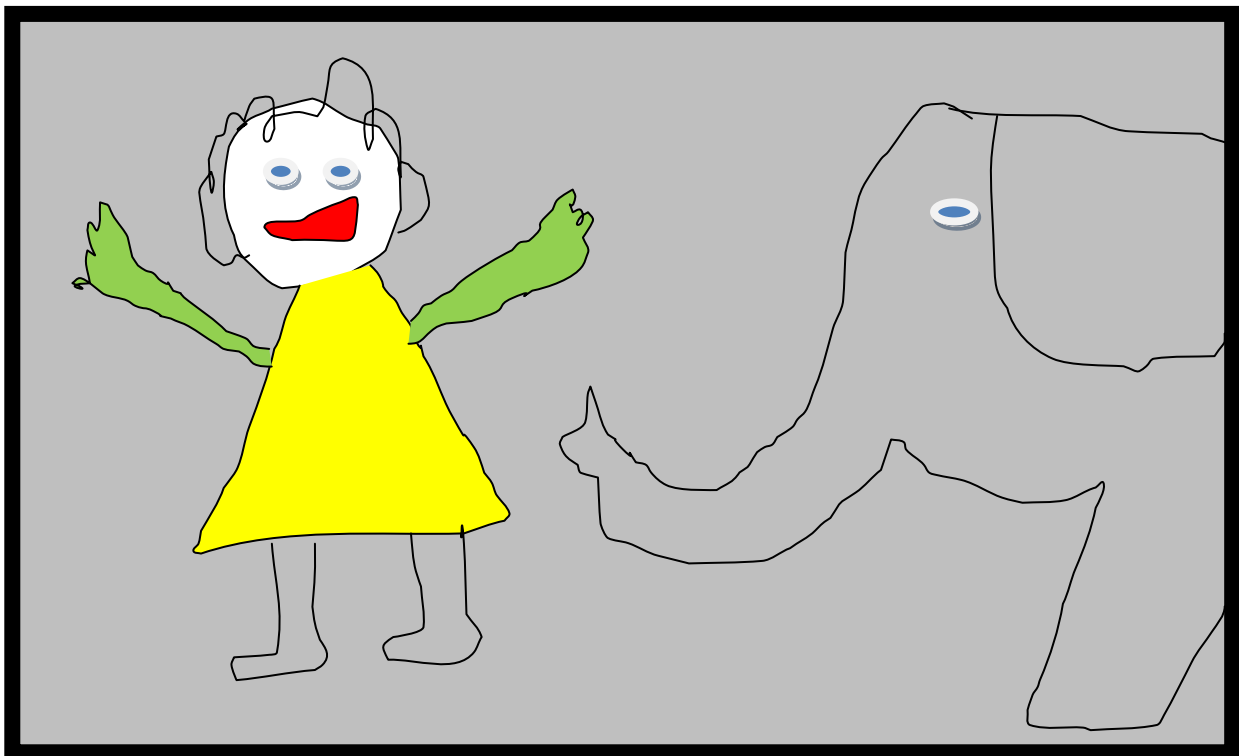


How do I ... set up a Drawing & Writing Space in MS WORD ?

1. Position Cursor wherever you want the drawing.
2. Go to the "Insert" tab on the tool bar >
3. Choose "Shapes" (On Illustrations Bar)>
4. Choose "New Drawing Canvas" (at bottom of dropdown menu)
5. Choose a shape or squiggly drawing line on the "Insert Shapes Bar" - top left.
6. Fill images with colour from the "Shape Styles" tool bar
7. Right click on frame (to increase frame thickness)> Go to "Format Drawing Canvas" > Go to "Colours and Lines" > Choose line colour from dropdown menu, and then Style (thickness)
8. Insert a text box to add a story.



I wrote to the zoo to send me a pet. They sent me an elephant. He was too big. I sent him back.

By Fred and Charlie

Made 4 U @ the Coalface

How do I ... set up a Drawing & Writing Space in MS POWERPOINT ?

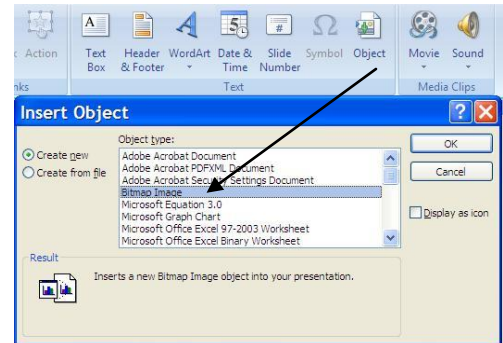
1. Insert a blank slide (Home tab > New Slide> Blank)

2. Go to the "Insert" tab on the tool bar

3. Go to "Object" on the 'Text' bar

4. Scroll down 'Object type' dropdown menu to highlight "Bitmap Image"

> Ok



5. Hold mouse on edge of paper to drag out and increase size

6. Use the Paint Tool Bar on right > Double click when drawing complete

7. Insert a text box for the story > Save as.

