

<i>(Spine)</i>	<i>(front)</i>	<i>(back)</i>		
	<p>Logo</p> <div style="border: 1px solid black; width: 250px; height: 150px; margin: 10px auto;"><p>Insert Image Here</p></div> <p>Information information information Information information</p> <p>Logo</p>	<p>Logo</p> <table border="1" style="width: 100%;"><tr><td style="width: 33%; height: 100px; text-align: center;">Photo1</td><td style="width: 33%; height: 100px; text-align: center;">Photo2</td><td style="width: 33%; height: 100px; text-align: center;">Photo3</td></tr></table> <p>All Elements on this page can be MODIFIED or DELETED.</p> <p>HOW TO CHANGE THE FILL (BACKGROUND) COLOR:</p> <ol style="list-style-type: none">1. Click on fill area (front, back, or spines)2. Format > Autoshape (from menu)3. Colors and Lines > Fills > "Select your color" <p>HOW TO ADD CLIP ART OR PICTURE:</p> <ol style="list-style-type: none">1. View > ToolBars > "Check Drawing" (from Menu)2. Create a Rectangle (using the rectangle icon button)3. Format > AutoShapes > (from Menu)4. Colors and Lines > Fills > Fill Effects > Picture > Select your picture (JPEG, Bitmaps, GIF etc...) <p>NOTE: This method is best for placing Logos or Movie shots.</p> <p>HOW TO FILL WITH IMAGE OR TEXTURE:</p> <ol style="list-style-type: none">1. Click on fill area (front, back, or spines)2. Format > Autoshape (from Menu)3. Colors and Lines > Fills > Fill Effects > Picture > Select your picture <p>NOTE: This method will fill the entire background for the selected area.</p> <p>HOW TO REMOVE THE FRAMES BEFORE PRINTING</p> <ol style="list-style-type: none">1. Save the document2. Click on the gray box at the top left of the template (labeled "Click Here And Delete Before Printing")3. Hit the "Delete" key on your keyboard <p>SAVE A COPY Before any work is done it's recommended that you save a copy of this document to your hard drive.</p> <p>Logo</p>	Photo1	Photo2
Photo1	Photo2	Photo3		