

Student Instructions

- Open a blank page in Microsoft Publisher 2002
- Go to File, Page Set up, select orientation –Landscape
- Select Arrange in Menu-Layout Guide
- Replace 1 in left, right, top, bottom menu to .25
- Set columns to 4 and rows to 2.



Select the text box icon and draw a box the size of the first box, draw another to insert text. Use the moving truck to move the text around.



- On page number 2, 3, 4, 5 you will have instruct the students on how to rotate the text by selecting the text box and the arrow beside the rotate button or arrange in the menu-rotate flip.
- From the drop down menu have the students select the rotate left twice. The text will appear upside down.
- The students will then insert graphics– go to insert picture from file or clipart (online).
- Continue until all of the cells are completed.

Print and fold your finished book-Note-Follow page numbers and continue to read after page 6 which becomes a turn around.