

Back of the License Project

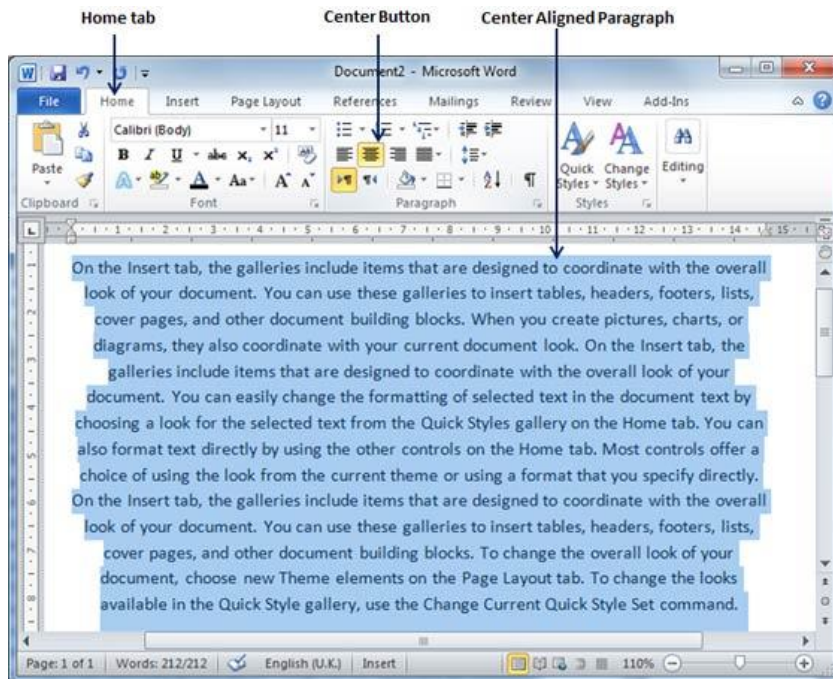
MUST HAVES

- 1) Introduction Sentence
 - a. First sentence of paragraph
 - b. Introduce character
 - c. Full name
 - d. Basic idea of who he/she was?
- 2) A short summary of the person's life?
 - a. Important events of the person's life
 - b. Basic information (born, died, from where, went where, etc)
 - c. What this person did to become important
 - d. Use chronological order (time order)
- 3) A Sentence/Sentences that explains why this person was important to western history
 - a. At the end of the paragraph
 - b. Why is this person remembered?
 - c. What did this person contribute to the Wild West?

FORMATTING (Paper must fit on the back of the License)

- 1) Set paper to "Landscape"
 - a. Choose **Page Layout** tab
 - b. Choose **Page Setup** button
 - c. Choose **Landscape**
- 2) 12 point font (no bigger, smaller only if approved by Mr. Striegel)
- 3) Times New Roman style
- 4) Double Spaced
 - a. Choose the **Paragraph** button
 - b. Find **Line Spacing** Pull down box
 - c. Choose **1.5**; if you need to go smaller to fit on one page, ask permission
- 5) Full Name, Hour (First Hour)
 - a. Double Click the **Header Section** of the page
 - b. Full Name at the top left

- c. Hour underneath your name, top left
- 6) Figure's Full Name
 - a. Top line of the page (not the Header)
 - b. Use the **Center** tool
 - c. If the figure goes by his/her nickname, put both
 - d. Example: William "Buffalo Bill" Cody



- 7) Indent your first sentence

PROOFREAD

- 1) Spelling
- 2) Grammar
- 3) Does each sentence make sense?
- 4) Read it out loud to yourself to see if it makes sense
- 5) Have a friend/adult/parent read it to see if it makes sense
- 6) Does your essay explain why this person is important?