




Create Bookmarks

Technology for Classroom Teachers



Marilyn Western

1. Click on the **rectangle tool** on the **Drawing** toolbar.
2. Click and drag a box – 2 inches wide and 5 inches tall (Use the rulers on the top & sides of your screen. If you can't see them, click on **View** and **Rulers**)
3. Insert **WordArt** – your name. Resize so it will fit in the top of the bookmark.
4. Insert another **WordArt** – the topic for your bookmark. Resize so it will fit at the bottom of your bookmark.
5. Insert a **text box** so it fits in the center of the bookmark. Make the line color '**No Line**'.
6. Type in your topic list.
7. To create a second bookmark, you need to 'group' your rectangle, WordArts, & text box.
 - a. Click on the border so the rectangle is selected.
 - b. Hold the **Shift** key and click on both **WordArts** and your **textbox**.
 - c. Click on **Draw** on the **Drawing** toolbar and select **Group**.
8. Now that all parts of your bookmark are grouped together, copy it (Edit and Copy or Ctrl and c or right click and copy) and paste (Edit and Paste or Ctrl and v or right click and paste).
9. Move your bookmark around until it no longer covers your 1st bookmark.

ASK TO PRINT!!



1. **Select your text.**
2. **To copy:**
Edit and Copy
or
Ctrl and c
or
Right click and copy
3. **To paste:**
Edit and Paste
or
Ctrl and v
or
Right click and paste



1. **Select your text.**
2. **To copy:**
Edit and Copy
or
Ctrl and c
or
Right click and copy
3. **To paste:**
Edit and Paste
or
Ctrl and v
or
Right click and paste

