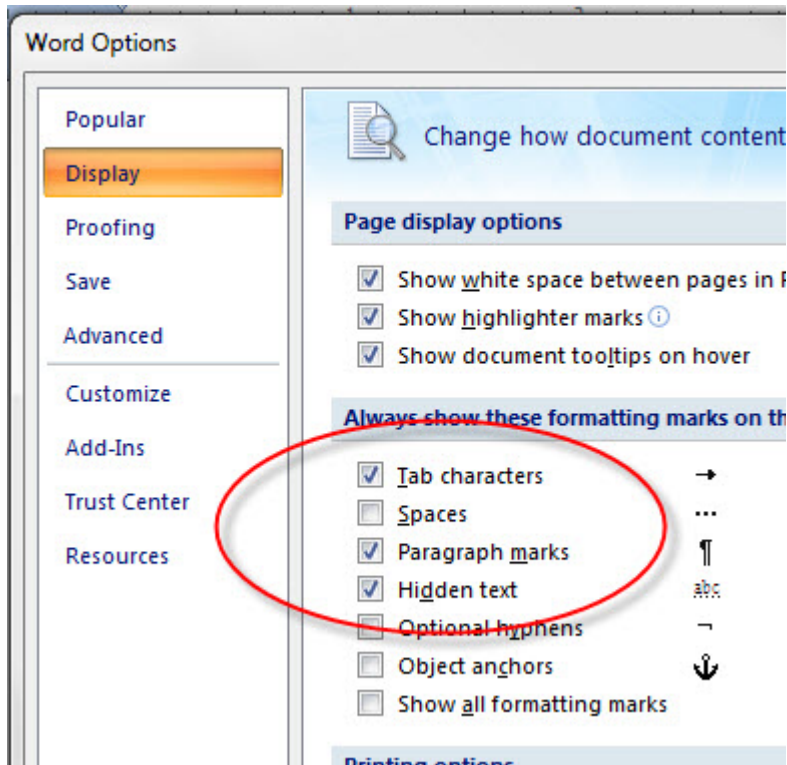


Turn on paragraph marks and tabs

To really control Word's formatting, you must see the paragraph marks and tabs. I have them turned on and it makes it easy to see how you are (or are not) properly formatting a document.

BTW, paragraphs marks some something the individual word processor shows or doesn't show. If you have them on, it does not mean they will automatically be on for other readers. So if you send a file to your boss, she will not see them, unless she had them turned on.

To turn them on, Word Options-Display



What you gain (and what I see with grading, is the marks. These two samples will print almost the same, but one is easy to maintain and the other will be a nightmare.

Properly¶¶

- Collector → → Such as a double layer of glass or plastic. Usually the darkened surface of the wall, floor, or water-filled containers inside the sun-space.¶¶
- Absorber → → Usually the darkened surface of the wall, floor, or water-filled containers inside the sun-space. Usually the darkened surface of the wall, floor, or water-filled containers inside the sun-space.¶¶
- Storage mass → → Normally concrete, brick, or water, which retains heat after it has been absorbed. Usually the darkened surface of the wall, floor, or water-filled containers inside the sun-space. Usually the darkened surface of the wall, floor, or water-filled containers inside the sun-space.¶¶

Totally wrong¶¶

- Collector → → Such as a double layer of glass or plastic. Usually the darkened surface of the wall, floor, or water-filled containers inside the sun-space.¶¶
- Absorber → → Usually the darkened surface of the wall, floor, or water-filled containers inside the sun-space. Usually the darkened surface of the wall, floor, or water-filled containers inside the sun-space.¶¶
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Comment on assignment grading

I expect all assignments in this class to use the what you learn here. In other words, never use more than 1 tab, or one return. They will be marked on your assignments and they will count off.