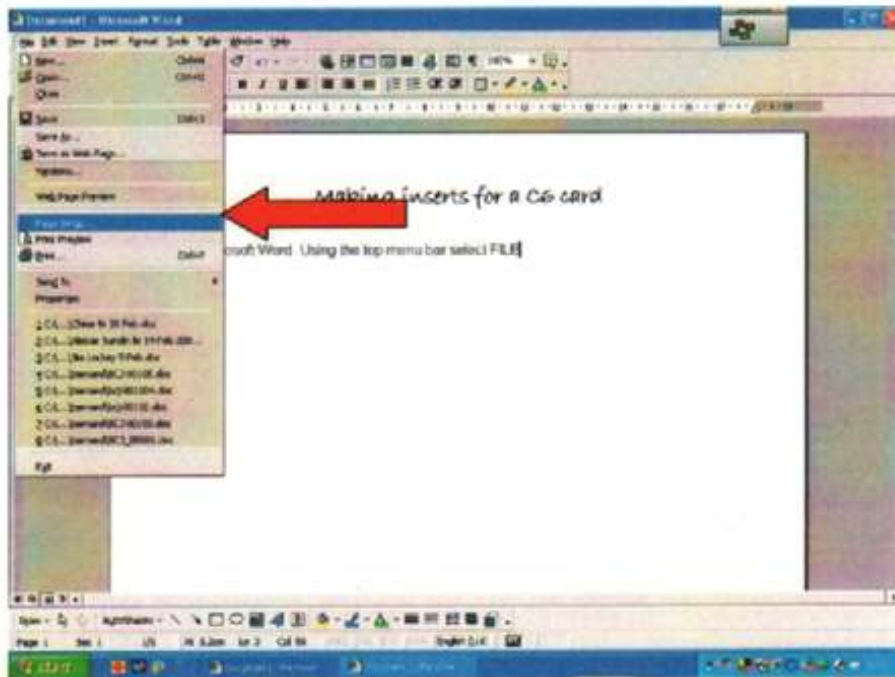


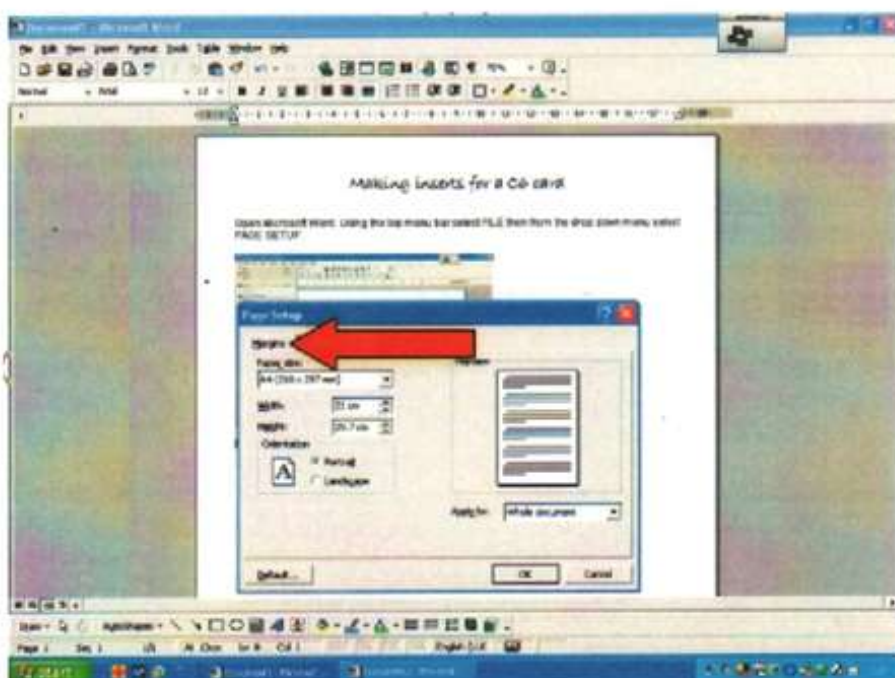
Making inserts for a C6 card

Open Microsoft Word.

