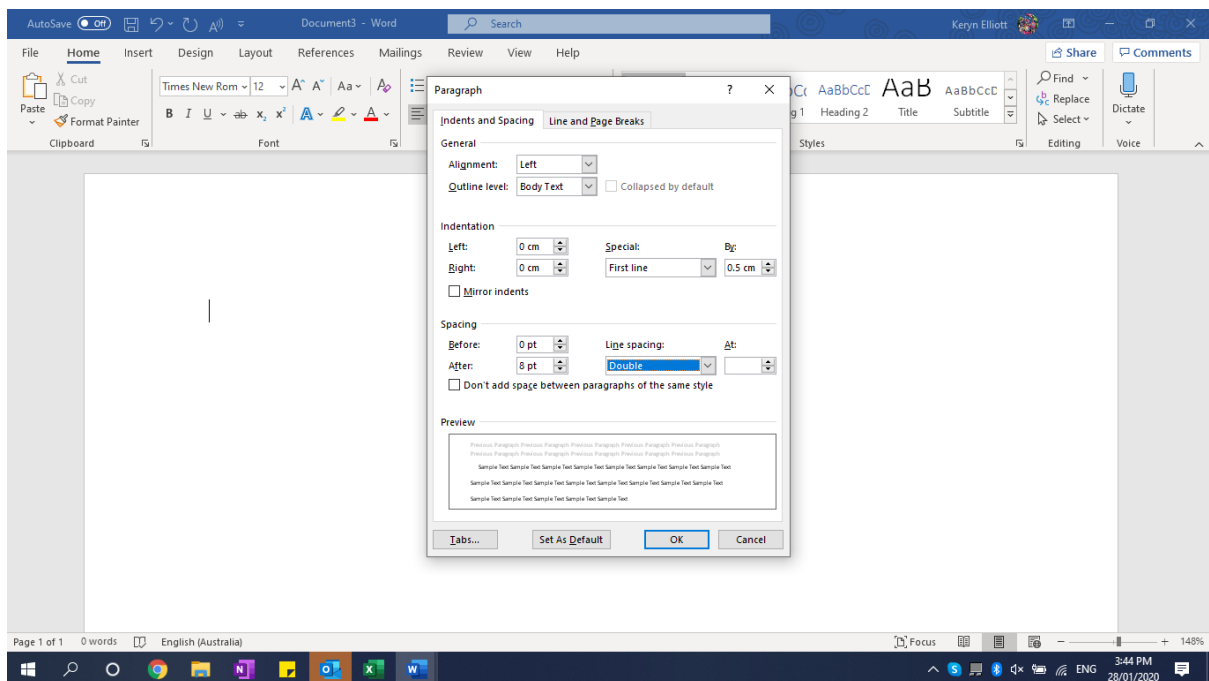


How to set up a template with the format required for the competition:

1. Hold down the Control key and tap the A key. This action highlights your whole document. Then you are ready to make the changes.
2. Click on 'Home' in the top toolbar.
3. Choose 'Times New Roman' in the Font dropdown box.
4. Choose '12' in the Font Size drop down box.
5. In Paragraph section click on the side arrow.
6. Choose General, Alignment, Left.
7. Indentation, Special, First line, By 0.5 cm
8. Spacing, Line spacing, Choose Double
9. Click on OK



To save your document as a template:

Click on 'File', Save As, name the file 'Competition Template', save as type: Word Template (*.dotx), click Save.

Close the document. You have now created your competition template.

To open your template, click on File Explorer, Documents, Custom Office Templates, this will open your template as a word document with changes made.

You can use this document as your competition document. Remember to 'save as' name your document and save into your normal document folder.

*Remember to also adhere to the rest of the formatting rules. One space after full stop, 'single quotations' for dialogue, no underline, no extra line between paragraphs. Spelling and grammar checked with F7 and corrected.