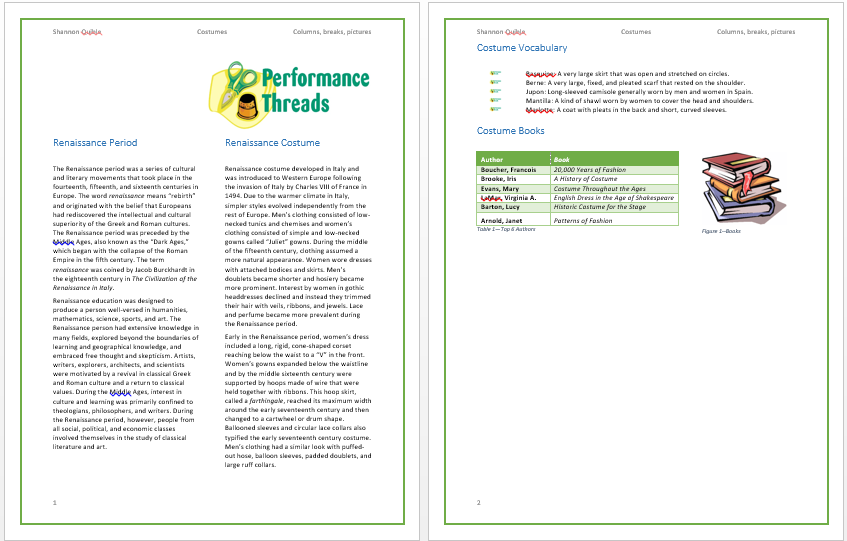
**Costumes**

1. Open the Costumes file and save it as “LastName\_Costumes” to your Word folder on Cobra.
2. Change file properties (backstage)
   1. Title 🡪 Costumes
   2. Add Author 🡪 Your own name
   3. Tags 🡪 Columns, breaks, pictures
3. Insert blank 3 column header. Insert using Document Info button
   1. Left 🡪 Author (your name)
   2. Center 🡪 Title
   3. Right 🡪 Keyword
4. Insert page number – bottom of page – Plain number 1
5. Change the top margin to .8 and the bottom margin to .5
6. Insert page border – 3 pt., green accent 6, box border
7. Modify the Heading 1 style – spacing after to 12 pt. (Hint: right click style button, modify, format button on bottom left, paragraph)
8. Apply the Heading 1 style to:
   1. Renaissance Period, Renaissance Costume, Costume Vocabulary, Costume Books
9. Select the first two sections and change them to two columns.
10. Put your insertion point in front of “Costume Vocabulary”
    1. Insert a page break
11. Ctrl + Home to put your insertion point at the beginning. Insert PTLogo (from website) & format:
    1. Text wrapping – top & bottom
    2. Position-- Horizontal – Absolute position -3.5” to the right of the right margin
    3. Size – Absolute height 1.75”
12. Select the 5 lines of text under “Costume Vocabulary”
    1. Define a new bullet (custom bullet) using the Picture file PT Logo
13. Select the 6 lines of text under the heading “Costume Books”
    1. Convert text to table -- 2 columns separated at tabs
14. Format Table
    1. Resize the table to fit text
    2. Insert a row at the top and label the columns, “Author” and “Books”
    3. Apply the table style – Grid Table 4 – Accent 6
    4. Sort the table by Column 2 -- ascending

Figure 1--What it should look like

1. Insert Caption for the Table
   1. Table 1– Top 6 Authors
   2. Position – below selected item
2. Insert an Online picture – search Three stacked books to find the clip art
   1. Text wrapping – Square
   2. Position – Using your eye, position to the right of the table you just formatted
   3. Size – Height 1.5”
3. Insert Caption for picture
   1. Label – Figure
   2. Figure 1 – Books
   3. Position – below selected item
4. Save again. Copy to your “to be graded” folder on Cobra for credit.