

Composition by Word Processor (Horizontal)

- **Type horizontally. Use one of the Japanese fonts available and font size 12. If you use iMac/Macbook, use the font called “YuKyokashotai.” Make sure that lines are double-spaced. The composition should include the title, your full name, and the date. Center them as in the following example. Read the Help section in the Balloon menu if you have questions regarding document format, etc.**

タイトル	<--(double space)
名前	<--(single space)
2002年6月21日	<--(double space)
わたしはテキサス大学の二年生です。せんこうは工学です。今、日本語を勉強しています。	

(Start the main body here; do not use “Tab” key but leave a single character space at the beginning of each paragraph. The main body should always be double-spaced.)

- Pay special attention to the distinction between long vowels and short vowels, e.g. "よこ(yoko)" v.s. "ようこ (Yooko --> typed “youko”); unless you have a correct kana spelling, you will not get the correct kanji (with kana). Use only kanji that you have learned.