

▼ .5" below top of page

Kowalski/*Catchy Title*

▲
Last name

▲
Italics

Updated Dec 2015

▲
1" page
◀ margins ▶
▼

Centered (from left margin,
not from para indent), **bold**
Drop four lines ▼

Chapter One

(Skip a line)

Don't justify
right margin
▼

.5" ▶ If you really want to hear about it, the first thing you'll probably want to know is where I was born, and what my lousy childhood was like, and how my parents were occupied and all before they had me. 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 must show. I was born in the Year 1632, in the City of York, of a good Family. In that country, my father being a foreigner of Bremen, who settled first at Hull.

▲
12-point
◀ Times New ▶
Roman
▼

Long quotes
.5" indent ▶
both sides

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 had been eighty-four days now without taking a fish.

▲
One space
after a period

It is a truth universally acknowledged, that a single man in possession of a good fortune, must be in want 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 clock ticked at an even rate.

◀ NO extra spaces
between paragraphs

In my younger years my father gave me some advice that I've been turning over in my mind ever since. The cold passed reluctantly from the earth, and the retiring fogs revealed an army stretched out on the hills, resting. 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