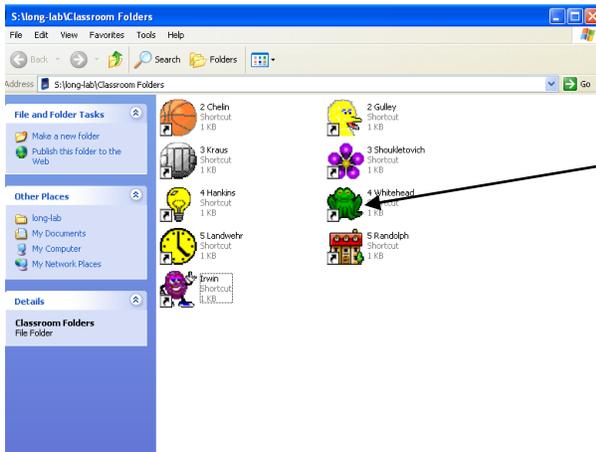


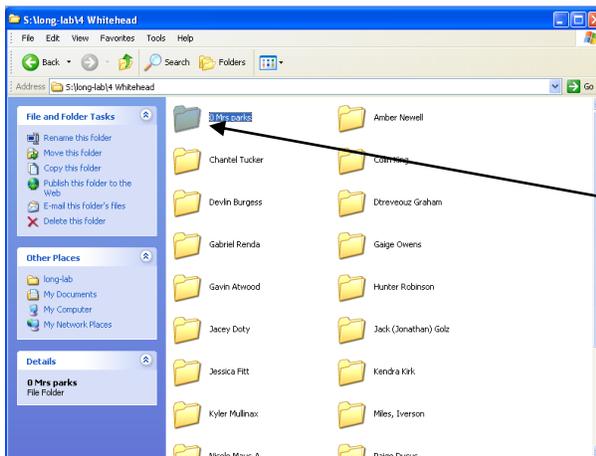
- To open students' folders on the server, don't let them Double click. They will drag, delete, or loose files and folders
- For each step use the mouse to click once & then use the other hand to click on the enter key (a total of 4 times to get to their document)



- First, click on the Classroom Folders icon
- The hit enter key



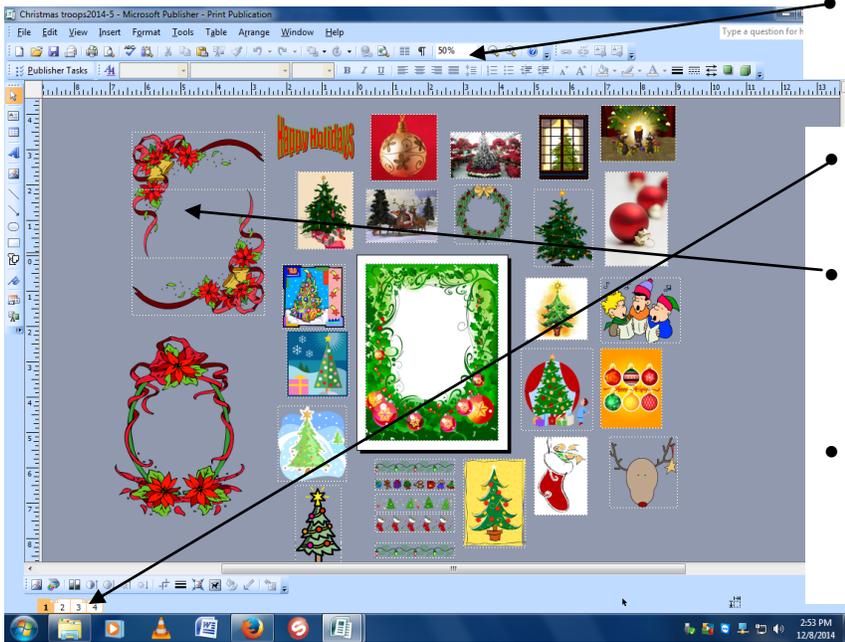
- Then, click on their teacher's icon
- The hit enter key



