Step 1: Formatting text

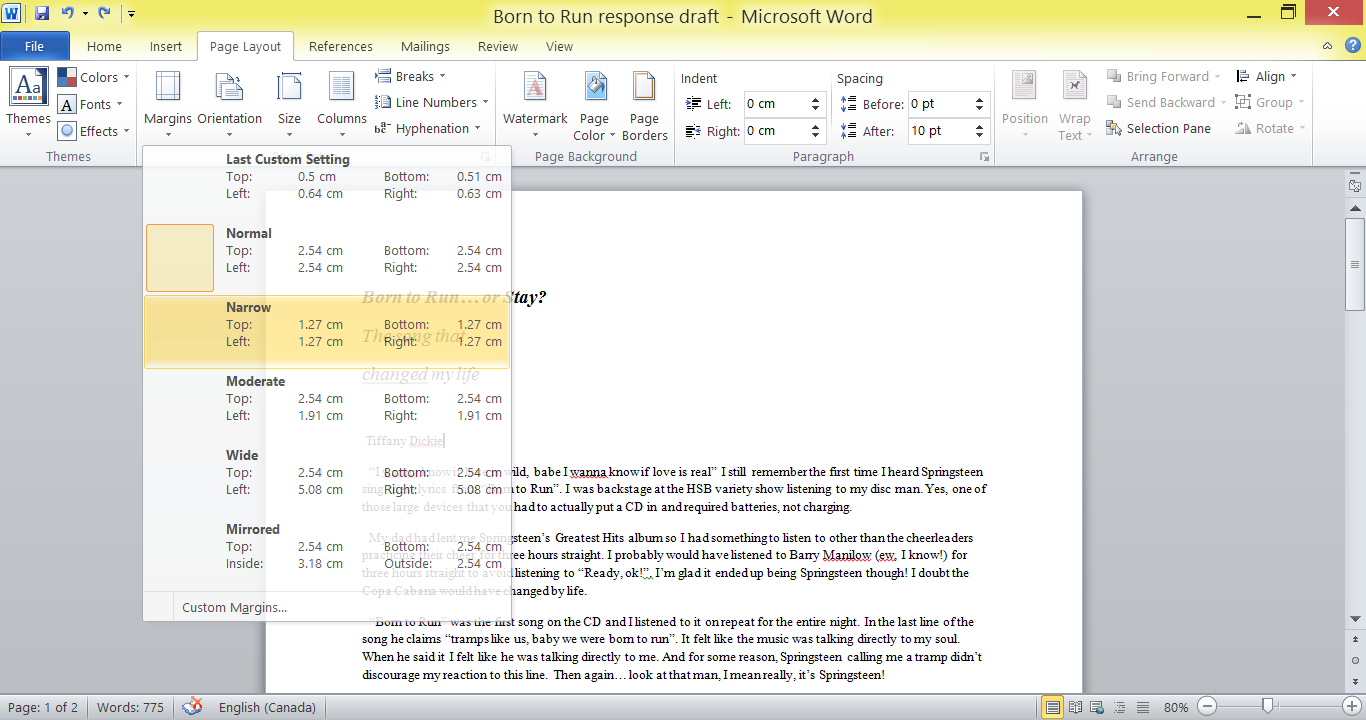
1. Font: Times New Roman
2. Size:

