

How to Format

For the GCWA Writing Contest

Formatting:

- Three copies — 1500 words or less, Poetry 40 lines or less
- Font: Times New Roman, Font size: 12
- Margins: top/bottom 1", left/right 1"
- Text unjustified (ragged right margin)
- Fiction/ Nonfiction/Children's: double spaced, single side on 8 ½ x 11 white paper
- No illustrations for Children's
- Poetry may be single or double spaced as best befits the work.
- Judging is done by blind entry method. (DO NOT INCLUDE YOUR NAME ON ENTRY PAGES.)
- You must include the title of your entry on each page
- All pages must be numbered – bottom center of page
- Each of your three copies of entries must be stapled in top left corner.

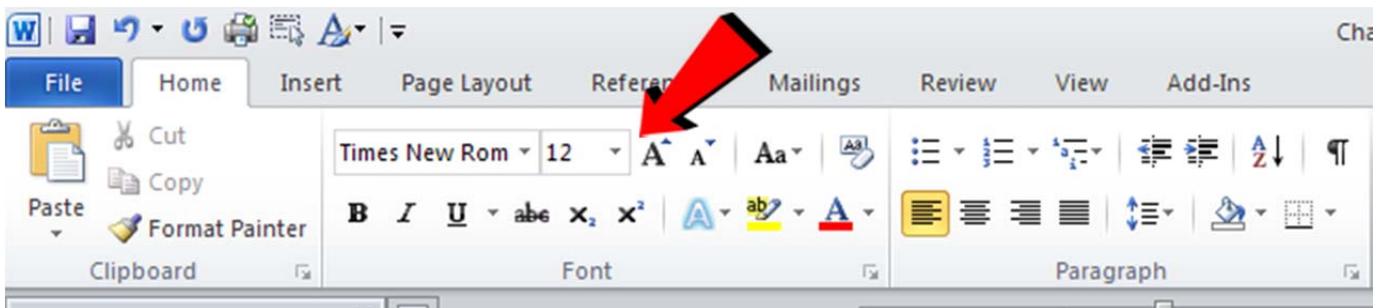
For the Critique Group Meeting

Formatting:

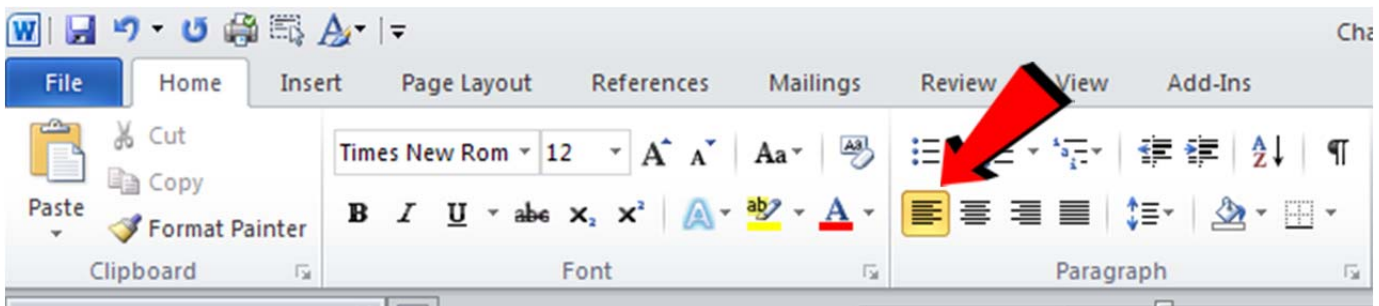
- Five copies — 500 words or less
- Font: Times New Roman, Font size: 12
- Margins: top/bottom 1" — left/right 1"
- Text unjustified (ragged right margin)
- Double spaced, single side on 8 ½ x 11 white paper
- Add your name and page number at the top or bottom of each page
- Line numbering is helpful if you know how to use it.

