***Final Draft Typewritten Format Sheet***

**Formatting Your Document:**

1. Go to the ***Format*** menu:
   1. Click ***Font***
   2. Under ***Font,*** double check to make sure ***Times New Roman*** is the selected font.
   3. In the same box under ***Size***, double check to make sure ***12*** is the selected size.
   4. Click **OK**
2. Go to the ***Format*** menu:
   1. Click ***Paragraph***
   2. Under ***Alignment***, click ***Justified***
   3. Under ***Special***, click ***First Line***
   4. Under ***Line Spacing***, click ***Double***
   5. Click **OK**

* ***Saving to a Flash/Jump Drive:***
  1. Insert your flash drive into the appropriate location
  2. Go to ***File*** menu and click ***Save As***
  3. In the ***Save in box***,select the drive for your flash drive—*Removable Disk* or the exact name of your flash drive should be visible
  4. In the ***File Name*** section, type a name for your document
  5. Click ***Save***
* Remember to click **SAVE** as often as you add information to your document!
* **WARNING:** Do **NOT** remove the storage device ***until*** the light stops blinking!
* ***E-Mailing to Yourself:*** You **MUST** save the document in ***My Documents***or on your flash/jump drive **FIRST**, so that you can access.
  1. Log into your e-mail! (You **MUST** know the username **and** password!)
  2. Enter **YOUR** e-mail address on the ***“To”*** line **because** you are e-mailing to yourself.
  3. Put the title of your essay/story on the ***“Subject”*** line.
  4. Click ***Attach*** (file)
  5. Check ***My Documents*** for the document name you saved **and** click ***Open***. (Doing this **will** attach your document to the e-mail message.)
  6. Click ***Send***

Once you are finished typing the essay/story, go to the ***Tools*** menu, click ***Spelling/Grammar***, and **complete** a spelling and grammar check.

**PLEASE** **NOTE:** Do **NOT** just change what is highlighted; **CAREFULLY** analyze the suggestion(s) for changes before making them.

* Text underlined **in green** means that there are errors in grammar **or** *possibly* spacing.
* Text underlined **in red** means that there are spelling errors that need to be corrected.
* **READ THROUGH YOUR TYPED ESSAY TO CHECK FOR OTHER ERRORS TO CORRECT OR TO MAKE CHANGES.**
* If Mrs. Chambers needs you to print, you will do so at home, school library, or public library. Other than that, you will probably be instructed to **e-mail** your document **as an attachment**.