

# Prize Wheel Insert Instructions

## Microsoft Word

**NOTE:** Do the following steps practice how to make your Prize Wheel Inserts. Remember, in Word, if you can't see the choice in the menu or toolbar, look for the triangle arrow and click it to find additional choices (temporarily hidden unless triangle is clicked.)

### Save as a Template File:

1. In the menu bar, select **File**.
2. In the drop down menu, select **Save As**.
3. Type the name, **Prize Wheel Inserts**.
4. Under **Save as Type** choose **Document Template**.
5. Click **Save**.

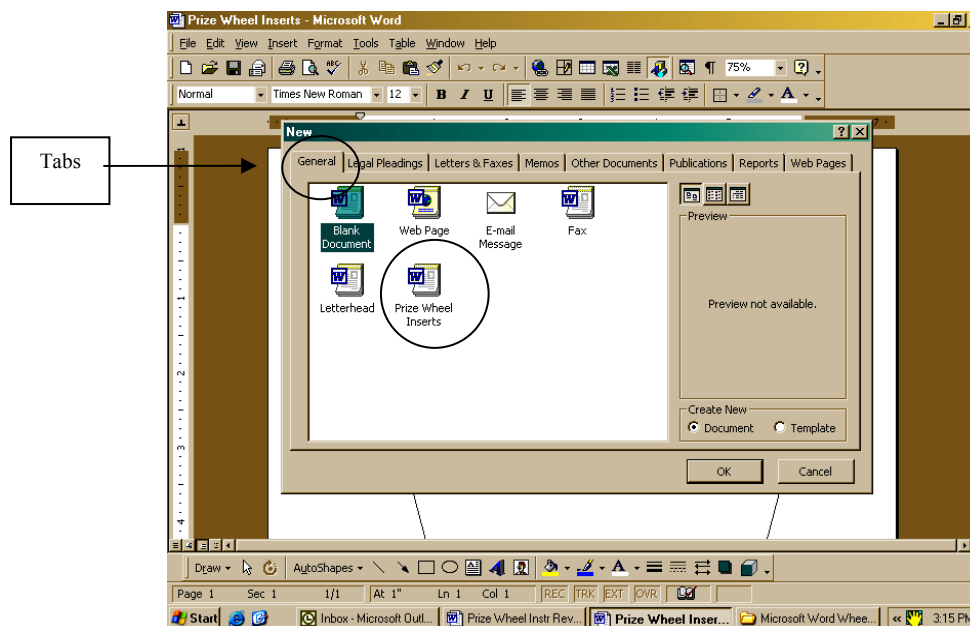


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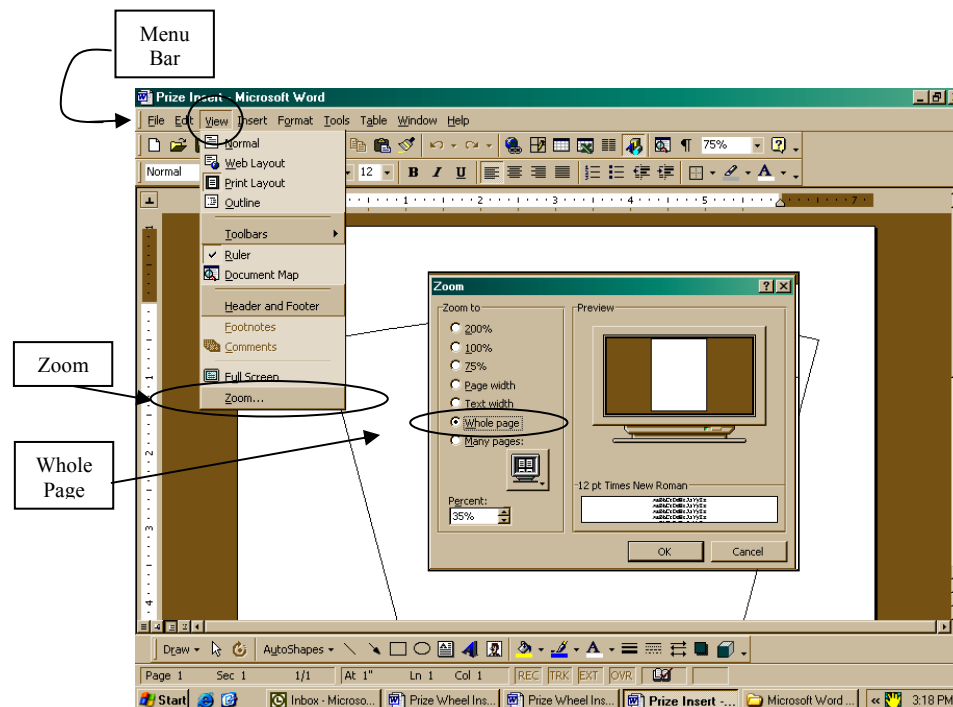
### Save as a Word Document File:

