**Lesson 1: Folder Cover**

1. Open a new Word document
2. Keep text Align Left
3. Increase font size (optional)
4. Type your first and last name, Enter
5. Type your teacher’s name, Enter
6. You will insert a total of 4 images, each of a different type of technology. **For this assignment, technology is defined as “The application of scientific knowledge for practical purposes.”** You may include anything from simple technology (a spring) to advanced technology (smartphone).
7. Go to [www.photosforclass.com](http://www.photosforclass.com) and search for a photo. Click “Download” and select “Open” from the options at the bottom of your screen. When the photo opens full size, right-click and Copy.
8. Paste in Word, below your text. Select image and go to Format. Open Wrap Text and choose Square. Resize and reposition your image as desired. You may rotate, insert borders or make other changes, if you wish.
9. All seven photos should be positioned neatly on the page. They should not interfere with your text, nor should they overlap to the point where one or more images are obscured.
10. Save to your folder as “folder cover” and print.
11. Tape your cover to the front of a classroom folder. You may ask Mr. Willard for help.