

MEMORANDUM

B r e a k i n g n e w s f r o m t h e f r o n t l i n e s

TO: Occupy Oakland Supporters
FROM: Your Name, Period X
CC: Legal Team
DATE: October 24, 2011
SUBJECT: Protest Results

I just received word from the Occupy Oakland protest center.

This morning at 5am over 500 police in riot gear from cities all over central California attacked the Occupy Oakland encampment at 14th & Broadway. The police attacked the peaceful protest with flash grenades, tear gas, and rubber bullets after moving in with armored vehicles. Apparently **the media was not allowed in to document this action,** and the police established barricades as far apart as 11th and 17th. **Over 70 people were arrested** and the camp gear was destroyed and/or taken by the riot police.

Occupy Oakland was raided by police before dawn Oct 25. Over 80 people were arrested. Supporters reconverged at the Oakland Public Library Main Branch (125 14th Street) at 4pm and marched to the jail, to 14th and Broadway and are now on the move in downtown Oakland.

What we will do:

1. Organized and dispatch legal observers when needed
2. Track people in jail to make sure everyone gets out
 - Provide emergency support to people who are having a crisis in jail
 - Help people who are not released from jail for any reason
 - Find lawyers to meet with and defend arrestees on criminal charges. We can usually find lawyers willing to work for free
 - Organize a meeting for arrestees

Instructions:

In WORD recreate the memo above.

The margins are 2 inches Top; 1.15 inches Right, Left and Bottom.

All of the text is set to single line spacing (line spacing of 1.0).

*Use a **Sans Serif font** for both of these lines: "MEMORANDUM" and "Breaking news from the front lines." Both lines are right aligned. The word MEMORANDUM is 24pt with 0 pts of space after (below it). The line "Breaking news from the front lines" is 14pt with 36 pts of space after and is set to expanded spacing by 7 points across the page.*

*The lines from "TO:" to "SUBJECT:" have 12pts of space after (below each of them). The labels are ALL CAPS and **bold** in the 11pt **your Sans Serif font from above** the TAB stop is set at 1.15 inch. The data text is in the 11 pt **a Modern font**. This section is left aligned. For the **FROM:** data type in **your name and period**.*

*The body text (the rest of the text) is in the 11pt **your Modern font from above** with 6pts of space after each paragraph. The first paragraph is set as justified aligned. **Note the sections that are bold and colored and the one highlighted section.***

The boxed section is set with indents at 1 inch left and 5 inches right; the inside text is italic and aligned centered; the second sentence is also bolded. Feel free to use your own color schemes.

*The headline "What we will do:" is 14pt bold **your Sans Serif font from above**. The lists are 11pt **your Modern font from above**. The indented list following it has the first level numbered and the second level bulleted. This section is left aligned.*

This assignment is worth 40 points.