

# Instructions for Formatting the ABC Document

Aim for spending no more than an hour and a half.

1. Every paragraph must be styled (except tables).
2. NO extraneous paragraph marks
3. Change the main document font to Arial 12 pt
4. Generate a Table of Contents
5. Generate a Table of Authorities
6. Include all Footnotes and Cross References
7. Place Page Borders on the Title Page and the last two Exhibit pages. Do not surround the Title Page's Footer with the Border.
8. Use the Borders and Shading Menu to generate Borders for Titles within the Table.
9. Be sure to change all curly quotes to straight quotes.
10. Spell check your document

**Good Luck!**