

Word – Creating Window Clings

Objective:

Participants will use Word to create Holiday Window Clings. They will be able to enter and edit text, insert clip art and create WordArt.

Materials:

The **Microsoft Word 98 or 2000** program

Word Processing in Word handout

Adding Clip Art in a Word Document handout

Adding WordArt in Word handout

Creating a Window Cling (Word) handout

Window cling decals (found in any office supply store) One sheet per participant or family.

Color printer

Procedure:

1. Do the **Word Processing in Word** (If this is your first Buddy Night or your participants have little word processing skills, I recommend you doing this.)
2. Do the **Adding Clip Art in a Word Document** handout together. Allow them time to play with the clip art.
3. Do the **Adding WordArt in Word** handout. Again allow them time to play with the **WordArt** they have created. (Note: if your printer allows you to **flip** the design, your participants do not have to **Flip** the **WordArt** but can if easier than the printer option.)
4. Have them start a new document (or if they have already created the window cling they want, let them keep that). Do the **Creating a Window Cling** handout.
5. Check the printer to see which way you need to put the cling in (I really recommend that this be done before the event begins.) Print the clings one at a time and allow 5 minutes to dry before touching.

Time Line:

6 weeks before (or more)

- **Schedule date and put on school calendar.**

4 weeks before

- **Line up teacher and/or parent volunteers for support.**
- Gather items for door prizes.

3 weeks before

- Send home flyer to families.
- Hang posters as reminders.
- Talk to students about the evening (Really talk it up!).
- Have it announced on the morning news.

2 weeks before

- If requesting RSVPs, have them turned in now. There will always be late arrivals.
- Continue to talk up the evening to the students. Perhaps offer a reward to the class with the most attendance (free homework passes, pizza, ice cream, extra computer time – whatever your budget will accommodate). Remember to talk about the door prizes.

Do a reminder announcement on the morning news.

1 week before

- Send home reminder letter.
- Gather all necessary materials.
- Do a “run-through” of the evening to be sure that all programs have been installed correctly.

Day before

- Remind students of the evening. Remind them to remind their parents.
- If desired, send home final reminder letter to those who responded.
- Prepare a box for participants to put their names for the door prize drawings.

Day of Event

- Announce on the morning news. Remind students one more time!
- Set up computer lab or stations with the necessary handouts.
- Have door prizes ready and displayed as participants enter.

Creating a Window Cling (Word)

1. Open a new document. (If Word is already open, click on the New icon (looks like a piece of paper with the corner bent) in the toolbar.
2. Adjust your margins and page layout, if desired.

To adjust margins and page layout

- a) Under **File** select **Page Setup**. . .
 - b) Click on the **Margins Tab** if it is not already on top.
 - c) Change your margins (top, bottom, left, right) to make them smaller. This allows you to have more room to create your window cling. **Remember:** The printer cannot print all the way to the edge so leave some margin – maybe **.25 inches**.
 - d) Click on the **Paper Size tab**.
 - e) Here you can change whether your paper will be in **Portrait** layout or **Landscape** layout. **Portrait** has the small edge of the paper at the top (the way this page is printed.) and **Landscape** has the long edge on top.
 - f) Click **OK** to set your changes.
3. Create you cling by typing text and adding clipart. Save your work!
 - g) Do a **Print Preview** to see what your design will look like. Click on the **Print Preview** shortcut button in the toolbar or go to **File / Print Preview**.
 4. Now you are ready to flip your design. If your design has any text and you are planning on putting it on a window, you will want to print it backwards so that you can read it from the outside of the window.

To flip your design

Look in the table below for your printer. Follow those directions.

<u>“Flipping” Your Design with Your Printer</u>	
Printers that allow “flipping”. . .	Go to your printer setup (File then Print . When the window appears, click on Properties and follow these steps. . .
Canon® BJC® 210, 240, 240L, 4000, 4100, 4200, 4300, 4304, 4550, 600, 600e, 610, 620	Under Media Selection choose T-shirt Transfer .
Epson Stylus® Color 400, 600, 800	<ol style="list-style-type: none">1. Select Mode, then the Main tab.2. Select Advanced setup.3. Then select More Settings.4. Check the box next to Flip Horizontal.
HP® Deskjet® 690,C, 692C, 993C, 694C, 720C, 870Cse, 870Cxi, and 890C	<ol style="list-style-type: none">1. Check the box next to Flip Horizontal on the Features tab.
Lexmark™ 1000, 1020, 2050, 3000, and 7000 Color Jetprinter	<ol style="list-style-type: none">1. Under Media Type choose Iron on Transfer.

© 1999 Avery Dennison Corporation

5. For the best quality print make these print selections also:

Paper/Media: Special/Coated Paper (or Transparency)

Print Quality: Best or 1400 dpi

6. Print a test page on plain paper. This will save the window cling materials from being wasted on mistakes.
7. If everything is OK with your test print, do a final print. It is recommended that you hand feed one sheet at a time.