Formatting Documents

Use the following type of formatting in all of your documents.

# Professional & Client-ready

1. All documents should look designed and professional.
2. Fonts, colors, spacing, images and text should look intentional.
3. A topic’s content should, when possible remain together on a page.
4. Related text and images should be on the same page.

# Titles, Headings & Subheadings

1. Use word processing styles for**title, headings (heading1)**, **subheadings (heading2)** and normal body text.
2. Use numbered and ordered lists **as necessary** to make your document easy to read.

# Emphasis

1. Highlight important keywords or statements with **bold**.
2. You can also *emphasize important or quoted phrases with italic*.

# Alignment & Spacing

1. All text should be **left aligned**.
2. Do not use indents - i.e. **do not indent the first line of a paragraph**.
3. Add a blank line to separate paragraphs.
4. Use **single spacing**.

# Spelling & Grammar

1. Use correct spelling and grammar.
2. Use complete sentences and capitalization and punctuation.
3. When answering questions, do not retype the question. Instead use the question as a statement in the answer.

# File Names and Types

1. Name files exactly as instructed. Case is specific.
2. Save your files as either a .docx or. pdf.
   1. If you work in Word, you can save as a .docx file.
   2. If you work in another word processing application, save as a .pdf.
   3. If you have never saved a pdf from Word, go ahead and do that at least once.