

How To Create Reward Coupons

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

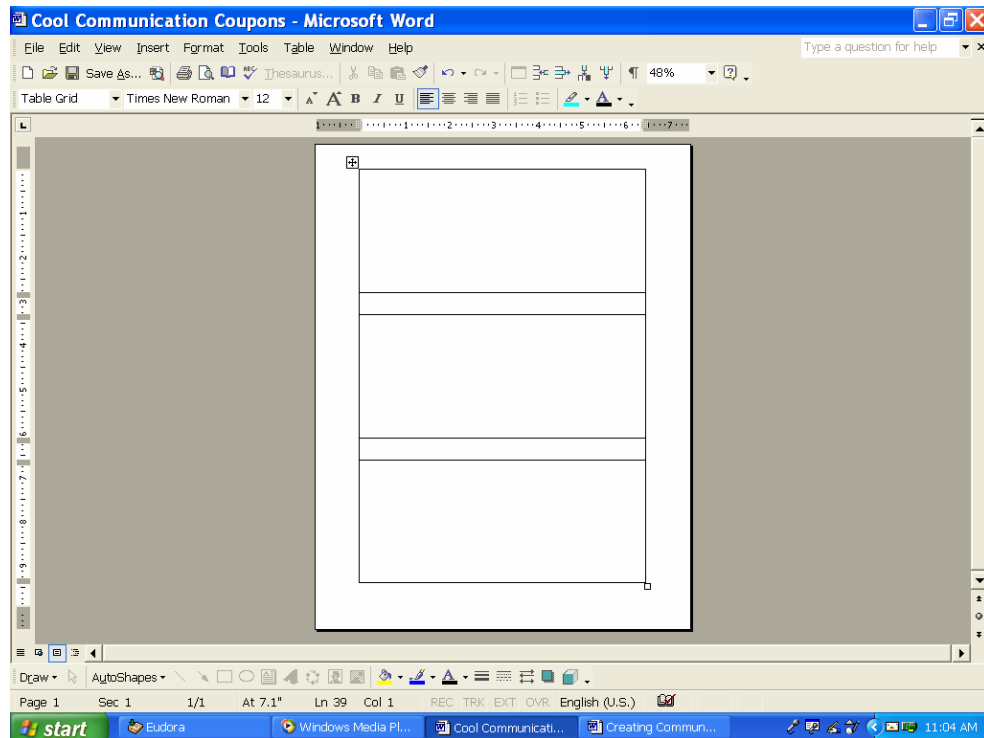
- A. Click the File menu at the top and select "Page Setup."
- B. Find and click the Margins tab at the top of this dialog box and set the top, bottom, left and right margins to .55". Make sure the Portrait orientation is selected, rather than Landscape. Click "OK."

Step II: Insert and format your Table.

- A. Click the Table menu at the top and select "Insert" and "Table . . ."
- B. Set "Number of Columns" to 1 and "Number of Rows" to 5. 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 6.5". "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 2.8". "Row height is:" should read "Exactly." Click "OK."
- G. The whole table should still be highlighted with three 2.8-inch rows on the first page and two 2.8-inch rows on the next page. 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."

