Go to [the Wikipedia page for “Lorem Ipsum”](http://en.wikipedia.org/wiki/Lorem_ipsum) and read down to where it says “Example text”. Copy the example paragraph, beginning with the words Lorem ipsum. Choose “Paste”, “Paste Special” to paste it here as unformatted text. It’s in Arial 10 point font on the website, but should be in Times New Roman 12 point font when you paste it here.