

## Grade 4 Stories in Word

### Guidelines

1. Determine how many pages you will need for your book before you move on to the next step. Do NOT include the cover page. It will be done separately.
2. Go to **FILE – PAGE SETUP** and change the layout to landscape.
3. Go to **FORMAT – BORDERS AND SHADING – PAGE BORDER** and choose a box (you must click on BOX on the left) with a solid colour and a width no larger than 3 pt.
4. Go to **INSERT – PAGE NUMBERS** and position the numbers on the bottom and center or right of page. Click **OK** when you're done.
5. Go to **INSERT – BREAK – PAGE BREAK** and keep inserting until you have the proper number of pages for your book.
6. Go back to the first page, click anywhere on the page, and go to **INSERT – TEXT BOX**. You can then draw the size of the text box that you want (you can also use the shortcut in the drawing toolbar).
7. Choose a plain font in size 16 or 18 (no cursive or all capitals, etc.). Start typing the text for that page.
8. Remove the line around the textbox by going to **FORMAT – TEXT BOX** and in “colors and lines” go to “color” and choose “no line”. Click **OK**. (you can also double click on the line around the text box as a shortcut to get to the same menu)
9. You can click on the text box and do an **EDIT – COPY**, then click on page 2 and do an **EDIT – PASTE**. This will make a duplicate of the text box so that you don't have to insert a new one, change the font and size, and remove the line from around it. It will save you a lot of time!

Your version of Word or word processing program may be a little different.