MS Word 2007/2010/2013

Font Type and Size

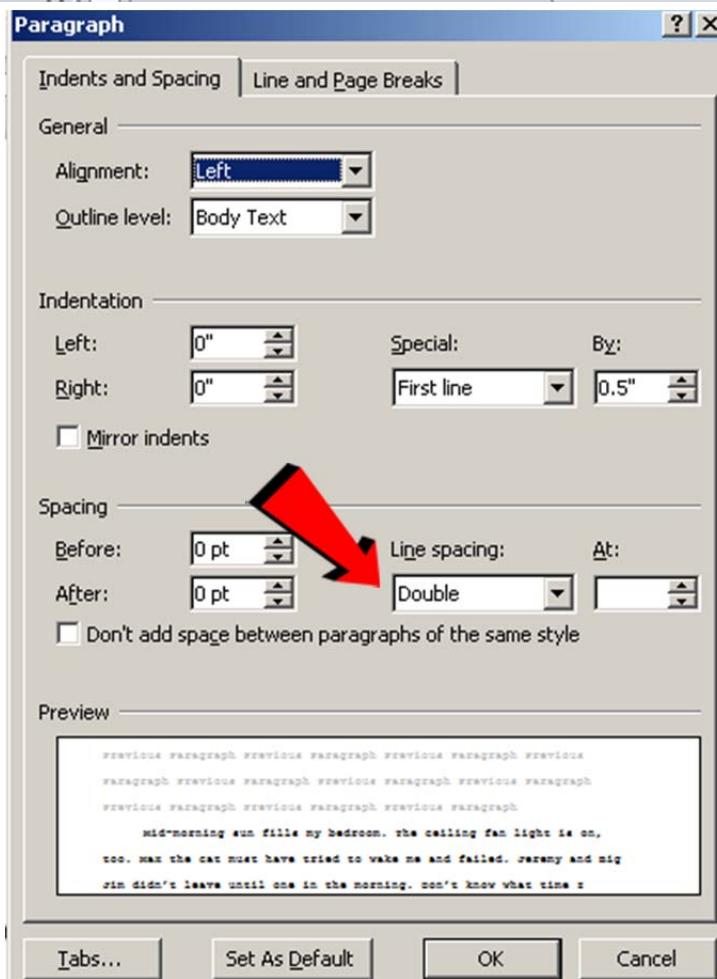
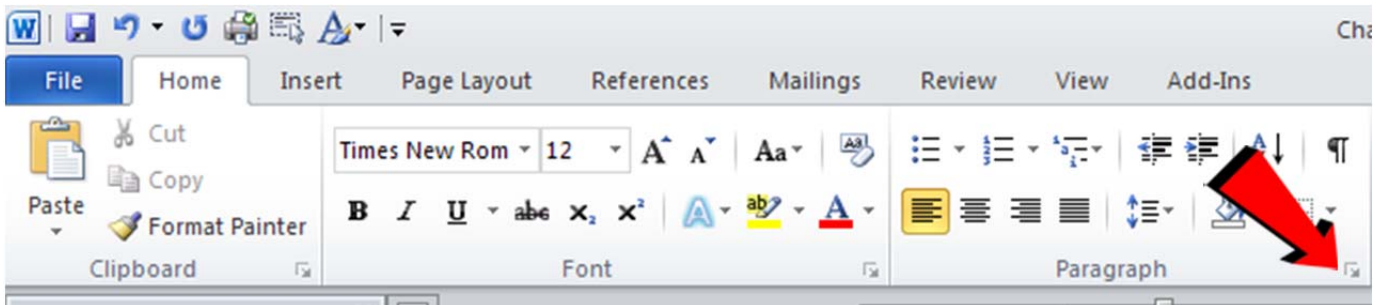


