

Annotations for header and footer

The purpose of my header and footer was to make sure that the reader can see who it is from just by looking at it. The header and footer is to make the other documents look more formal and professional

The intended audience was for the school and for people outside of the school. Mainly for people from year 7 to year 13 and it is also for their parents/guardian.

My document is easy to read and is in a suitable style. The text, which I have written on my document, is in a clear and popular text. The font I have used for this document was Times New Roman. The size of the text is 10 and the reason I have used this text was because this is a more formal style. This document is supposed to be a formal piece.

I have used this certain page layout style because I wanted my document to look like a professional header and footer. This document needs to be professional because it will be used on other professional documents.

There are some common standards such as the logo is in the same place. It is in a standard business layout.

In my draft copy I had a couple of mistakes I have clearly shown the mistake and corrected it with the right symbol and margin mark.

I have placed the things in that place because I know that, that's how a professional document should be set out like.

I have not used automated functions because there was no need to use it. I did not have enough text to paragraph or use any other automated function.