Article text: size 10

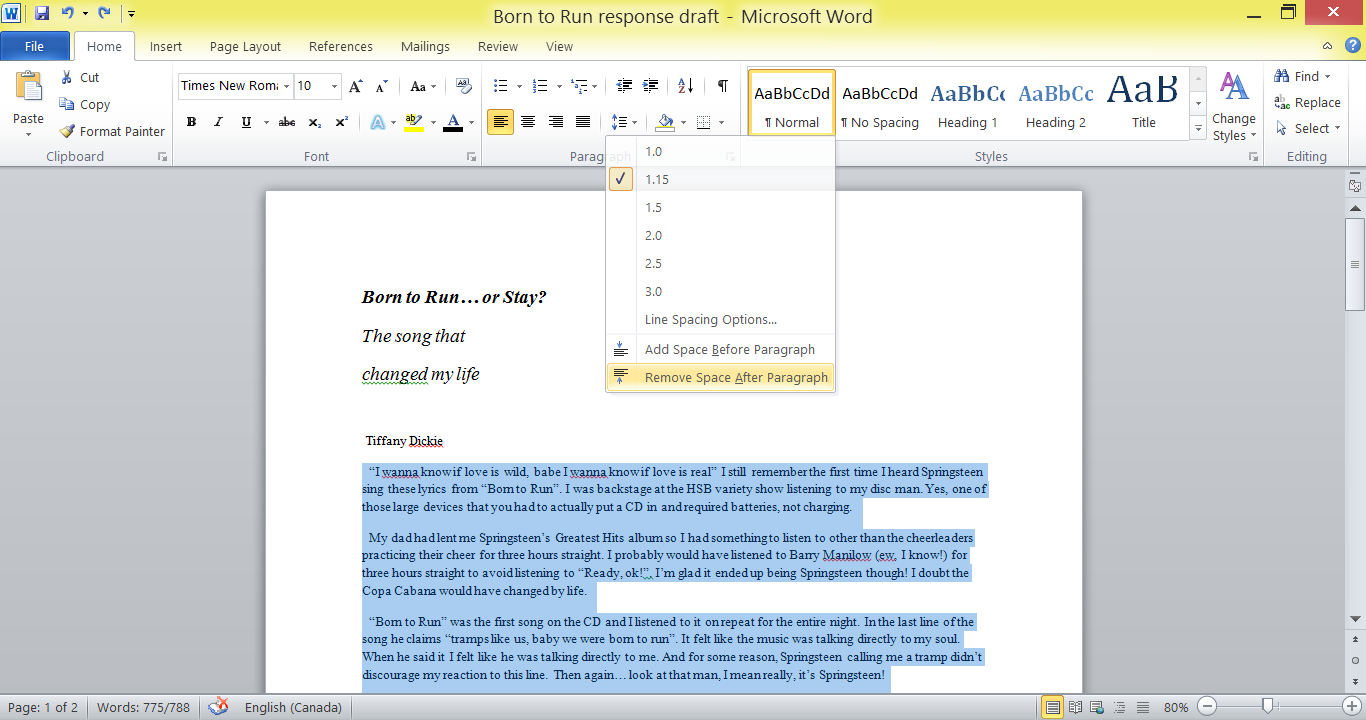
Headline (title): size 14, bold, italics.

