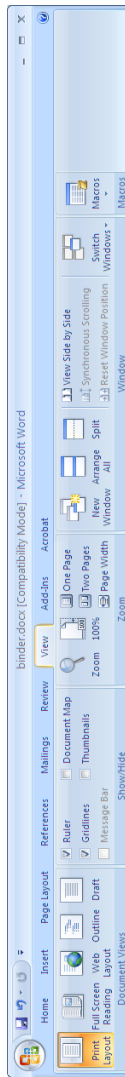
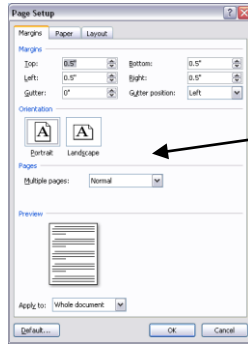




1 CE Ms. Wolfsteller



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Binder tutorial:
New word document
Filename: binderlastname
Margins: Top, Bottom, Sides
should all be .5

How?
Page layout/Margins/Custom
Margins

How?
Put ruler and gridlines on
View/put check mark next to
ruler and gridlines

Create a textbox
How?

Insert/Textbox/draw text box
Start at left and go over an inch
and follow the gridlines to the
bottom of the page (should end
up 1" W x 10" H)

To fill the text box bkgd
w/color, double click the txt
box and choose shape fill,
choose a shape outline.

At top of text box, type your
text, include hour first name,
last name

To change text direction, choose
text box tools, text direction,
click until you get bottom up
direction.

Highlight text, choose font, size
choice should keep in mind that
you will need to add 3 images,
one must be your pic.

Put pics/clip art

How
Insert/clipart or pic path to
selection

It should look something like
the sample.

Tips:
Choose thick, easy to read font
3 colors tops

Light background/dark text and
vice versa

Remember the purpose for the
binder is to easily locate it and
for it to be attractive.