

# EMERGENCY CHECKLIST:

## WORD PROCESSING SAFETY CHECK



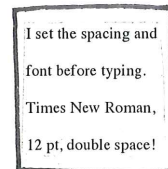
1. I have opened a word or google doc and saved it immediately with a name that makes sense.



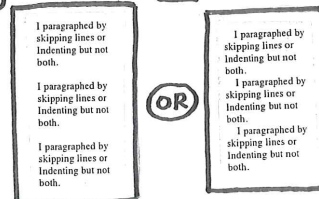
2. I closed the document and tried to find it and open it again.



3. I set the spacing and font before typing. Times New Roman, 12 pt, double space.



4. I paragraphed by skipping lines or indenting, but not both.



5. I am saving OFTEN!