Unjustified



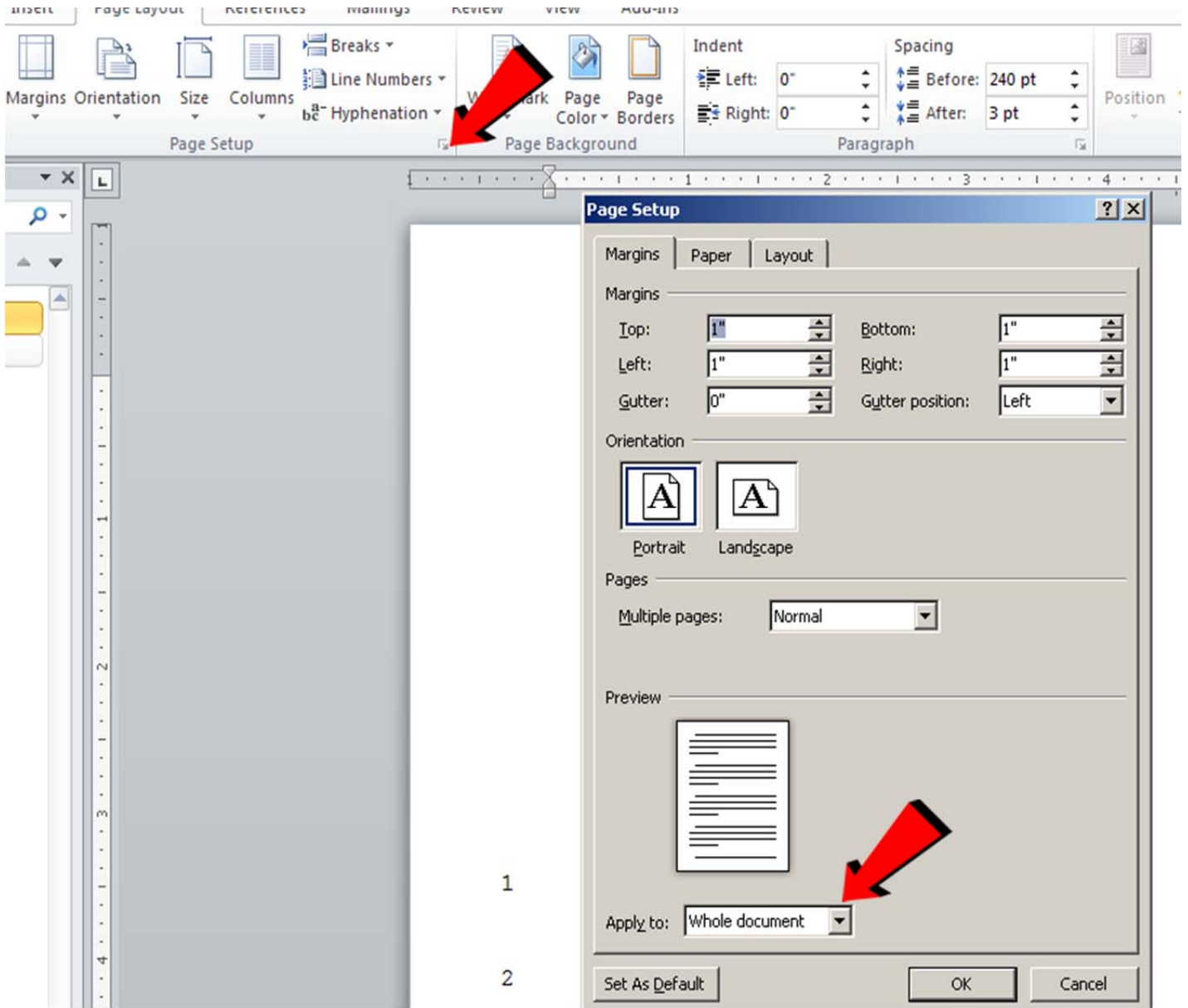
MS Word 2007/2010/2013

Double Spaced



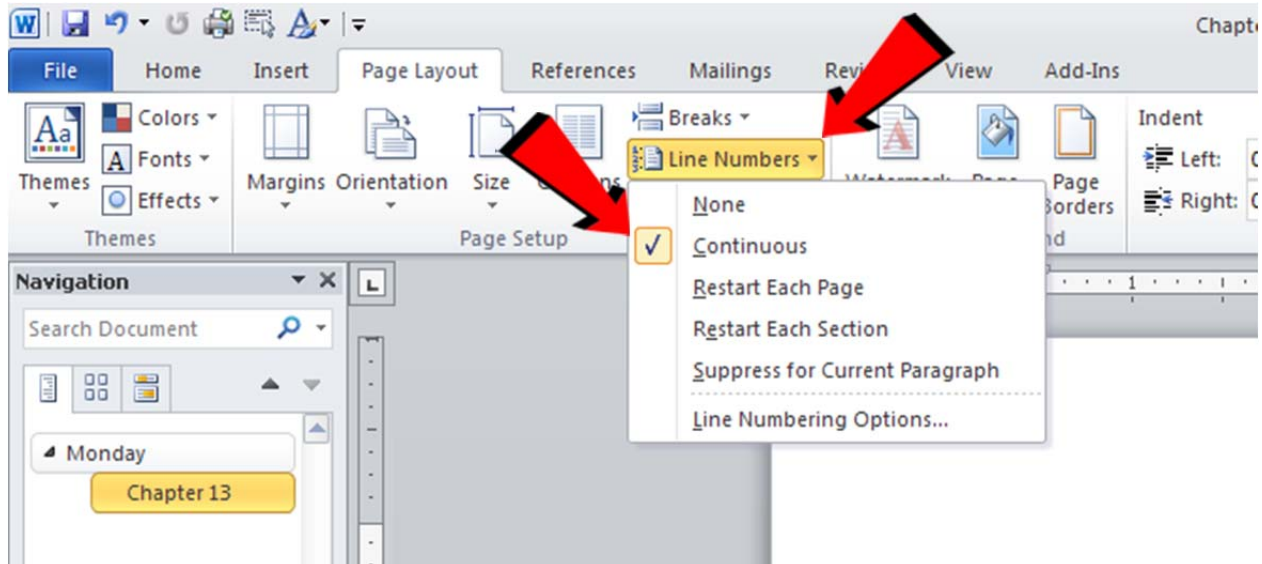
MS Word 2007/2010/2013

Margins



MS Word 2007/2010/2013

Line Numbers



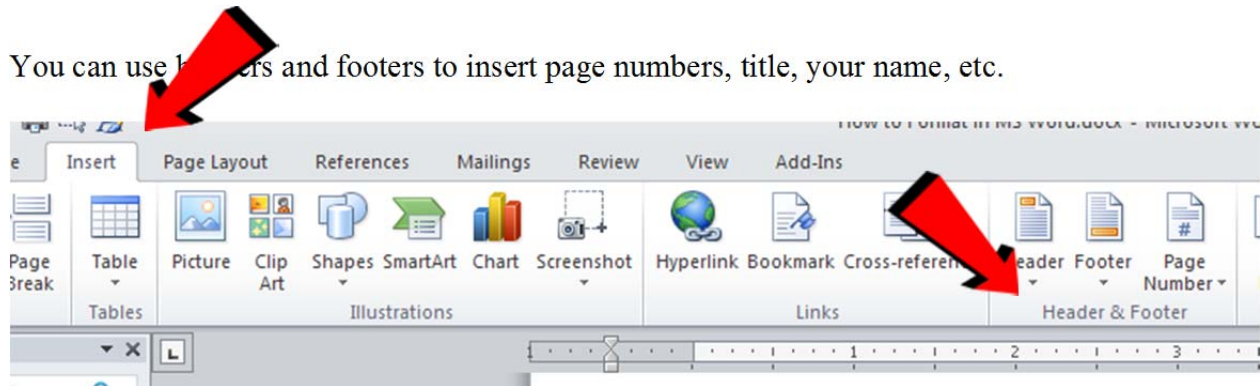
How to find word count (bottom of Word window)



MS Word 2007/2010/2013

Headers and Footers

You can use headers and footers to insert page numbers, title, your name, etc.



MS Word 2000/2003

Create a header or footer

