


Composing Text for an Early Civilizations Ad (5W5 – Appleworks)

Task: Create an advertisement for a magazine to sell a product from an early civilization.

Step 1: Run *Appleworks*.

Step 2: In the **Starting Points** window, select **Drawing**.

Step 3: Create a textbox on the page as follows:

- Click on the text  button.
- Click and drag a text box on the page.
- Click in the text box and begin typing.

Step 4: Insert a picture on the page as follows:

- From the file menu at the top of the screen, select **File >> Show Clippings**.

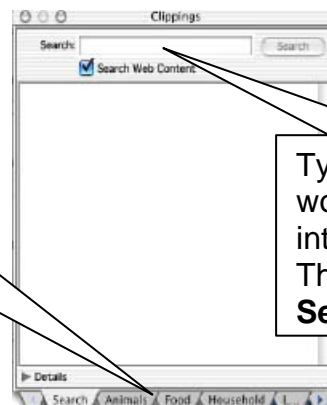
Click on the tabs at the bottom of the **Show Clippings** window to explore the different categories of images.



- Once you have found an image, double click it to insert it into your work.

Click on the arrows to show more tabs.

You can also look for an image using the search tool. Click on the **Search** tab at the bottom of the **Show Clippings** window.



Type a search word (e.g. "dog") into the search box. Then click the **Search** button.

- **NOTE:** Before searching, save your work.
- The search is done on the Internet, so you will need to be connected to the Internet to find an image this way.

Step 5: Save your file, using a unique filename, by selecting **File >> Save As** from the file menu at the top of the window.

NOTE: If you can't find an image that goes with your advertised product, you can create an empty frame, print your work and then draw a picture, or cut and paste one from a magazine.

To create a frame for your picture:

Step 1: Click on the rectangle drawing tool in the toolbar on the left of the screen. If you don't see this toolbar, click on the small red toolbox at the bottom left corner of the screen.

Step 2: Click and drag a box the size of your picture.

