

Lorim Ipsum II

By: Your Name

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Text boxes should come in "unwrapped" so that you can size and place as you wish/need. You can add wrapping. Sometimes MS Word wraps text boxes

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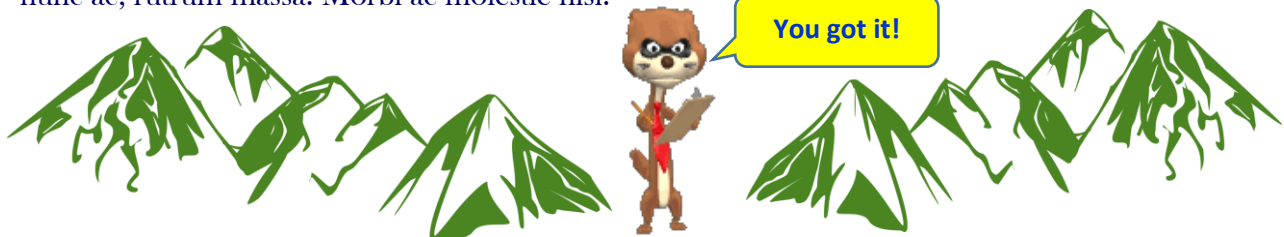
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This is a text box that has no lines so it is invisible. Click on any selected objects FORMAT tab to see your options to color or change that graphic. For this box, can you find NO OUTLINE?

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Fill this text box with a light color. Be sure that the text is black so even color blind people can read. Add a dark colored boarder with a line weight of 3 pts



Directions: Lorim Ipsum 2

1. Open MS Word: IF YOU DO NOT HAVE THIS PINNED TO YOUR TASKBAR, PLEASE ASK FOR HELP DOING THIS. We will work with MS Word for a few weeks.
2. Please start with a BLANK document with 1” margins all around (This is probably what your computer will default to)
3. Go to www.lipsum.com and generate 5 PARAGRAPHS of text. Copy and paste into your document
4. Using CUT & PASTE, create a title (add the roman numeral II) – BE SURE TO SET YOUR TEXT STYLE TO NO SPACING *like we did on our first lorim ipsum assignment*. USE ARIAL BOLD SIZE 14 CENTERED (or some other “sans serif” font face)
5. Be sure to CAPITALIZE THE FIRST WORD in your first paragraph.
6. Change the font from the default CALIBRI to BASKERVILLE OLD FACE (this is a “serif” font – do you see the extra “hands & feet”)
7. Add RIGHT INDENTS AT 5” ON YOUR RULER FOR PARAGRAPHS 1, 3, AND 5.
8. Draw a text boxes as shown (INSERT-TEXTBOX, choose DRAW. While it is often best to mathematically size graphics and text boxes, please draw this one to fill up the space we created in step 7.
9. Add text to your document as shown.
 - a. The first one should use ARIAL SIZE 10
 - b. The second one should be ARIAL SIZE 9.5. Apply ITALICS
 - c. The third text box should be ARIAL SIZE 10. Add the fill and border as shown in the example.
10. Add a small clip art at the bottom with a call-out. (NOTE: *You do not have to use a mean looking weasel!*)
11. Finish this project by placing more clip art in the bottom margin. BE SURE YOU LEAVE AT LEAST A 1/2” AT THE BOTTOM OF THE PAGE. Most printers will not print in margins that get much smaller than 3/8th inch.
12. SHOW THIS TO MR. B WHEN YOU ARE DONE. TOGETHER WE CAN REVIEW A FEW MORE “TIPS & TRICKS”.