- Then, click on their on folder's icon
- The hit enter key



- Then, click on document's icon they need to open: **Christmas Troops2014-5**
- The hit enter key

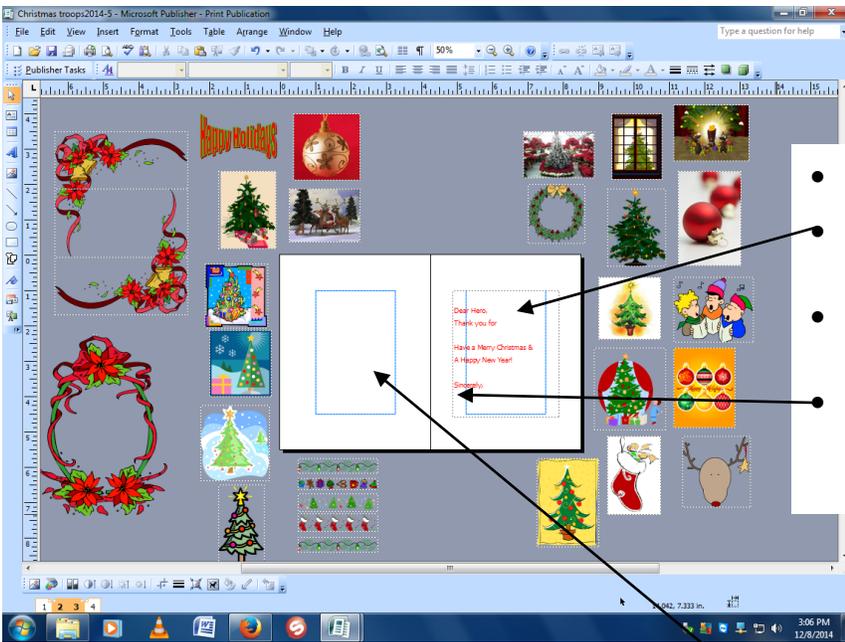


Set View at 50% to see all of the pictures to choose from

Point out that cards have 4 pages, have a printed one to show how it will fold when done

On page one, they can choose a border picture, & one inside picture or Happy Holidays word art. Do not change the size of the border pics. Point out the blue dotted grid lines & their purpose

- Pictures should not have to be resized but may have to go behind the borders. They can use the arrow keys to nudge pictures to frame them once they are selected (*with grab bars in the corners*)



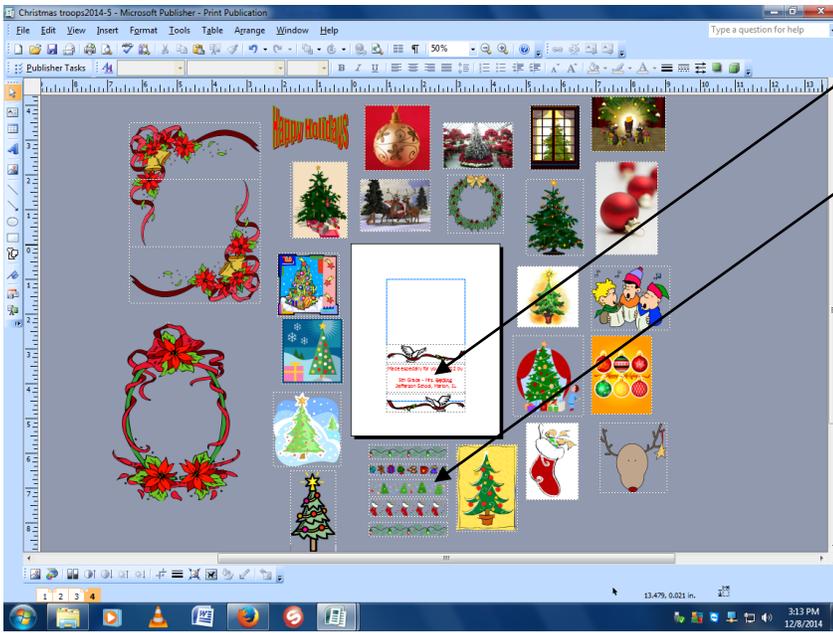
On PP 2-3

Point out that in publisher you can only type in a text box, represented by the dotted lines

