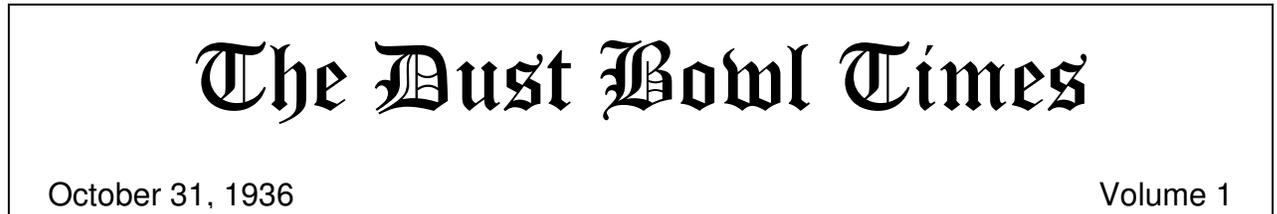


Follow these steps to make your newspaper:

1. **Create your masthead.** This is the “heading” on the front page of the newspaper. It will look something like this:



- a. Click on Insert.
 - b. Click on Text Box (right hand side, at the top.)
 - c. At the bottom, select “Draw Text Box.”
 - d. Put the + cursor on the page. Click and drag downward and across the width of the page.
 - e. Type the name of your newspaper. Press Enter and type the date and Volume #. (If it underlines it, highlight the text, and press Ctrl and U to un-underline it.)
 - f. Highlight the name of your newspaper. You should see a command box appear. Drag your mouse upwards to make that box active.
 - a. Select the button with the lines on it to center your title.
 - b. Change the font to something appropriate for the heading.
 - c. Change the size to make it take up a large portion of your text box.
 - d. If the bottom line of your text disappears, click on one of the boxes, or handles, of the text box to increase its size.
 - e. Put the cursor between the date and volume and press tab or space until those are at the opposite ends of the box.
 - g. Now, to “anchor” your text box, put your cursor on the edge of the box and RIGHT click. Select Format Text Box. Select the tab at the top that says Layout. Click the one that says Tight. Click OK.
 - h. If you don’t want the box to have an outline, put your cursor on the edge of the box and RIGHT click. Select Format Text Box. In the middle section for Line, select Color, and change it to NO color. Click OK.
2. **Type your stories.** You will want your newspaper to be in two columns.
 - a. Click below your masthead.
 - b. Click on Page Layout at the top.
 - c. Click on the arrow next to Columns (near the left hand side), and select 2.

- d. Type your headline for that story. Make it bold. (Highlight and press Ctrl B. Again, it may try to underline everything. If it does and you don't want it to, highlight your text that you want plain, and type Ctrl and U to make it stop.)
- e. Type your story. When you get to the bottom, it will automatically go back up to the second column. When you get to the bottom of the second column, it will automatically go to the next page. Your newspaper should be four pages long, TOTAL.

3. To insert your pictures

- a. When you find a picture you want to use, right click on the picture and select Copy. (Or, if you find pictures at home that you want to save on a jump drive, right click and select save. Make sure you save it to the jump drive.)
- b. Click where you want it to go in your story.
- c. If you copied the picture, right click and select paste. If you have saved the picture, click on Insert (at the top.) Select Picture. Navigate to your jump drive to select your picture.
- d. Format your picture so that it is the right size and doesn't mess up your text.
 - i. The easiest way to resize your picture is to hold down the Shift key with your left hand (this keeps it proportional), and with your right hand, click and drag one of the corners to make it smaller or bigger.
 - ii. To make the text go around your picture instead of leaving a big gap, right click on the picture and select Text Wrapping. Select Tight.
- e. You can also add a caption to the picture by Right Clicking on the picture and selecting Insert Caption. Type your caption in the first box, and press Enter when you're done. You can adjust the text box when it appears on your document.
- f. If your picture has a link attached to it (which can make it difficult to work with, right click on the picture and select Remove Hyperlink.

Keep in mind that pictures will affect the length of your paper. It would be a good idea to type your story, and then insert your pictures to monitor the total length as you go.

If you have any questions, please ask!