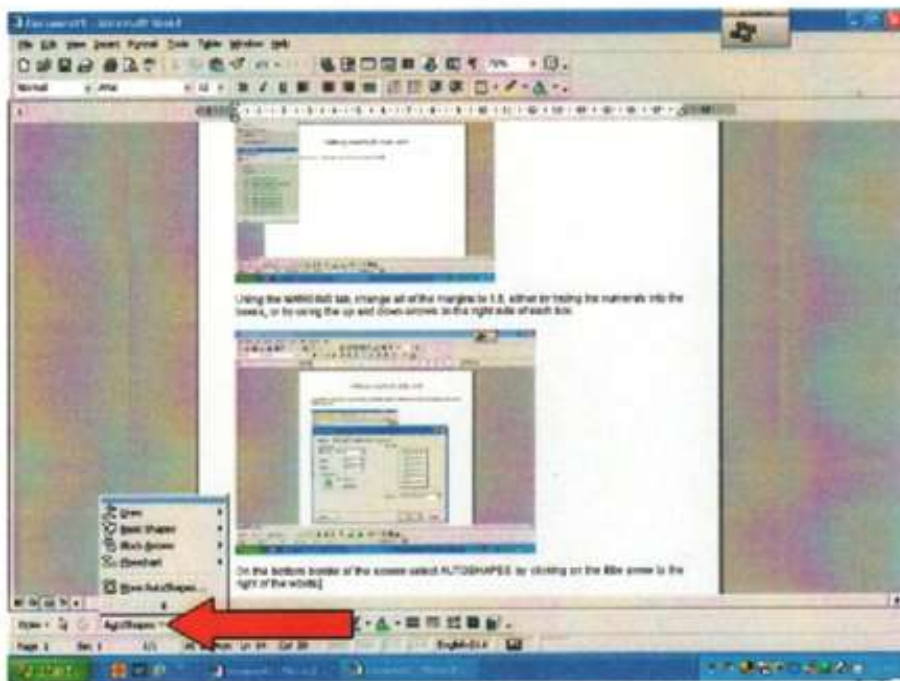
Using the top menu bar select **FILE**, then from the drop down menu select **PAGE SETUP** using the left mouse button. If Page Setup does not appear in the list, select the arrows at the base of the list using the left mouse button, this will open up the whole list.



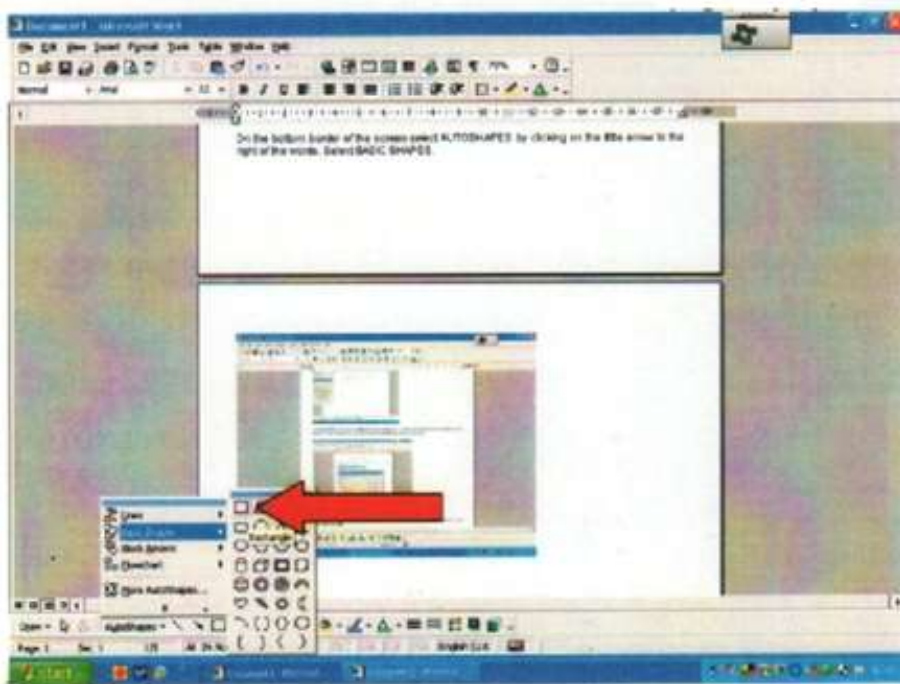
Select the **MARGINS** tab with the left mouse button, change all of the margins to 1.5, either by typing the numerals into the boxes, or by using the up and down arrows on the right side of each box.



