Follow these directions for setting up your Biography page. You are marked on every step. You should not be doing these steps if you do not have at least one full page

**Setting Up Your Biography Page**

1. Change your margins to the following:    
   Top: 0.75" Bottom: 0.75 Right: 0.6" Left: 0.6" and click OK.
2. Include an appropriate title aligned in the center of the page (do not use Word art)
3. Include a border, not a page border, at the top of the page just underneath the title.
4. Use font size 12 for the body text - Arial Font style
5. Should include images of the artist or athlete no larger than 1.5" x 1.5" use the ruler to help with this. You will need to highlight the picture and under picture tools select text wrapping tight. This will allow the text to go beside the picture instead of on top or beneath. This will also allow the picture to be moved anywhere on the page.
6. Should be at least one full page.  The text needs to be one page in length NOT including the images. (Images can be put on a separate page).
7. Justify Align all of the text in the biography. Do not include the Title of the page when doing this.
8. Create a Drop Cap for the first letter of the first word in the biography.  Set the Drop Cap to span 3 lines.