Technology hints

As you are working, save your work onto your L: Drive FREQUENTLY. Use the tips below to make your flyer more attractive!

**Images**:

* To add a picture from images.google.com – right click 🡪 copy image 🡪 open word doc 🡪 right click 🡪 paste (little icon under paste options).
* To add a picture from clipart – go to insert 🡪 clip art 🡪 search image 🡪 double click the image you want.
* To change the layout of your picture on word doc – right click image 🡪 wrap text 🡪 in front of text. Then move to where you want and position.
* To resize, hold down the shift key and drag a corner in or out. This will keep it proportional to the original.

**Shapes**:

* To add a shape into word doc – go to insert 🡪 shapes 🡪 click the shape you want and draw onto doc.
* To change the color & outline of the shape – click on the shape 🡪 go to format (top of screen) 🡪look for shape fill, shape outline, and shape effects

**Text**:

* To add text into a shape – right click the shape 🡪 click “Add text”
* To add a text box – go to insert 🡪 text box 🡪 click the first box on the left
* To add word art – go to insert 🡪 look near text box 🡪 click WordArt 🡪 type text 🡪 position on doc how you want it

**Los accentos:**

* **Best option:** To insert accents you must hold down the “ALT” key while typing the numbers below on the SIDE KEY PAD (it will not work on the top number bar). Make sure your “num lock” is turned on to do this.

Microsoft Word Accent Codes

<ALT> 0225 = á <ALT> 0233 = é <ALT> 0137 = í

<ALT> 0243 = ó <ALT> 0250 = ú <ALT> 0201 = É

<ALT> 0241 = ñ <ALT> 0209 = Ñ <ALT> 0128 = €

<ALT> 0161 = ¡ <ALT> 0191 = ¿

* **Alternate option**: If you are using a laptop or computer that does not have a side key pad please visit <http://spanish.typeit.org/> and you can copy and paste the letters into the document.

I recommend adding accents as you create your document. I guarantee if you go back and do it later, you will miss some! Once you get used to typing them it takes no time at all!