

Tips for Your Word Document

1. If you have a lot of text, try using **Columns**. (Click on **FORMAT**, select **COLUMNS**. Choose how many columns you want - usually 2 - choose if you'd like a line between your columns.)
2. Use **Word Art** for a title.
3. Copy and paste graphics from the Internet. Don't forget to show your **Picture Toolbar**. (Click on **VIEW**, select **TOOLBARS**, select **PICTURE**.) Select **TEXT WRAPPING** so you can move your picture around.
4. You can also copy and paste graphics from Print Shop, and insert Clip Art from Microsoft Word.
5. **SCAN an original picture**. Go to the library and log in at computer 8. Scan your drawing or map and save to P:. Then to put this scanned picture into Microsoft Word, click on **INSERT**, select **PICTURE** and **FROM FILE**.