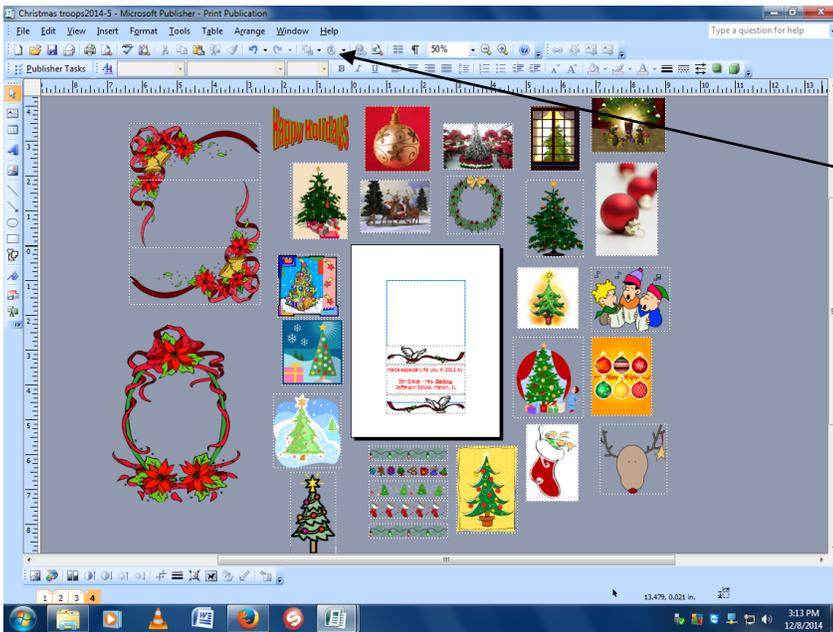
- Click in the space after Thank you for... and finish their thoughts/wishes

Then under Sincerely, Type 1st and last name, use Shift key to make capitals

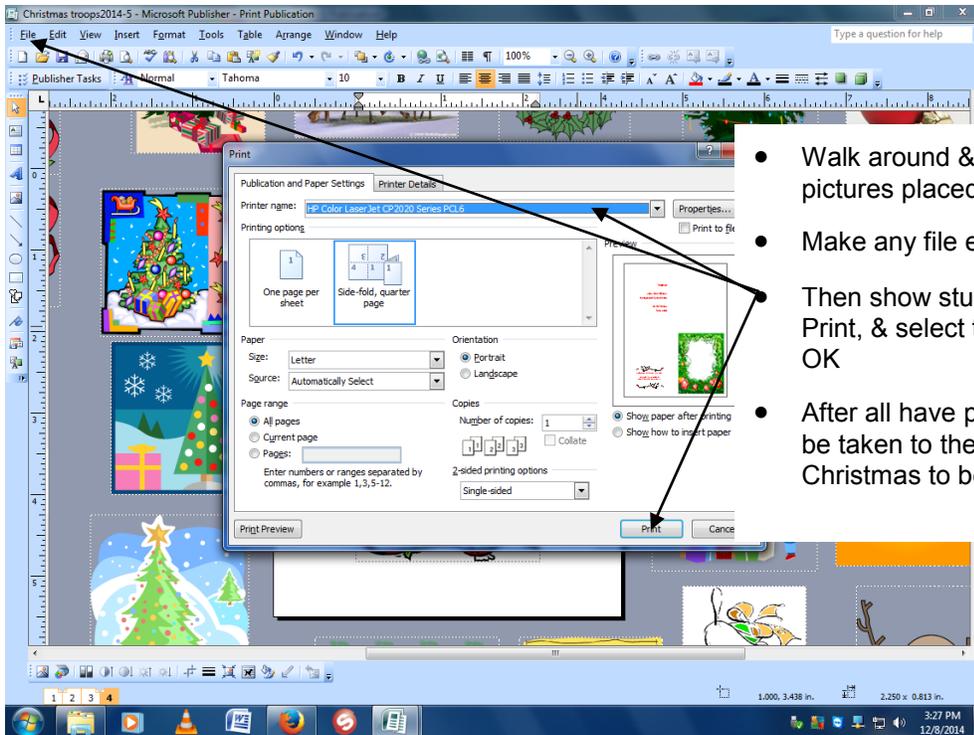
Students may select the same picture they used inside the border on P. 1 and make it about a 1 inch square. Use corners to drag to change the size. Then center on P. 2