1. Margins:

* Click on the “page layout” tab
* Click on margins
* Click on narrow

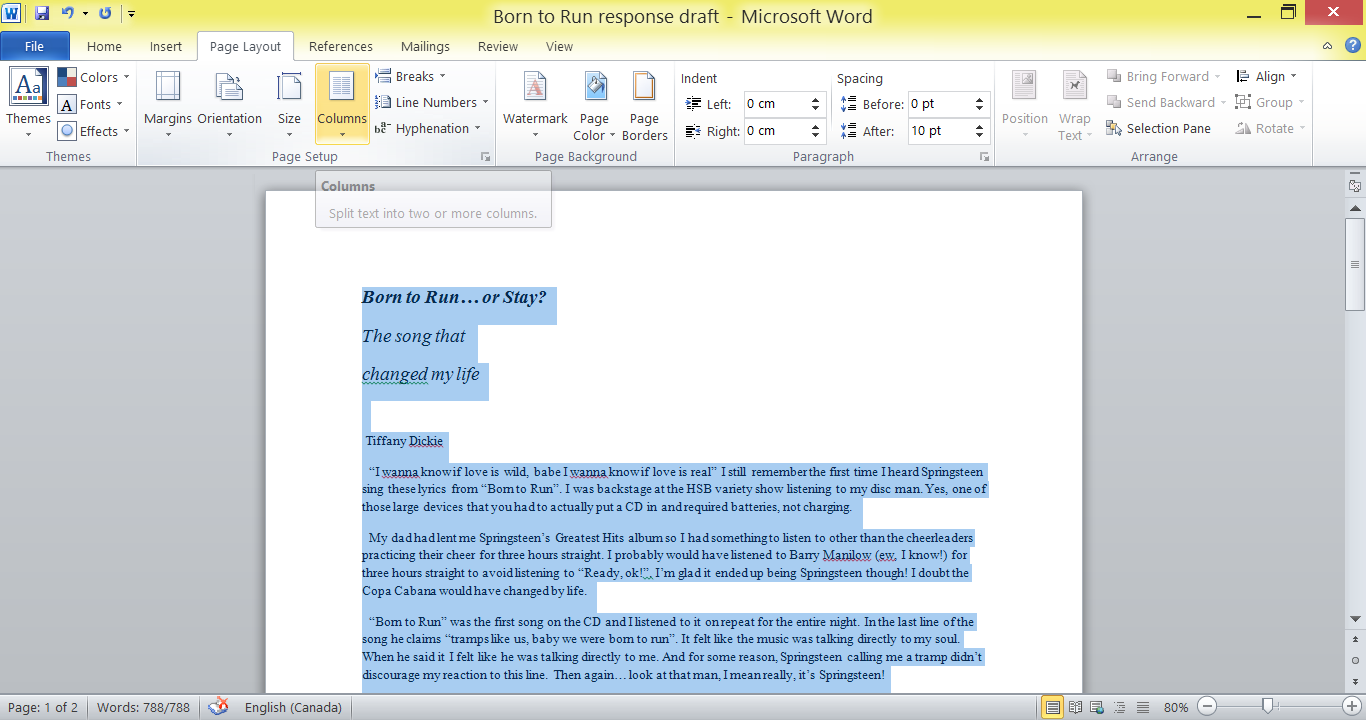


1. Remove spacing between paragraphs

* Highlight article text
* Click on “Home” tab
* Click on “Line and paragraph spacing”
* Click on “Remove spacing after paragraph”
* 

