

Directions for using the Student Newspaper Template

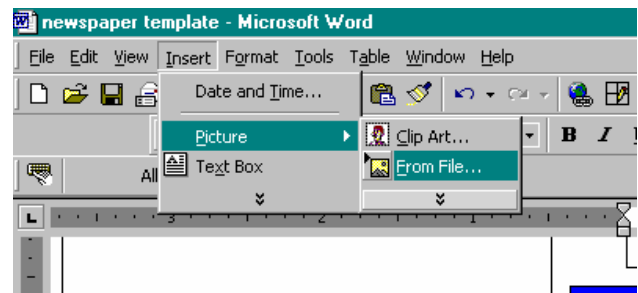
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1. Open your newspaper template file.
2. **Save it with your name.** (File, Save as..., type in your name family newsletter). So, I'd save mine as *ltravis family newsletter*
3. Click and drag across the blue word **Headline** and type your own headline.
4. Click and drag across the blue word **Student Name** and type your own name.
5. Click and drag in the first column where it says, "**Delete this and type your own words here.**"
6. Begin typing.
7. When you get to the bottom of the first column, stop.
8. <Ctrl><S> to save your work.
9. Continue typing by clicking and dragging across the words in the second column, "**Delete this and type here.**" You might want to consider putting a special quote in this box: something that person says often, something with a special meaning for you.

10. Insert your picture:

- a. Click inside the white box where you are going to put your picture.
- b. Put your disk with the picture in A: Drive of your computer.
- c. Click Insert, Picture, From File....
- d. Find your picture and click Insert.



11. Click and drag across the word **Caption** under the picture you just inserted. Type in your own words for the picture's caption.
12. <Ctrl><S> to save your work.
13. Print a copy for your teacher.