

Make a Classroom Banner With AppleWorks

By Lorrie Jackson

WHY A TECHTORIAL?

What will I learn today?

You will learn how to create a banner for your classroom using AppleWorks.

What hardware and/or software does the techtorial apply to?

The techtorial can be completed on a Mac using AppleWorks.

Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard IIIc in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to [NETS for Teachers](#).

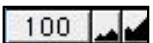
MAKE A CLASSROOM BANNER IN APPLEWORKS!

Classroom banners are a great way to welcome back students in the fall, motivate them with an inspirational quote, or help them celebrate holidays and special events. Using AppleWorks, you can create such a banner in four easy steps.

STEP ONE: SET UP THE BANNER

Setting up the banner is the first step. To do that:

- Open [AppleWorks](#).
- Click the Drawing Document icon.
- Click Format > Document.
- Change all margins to 0.5.
- Change Pages Across to 7 and leave Pages Down at 1. (Note: The banner will print on 7 pages that you will later tape together to form one long banner.)
- Click OK.
- Click the number "100" next to the Zoom Controls (the large and small mountains at the bottom left corner of the window!) and change the "100" to "25."



- Click Window > Page View to see where each page ends.
- Click File > Page Set-Up and change the page orientation from Portrait to Landscape.
- Save your work.

STEP TWO: ADD GRAPHICS

Next, decorate your banner with graphics. To do that, make sure your cursor is on page one of your banner and then:

- Click File > Show Clippings.
 - In the Clippings window, click the Sports tab and then scroll down until you see the Trophy clip.
 - Double click the Trophy to insert it. The trophy is now on page one but is a bit small.
 - Click Arrange > Scale by Percent, type 400 in both the horizontal and vertical blanks, and click OK. The trophy now covers most of the middle part of page one.
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- Click the trophy, hold, and drag the image down just a bit, so the whole image is on the page.
- Click the image again and then click Edit>Copy.
- Using the horizontal scroll bar at the bottom of the AppleWorks window, scroll to page 7, click on the page, and then click Edit > Paste. Tada! The trophy now is on page 7 as well.
- Drag the trophy down a bit until the whole image can be seen on the page. Although you might need to scroll to see the *entire* banner, the banner should look something like this:



- Save your work!

STEP THREE: ADD TEXT

To add text to the banner:

- Scroll back to page 2.
- Click the Text tool (the "A" at the top of the left tool bar).
- Click format > font and change font style to Century Gothic.
- Click Format > Size > Other, type 255, and click OK.
- Click Format > Style and choose Bold.
- Click Format > Color and pick a medium brown.
- Click and drag on page 2 to create a text box, and then type the quote, "We Are Wiser Than We Know." If the text box does not extend to page 7, but instead returns to the left margin, don't worry. After typing the quote, click the words again and you'll see black squares around them. Drag the square on the right side of the words to the right to reposition the text into one line reaching from page 2 to page 7.

Note: The above quote by Ralph Waldo Emerson, and 180 others for your classroom, are available at [Education World's Quotation-a-Day](#) page.

- Your banner should look like this:



- Save your work.

STEP FOUR: PRINT AND ASSEMBLE

Click File > Print to print your banner, and then

- Use a cutter or scissors and a ruler to trim half an inch from the left margins of pages 2 through 7.
- Tape together (on the back of the banner) pages 2-7, laying page 2 on top of page 1's right margin, page 3 on page 2's right margin, and so on.

You now are ready to display your banner!

TELL ME MORE!

Where can I find more information?

For an even simpler -- if less unique -- banner, click the Templates tab in AppleWorks and choose Banner. This

Congratulations banner can be edited to some degree.

You also might try creating your own graphics with the [Working With Graphics](#) tutorial!