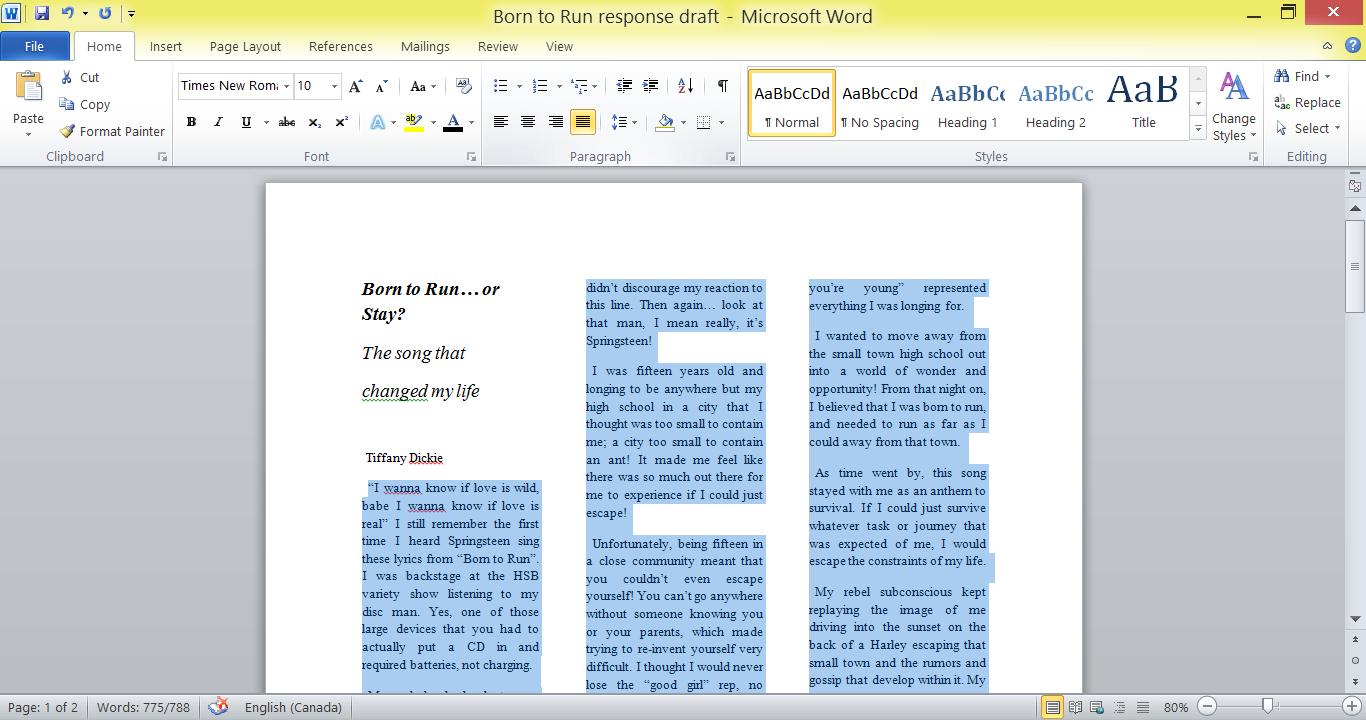
1. Columns: 3 columns

* Highlight article
* Click on the “Page Layout” tab
* Click on “columns”
* Click 3 columns



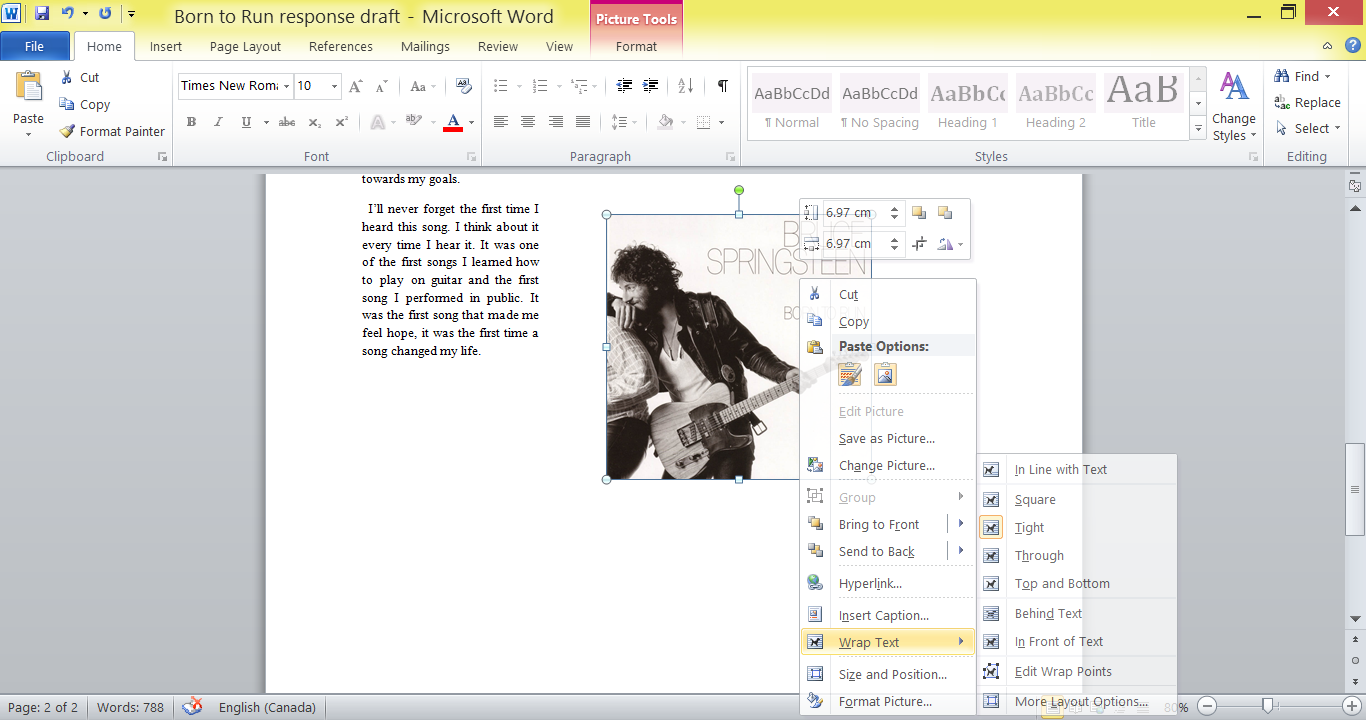
1. Justify:

