**Typing a Draft Checklist**

**BEFORE you begin typing…**

* Font: 12 points, Times New Roman
* Double Spacing: Home tab, Paragraph (click arrow in bottom right), Line spacing (Click scroll arrow and choose DOUBLE), click ok.
* Heading: (Paragraph Left Aligned)

NAME (first and last)

Class/Period (Language Arts 3rd, 4th, or 7th)

Teacher’s Name (Mrs. Schneider)

Date (when your paper is due)

* TITLE: 12 point font, Times New Roman, centered underneath and after your heading

**DURING typing…**

* TAB key to start a new paragraph.
* Capitalize the first word in every sentence.
* Punctuation after every sentence.
* Two space bars after each sentence.
* No extra space between paragraphs, just enter once.
* (Remember the length requirement for the essay you are writing)

**AFTER typing…**

* Read through your paper at least once for any missed errors
* **SAVE the paper to your H Drive!**
* Also, save your paper to your flash drive if you have one
* Double Check you followed every direction for how to type up your draft.
* Follow any directions that the teacher has given you for turning in your typed draft.
* Once you print, staple your draft in the top left corner.
* Turn it in on the appropriate day and in the appropriate period’s basket.
* Remember you can always improve as a writer no matter how much editing you have done. Things to continually improve on are: word choice, sentence fluency, conventions, voice, organization, ideas and content, and following directions exactly.