

Kowalski/Catchy Title

▲  
Surname

▲  
Italics

CHAPTER 12

Centered from left margin, not  
◀ from indent. All caps, **bold**

(Skip a line)

Of all the things that drive men to sea, the most common disaster, I've come to learn, is women. When Mr. Bilbo Baggins of Bag End announced that he would shortly be celebrating his eleventy-first birthday with a party of special magnificence, there was much talk and excitement in Hobbiton.

.5" ▶  
Indent.  
Pre-format, not spaces or tabs

Once an angry man dragged his round through his own orchard. "Stop!" he groaning old man at last, "Stop!" "No, my father beyond this tree. If you really do hear about it, the first thing you'll probably want to know is where I was born, and how my childhood was like, and how my parents were occupied and all before they had

▲  
12-point  
◀ Times New ▶  
Roman  
Double-space  
▼

▲  
Do not justify right margin

Call me Ishmael. Whether I shall turn out to be the hero of my own life, or whether that station will be held by anybody else, these pages must show.

Long quotes  
Single-space  
.5" indent ▶  
both sides

I was born in the Year 1632, in the City of York, of a good Family, tho' not of that country, my father being a foreigner of Bremen, who settled first at Hull. Somewhere in La Mancha, in a place whose name I do not care to remember, a gentleman lived not long ago, one of those who has a lance and ancient shield on a shelf and keeps a skinny nag and a greyhound for racing.



He was an old man who fished alone in a skiff in the Gulf Stream and he had gone eighty-four days now without taking a fish. It is a truth universally acknowledged, that a single man in possession of a good fortune, should be in possession of a wife. In the beginning, God created the heavens and the earth. Happy families are all alike; every unhappy family is unhappy in its own way. It was a bright cold day in April, and the clocks were striking thirteen.

▲  
One space after a period  
▼

NO extra spaces  
◀ between paragraphs

In my younger and more vulnerable years my father gave me the greatest gift that a father can give: he turned me into a man. The cold passed reluctantly from the earth, and the retiring

▲  
1" page margins all sides  
▼

an army stretched out on the hills, resting.