

Posters and Big Books

Objective: Creating posters or a big book
Changing the number of pages for a draw document
Page View
View Size

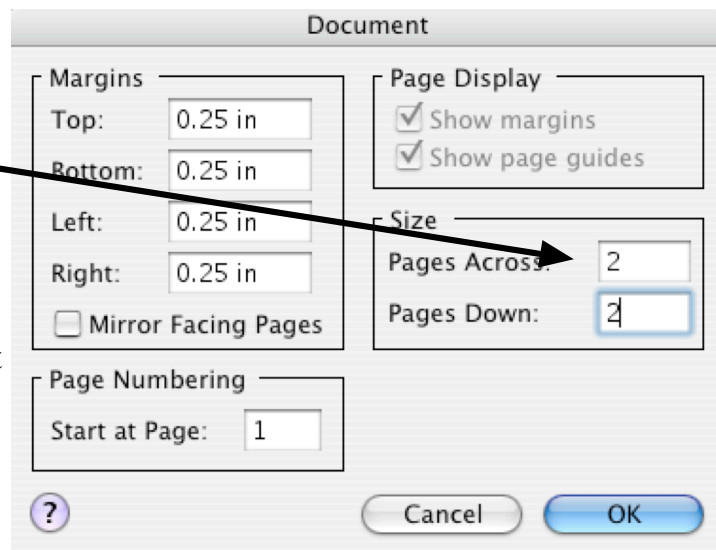
Program: AppleWorks Draw


Time: 30-45 minutes, depending on grade level

Grade Level: 3rd and higher

1. Open a new AppleWorks Draw document.
2. Go to **Format** and select **Document**.
3. Make sure the margins are all .25 inches.
4. Change **Size** to 2 pages across and 2 pages down (or as many pages as you may need). Click **OK**.

5. Change the view size by clicking on the small “mountains” in the lower left corner until you can see the entire document.



6. Use the *draw tools* to create a picture on the document or insert *graphics* by going to **File** and selecting **Show Clippings**.
7. To add text, click on the A in the toolbox and draw a text box. Type in your text. Change the font and size just as you would do in word processing. 
8. Click one time outside the text box.
9. Go to **View** and select **Page View** to see how the pages will print. Adjust if desired.
10. Print.
11. Trim and paste pages to each other using rubber cement.