Bamboo Instructions

1. Save file as Bamboo Your Name to your eDisk
2. Change top & bottom, left & right margin to .7
3. Put the insertion point in the line before “Moving to a New Home”. Insert object from file “Caring for Bamboo”
4. Select all text and change the font to Century Gothic.
5. Apply the Heading 1 Style to “Caring for Bamboo”.
6. Apply the Heading 2 Style to “Moving to a New Home”, “Staying Healthy” and “Keeping Bugs at Bay”.
7. Modifying Styles
	1. Modify Heading 1 Style to:
		1. Bold
		2. Centered
		3. Spacing Before 12 pt. and Spacing After 6 pt.
	2. Modify Heading 2 Style to:
		1. Italic
		2. Centered
		3. Spacing Before 6 pt. and Spacing After 6 pt.
	3. Modify Heading 3 Style to:
		1. Italic
		2. Bottom Border
8. Select the last two paragraphs about “Mites” and “Mealy Bugs”
	1. Change these two paragraphs to two columns
	2. Insert a column break before “Mealy Bugs”
9. Go to the beginning of the document (Ctrl + Home)
10. Insert an online picture of bamboo and format as follows:
	1. Text wrap 🡪 Tight
	2. Position 🡪 Horizontal Alignment Left Relative to Margin

Vertical Alignment Top Relative to Margin. Check “Allow Overlap”

* 1. Size 🡪 Uncheck “Relative to original picture size”

Absolute Height 1.5”, Absolute Width 1”.

1. Insert Caption for the picture—“-Bamboo”, Label is Figure, Below Selected Item
2. Ctrl + Home Insert a word art that says “Beautiful Bamboo” and format as follows:
	1. Text wrap 🡪 Top and Bottom

This part works best if you do each of these separately and click “OK” in between each (if using size launcher)

* 1. Position: Horizontal Absolute Position 1.81”to the right of column

Vertical Absolute Position .57” below paragraph

* 1. Size🡪 Absolute Height .9” and Width 4.5”

*\*\*Word Art style you select might make the position be slightly off – adjust visually as needed\*\**

1. Put the insertion point after “Caring for Bamboo”. Insert a Footnote that states, “Follow these instructions carefully, Your Name”.
2. Click Ctrl + End and hit enter. Change columns to one (it won’t look like anything happens)
3. Use the Find command to find “rhizomes”. Put the insertion point after the first one.
	1. Insert an Endnote that says, “Grass makes a good mulch, because it's high in nitrogen and silica, as do chipped trees, bark, and straw.”
4. Put the insertion point after “Mites” and insert another endnote that states, “Do not confuse bamboo mites with spider mites, which can severely damage plants.”
5. Put insertion point in the line after “Staying Healthy”
	1. Insert Smart art 🡪 Process 🡪 Continuous Block Process
	2. Type this in the boxes:
		1. Do not rake under plant
		2. Examine trenches each Fall
		3. Stake tall bamboos
	3. Click on the outside of the Smart art and change the size to 1.5” Height, 7” Width
6. Insert a watermark that says “Confidential”
7. Put insertion point in front of “Moving to a New Home” and insert a page break
8. Run Spell Check & ignore all scientific names. (Basically get rid of the red squiggly marks)
9. Save again. Copy this file to Cobra for credit.

Figure --This is what it looks like