# Make the title ARIAL, size 24, bold, normal, dark red

**Your Name is arial, size 12, bold**

*Your workplace times new roman, size 12*

**Keywords**

*Keyword 1, keyword 2, etc.*

**Abstract**

*150 words or less*

**Table of Contents**

Go to INSERT, INDEX AND TABLES, ‘show 1 level’

# Use Heading 1 for each major section.

For subsections, use heading2.

For paragraphs, left justify, single space, and stay within the margins that are set. Double space between paragraphs.

Your text will be very legible.