

HEADING

SUB-HEADING

This is the text box is where you begin to type your story. You can create this by clicking on the tool marked 'A' at the left hand side of the screen. Click and drag until the box is the size you want.

(these instructions apply to the heading and sub-heading boxes too!)

Set the properties of the text box by right clicking on it and clicking on 'change frame' and then 'text frame properties..'

Make sure the box marked 'Wrap text around objects' has a tick in it. Choose the number of columns you want your report to have. Then click **OK**.

As you type the text will automatically wrap around and arrange itself in columns.

If you place a picture in your story the words will also wrap around it.

If you are typing a heading or subheading and you want the text to be as large as possible select the text



box then right click on it to open a menu. Choose 'Change text' then 'Copyfit text' and finally 'Best fit'. This will ensure that the text will automati-

cally re-size itself to fit the text box as you type.

To place a picture in your report simply click on 'Insert' (on the standard toolbar at the very top of the screen) and then

'picture'. If you have saved a picture you would like to use then click on 'from file'. Then find the directory that you saved your picture in.

Remember to save your work frequently as you go along.

When you are satisfied with your work don't forget to check

the spelling. To do this click on 'tools' (the standard toolbar again!) and then 'spelling'.

Finally, print out your work. . . . Well done!