1. In the **Menu Bar** click **File**.
2. In the drop down menu, click **New**.
3. You will see many tabs. Click the **General** tab.
4. Select the **Prize Insert** template that you just saved.
5. In the **Menu Bar**, click **File**.
6. In the drop down menu, click **Save As**.
7. Choose where the file will be stored.
8. Name the file **Prize Insert**, BUT this time save as a **Word Document** type.



### Resize the Page so You Can See the Whole Page (IF you can't see it all):

1. In the **Menu Bar**, click **View**.
2. In the drop down menu, click **Zoom**.
3. In the next menu, click **Whole Page**.
4. Click **OK**.

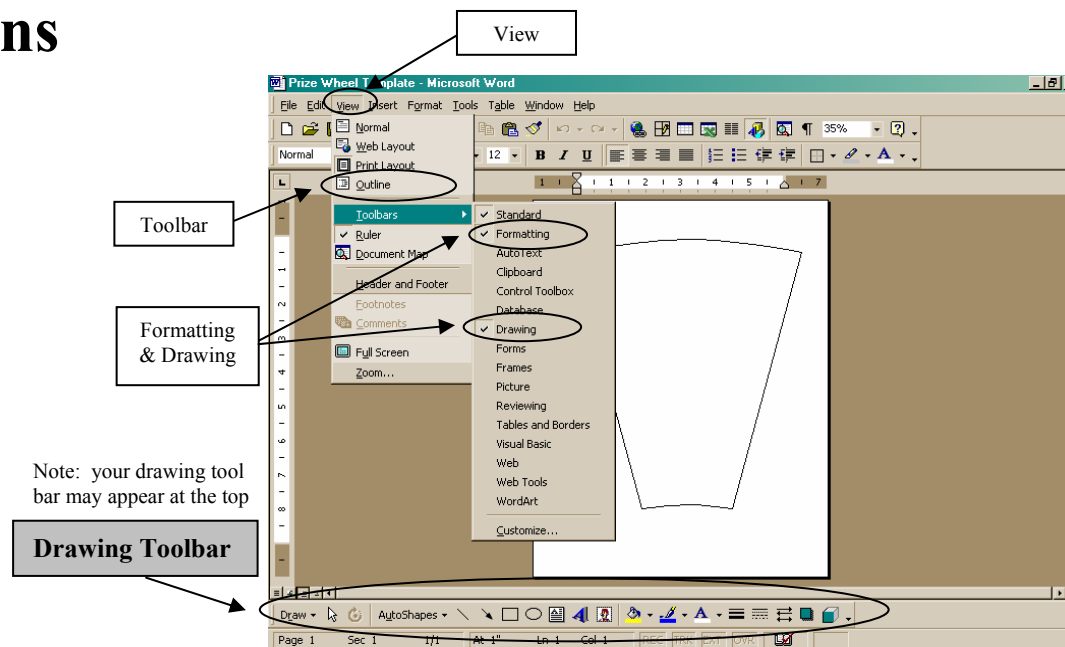


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### Open “Formatting Toolbar” & “Drawing Toolbar” (IF they are not visible):

