**Format #3: Internet Style**

1. **Font**: use Calibri or Arial size 10 font for everything except your **title** and **headings**.
2. The **title:**  Start each word in your title with a capital. Your title must be specific. This means it will be wrong on any other student’s work. *Do not center or underline your title.* Your title can be a different colour besides black. Your title needs to be big. Size 18 or 24 at least. Your title can be a different font from the rest of the text, if you like. It doesn’t have to be.
3. After the title, do a dividing line. Press **[Enter]** after your title, then press the **[underscore]** key \_\_\_ three times and press **[Enter]** again. The computer will make one for you.
4. Put **your name** under that dividing line, in size 10. *Do not center your name.*
5. Use **Single-spacing**.
6. **Graphics**. Use them. People expect colour, logos and graphics decorating all web content. So do at least one picture per page. To control where the pictures go, right-click, choose “Wrap Text” and make the body text “wrap” around, instead of being covered by the picture. “Tight” or “Square” are good choices for text wrapping options.
7. Use many **paragraphs**. Press [Enter] each time to go down to a new line. For this style, don’t press [Tab] to indent, though. Instead, make sure there is a space between paragraphs. If there isn’t, you can press [Enter] to add one.
8. **Bold headings**. Use them. At least three. The bold heading must be either in **bold**, or more often, should be bigger bigger and in a contrasting font or **colour** from the regular text. Headings are like titles for what is in the group of paragraphs under it. *Use capitals at the start of each word in headings.*