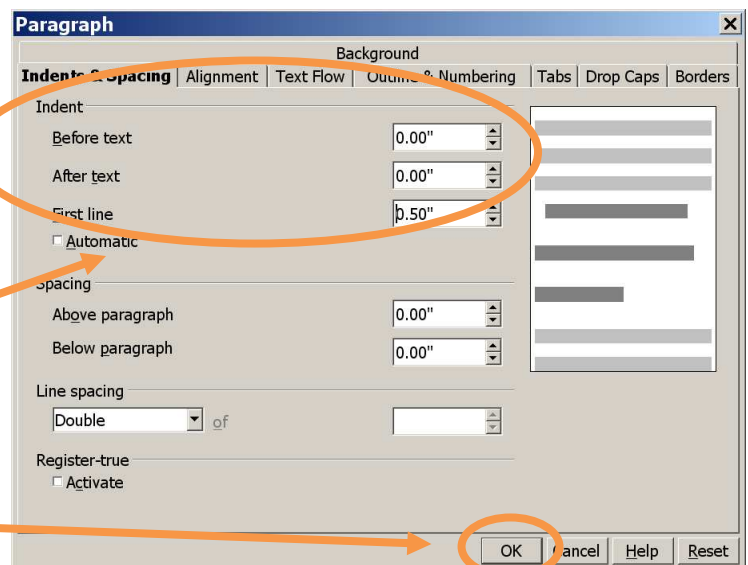
Faults of Israel-sampledoc.doc - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Default ... 12 ... B U

Fields
Special Character
Formatting Mark
Section...
Hyperlink
Header
Footer
Footnote/Endnote...
Caption...
Bookmark...
Cross-reference...
Comment Ctrl+Alt+N
Script...
Indexes and Tables
Envelope...
Frame...
Table... Ctrl+F12
Horizontal Ruler...
Picture
Movie and Sound
Object
Floating Frame
File...

Page 2 / 15   Default   75%

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

1. 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.

3. Click OK at the bottom to set the indents and close the formatting box.

Paragraph

Background

Indents & Spacing | Alignment | Text Flow | Outline & Numbering | Tabs | Drop Caps | Borders

Indent
Before text: 0.00"
After text: 0.00"
First line: 0.50"
Automatic

Spacing
Above paragraph: 0.00"
Below paragraph: 0.00"

Line spacing
Double   of

Register-true
Activate

OK | Cancel | Help | Reset

► **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

<div align="center">

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

</div>

<div align="right">

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

</div>

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.