

Free Writing & Mapping

OBJECTIVES

1. Create a working MS Word template for future use in class—all assignments must follow the same guidelines.

To format your document correctly:

- Click on the “Page Layout” tab.
 - Locate “Spacing” and change the “Before” and “After” settings to “0 pt”
 - Underneath the “After” setting there is a tiny icon on the same line where it says “Paragraph.” Click the icon and a splash box will appear.
 - Change the “Line spacing” to double.
 - Click the “Default” button at the bottom of the splash box.
 - You will be asked if you wish to change the default settings. Click “Yes.”
 - With these settings you will no longer have possible formatting problems.
 - Click on the “Home” tab, then click on font, and change the default font setting to Times New Roman, 12 pt.
 - Margins: If using Office 2003, re-set your default page layout margins to: 1" for all four sides of page.
2. Utilizing the template document, type in the working examples of preliminary writing exercises created in class:
 - free writing technique
 - mapping / clustering
 3. Save file as: *last-name-first-initial_Brainstorming.doc*
 4. Email MS Word document to: gsmith@itt-tech.edu
 5. Work is due end of week 1, Saturday evening at 10:00 p.m.

assignment 01