

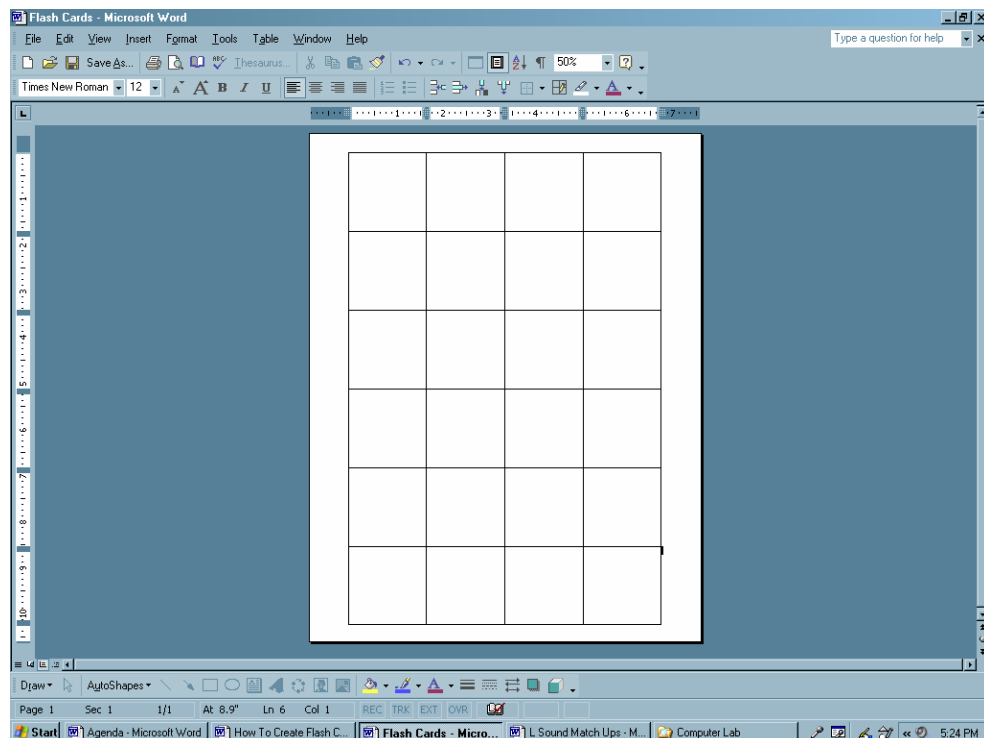
# How To Create Flash Cards

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

- A. Click the File menu at the top and select "Page Setup."
- B. Find and click the Margins tab at the top of this dialog box and set the top margin to .4" and the bottom, left and right margins to 0". Make sure the Portrait orientation is selected, rather than Landscape. Click "OK."

## **Step II: Insert and format your Table (blank flash cards).**

- A. Click the Table menu at the top and select "Insert" and "Table . . ."
- B. Set "Number of Columns" to 4 and "Number of Rows" to 6. Click "OK."
- C. Highlight the entire table. Click the Table menu at the top and select "Table Properties . . .".
- D. Find and click the Column tab. Set "Preferred width" to 1.7". "Measured in:" should read "Inches." Click "OK."
- E. The whole table should still be highlighted. Select "Table Properties".
- F. Find and click the Row tab. Set "Specify height:" to 1.7". "Row height is:" should read "Exactly." Click "OK."
- G. The whole table should still be highlighted. Select "Table Properties".
- H. Find and click the Table tab. In the Alignment section, select "Center." The Text Wrapping section should default to "None." Click "OK." (see illustration)

