Book Report *Bookmark* Instructions

1. Double-click on the *Book Report Bookmark* template file. (It is important that you locate the file and double-click the icon to open it-do not open the file from within the Word program.)
2. Double-click on the owl clipart and replace it with an appropriate clipart for your book. Size your clipart appropriately.
3. Double-click on the Word Art "Title of Book" and replace that text with the title of your book.
4. Click in the text box below the Word Art and replace "By Author's Name" with the Author(s) of your book.
5. Double-click on the stars and rate how much you enjoyed your book with 1-4 stars. (4 is the best)
6. Click in the text box in the second column and replace the text with your summary of the book. Be sure to include your name at the end of the summary.
7. Now repeat steps 1-6 for the second bookmark on the page.
8. You may copy and paste text from one text box to another.
   - To copy text, highlight the text and click on the Edit menu and then click Copy. Or you may highlight as above and then right click and choose copy form the menu that appears.
   - To Paste the text, click in the new text box and delete any text that is there. Then click on Edit and Paste or right click and choose paste.
9. Cut each of the bookmarks and fold to make a front and back. Tape or glue the front to the back. You will now have two bookmarks, one for you and one to share!