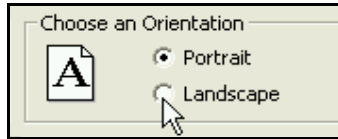
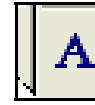


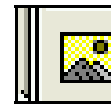
If you want to change from 'Portrait' to 'Landscape' layout go to '**File**' > '**Page Setup**'. Click on the layout you want.



Use this tool to make text frames.



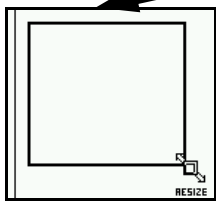
Use this tool to make picture /graphics frames.



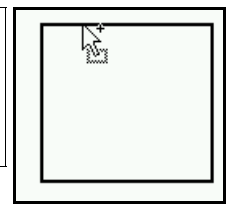
When the program opens select '**Blank Publications**' and '**Full Page**'

Opening the program.
Making frames.
Resizing and moving frames

Change the shape of a frame using the corner or side 'handles'



Move the frame using the 'lorry' which appears when you place your arrow pointer on the edge of the frame (not on a corner 'handle')



Formatting Text

Enter text into a text frame. Use the **F9** key at the top of the keyboard to '**Zoom**' into , or 'out of' the page

If you want to change the size, typeface, colour of your text you must remember to **highlight** it first, by dragging you mouse over the text while holding down the left mouse button, then click on the tool you wish to use.



Click on down arrow to see a list of typefaces.

Click on down arrow to see size.

B *I* U

Left, Centre or Right justification

Quick way to increase decrease size.

Fill frame colour

Frame border line style

For headings and titles - To change the size of the text to automatically fit a text frame, use **Format > Autofit Text > Best Fit**.

Bullet points

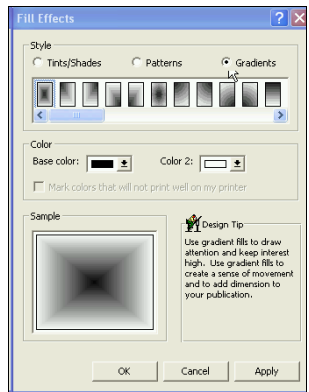
Indent text

Text colour

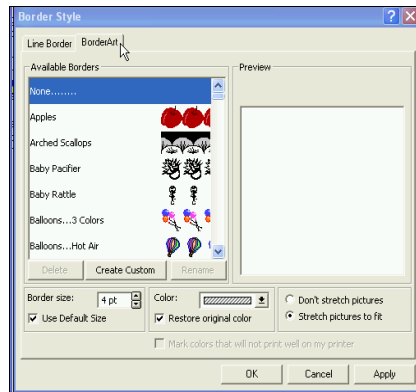
Rotate frame

Formatting Frames

To change the background of a frame. Click on the Fill frame tool. Click '**Fill Effects**'. Click on '**Gradient**' if you want a blended background. Select the colours you want. Click on Apply and the OK



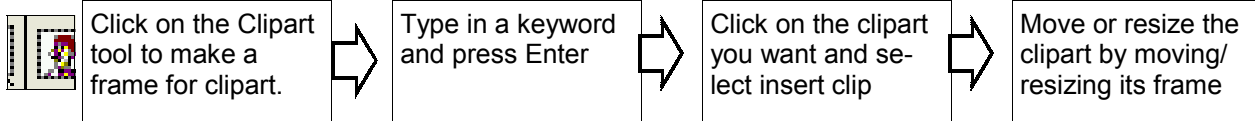
To make a fancy frame. Click on the **Border style** tool. Click on '**More Styles**'. Click on '**Border Styles**'. Choose a style Click Apply and OK



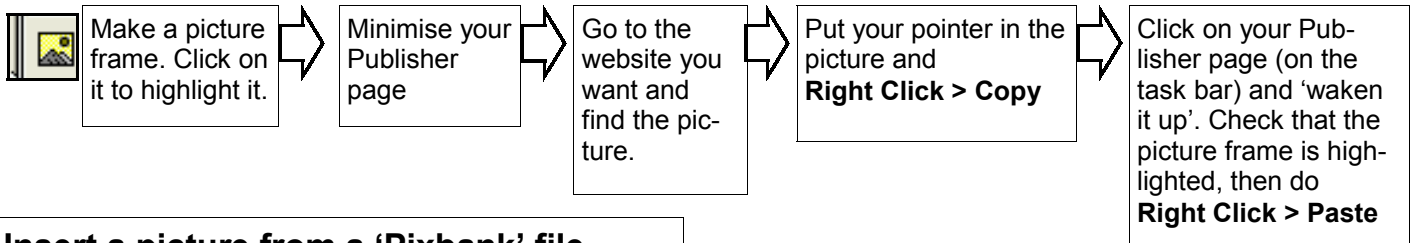
To **SAVE** for the first time. Go to '**File**' > '**Save as**'. Enter a name for your file and click on Save to save it in your 'My Work' folder.

