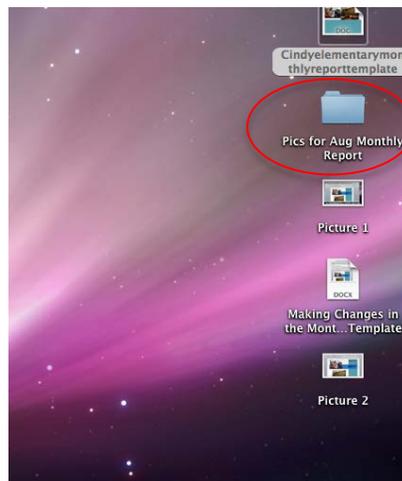


## Making Changes in the Monthly Report Template: (On a Mac)

- 1) Find the Elementary Monthly Report template in the Library Handbook (under “Reporting and Statistics For School Libraries” near the bottom of the page) on the Library Media Services page on the district webpage <http://www.k12northstar.org/departments/lms/library-handbook> Or, go to the formerly saved word template you made, wherever you saved it.
- 2) Download and open the template. (Do not cut and paste into the report as that will totally distort your formatting.) Save your template, using “**Save As**”, changing the name and then open your newly named saved report to begin work on it.
- 3) To make changes in the text, click on the text box and then double click on the text you want to remove or change. The text will be highlighted and you can make your changes.



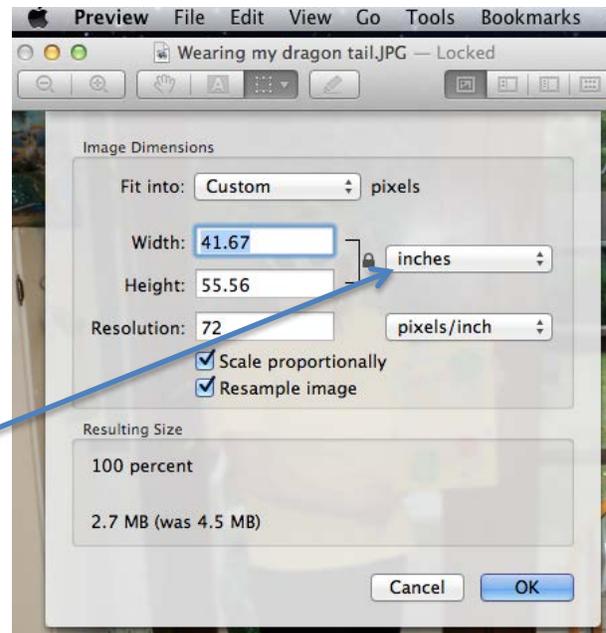
- 4) To change your pictures, first download and save your photos to a file somewhere on your computer. I had photos on a flash drive and in google docs. I gathered all my photos and put them in a folder on my desktop to make things easier for me to work with:



5) You will need to resize your photos before adding them into your Monthly Report. Begin by making an extra copy of your photos. (You don't want to mess up your originals.) To resize the photo, double click on it. If you're working on your Mac, the photo should open in Preview:



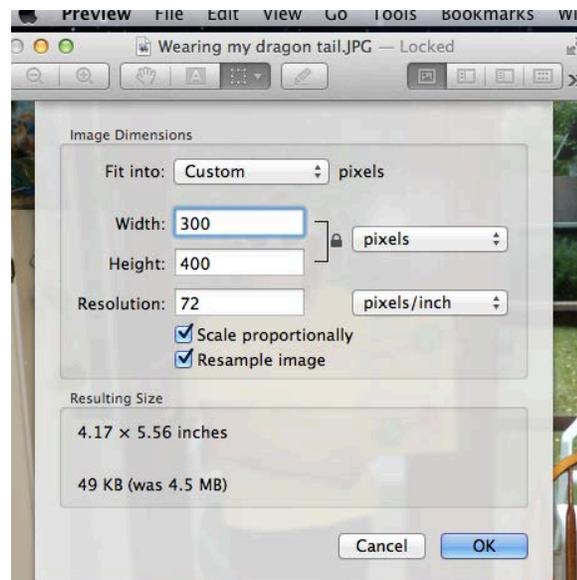
Go to **“Tools”** and **“Adjust Size”**. This box will come up:



Change the first drop down box on the right to **pixels**. Then change the **“Width”** to 300. The **“Height”** will adjust accordingly by itself. Make the **“Resolution”** 72 pixels/inch.

sure

Your final box should look something like this:



Click the blue **“OK”**.

Now you need to save this resized version of your photo. Go to **“File”** and then **“Export”**. This box will come up:

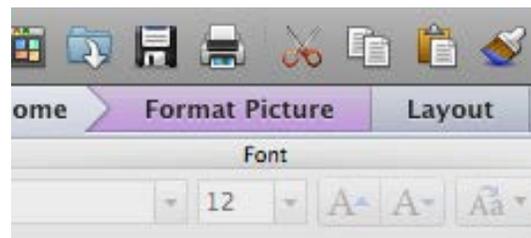


I usually add an **sm** to the end of the name to help me remember this is my resized photo. Resize all your photos to get them ready to be used in your monthly report.

