History of Alberta - Instructions

1. Insert a Cover page

Click on Insert --> Cover page --> Banded

1. Create 3 new Styles (Alberta 1, Alberta 2, Alberta 3)

Alberta 1

Arial Rounded MT, size 22

Font color: RGB 47, 141, 92

Bottom Border

Before paragraph spacing: 12pt

After paragraph spacing: 6 pt

Single spacing

Alberta 2

Arial Rounded MT, size 16

Before paragraph spacing: 30pt

After paragraph spacing: 6 pt

Single spaced

Alberta 3

Arial Rounded MT, size 12

Before paragraph spacing: 6 pt

After paragraph spacing: 6 pt

Single spaced

1. Create a Table of Contents
2. First Insert a page break above the first page of text

 Click on Layout 🡪 Breaks 🡪 Page

1. Then Click on References

Click on Table of Contents --> Custom Table of Contents

Click on Options

Make sure your Alberta 1, 2, and 3 are set as your primary entries

Remove the entries for Heading 1, 2, 3

1. change your document to 2 columns
2. Click on your first page of text
3. Go to Columns --> More columns, and add the vertical line between the columns, and select This Point Forward
4. Click at the end of your document (at the end of the last line of text), then click on Layout 🡪 Breaks 🡪 Continuous
5. Add 2 photos

Then add captions to photos

1. Add page numbers