Steps

Title page

* Open a new Smart Notebook
* Just start typing the title of your story (use capitals at the beginning of each word because this is a title!)
* Click in the white space so you don’t have a blue box around your title
* Now type: By Someone and Someone (except use your real name)
* Make your names smaller than the title

Story page

* Add a new page to Smart Notebook (click on the \\STAFF04.SLCSD.NET\STAFF\mj004049\Desktop\addPage.PNG)
* Open Ms. J’s Library page
* Read your story
* Open SMART Notebook 11
* Just start typing
* Type the details you remember from the story. After each sentence, hit enter so that the next sentence is on a new line.
* Delete all but 4 of your sentences (save the most important ones!)
* Open an internet page and find a picture that matches your sentences
* Click on the picture
* Click on “view image”
* Right click on the picture
* Copy
* Paste it on your Smart Notebook
* Resize the picture (hold down the shift key while you drag the little circle)
* Go back to your picture website
* Copy the web address
* Go back to Smart Notebook
* Click on your picture
* Click on the arrow in the upper right
* Choose “link”
* Paste the web address in the white box
* Click OK—now you should see a blue circle in the corner of your picture

Bibliography

* Add a new page to Smart Notebook (click on the \\STAFF04.SLCSD.NET\STAFF\mj004049\Desktop\addPage.PNG)
* Just start typing “Bibliography”
* Resize it and center it at the top of your page
* Click in the white space to get rid of the blue box around the word
* Open the website from Ms. J’s Library where you found your story
* Open a new tab
* Type in easybib.com
* Go back to your story website and copy the web address
* Paste it in the blue box on easybib
* Find anything that goes in the orange boxes (if you tried to find it and it’s not there, you get to skip it)
* Click on “create citation”
* Copy your citation
* Go to Smart Notebook and paste it on your bibliography page

Extras

* Ask Ms. J. how to add a background to your pages
* Ask Ms. J. how to change the font size and color for your titles only NOT your story!!