1. On the **View** menu, click **Header and Footer**.
2. To create a header, enter text or graphics in the header area. Or click a button on the **Header and Footer** toolbar.

To insert

Click

Page numbers

Insert Page Number .

The current date

Insert Date .

The current time

Insert Time .

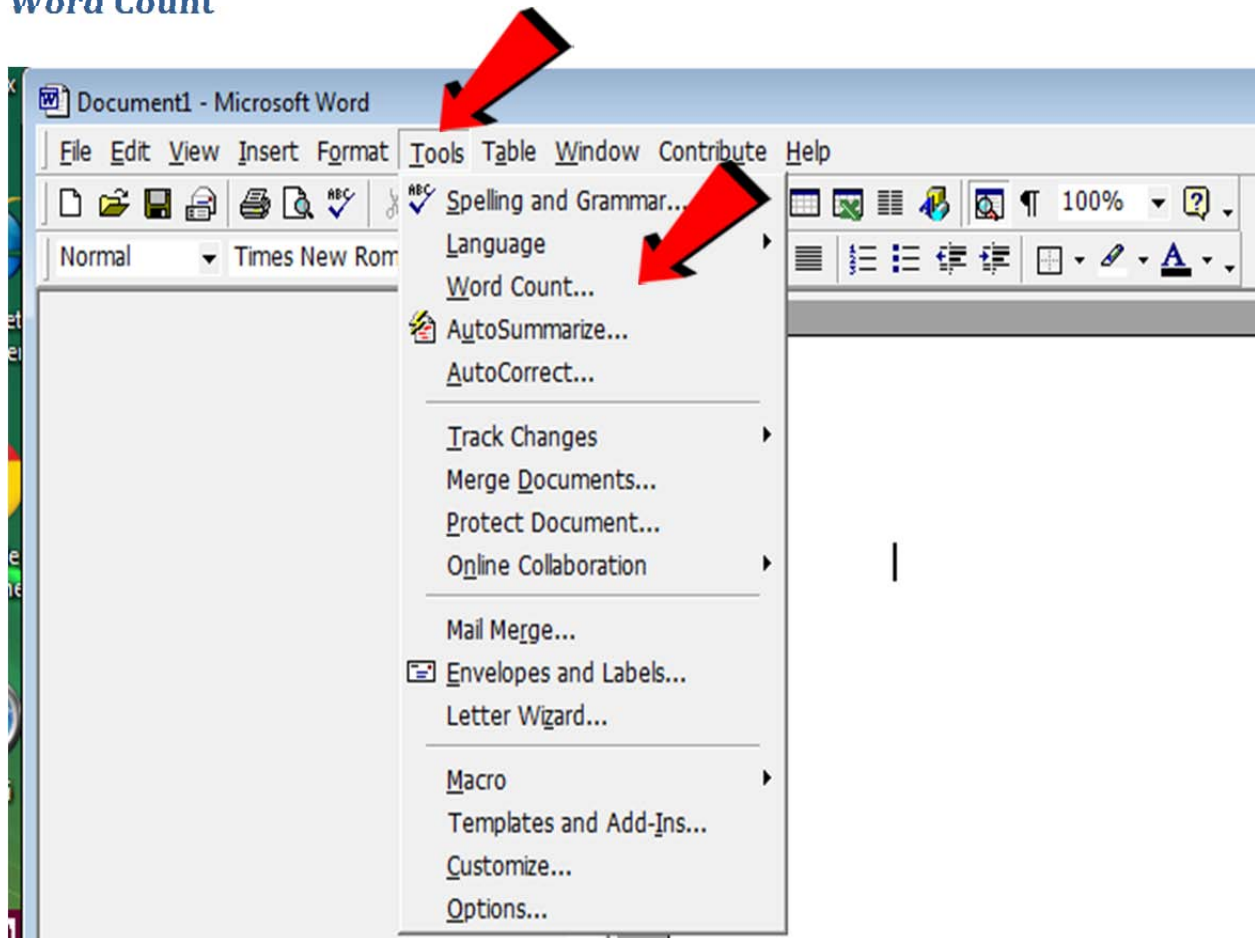
Common header or footer items, such as running total page numbers (Page 1 of 10), the file name, or the author's name

