

## *Creating a Story using Microsoft Word*

- 1) *Open up Microsoft Word.*
- 2) *Go to the website posted and decide on the name of your story from viewing the photos posted. (look at several of the photos to make your decision).*
- 3) *Open up photos and then copy and paste into word for your main page. You may at this time click on the photo format and change the border around the photo.*
- 4) *Remember when you click on the photo you must click on Text Wrap (tight...) this will allow you to move the photo if you choose.*
- 5) *You may need to reduce the size of the photo by grabbing the handles that are around the photo and reduce the size.*
- 6) *Go to design and change the background if you like. You may also place a border around the page if you so choose.*
- 7) *Return back to the website and copy a new photo and place a text box under the photo with the size font you like bigger than 14 but less than 48, you may wish to make it Italic. The best font type is Comic sans for designing. Remember to make the font easy to read.*
- 8) *Hit your enter key and create page two and all subsequent pages.*
- 9) *Go to Insert and word art and place a title on your first page. Don't go foolish keep it simple. On the main page near the bottom right open up a text box and place (written by and your name).*
- 10) *On each photo that you decided to use click on the photo and choose the format that will surrounds the photo.*
- 11) *Save your story as a word document.*
- 12) *Save your story again as a PDF file.*
- 13) *If you wish to place a page number on the pages do the following:*
  - a. *Click on INSERT then look for the icon for Page Number. You may place the numbers at the top or bottom.*