1.02 Formatting

**Total Points = 30**

|  |  |
| --- | --- |
| **Poem Formatting Checklist** |  |
| **Formatting Feature** | **Value** | **Total Points** |  |
| **Margins** | **Appears evenly spaced around the edges - 2 pts** | **2 pts** |  |
| **Actual title of poem:** **Font Size 18 and Color Blue****Times Roman and Boldface** | **2 pts. X 4 formats** | **8 pts** |  |
| **Title centered** | **2** | **2** |  |
| **Author centered** | **2** | **2** |  |
| **Author: Font Size 12, color black****Calligraphy font,**  | **2 pts. X 3 formats** | **6** |  |
| **All lines of poem centered under author** | **1** | **1** |  |
| **Body of poem in italics, size 10** | **1** | **1** |  |
| **Use thesaurus, find synonym and change the word “averred” in the third stanza to an appropriate word that makes sense** | **2** | **2** |  |
| **Copy/Pasted the source of the poem and the fair use license statement.** | **1**  | **1** |  |
| **Inserted link on Project Gutenberg** | **2** | **2** |  |
| **Second Part of poem copied** | **1** | **1** |  |
| **Pages numbers centered at bottom** | **1** | **1** |  |
| **Type your name two spaces after the fair use license notation** | **1** | **1** |  |
| **Total Points** |  | **30** |  |