Insert AutoText and then click the item you want.

3. To create a footer, click **Switch Between Header and Footer** to move to the footer area. Then repeat step 2.
4. When you finish, click **Close**.

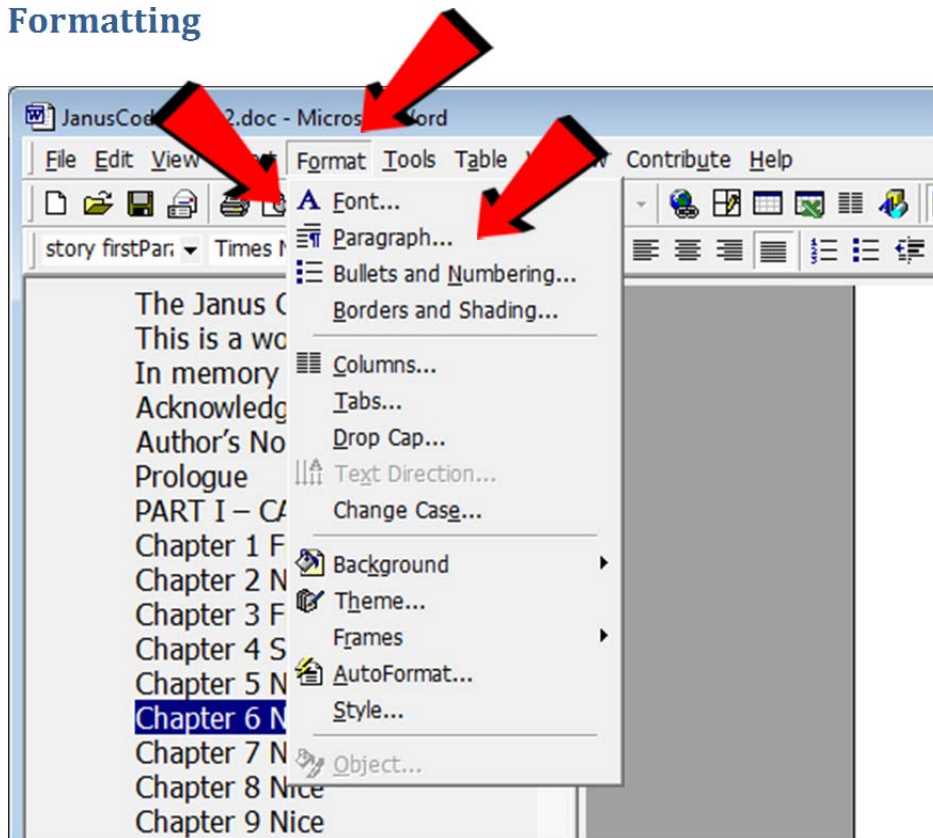
MS Word 2000/2003

Word Count



MS Word 2000/2003

Formatting

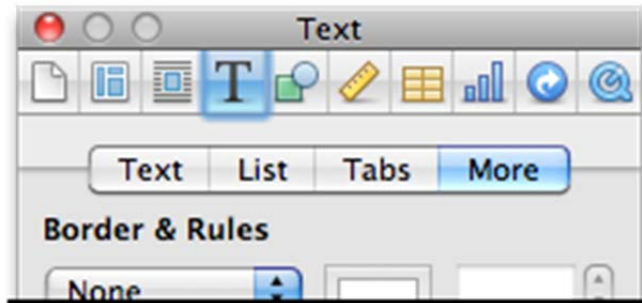


Insert line numbers

1. Switch to [print layout view](#).
2. Do one of the following:
3. To add line numbers to the entire document, click **Select All** on the **Edit** menu.
4. To add line numbers to part of a document, select the text you want to number.
5. To add line numbers to existing [sections](#), click in a section or select multiple sections.
6. On the **File** menu, click **Page Setup**, and then click the **Layout** tab.
7. If you're adding line numbers to part of a document, click **Selected text** in the **Apply to** box.
8. Click **Line Numbers**.
9. Select the **Add line numbering** check box, and then select the options you want.

