**How do I format my story?**

1. Please ensure you write your story on Word (or cut and paste on to a Word document if you use Pages). We cannot accept stories written on Pages.
2. Checking word count: On Word, there is a word count always present on the bottom left of the screen.
3. Name your document with your first name and last name (and not ‘My Short Story’ or ‘Draft 5’ or ‘Final draft’). This is good practice for naming any document, especially ones you email to teachers.
4. You can change the **font** here, the **font size** here (14 is too big) and the **spacing** here





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1. Indenting dialogue and new paragraphs:

On a Mac: Go to **Format**/Paragraph then Indentation Special

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On a Surface:

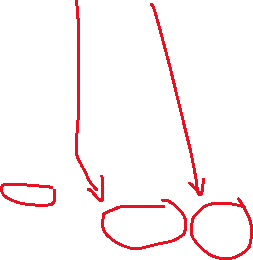
1. A computer screen shot of a computer

   Description automatically generatedOn the Home screen, click this buttony arrow thing next to Paragraph



1. A screenshot of a computer

   Description automatically generatedChoose First line and 1.2 or so from the drop down menus.



1. Adding page numbers.

On a Mac: go to Insert/Page Numbers

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On a Surface: Go to Insert and then Page Numbers

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