On the bottom border of the screen select **AUTOSHAPES** by clicking on the little arrow to the right of the words with the left mouse button. Select **BASIC SHAPES** in the same way.



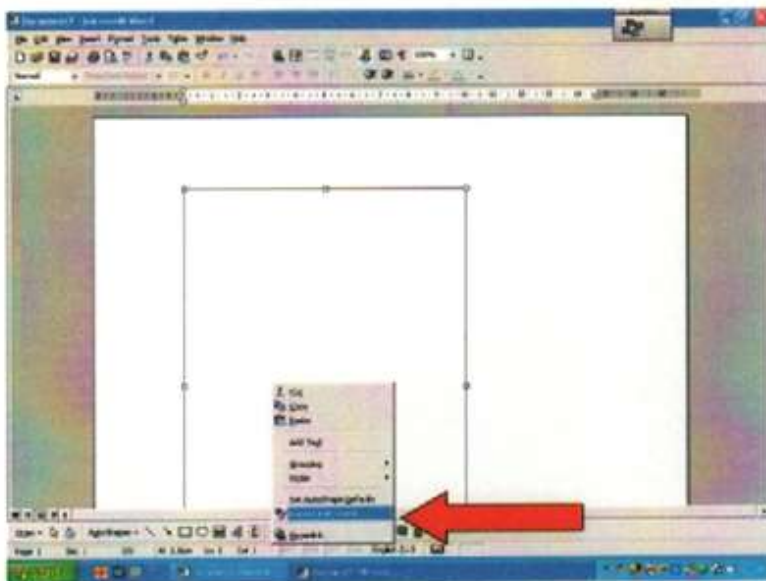
From the pop up box select the rectangle shape using the left mouse button.



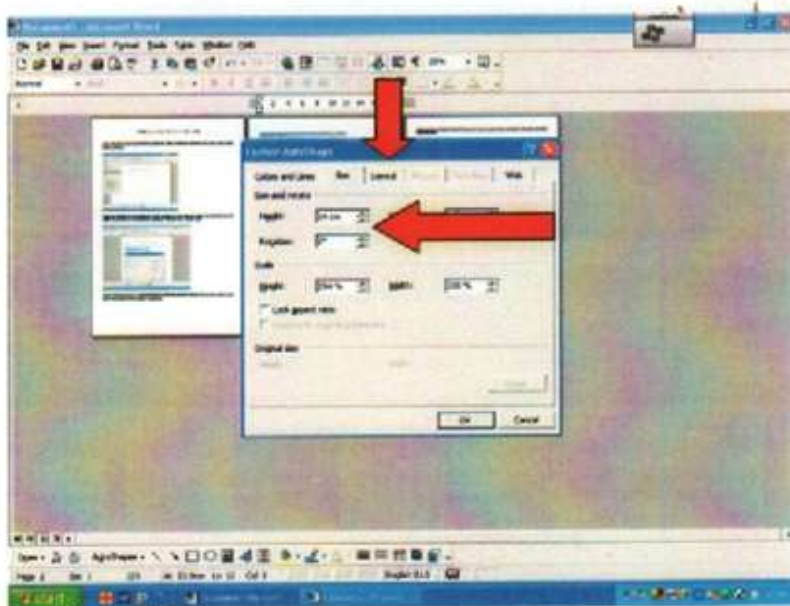
With the guide of the Hairline cross that appears on the screen, depress the left mouse button and draw your rectangle, let go of the button when you reach the size you want. It makes no difference at this point what size the rectangle is, so long as it is completely visible on the screen.



Select the box by clicking within it with the left mouse button, then click again with the right button so a drop down menu appears. Select **FORMAT AUTOSHAPE**, by using the left mouse button.