* Highlight article text
* Click on home tab
* Click “justify” in the paragraph section



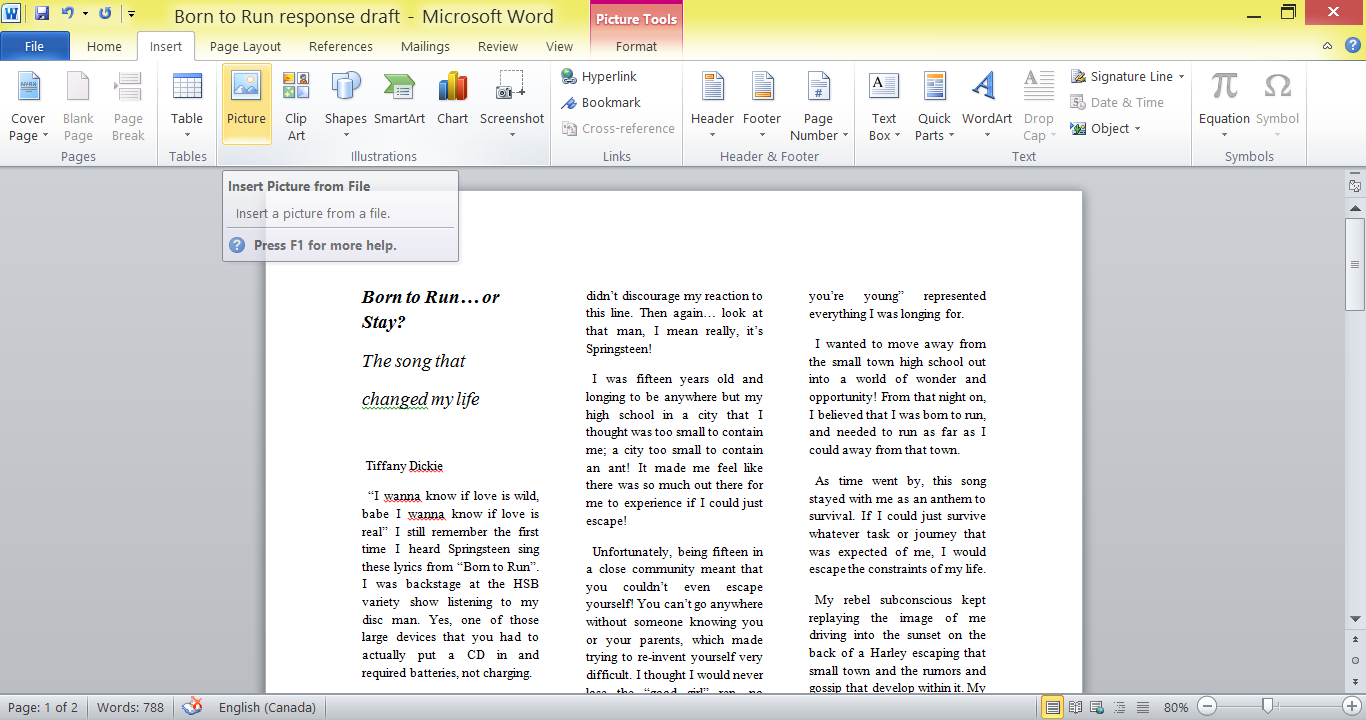
Step 2: Pictures

1. Photo

* Copy and paste your picture into your document (or insert photo)
* Right click on the photo
* Go to “wrap text”
* Click on “Tight”
