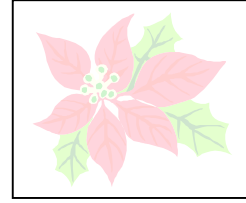


How to Create a Watermark Document



Creating a Creative Writing Template

The Legend of the Poinsettia by Tomie dePaola

1. Start a new Microsoft Word Document.
2. Go to Insert on menu bar, select Picture and click Clip Art.
3. Type the word poinsettias in the field labeled Search for Clips. Press Enter.
4. Select the poinsettia clipart of your choice.
5. Select the Insert Clipart icon at the top of the pop up list to insert the graphic.
6. Close the picture window when done.
7. Grab the bottom right handlebar on the graphic and expand the graphic to cover most of the page. You will get the double sided arrow to drag.
8. With the graphic selected the Picture toolbar will appear at the top right.
9. Select the Image Control button (2nd button) on the Picture Toolbar.
10. Click the fourth option, Watermark. (Select the Image Control Button again if you desire Grayscale tone).
11. Select the Text Wrapping button (9th button) on the Picture Toolbar and click Behind Text.
12. Move the picture to a new location (centering) by pointing in the middle of the picture then click and drag it around the page.
13. Click off the picture (the boxes will disappear) and begin typing to place text on top of the poinsettia.

Formatting Text for Your Students

You can add text boxes so that your students will know exactly where to place their text. Follow these simple directions:

1. Select View on the menu bar, then Toolbars and check Drawing Toolbar if it is not already on your desktop. It will appear at the bottom of your document.
2. Select the Text Box button (the one with the letter A on lined paper) and draw a text box on top of the watermark image.
3. Select the Fill Color button (paint can) on the Drawing toolbar and select No Fill.
4. Next select the Line Color button (paint brush) and select No Fill. Do this for all text boxes inserted into document.
5. Select the font, font size and style by clicking the selections on the formatting toolbar.
6. Save your document in a place where your students can retrieve the document. Save as a read only document.
7. Always make a backup copy of a template in case the document is lost or reformatted.