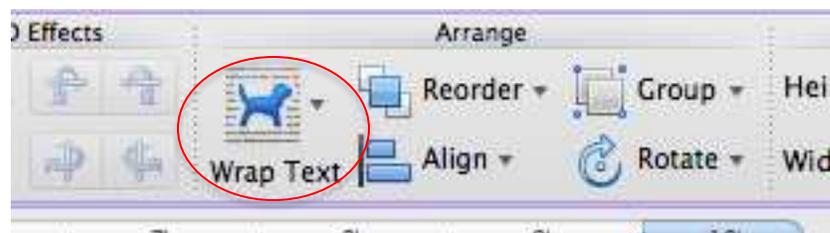
6) To actually change a picture in the template, click on that picture to highlight it:



Delete the picture. Under **Insert**, go to **Photo**, and then **Picture from File**. Find your photo and double click. If your photo looks huge, don't panic. Click on your photo to highlight it. Click on **Format Picture**:



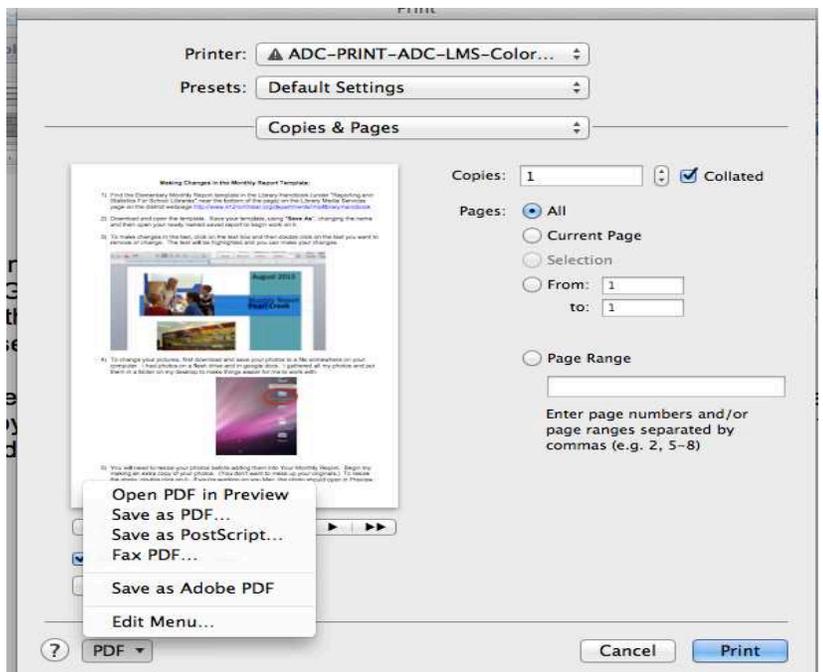
Click on the arrow beside **Wrap Text**:



Click **Square** on the drop down menu. Now you should be able to see your photo and click on it to highlight. Grab a corner to resize. Move it where you want it. Don't be afraid to play with your photos in the **Wrap Text** formatting area. If your photo goes into your page behind a colored box, use **In Front of Text** to bring your photo to the front.

6) When you're finished with your report, be sure to save it in word. Then reopen your report and save a copy of it as a PDF. There are two possible ways to do this. The first way is to have your report open and hit your **Print** command under **File**. Your print box will open up and there is a PDF button in the bottom left corner:

Click on **Save as PDF**.



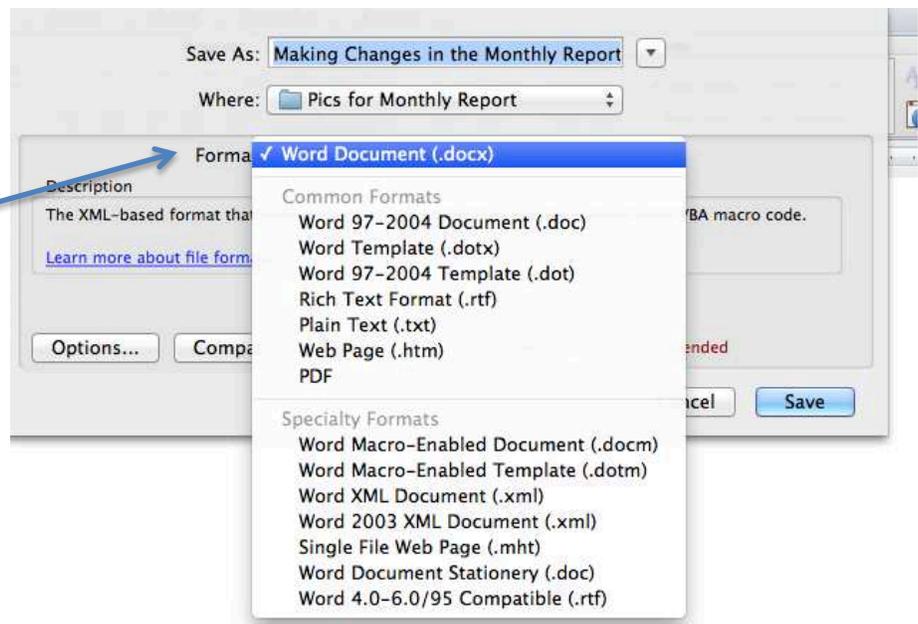
This box comes up:



Be sure to pay attention to where you save it. The default is saving it in documents, but you can use the drop down box and save to a different location. Click save and cancel your print, unless you really do want to print a copy.

Some Macs will have a second way to save a document as a PDF. Under **File**, click **Save As**. This box comes up:

Under **Format**, highlight **PDF** and click the **Save** button. Again, pay attention to where the document is being saved.



Email a copy of your monthly report in PDF form to Anita.