Pages for MAC

Formatting Text

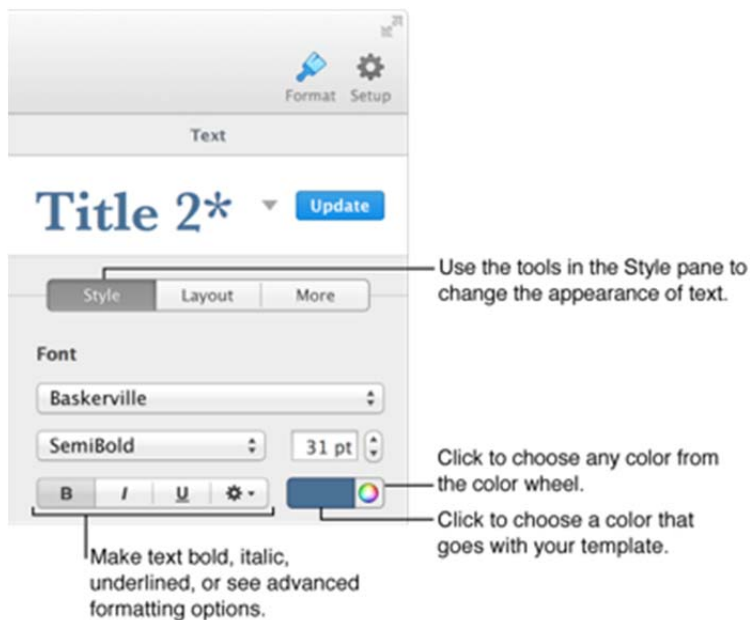


Font type and size

You can change how text looks by changing its font, typeface (bold or italic, for example) or size; by applying effects such as a shadow or outline; and more.

Change text appearance

1. Select the text you want to change.
2. In the Text pane of the Format inspector, click Style.
3. Use the text tools to make formatting changes.

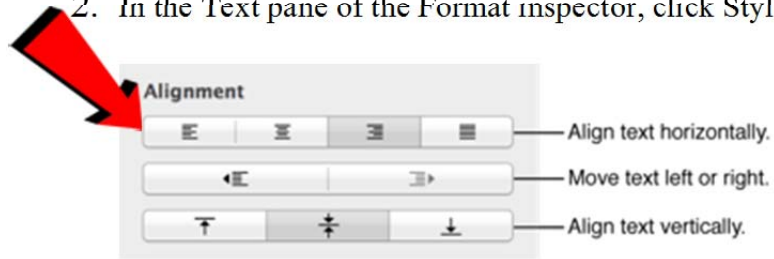


Pages for MAC

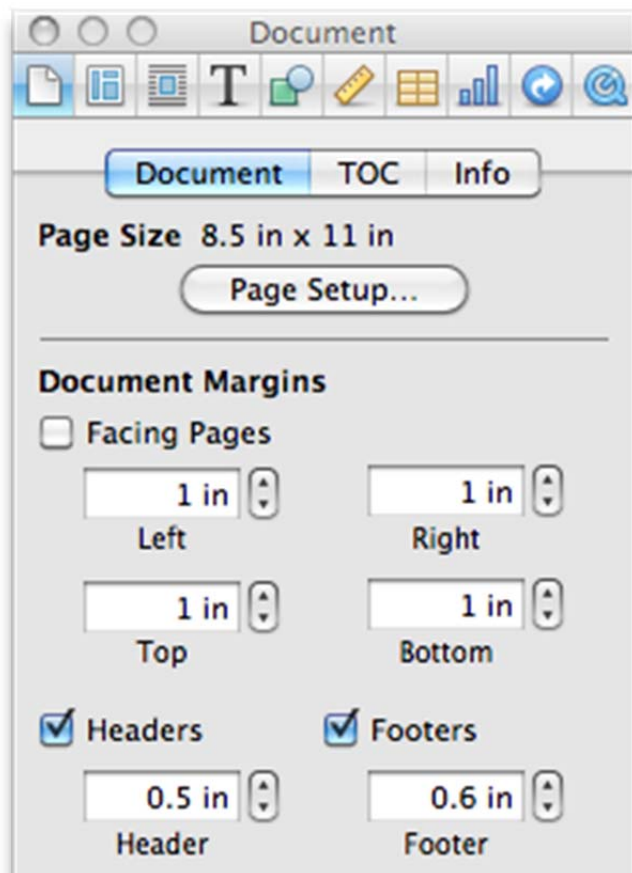
Unjustified

Align text in a text box or shape

1. Select the text in a text box or shape.
2. In the Text pane of the Format inspector, click Style, then click alignment buttons.



