

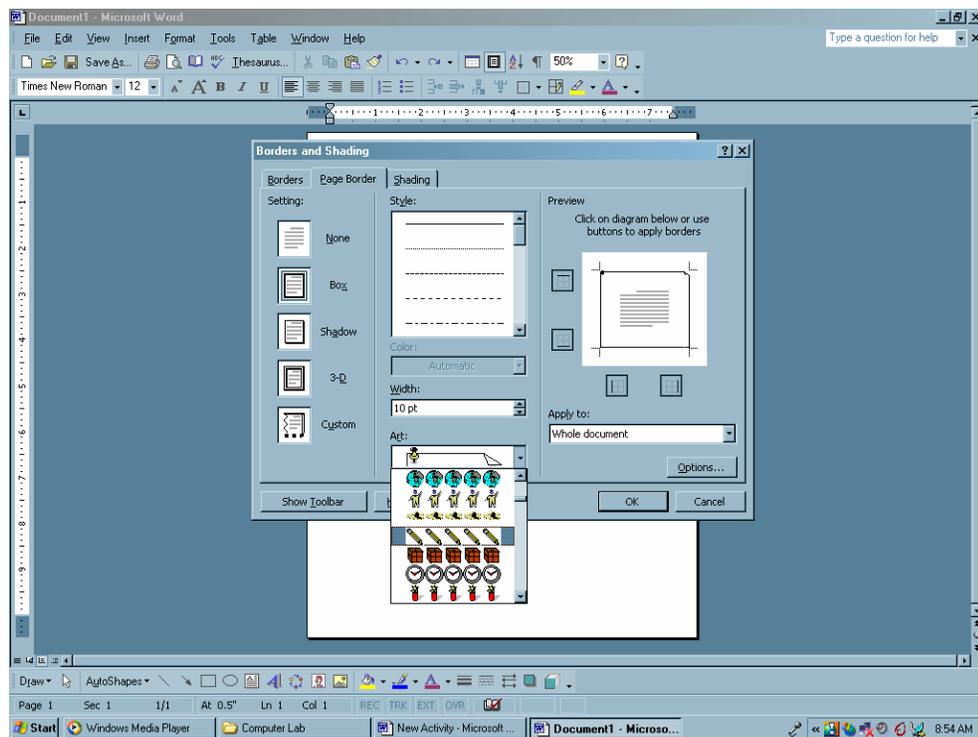
Announcement with Border and Clip Art

Step I: Open a new Word document and set up page.

- A. Click the File menu at the top and select "Page Setup."
- B. Set margins to .5" all around. Make sure the Portrait orientation is selected, rather than Landscape, and click "OK."

Step II: Format page border.

- A. Click the Format menu at the top and select "Borders and Shading . . ."
- B. Find and click the Page Border tab. At the bottom in the center, click the Art button and select the one that shows pencils (see illustration).

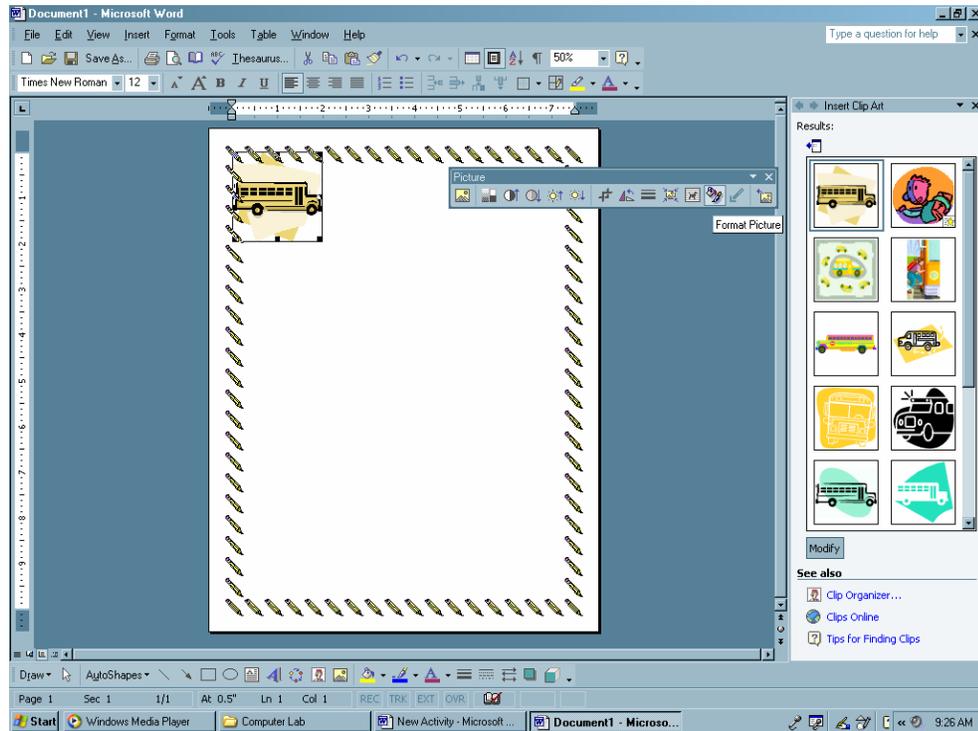


- C. Check your border in the Preview window. Make sure Applies to: reads Whole document, and Click "OK."

Step III. Insert clip art.

- A. Click the Insert menu at the top and select Picture, and then "Clip Art . . .". The Insert Clip Art Task Pane should open on the right side of the screen.
- B. In the box where is reads "Search text:", type: "school bus" and click Search.
- C. Double-click your selection and it should appear in your document.

- D. Click inside the school bus you've inserted and a Picture tool bar should appear. Move your cursor across the icons until you find Format Picture and click it (see illustration).



- E. When the Format Picture window opens, find and click the Layout tab. Select "In front of text" and click "OK." The borders of your clip art should change from small black squares to white circles, which will allow you to move and size your school bus as you like.
- F. Move the picture (click and drag from center) to the bottom of the page and size it (click and drag corner or side circles) to fit. It's OK if the picture overlaps the border.

Step IV. Add text.

- A. Click anywhere inside the page to find the cursor. It will probably be blinking at the top-left of the page and may be slightly hidden behind the border.
- B. Using the Formatting toolbar, set the following: Kristen ITC, 36 pt., Bold, aligned Center. Return once and type: "Speech and Language Announcements" (see attached example). The school bus may move down when you type. If so, just click in its center and move it back up.
- C. Check out a "Print Preview."