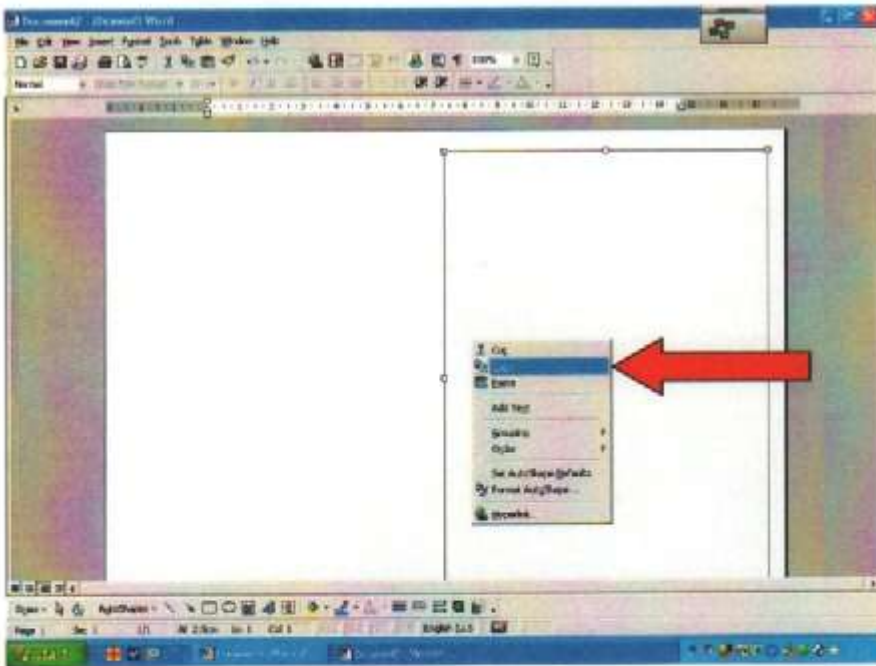


Either by typing or by using the arrows in the right of each box change the height of the rectangle to 14 cm and the width to 10 cm. Select **OK** with the left mouse button.



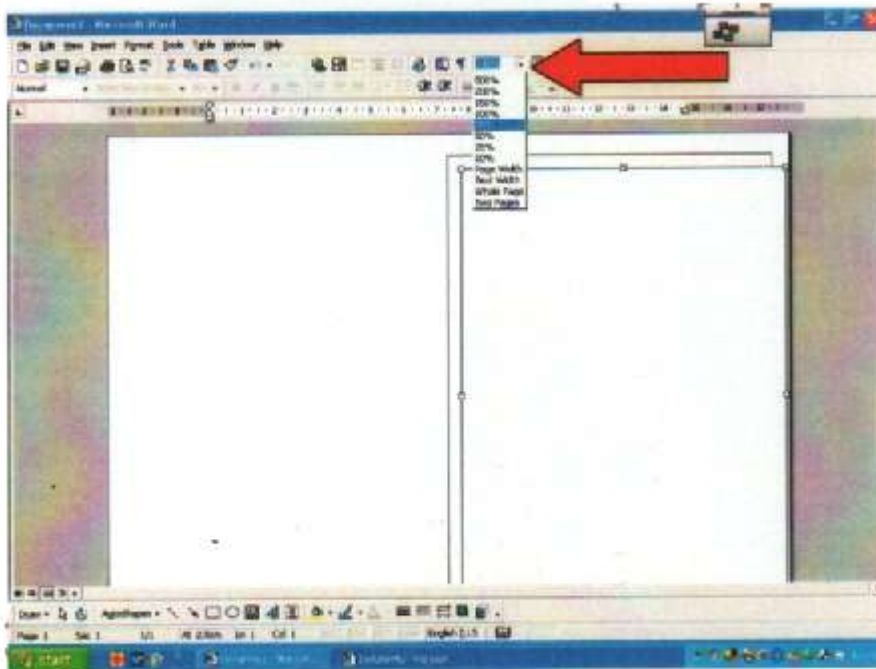
Select the **LAYOUT** tab using the left mouse button, then with the same button select **TIGHT** and then **OK**.

Use your mouse to hover over the shape until you get the four-headed arrow symbol, this gives you control of moving the box. Once you have the symbol, depress the left mouse button and move the box to the top right hand corner of the page. Release the left mouse button and click the right mouse button while the box is still highlighted (it will have little boxes around it at regular intervals) select **COPY** with the left mouse button, and then click the right mouse button again and select **PASTE** with the left button.