Margins



Pages for MAC

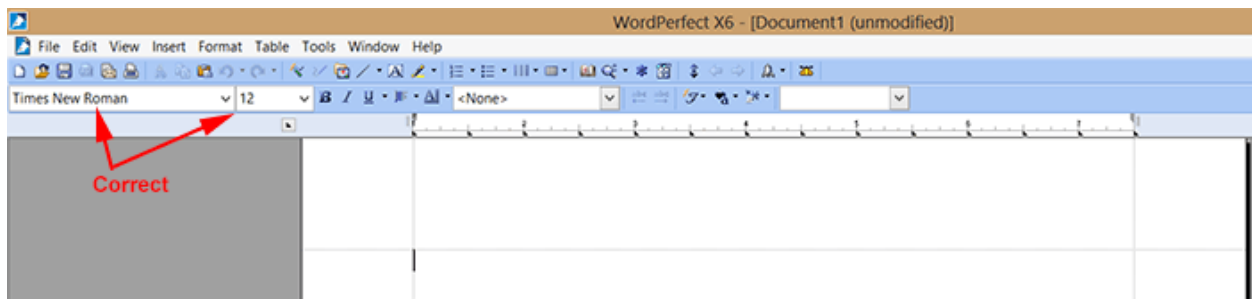
Word Count

Go to Inspector >>Document Inspector >> Info

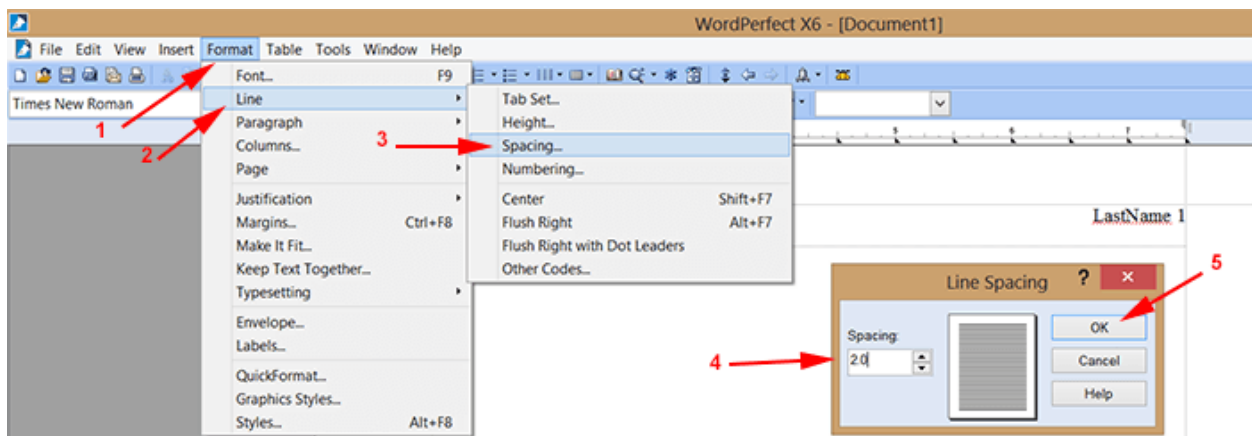
No line numbering is available in Pages

WordPerfect

Font type and size