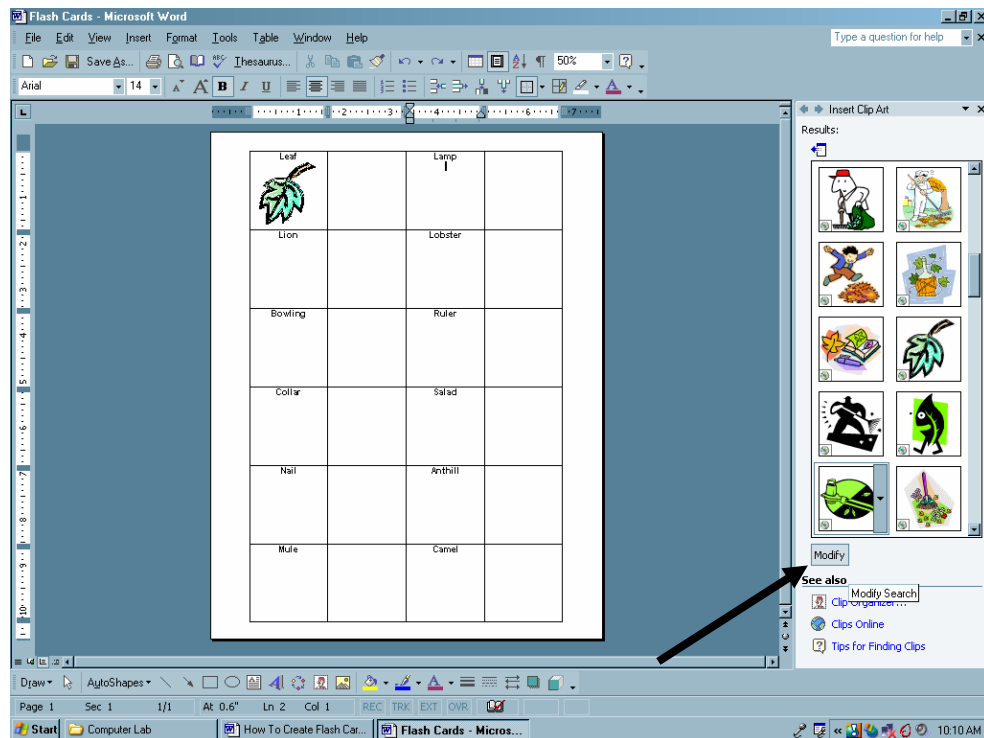


### Step III. Insert target words.

- A. Highlight every cell (click and drag cursor through all cells; do not use arrow box to highlight entire table). Using the Formatting toolbar, change font to Arial, 14 pt., Bold, align Center.
- B. Type text/target words (from example "leaf, lamp, lion . . ." or use your own) into every other cell until columns 1 and 3 are complete. Later, you will copy and paste into columns 2 and 4. Underline target phoneme if you wish.

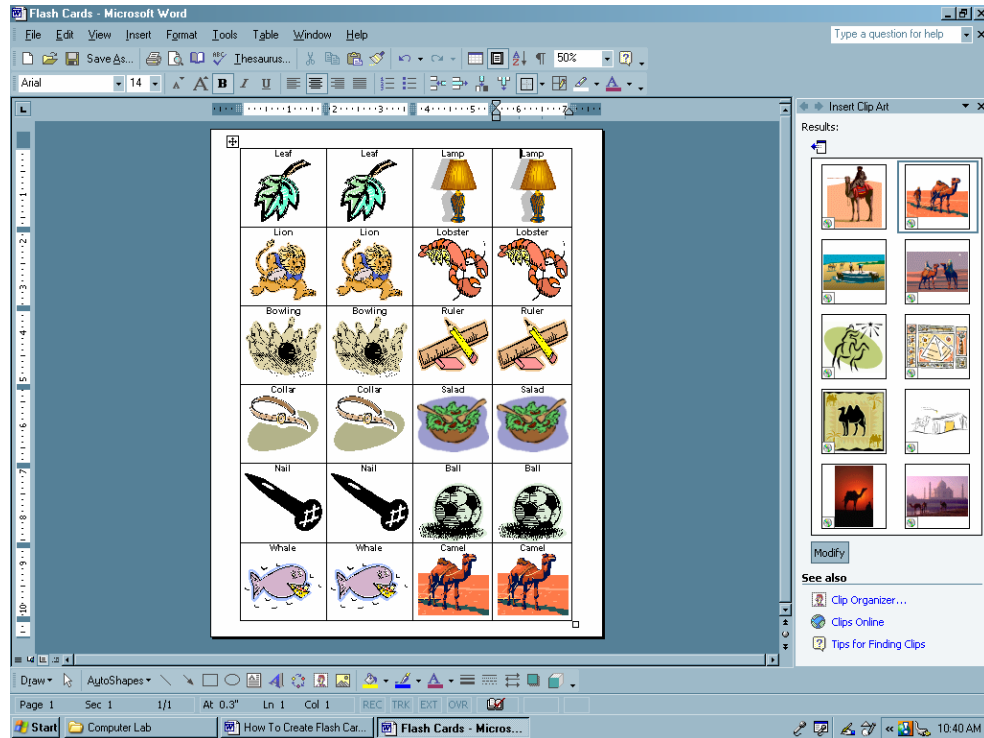
### Step IV. Insert clip art or graphics.

- A. Place cursor behind the word in first cell and return (enter).
- B. Click the Insert menu at the top and select "Picture" and then "Clip Art . ." A task pane on the right or a dialog box should open. Enter "leaf" (or your own) in the "Search text:" box and click Search.
- C. Double-click your choice to insert. The cell may enlarge to accommodate the picture. If so, click and drag the bottom-right corner of the picture to resize it, so that the cell returns to the correct size. All six rows should remain on the page.
- D. Repeat Step IV, A-C for remaining target words. (The Insert Clip Art task pane should remain open. Click "Modify" at the bottom to enter a new search word.) See illustration.



## Step V. Copy and paste completed columns (flash cards).

- A. Move the cursor around at the top of the first column until it changes to a small black arrow and click to highlight that column.
- B. In the Standard toolbar click "Copy." Highlight the next column (empty) and click "Paste." If this adds an additional column, highlight the unwanted column, click the Table menu, then Delete, then Columns to remove it.
- C. Repeat V, A-B for the third column. See illustration.



- D. If you would like to color code your flash cards according to initial, medial, and final target phonemes, complete the following steps:
  - 1) Move the cursor around on the left side of the first row until it changes to a white arrow, then click and drag to highlight the first two rows.
  - 2) Click the Format menu at the top and select "Borders and Shading . . ."
  - 3) Click the Shading Tab and select a color. Make sure "Apply to:" reads Cell and click "OK."
  - 4) Repeat Step V, D, 1-3 for rows 3 and 4, then rows 5 and 6. See illustration.