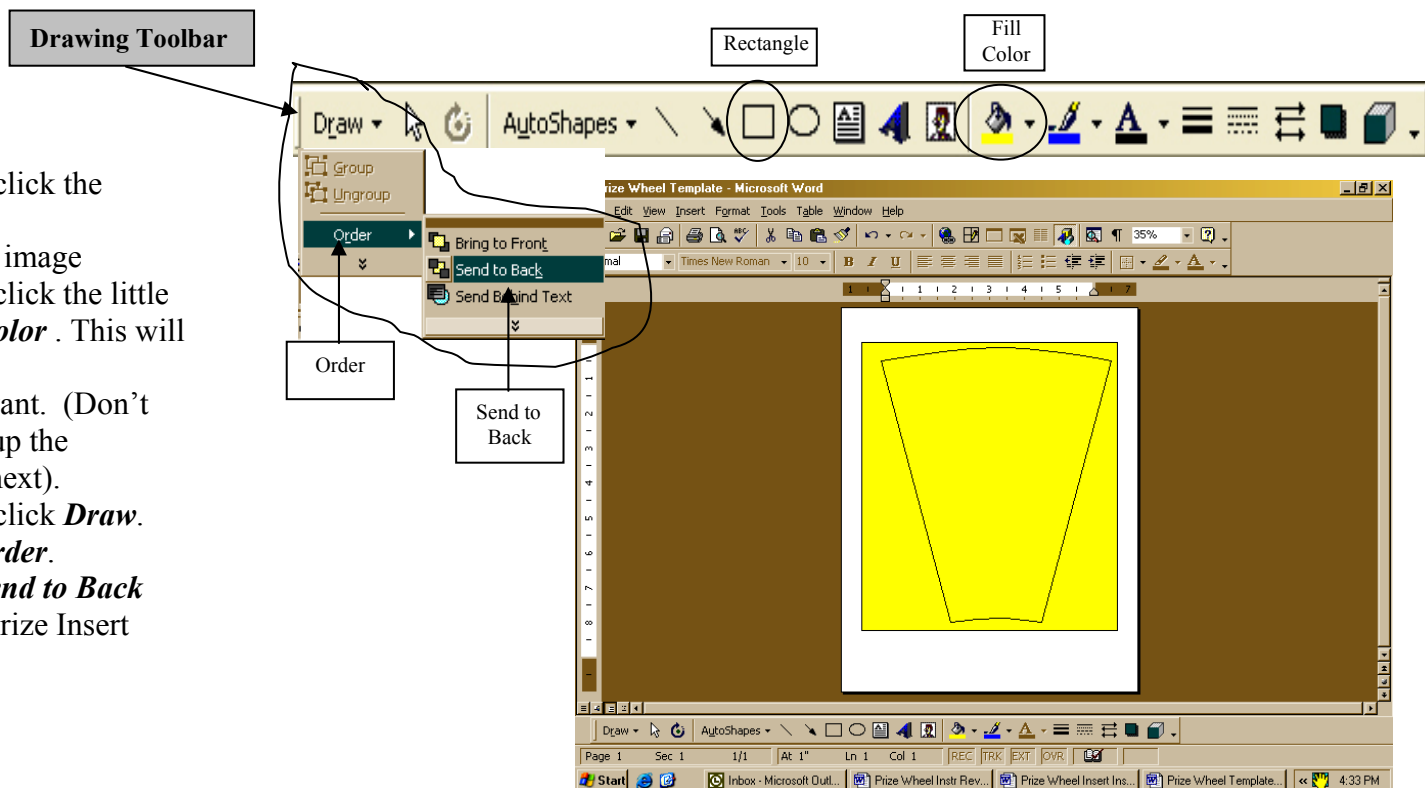
1. In the **Menu Bar**, click **View**.
2. In the drop down menu, click **Toolbar**.
3. In the next drop down menu, place a check to the left of **Formatting &** to the left of **Drawing**.
4. Locate the toolbars on the screen-- may be at the top or bottom.



Note: your drawing toolbar may appear at the top

### Color Your Prize Insert:

1. In the **Drawing Toolbar**, click the **Rectangle**.
2. Draw a square around the image
3. In the **Drawing Toolbar**, click the little triangle next to the **Fill Color**. This will give color choices.
4. Click the color that you want. (Don't be alarmed that it covers up the drawing. You'll fix that next).
5. In the **Drawing Toolbar**, click **Draw**.
6. In the next menu, click **Order**.
7. In the next menu, click **Send to Back**
8. You should now see the Prize Insert drawing again.

