

How to Create a Word Document with Picture and Graphic Element

1. Open a new **Word** Document.

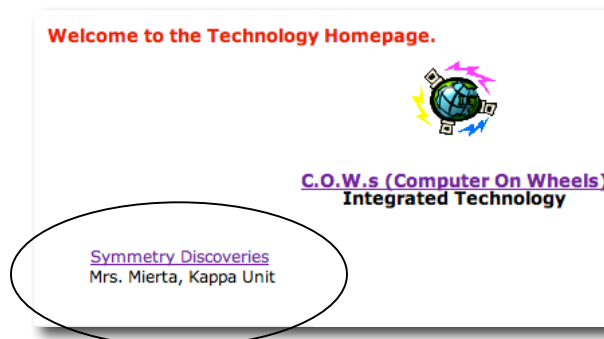
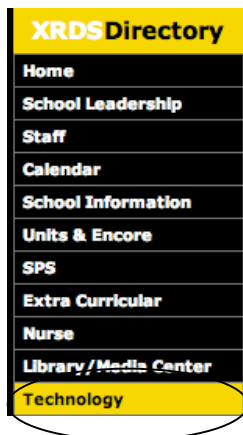


2. Format your page with name, date, title, etc.
3. **Save** your work in the **documents** folder.

4. Click on **Safari**.



5. Go to the www.sbschools.org website > **Technology** > **Symmetry Discoveries**.



6. Scroll down and choose a link to search for a picture (example: www.google.com > images).

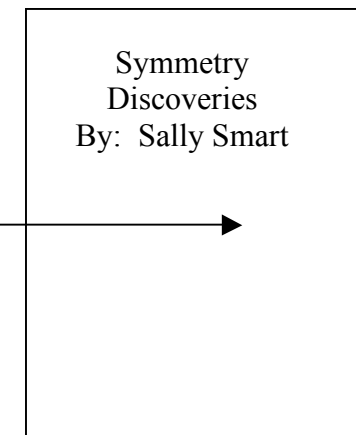
7. Type in subject related keywords (example: symmetry + nature).



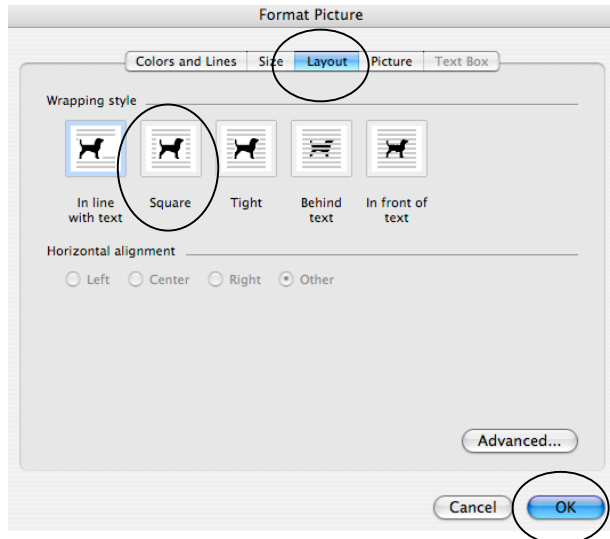
8. Click on the image to get a full sized picture.



9. Click and drag your mouse from the image to the Word document.

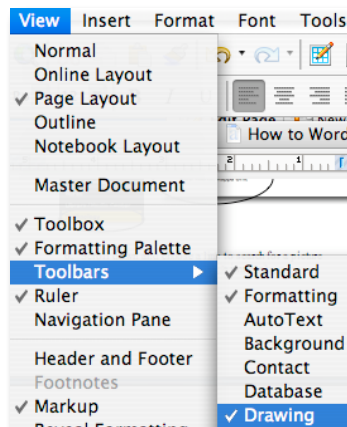


10. Double-click on the image to get an image menu. Click on the **Layout** tab and choose **Square**. Click **OK**.



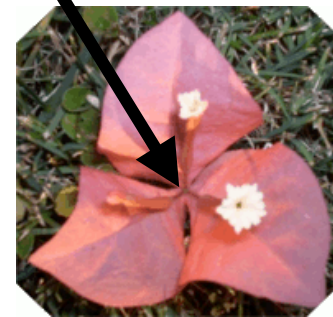
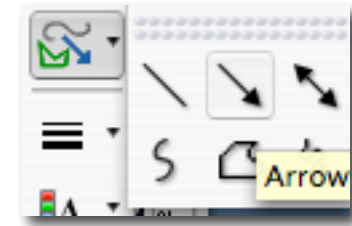
11. Move your image to the best location on your word document.

12. Draw the line of symmetry or an arrow with pivot point identified on the picture.
HINT: Make sure your **Toolbar>Drawing** tool is available for use.

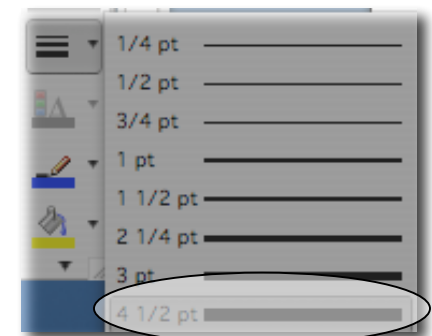


Example: Rotational:

- Locate the line tool button. Choose the arrow.
- Point the arrow to the pivot point.



Note: For better visibility, you can change the thickness of the line, by holding down the **line style** button. Make sure the arrow that you created is still highlighted.



Challenge: Will another color line make your arrow more appealing? How can you change the color of the line/arrow?

Example: Reflection:

- Locate the line tool.



- Draw a line over image.



13. Add written expectations (location of illustration, description of image, explanation of symmetry, location of all websites) as described in the Symmetry Discoveries Booklet.

Important: Do not forget to copy and paste the web address from which you have copied your picture.

Websites used in this how to guide:

<http://coe.west.asu.edu/students/rbailey/Ronni/symm.htm>

<http://homepages.inf.ed.ac.uk/rbf/HIPR2/libnat.htm>