**Paul Lewis Tire**

* Spell check and correct errors
* Center paragraphs 1, 2, 5, 10, 11
* Set margins .73 top, bottom, left and right
* Apply 25pt artistic border to entire page
* Paragraph 1, Arial Black, 32 pt.
* Paragraph 2, Arial 22pt.
* Copy formatting from Paragraph 2 to Paragraph 10
* Break paragraph 5 after the word “System”
* Remove the extra 8pt space following paragraph 5
* Break paragraph 10 after the word “mile”
* Remove extra 8pt space after paragraph 10
* Paragraphs 3 and 4, apply columns with line between them
* Remove space from between paragraphs 3, 4
* Justify text in these columns
* Set first line to indent .33 inches for paragraphs 3, 4
* Apply bold, 13 pt. font size to paragraph 5
* Star bullets to paragraphs 6-9
* Center align paragraph 12, bold the text
* Arrange text in paragraphs 13 – 17 in a table, without printable borders
* Set column one width 1 ¾ inch, Set column two width to 5 ¼ inch
* Apply check mark bullets to column one text, format 24 pt. Times New Roman font
* Apply dot bullets to column two text, format 12 pt. Arial font
* Position the Tire Image to Middle Right of page
* Set image text wrapping properties to tight
* Size the image to .9 inch tall by .9 inch wide