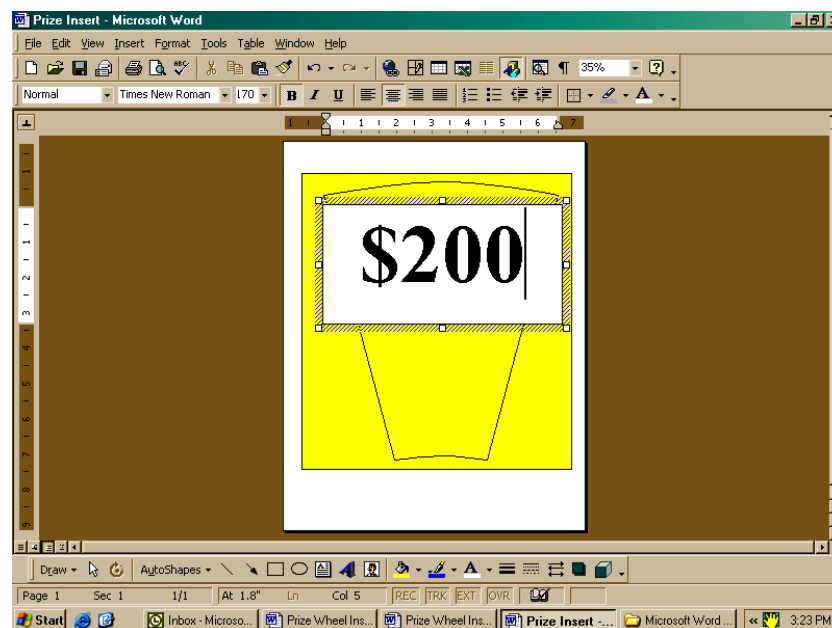
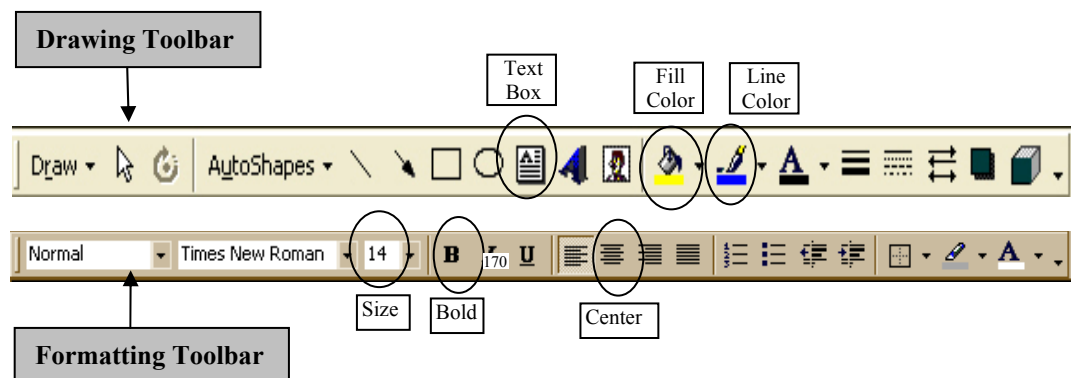


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### Add Horizontal Text:

1. In the **Drawing Toolbar**, click the **Text Box** icon. (Make sure you're clicked inside the box for the following.)
2. Draw a rectangle over the Prize Insert (like the picture example below.)
3. Choose how big the letters will be by going to the **Formatting Toolbar**.
4. In the **Formatting Toolbar**, click the **Size** box and type in 170.
5. Press the **Enter** key on the keyboard.
6. In the **Formatting Toolbar**, click the **Bold** button (to make bold lettering)
7. In the **Formatting Toolbar**, click the **Center** button (to center the text).
8. Type \$200.
9. Remove the white color and line around the text box by going to the **Drawing Toolbar**.
10. Click **Fill Color**, then select **No Fill**.
11. In the **Drawing Toolbar**, click **Line Color**, then select **No Line**.