* Place your photo where you want it in your document – your text will wrap around it
* 

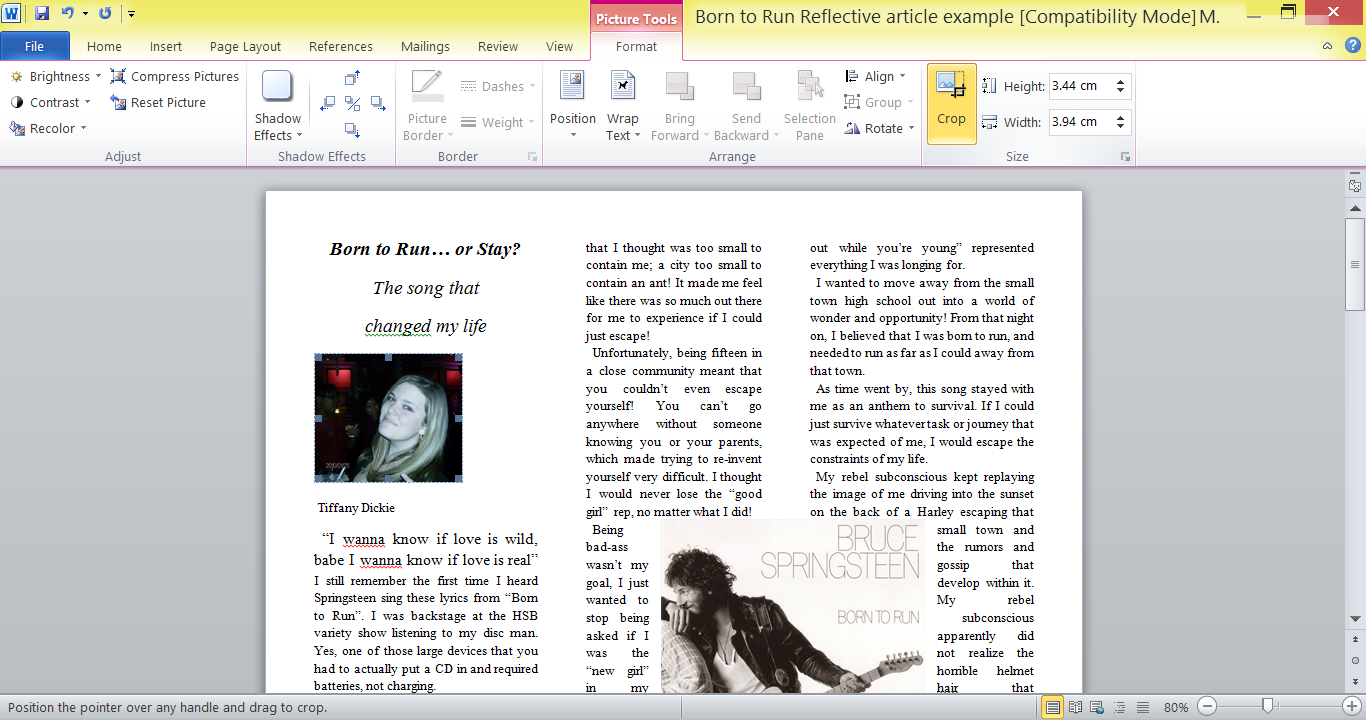
1. Byline photo

* Insert your photo from your file.
* Right click on photo
* Go to “Wrap Text”
* Click on “In line with text”
* Place photo between subheading and byline (name)



