

Professors often require you to submit your work electronically. It is a good idea to get in the habit of formatting and designing your documents for easy identification and readability. Selecting appropriate fonts and laying out your document effectively will clearly identify your work and give it a professional look.

## Choose a readable font

Depending on your project be sure to choose a font that is easy to read. MSWord defaults to Times New Roman, because it is easier to read than Agency.

- **Serif Fonts** like Times New Roman, Garamond, Century Schoolbook, are generally easier to read on paper.
- **Sans-Serif Fonts**, like Verdana, Arial, Tahoma, may be easier to read on the screen.

To increase the readability of your document keep the following in mind.

- Select fonts that are easy to read.
- Avoid using too many font styles.
- Select fonts that complement each other.

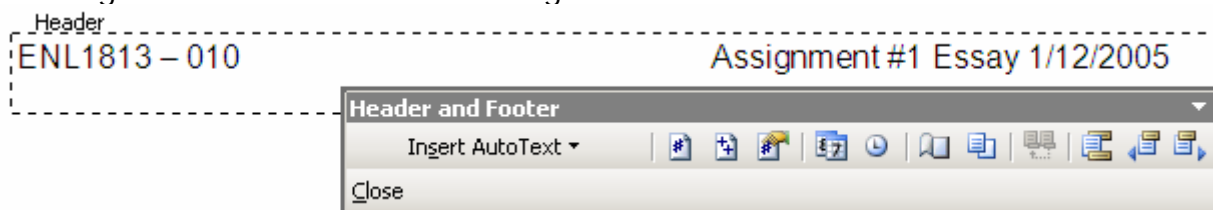
## Lay out your document effectively

Spacing, margins and alignment all come into play when setting up a document. All these elements allow you to control the layout of your document. Adopting a consistent design will make your document easy to read. Unless otherwise specified by your Instructor, use the default margins in page setup of MSWord.

## Adding a Header and Footer

For all your documents use your Header and Footer to properly identify your work and the course. This will avoid any confusion later on when you submit your work through Blackboard.

1. Open MS Word, go to view the Header and Footer.
2. Type your Course name and Number in the left hand corner and the assignment title and date in the right corner.



3. Next click switch to Footer and enter your name in the left corner and the page number in the right corner.

Footer

Jane Doe 1

4. By formatting your document you can now type as many pages as you wish and they will all be properly identified.

For additional help please visit <http://www.algonquincollege.com/lts/ssl/index.html>