

# Creating Student Books...

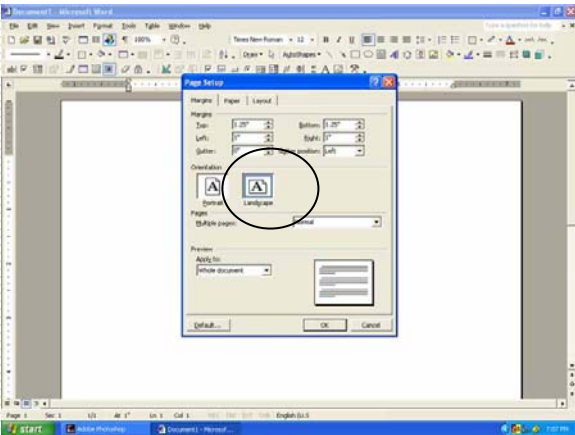
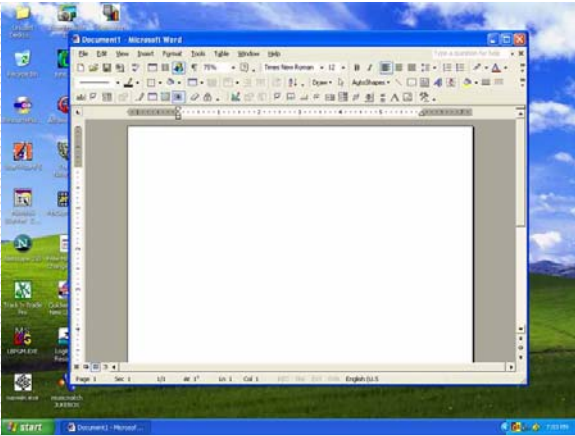
---

A Step by Step Lesson for Using  
Word to Create a Student Page.



# 1 – Open New Word Document

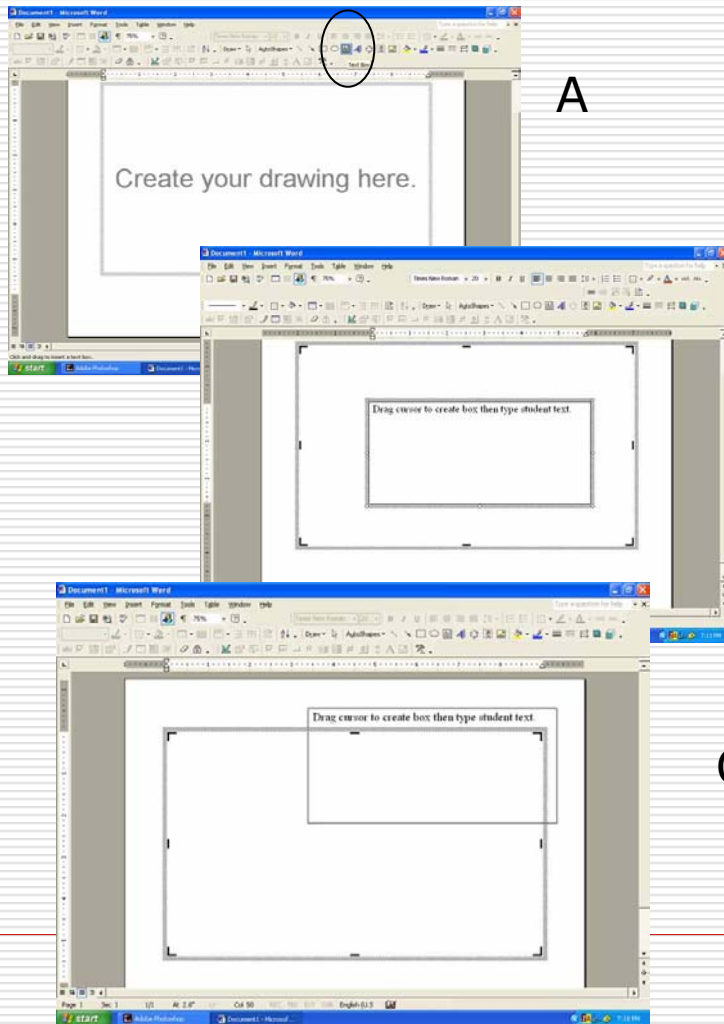
---



- ❑ Open a new document
- ❑ Under "File" select "Page Setup"
- ❑ Choose "Landscape" Orientation
- ❑ Click "OK"

# 2- Create a Textbox for Student's Words or Sentences.

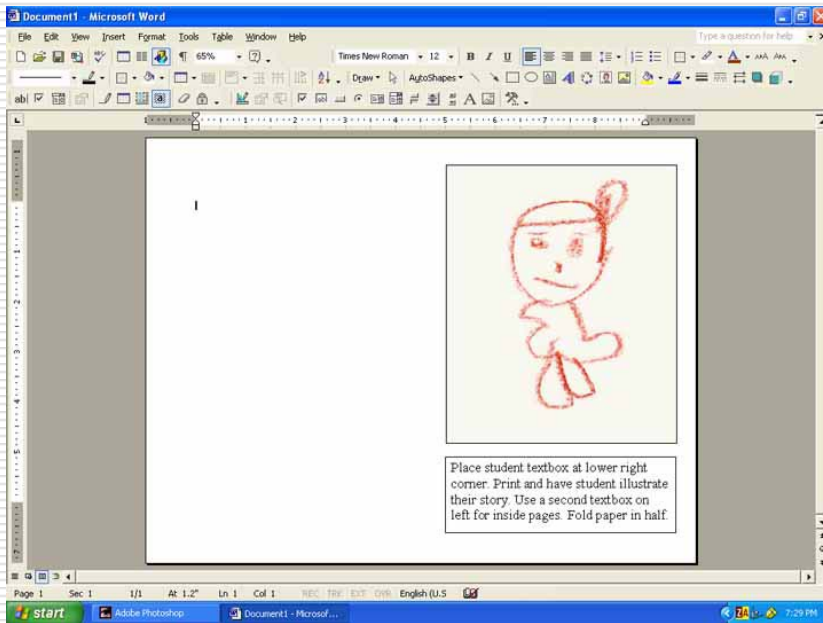
---



- ❑ A- Using the "textbox" icon, B- Click then drag the cursor inside the box that appears.
- ❑ C- Drag the little box *outside* of the bigger box. Now you can place it anywhere on the page. Select the bigger "drawing" box and delete it.

# 3-Add Student Text

---



- Student text can now be typed into the box leaving room for their illustrations. (If a scanner is available then their art can be inserted as a picture.)
  - For inside double pages place a box on both the left and right.
  - Print to Publish.
  - *PS. Remember to "Save" 8^)*
-