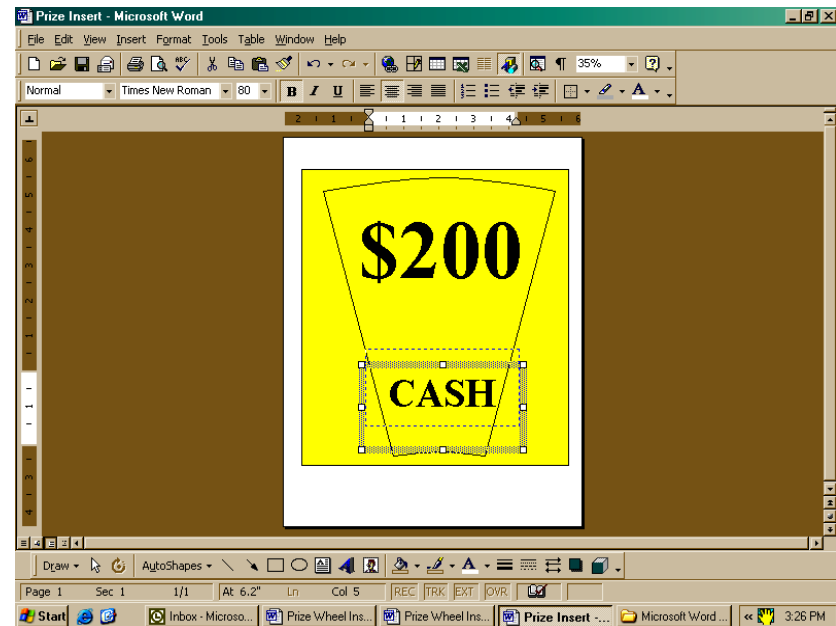


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### Add More Text:

1. You can add more text by drawing another textbox and following the previous procedure again.
2. For example: go ahead and draw a smaller text box at the bottom of the Prize Insert.
3. Do everything as before except make the text size 80 (in the Formatting Toolbar).
4. Type the word "Cash".
5. Remember, your cursor must be clicked inside the box to type or delete text.



### If you Need to Move the Text Box:

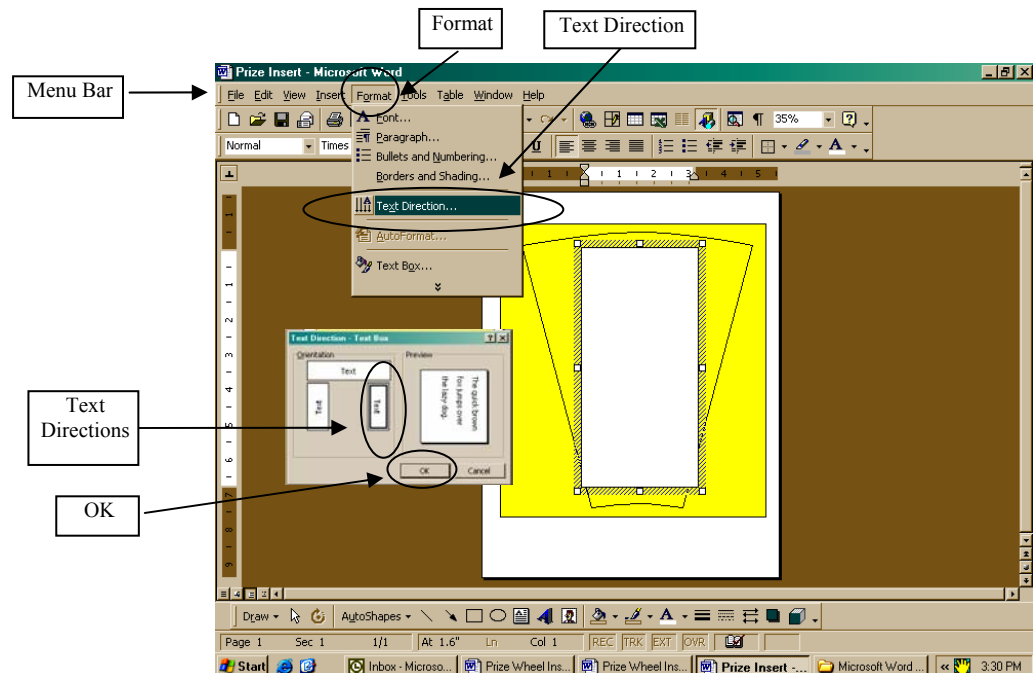
1. Put the cursor so it is over the shaded border of the box.
2. The cursor will change to a cross. Hold the left mouse button down and move the box around to where you want it.