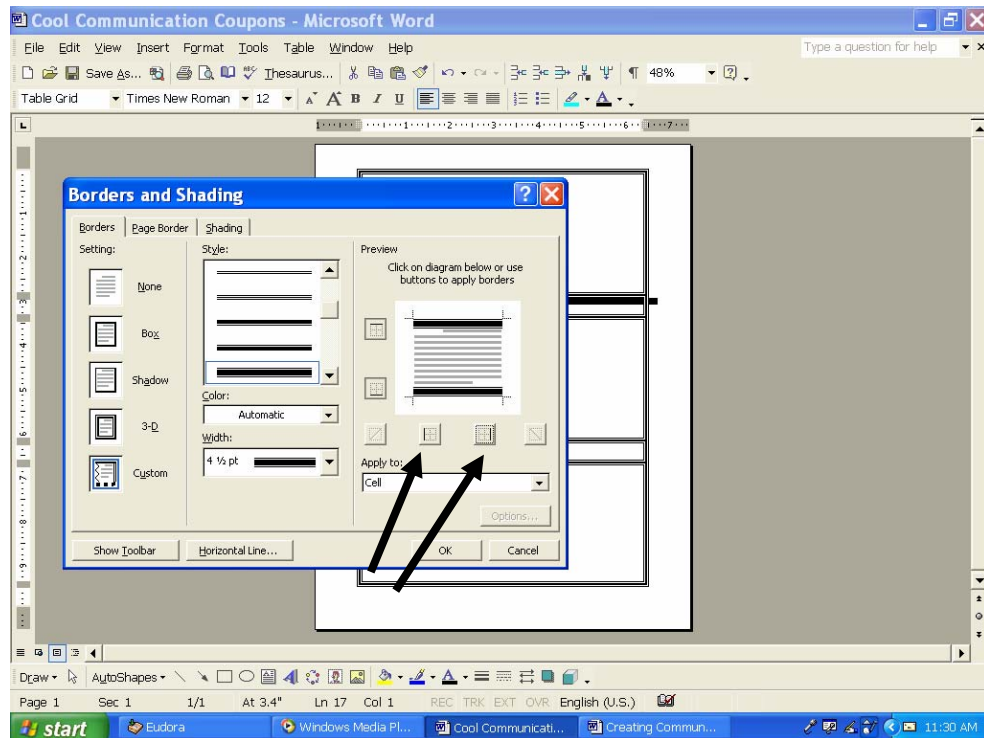
Step III. Create three blank coupons.

- A. The whole table should still be highlighted with three rows on the first page and two rows on the next page. Highlight just the second row and select "Table Properties".
- B. Find and click the Row tab. Reset "Specify height:" to .5". "Row height is:" should still read "Exactly." Click "OK."
- C. Highlight just the fourth row and select "Table Properties". Repeat B (see illustration).



Step IV. Format border and separate coupons.

- A. Highlight the entire table and select "Table Properties".
- B. Find and click the Table tab, then click the "Borders and Shading . . ." button at the bottom of the dialog box.
- C. Find and click the Borders tab. In the "Setting:" section, select "All." In the "Style:" section, select the 11th line style (thin, thick, thin); "Color:" remains "Automatic;" and "Width:" is changed to 4½ pts. "Apply to:" should read "Table." Click "OK" twice.
- D. The whole table should still be highlighted. Highlight the second row and select "Table Properties", then click "Borders and Shading . . ."
- E. Find and click the Borders tab. In the "Preview" section, click to remove the left and right horizontal borders of the cell. "Apply to:" should read "Cell." Watch inside the preview to see if the side borders are removed (see illustration). Click "OK" twice.
- F. Repeat IV, D-E for the fourth row. When finished, you should have three separate 6.5" x 2.8" rectangles (coupons).
- G. Check out "Print Preview."



Step V. Add text.

- A. Click inside the first row/coupon. Using the formatting toolbar, change font to *Ravie*, 24 pts., Bold. Type: "Cool Communication Coupon" and click align center.
- B. Return once and click align left. Return again and click align right. Change font to *Ariel*, 14 pts., Bold.
- C. Type: "Awarded to: ____ . . ." until the "A" is about $\frac{3}{4}$ across the space. Return twice (double space).
- D. Type the rest of the text in the same manner so that the first letter of each line is aligned. Use the example below.

<h1>Cool Communication Coupon</h1>	
Awarded to: _____	
For: _____	
Redeem for: _____	
_____	_____
Speech-Language Pathologist	Date

Step VI. Insert clip art or other graphics.

- A. Place the cursor in space between the heading and first row. [This is where to insert the graphic. It will need to be formatted to fit the space without disrupting the text, so don't worry if everything is thrown out of alignment when you first insert the picture.]
- 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 the name of an item/picture and click Search. [Activity suggestion: "candy," "games," or "treasure."]
- C. Double-click to insert your choice. (The "Picture" toolbar may open.) Grab and move the bottom-right corner of the picture to size it. Keep it highlighted when done.
- D. Click the Format menu at the top and select "Picture ..". Find and click the Layout tab and, in the Wrapping Style section, click "In front of text." Click "OK."
- E. The picture will be highlighted differently and the text should come back into place. If not, continue to resize the picture using the corners until it does.
- F. Change the heading's font color to match the clip art, if you like.
- G. If you want:
 1. three different coupons/clip art, highlight, cut, and paste the text from your completed coupon into a blank one. Repeat Step V, D-I.
 2. three of the same coupon (the one you just made), highlight, cut, and paste the whole row into each blank coupon.