**My Life: From A-Z**

**You will be creating an autobiography written alphabetically. Follow the directions below:**

**Setup**

1. Open Publisher
2. Search Templates: Booklet
3. ½ Letter Booklet (5.5 x 8.5”)
4. Automatically Insert 4 pages
5. Insert Tab > Page > Insert Page…
6. Insert 4 new pages

**Page 1**

1. Insert tab > Draw text box (draw on top of the blue margin lines)
2. Insert tab > Word Art. Insert and align center the title, My Life: From A-Z (do not use default font)
3. Move cursor below title. Align center, italics
4. Type subtitle (not in Word Art): *An Alphabetical Autobiography*
5. Move cursor to bottom of page.
6. Type: Your Name

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1. Start > CyberLink YouCam
2. Take a photo of yourself only
3. Right-click on thumbnail
4. Send to > Documents
5. Insert your photo (Insert > Picture > Documents > YouCam folder)
6. Add border to your photo and resize to fit

**Pages 2-8**

You will write an entry for each letter of the alphabet. Each will consist of a single word (or phrase) beginning with that particular letter. They may be common or proper nouns, verbs, adjectives, etc. Entries will be typed in alphabetical order, 4 per page. Page 8 will consist of letters Y and Z only. For X, you may use a word that contains x (text, mix, extreme, Alex, etc.) Same with Z.

Below it, write 2-3 sentences that explain the significance of that word in your life. THINK CAREFULLY ABOUT THE WORDS YOU ADD TO YOUR BOOK. THEY MUST HAVE OBVIOUS IMPORTANCE.

The word(s) at the top of each entry will be typed in 16 point font. Change font style. The text below 12-14 point, Calibri. Double-space between each entry.

On each page, insert a photo from Photos for Class. Make sure it wraps neatly. Include attribution info.

**All Pages**

Each text box will be formatted with line and fill. Pages 2-8 should look identical; your title page may differ from inside pages.

Save to your classroom folder as My Life. When printing, change Print One Side to Print Both Sides (Flip Short Side). Fold and staple your pages in the correct order before turning in.