### If You Need to Change Size of the Text Box:

1. Click one of the little white squares in the shaded lines around the box.
2. Hold down the left mouse button & drag.

### If You Need to Delete a Textbox:

1. Click the outside edge of the textbox. (Note: if you click inside the box, you can only type or erase the text inside.)
2. Press the **Delete** key on your keyboard

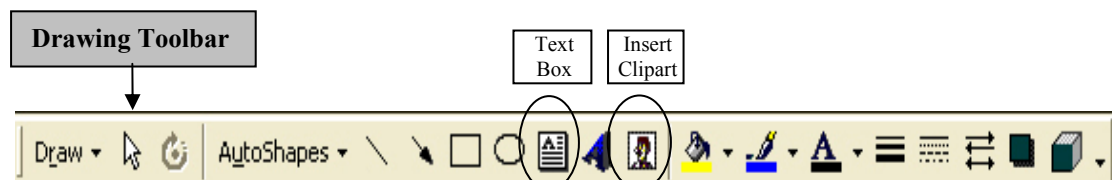
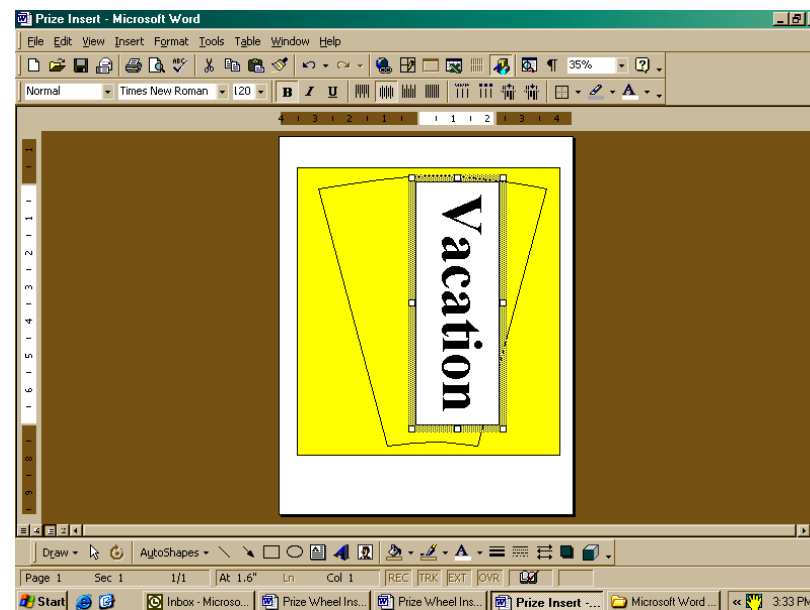


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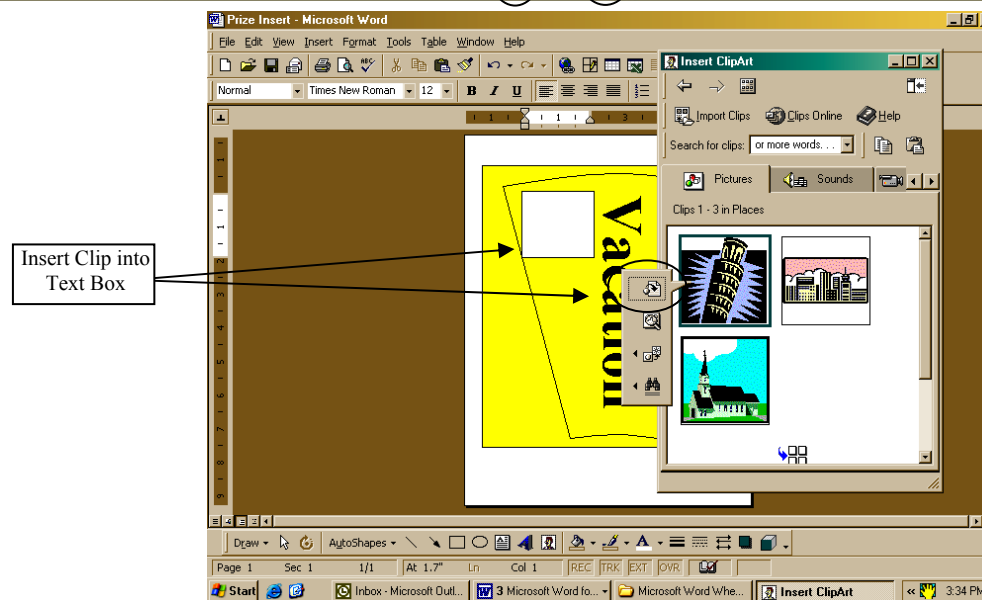
### Make the Text Vertical:

1. If you want vertical words, in the **Drawing Toolbar**, click the **Text Box**.
2. Draw a long box.
3. In the **Menu Bar**, click **Format**.
4. In the drop down menu, click **Text Direction**.
5. Select the direction that you want.
6. Click **OK**.
7. As an example, type “Vacation” and format it, and then click **No Fill** and **No Line**, and then move it to the position you want.



### Add Clipart:

1. In **Drawing Toolbar**, click **Text Box**.
2. Draw a square over the drawing.
3. In **Drawing Toolbar**, click **Insert Clipart**
4. Select a Category.
5. Click a clipart image
6. In the pop-up window, click **Insert Clip**

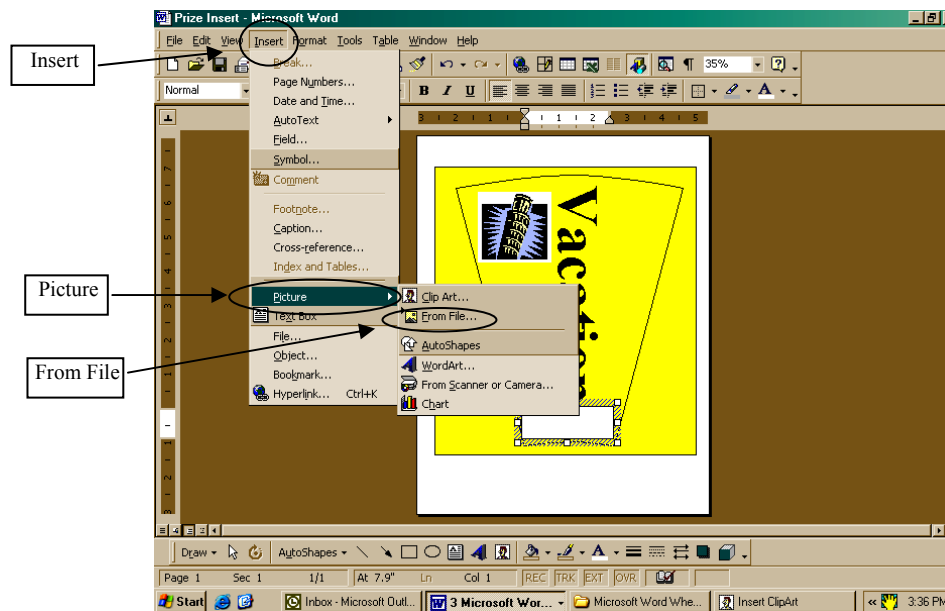


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### Add a Logo:

1. In *Drawing Toolbar*, click *Text Box*.
2. Draw a square over the drawing.
3. In the *Menu Bar*, click *Insert*.
4. In the next menu, click *Picture*.
5. In the next menu, click *From File*.
6. Browse to find the location of the file.
7. Find the file and select it.
8. Click the *Insert* button.



### Print:

1. In the *Menu Bar*, click *File*.
2. In the drop down menu, click *Print*.
3. Click *OK*.

### CENTER PLATE:

#### Open the Center Plate File:

1. Click the file that says *Center Plate*
2. Save this file as a *Template* and as a *Word Document* (follow the same procedure as before).
3. Add color, words and images like you did for the Prize Inserts.

