



Student Writing Center

Grades: K-5
Folder: Language Arts

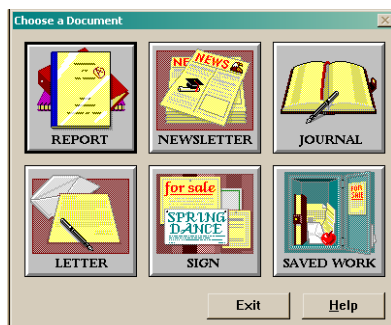
Technical Directions
Instructional Technology Department
Plano Independent School District

No setup is required.

This is a desktop publishing piece of software.

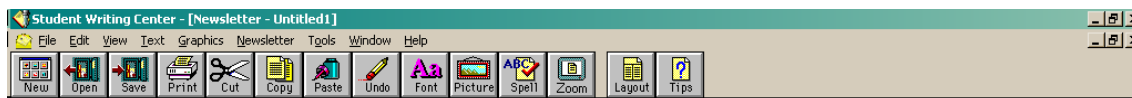
Choose the type of document you would like to create.

The choices are: **Report, Newsletter, Journal, Letter or Sign.**

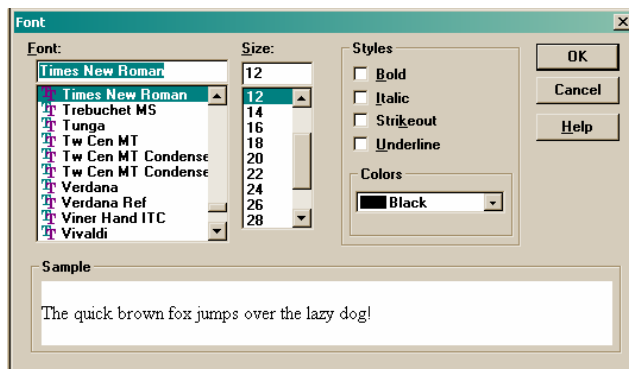


You can also access a file that you have created and saved previously by choosing **File> Open**. Navigate to where you saved the file.

This is the main toolbar:



To change the style of the text - Highlight the text you want to apply the font changes to. Choose the Font icon. Make your selections.



To add a picture – Click on the Picture icon and browse to find the image that is already available in the gallery or you can import an image. You can drag your image to where you would like it on the page.