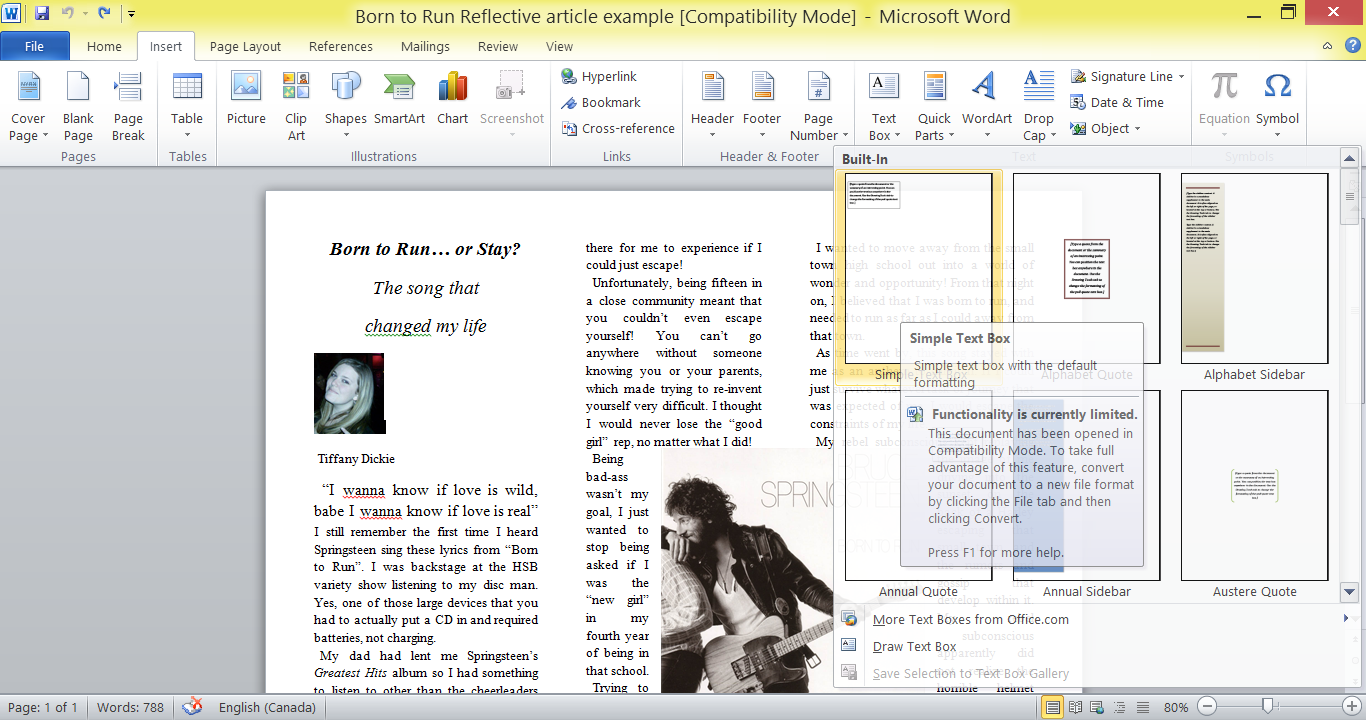
Cropping photo: If your picture has more than one person, or is more than just your face you need to crop it so that it is just your face.

* Click on photo
* Click on the tab “Picture tools – Format”
* On the right hand side, click on “Crop”
* Crop your photo by bringing the black corners to surround your face.
* Click away from the picture and only the portion that you selected will remain.

