

Initial Brochure Set up: OPEN MICROSOFT WORD

1. FILE → "Page Setup" → Orientation → Choose box on right, Landscape/Sideways.
2. Under FORMAT → Columns → Choose "three."
3. FORMAT → "Document" → Change MARGIN spacing for Bottom, Right, Left, Top to 1".
4. SAVE your document with a meaningful name.

WORD → Preferences → VIEW → "Text Boundaries", (top right)

Column 1

Typing your information for Column One: Element Information

- 1) In the first column type the **name of your element**. (18 pt., your choice of a readable font, centered, bold). Change font size to 10 pt. RETURN.
- 2) Type your **first and last name using 10pt., italics, Comic Sans, centered. RETURN.**
- 3) Insert a digital image from the Internet. Site your source below it by copying the sites web address.
THEN, right click or Control Click and choose "insert caption... paste the URL in the space that says Figure: , hit return
- 4) Type the following atom information **FOR YOUR element**. (Use the **TAB** key to line up your columns. Type in Times new roman, 12 pt., left alignment)

Atomic Symbol: (tab key twice)	H (example)
Atomic Number: (tab key twice)	1 (example)
Atomic Mass: (use a whole #-tab key twice)	1 (example)
Number of Protons (tab key twice)	1 (example)
Number of Electrons (tab key twice)	1 (example)
Number of Neutrons (tab key twice)	0 (example)

- 5) Type the title---"**Element Description**": (12 pt, bold, calibri, left aligned, RETURN)
 - i) Type your description of element paragraph including information such as:
 - Appearance
 - Interesting fact
 - ii) Cite your information in parenthesis using the book title and the website name. ex. (Holt)

Let the text wrap at the end of each line; DO NOT click on RETURN until the very last word of your description. **Very important... at the end of the paragraph, hit return once.**

- 6) **Border and Shade your paragraph include the title INSIDE the textbook.**

- ✓ Go back to column 1. Highlight the description of element paragraph Step 5 and the title Element Description.
- ✓ Under **Format** choose **Borders and Shading-->Border-->Box**
- ✓ In the same window.... Now click the "**Shading**" tab on the upper right. Choose shade of **grey, 15%**.

Hit Return until your cursor is at the top of the next column.

Column 2

Inserting Information for Column Two: Works Cited. (From NoodleTools)

1. Click on your project for the elements brochure
2. Click under Components the Works Cited option.
3. In the top right corner of the page, there is a drop down menu that allows you to choose the format to open your works cited. Choose Word.
4. After Works Cited is saved in **MSWord**: Open>Select All > Copy > Paste into the 2nd column (this becomes the back of brochure). Change font to Comic Sans and *any size font to fit in the column.*
 - a) Center the title "**Works Cited**". Highlight and change to 14 pt., Comic Sans
 - b) **DO NOT double space (due to space limitations). Select all >Format >Paragraph >change to Single space**

Column 3

Typing Information for Column Three: Cover Page

- 1) **Required items**
 - a) Creative Title (font of choice, but readable; **bold, 18pt**),
 - b) Picture from Internet inserted as an object (Format picture>Layout>Square>OK).
 - c) Must include citation for picture. Right click or Control Click and choose "insert caption... paste the URL in the space that says Figure: hit return

Center under the picture: 18pt, your name, teacher's name, and class period

The rest of the brochure's format is your choice, but you need the following requirements:

Column 4

One advertisement using science to help "sell your element."

Column 5

- Family Name and two descriptions about the family's characteristics

With a citation of your research below

- Uses of the element

With a citation of your research below

Column 6

Second advertisement

When you are finished....

Print:

- 1 copy in Black and White... with a rubric attached.. Printer 103
- 1 copy in Color on the Copy Room_Color— 2 sided for display.

Printing With Duplex Printer (prints on both sides)—

- 1) Printers in Mac Lab, Media Center and Brother printers in classrooms are **duplexing** printers and print on both sides. **Know where you are printing.**
- 2) Go to FILE menu and select **PRINT (command P)**
 - a) **Print Pages FROM: 1 - TO: 2**
 - b) Go to **Copy & Pages** pull down menu.
 - i) Select the **LAYOUT** option.
 - ii) **Turn on two sided printing** and for this brochure choose "**from short edge.**" This could be different from different computers.
 - c) Click on **PRINT** button.

Manhart printer 103