1. Open a Word Document

2. Find pictures of a stamp from your island and a picture related to your island as described on the instruction sheet.
   a. Copy and paste the picture to your word document
      i. After pasting the picture change the size to 4” height and 6” width
      ii. Make sure to copy the web address where you found the picture (NOT google.com/images)
   b. Copy and paste the stamp to your word document

3. Insert a text box using the

4. Select “Draw Text Box” command

5. Change the size of the text box by right clicking on the border and selecting
   A. More Layout Option
   B. Select the 3rd tab – size
   C. Change height to 4” and width to 6”

6. This text box will be for your stamp, text and address box.
   a. Draw a text box for your note to your parents which describes the situation as related to the pictures
   b. Draw a text box for the address
   c. Insert a picture of a stamp from your island.
   d. Don’t forget to put the web address somewhere

Please check before printing. This is an example of what your postcard will look like.