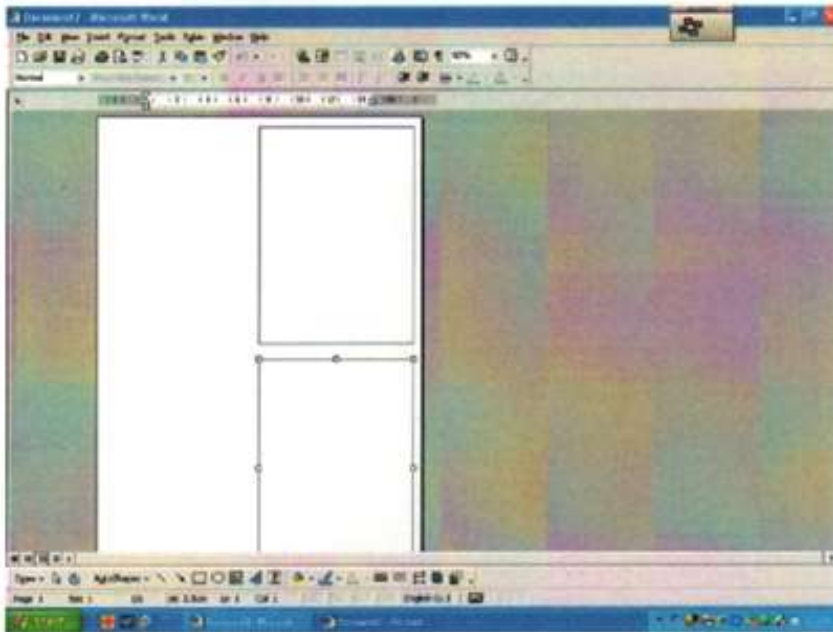


The new shape will overlay the original one.

Along the top menu border select the page size – this is the size you see on your screen and NOT the actual size - by using the little arrow to the right of the 100%, using the left mouse button, with the same button select 50% so you can see the whole page on screen.



Position your mouse over the second box, which should still be highlighted, if not click with the left mouse button from within the box to bring up the little squares equally spaced around the border. Hover over the box until you get the four-headed arrow symbol again, and then depress the right mouse button and drag the box to line up directly below the first.

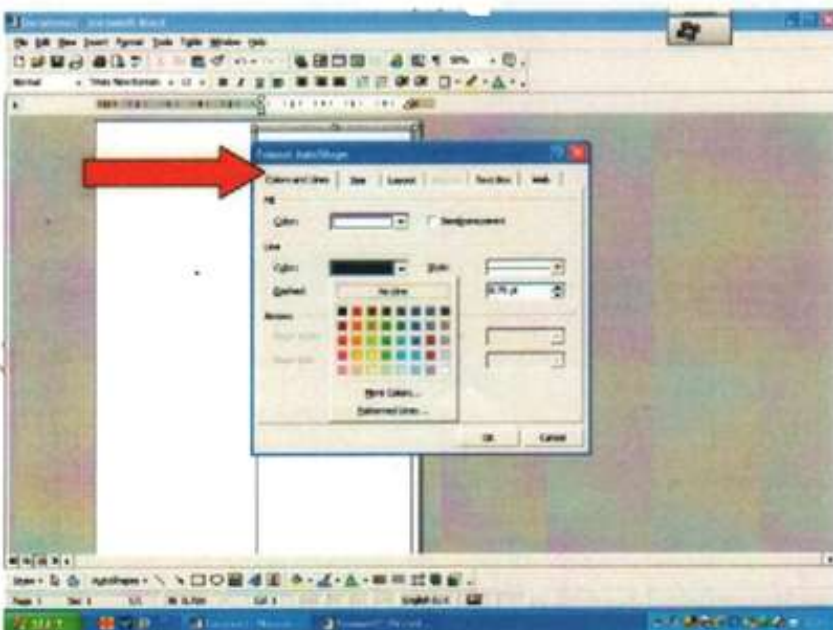


Go back to the top border menu bar and change the size of the page on the screen back to 100%.

Now in the top box, click the right hand mouse button and a small drop down menu will appear, select **ADD TEXT** using the left button. The border of the box will change and the flashing bar (called a cursor) will appear to let you know you can add the text now.

You can type your verse or text into the box. The text can be formatted in the same way as on a regular page. If you would like to remove the border outline there is no need to remove the text, simply, highlight the box again by left clicking within it, on the top border menu bar, select **FORMAT** using the left button, and a drop down menu will appear, select **AUTOSHAPES** and then the tab for **COLOURS AND LINES** using the left button.

Choose the colour you would like simply by selecting it with the left mouse button, or select **NO LINE** to remove the visual border.



When you have finished, click **OK** with the left button to implement your changes.