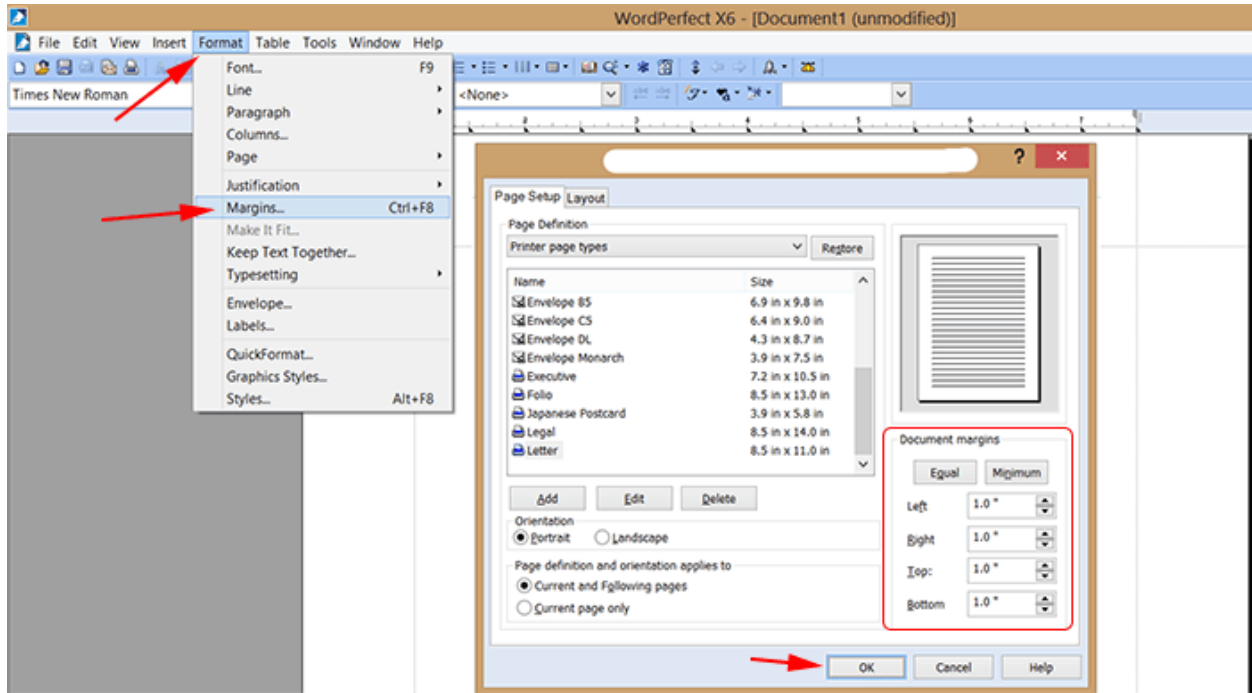


Double Space



WordPerfect

Margins

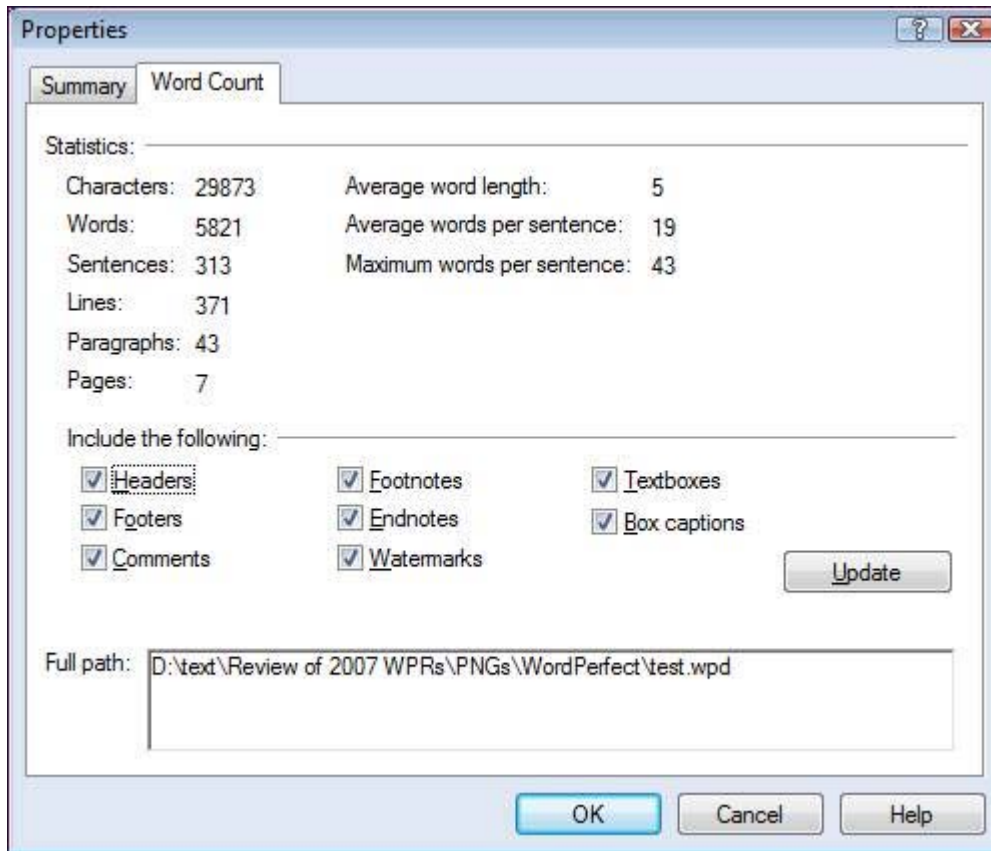


Header/Footer



WordPerfect

Word Count



Line Numbering

Access the line numbering interface by clicking **Format > Line > Numbering**.