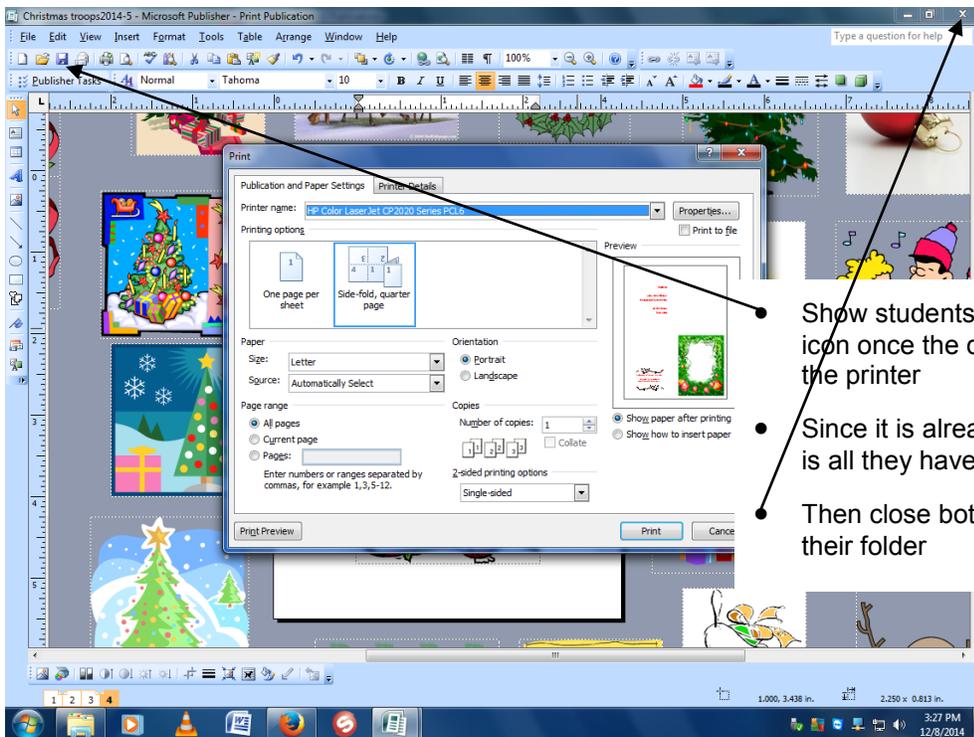
- Click in space below Made especially for you & type your first & last name, use capitals where needed.
- Then students may choose one border picture to use above and below the text box
- Line picture up on the top & side guide lines
- Use arrow keys to nudge picture into fit. Do not resize picture. They will fit perfectly as is.
- Show them how to copy and paste use Ctrl & mouse-click & drag to duplicate the top border picture
- Bottom border picture can be flipped left to right



- Show them how to copy and paste use Ctrl & mouse-click & drag to duplicate the top border picture
- Bottom border picture can be flipped left to right
- Both borders need to be the same picture



- Walk around & make sure each student has pictures placed well
- Make any file edits needed
- Then show students how to select File, Print, & select the color printer, then click OK
- After all have printed, collect them. They will be taken to the Veteran's Hospital before Christmas to be shared with patients there.



- Show students how to click on the blue save icon once the document has been sent to the printer
- Since it is already saved in their folders, this is all they have to do to save it.
- Then close both the publisher document & their folder