

To make the most emphasis of your short story, appropriately use the different formatting

features. You can use **larger fonts** to make

something sound **loud** or to make something

seem **big**. You can use smaller fonts for quiet or to

camouflage something.

Because your story is short, change the page size to be smaller so that other features make sense.

Adjust the page size so that your story takes up two pages; select layout, then select size. Your story should also be double-spaced; go to the format menu and select paragraph. Move your title into the

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header; copy the title first, then go to the view menu and select header and footer. You will now see the title on every page. Go to the footer and insert page numbers.

You can also make use of colour. Use the colour blue to make something seem **cold** or **sad**. Use the colour red for **warm** or **HOT**. Use the colour green for **nature** or **organics**. These are suggestions rather than rules.

You can use font types to make a **STRONG** statement. Or use them for *beauty*. Or use them for *less formality* or *more formality*. You can also use **bold**, *italic*, and underline to emphasize words.

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It is

Important

To be

Creative!