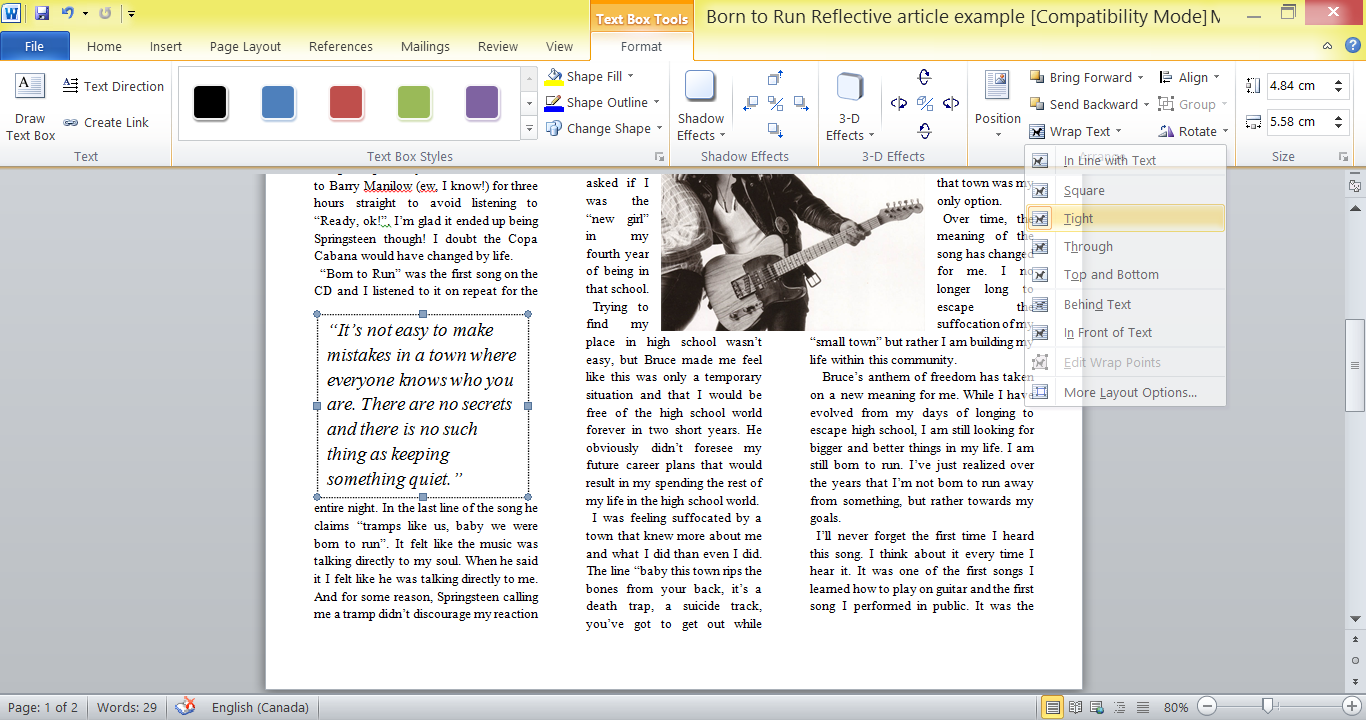


Step 3: Call-out: A call out is an eye-catching statement from your article that will draw your reader in. It can be either an alarming statistic, a powerful quote from your interview, or a part of your writing that you think will hook the reader.

* Click on the “Insert” tab
* Click on “text box”
* From the drop down options that you have, select “simple text box”



* Find a quote from your article (your writing, not lyrics from the song) and copy it into the text box
* Make the font size 14 so it will stand out on the page.
* Click on the text box
* Click on the “text box tools – format” tab
* Click on “Wrap text” (on the right”
* Click on “tight”



* Place the call-out in your article between the columns to make it stand out

Step 4: Finishing

* Adjust the size of the picture and call-out to your article fits nicely on one page.