Instructions for Food Articles Assignment

1. Change all fonts to Calibri size 12
* Select all text by using CTRL + A
* Change the font
1. Change the line spacing for all of the text to 1.3
* Select all text by using CTRL + A
* Right-click and select Paragraph
* Change line spacing to 1.3
1. Change the margins to 1.1” for top, bottom, left and right
* Click on Layout 🡪Margins 🡪 Custom Margins
* Change the margins
1. Change the titles of the articles to Garamond size 24
2. Add page numbering
* Click on Insert --> page numbers
* Add the page number to the bottom right of the page
1. Add a footer that says: Restaurants Canada - July 2023

The font of the footer should be Times New Roman, size 11, italicx

1. Insert the logo at the top left of page 1
2. Add the two pictures to the articles