

Class 4 format notes

Highlight headline and cut – go to Insert menu and insert text box (simple) – paste headline. Reformat textbox using contextual menu. Wider colored border. Reformat headline to be bold and centered.

Add byline after Austin

Select all text and go to Page Layout tab. Select 2-column layout.

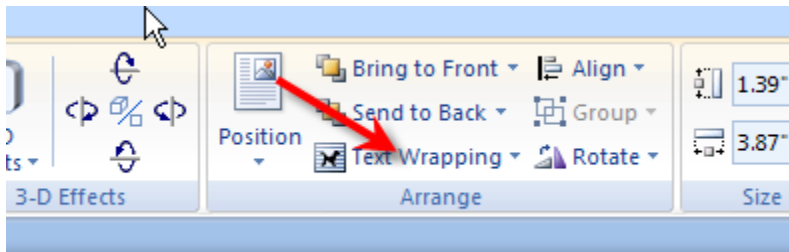
Use slider to get wider view. Check layout look. Adjust columns if necessary. Adjust headline position and line break.

Copy this text (para. on right center):

“The six finalists will be interviewed in October by a separate panel that will select the two Texas Teachers of the Year.”

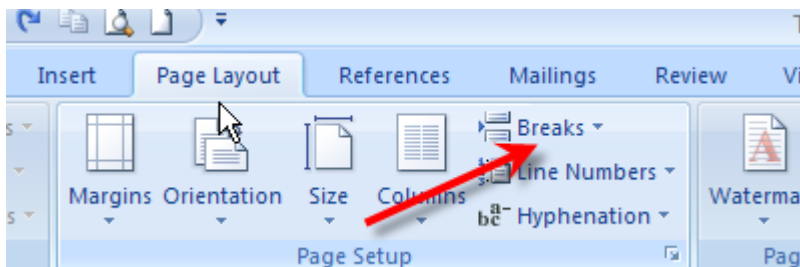
Go to Insert menu>text box> draw a text box.

Paste text in box as “pull quote” – use MiniToolbar to format text – centered, bold 16 pt.



Use text wrap tools top adjust box and border.

Find Breaks under Page layout and insert column break.



Insert star picture and format as square. Move into desired position.

Insert Section Break on same page to even up columns.