Use the **keyboard shortcut** to save after the first time.
Hold down CTRL and tap S

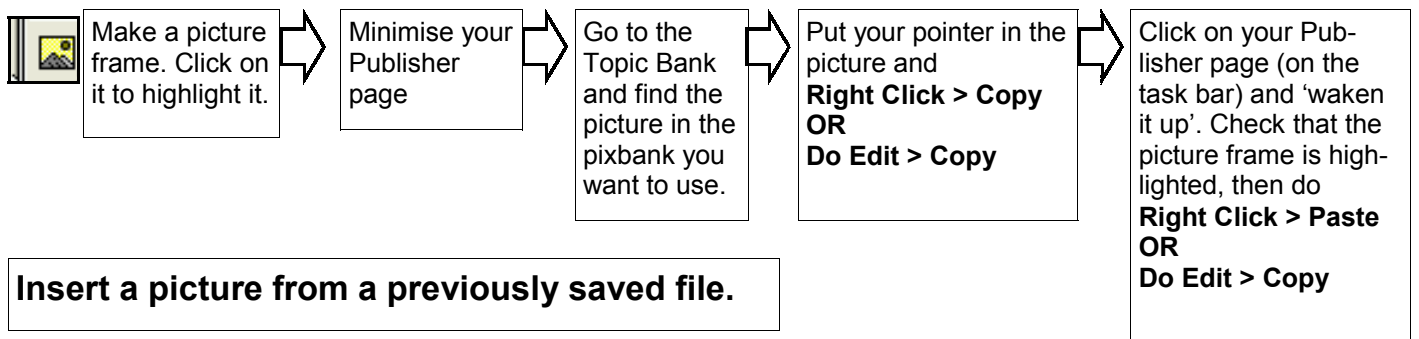
Insert Graphics from Clipart



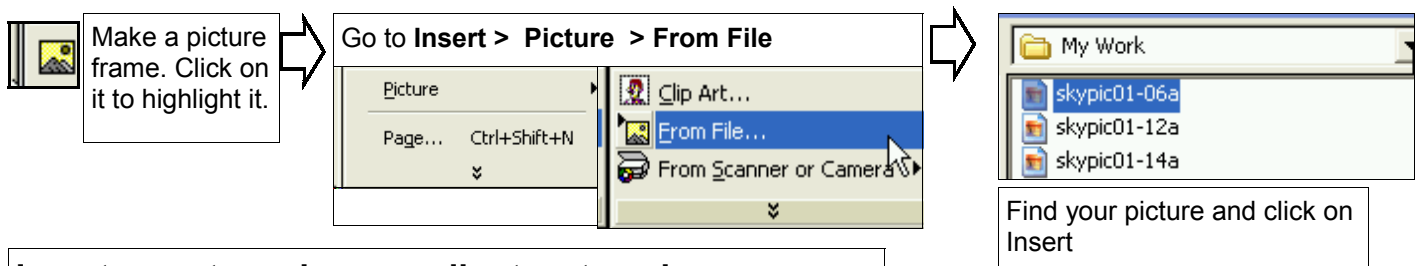
Insert a picture from a website



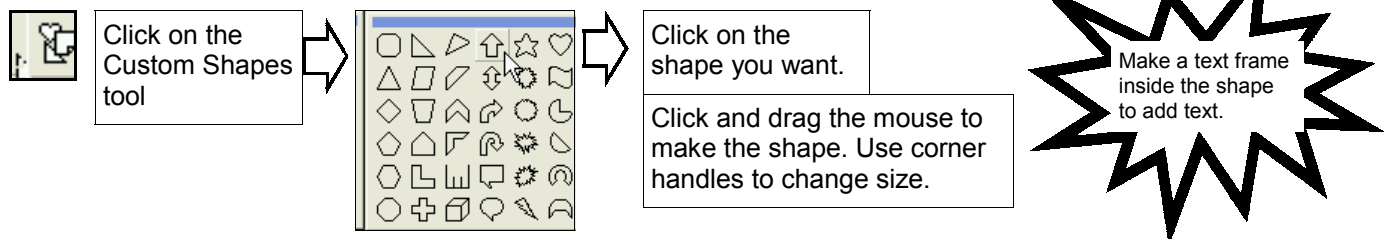
Insert a picture from a 'Pixbank' file.



Insert a picture from a previously saved file.



Insert a custom shape - callouts, stars, box arrows



Insert a digital camera photo from a previously saved file (on floppy disc.)

