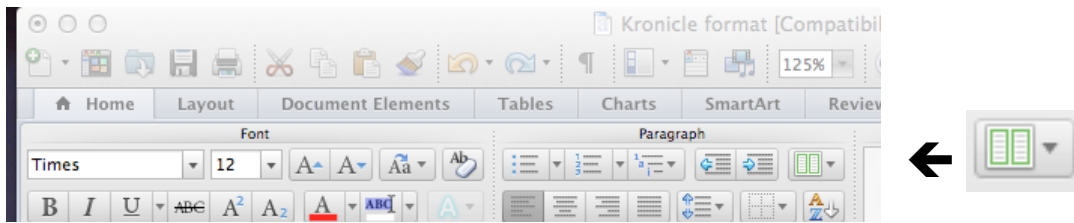


## Format for *Kittredge Kronicle* Articles

- Write an intelligent, eighth grade sounding article for the Kronicle.
- Article will be in two columns.
- Title large (say, 20 or 24 pt. type, maybe larger), byline small (8 or 9 pt.).
- Center both properly, using *centering tool*, not spaces.
- article should be **SINGLE SPACED**
- Write in paragraphs in 12 pt. font. Use *first line indent* (paragraph) tool to set indent for paragraphs.

## DO THESE THINGS IN THIS ORDER:

In the tool bar at the top of the page, click the following icon to make two columns:



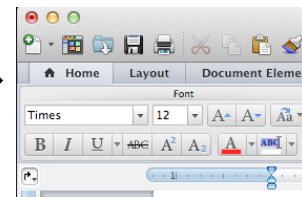
### Center your title and byline:

To properly center objects, like your title and by-line, *do not* type spaces, or use the tab key. Instead use the **centering tool**.

→ Highlight the text you want centered.

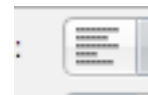
Be sure the *Home* tab is selected at the top of the page:

→ Click on the centering tool:



Then, before you type the article, switch back to left-hand justified by clicking:

→ *be sure not to center the entire article!*



### Now set the First Line Indent (paragraph) tool:

The paragraph, or First Line Indent tool is located in the top-left corner of the Word document. Move only the top arrow, not the bottom one nor the box below it.

Just this top blue arrow

