

# Dr. King Bookmark Instructions

*Miss Queen's Craft Corner*

- STEP 1.** Draw a self-portrait in cartoon format making your bottom torso a cloud and write inside of that cloud "I Have A Dream" and color it well
- STEP 2.** Take a VERY clear picture of your self-portrait on a smart phone
- STEP 3.** Upload that picture to a computer/laptop or tablet
- STEP 4.** Now that your portrait is digital, open any program that you can edit or create documents with (Microsoft Word, Adobe etc.)
- STEP 5.** Insert digital picture of portrait onto document (If in Microsoft Word, Click insert, then click pictures, and choose the correct file) and make it the size you want it to be for your bookmark
- STEP 6.** Insert a rectangle on your document (If in Microsoft Word, Click insert, then click shapes, then choose the rectangle) making sure the rectangle's long sides are vertical "|" and it's short sides horizontal "—"
- STEP 7.** Send your rectangle behind your portrait (If in Microsoft Word, Go to the Format tab, then click send backward until it is behind your portrait)
- STEP 8.** Insert lines into your rectangle so you can have space to write your dreams (If in Microsoft Word, Go to insert, then click shapes and choose the straight line). Change the line width to whatever size you want (I set mine to 2 ¼ pt. by clicking the Shape Outline button and clicking width and choosing my size).

**STEP 9.** Save your image and then change the format over to a PDF file type (If in Microsoft Word, click File then Export then Change to PDF. If in Adobe this is not a change that needs to be made because Adobe files are already in PDF format)

**STEP 10.** Now your masterpiece is complete. Grab a sheet of white 8.5" x 11" cardstock paper and print your document.

**STEP 11.** Write your dreams on the lines of your bookmark and cut your bookmark out for use.

