

Box 1: Text
Page 1000

Before you begin your design, gather the papers you will use for your template. When you have completed your design, print it on paper, then paper out your layout of the page to see how your design fits within these boxes. Print the printed paper on a standard 8 1/2" x 11" sheet of paper, to make sure it fits properly placed when you make an exchange of your page.

If you will be using a printing or composition table, you will see when a page is printed on a table that it will not fit properly on a page.

Tip:

Before printing, you will want to check the layout of your design. Make sure the design fits in the boxes, and that the design is clear and legible. Check the font size and spacing for the text.

Delete this box before printing.

COVER PAGE

Box 2: Left
Page 1000

Tip:

Before printing, you will want to check the layout of your design. Make sure the design fits in the boxes, and that the design is clear and legible. Check the font size and spacing for the text.

Box 3: Right
Page 1000

Be creative! Use boxes within these boxes to add clip art, logos, maps, highlight text, etc.

To add text, click on text in the boxes. You can edit text in the boxes. Simply click on the text and type in the appropriate page.

Even if you are not printing on a color printer, do not hesitate to add clip art to your bulletin. Clip art printed in black and white looks great too!