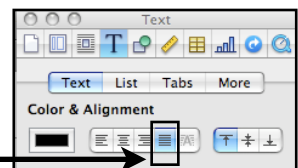


# Science Newsletter Directions

Open your science project folder. If your science project folder is NOT on your desktop, then log onto your server and download your science project folder to the desktop of the computer so that you can work on your project.

## Reflection Article

1. Locate the last line of text in the last reflection article you typed.
2. Click an insert cursor at the end of that line.
3. Open up your Fonts palette.
4. Check to make sure that the:
  - Font = same font you circled in 3b on your Design Concepts sheet.
  - Point size = 12 point
  - Color = black
5. Return 1 time.
6. Open up the Text Inspector.
7. Click on "Text" tab and make sure that "Text Alignment" is "justified".
8. Click on "Tabs" tab and under "Paragraph Indents" make sure that "First Line" is .25 in.
9. Type the paragraphs of your reflection article.



★ Remember to return at the end of a paragraph. Since we have a "First Line" indent set at .25 inches, the first line of a paragraph is automatically indented.

10. Spell check.
11. Proofread.

## Reflection Article Title

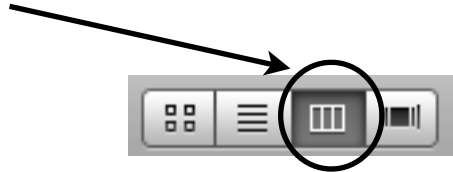
Since you have already created the title for your 1st reflection article **AND** according to design guidelines all article titles within the newsletter should be formatted the same (same font, same point size, same color, same design), what is the easiest and quickest way to create your other reflection article titles?

1. Click on the 1st reflection article title. Then Edit > Copy.
2. Make sure that the 1st reflection article title is still selected. Then Edit > Paste.
3. Delete the old title text in the "floating" text box.
4. Type in the title of the next reflection article.
5. Resize the "floating" text box if the new title does not fit.
6. Click on the "floating" text box that contains the reflection article title.
7. Click on the "Wrap" Inspector and make sure that icon 5 is selected.
8. Now move the reflection article title so that it appears before the first paragraph of the reflection article you just typed.
9. Center the article title within the column. ("Click and hold down the mouse" on the title and move the title horizontally until you get a solid blue line going down the center of the column.)
10. Make sure the amount of white space before and after the article title is about the same.

## Downloading Digital Pics of Experiments

The digital pictures of your experiments are stored in folders in the Research Resources folder on the xserve. As a result, you need to download two of these pictures from the Research Resources folder and place them in your “lastname\_pics” folder of your project folder.

1. Go > Connect to Server.
2. Under “Server Address:”, type in the following server address: **xserve**
3. Click on Connect.
4. Type in your name (lastname\_firstname) and password.
5. Click on Connect.
6. Click on Research Resources.
7. Click on OK.
8. The Research Resources folder should automatically open up. If it doesn’t, then double click on the Research Resources icon on the desktop to open it up.
9. Click on the 3rd view icon so that you can see the items as icons in a list by columns.



10. Click on the folder entitled “Fallen Timbers”.
11. Click on the folder entitled “Harms Science Project”.
12. Decide which experiment folder you want to look in and click on the folder.
13. **Single** click on the pictures to look at thumbnails of the pictures.

- ★ Remember do **NOT** double click on the pictures and open them up in preview. This will waste time.
- ★ Remember you’re going to have to write a caption about the picture and how it relates to your reflection.

14. Once you find the picture you want, write down the experiment folder name and picture name on the back of your Design Concepts sheet so that you can use that information to create your Works Cited entry.
15. Now download the picture by “clicking and dragging” the picture from the experiment folder into your “lastname\_pics” folder in your project folder.
16. Repeat Steps 12 - 15 for your second picture.

- ★ Now you should have 2 digital pictures downloaded into your “lastname\_pics” folder for your current reflection article.

## Creating Works Cited Entries for the Digital Pictures

1. Go to the citation maker KnightCite: <http://www.calvin.edu/library/knightcite/>
2. When Knight Cite is open, select “MLA” under “Citation Styles”.
3. Under “Resource Types”, locate “Multimedia” and select “Art or Photograph”.
4. Complete the form that appears on the right with the name of the person who took the digital picture, the name of the digital picture (experiment folder name and picture name), the year it was published, the institution holding the work, the city of the institution, and the medium type. (**HINT:** If you need help completing the form, see the form below.)

**Citation Styles**  
☒ MLA ☐ APA ☐ Chicago

**Resource Types**  
**Book**  
 Basic Book  
 Encyclopedia  
 Dictionary  
 Preface/Foreword  
 Reference Work  
 Work in a Series  
 Reproduction  
 Sacred Text  
**Anthology**  
 Author & Editor  
 Author & Translator  
 Organization & Editor  
**Periodical**  
 Journal  
 Magazine  
 Newspaper  
**Multimedia**  
☒ Art or Photograph

**Citing an Art or Photograph in MLA Format (Click for Help)**

Number of Artists: 1

Artist's Name:  
 First: Ellen M: Last: Harms

Title: Sound Travels Through Things DSCHN2427.jpg

Year Published: 2010

Institution Holding Work: Anthony Wayne Local Schools \*Put Private collection if location unknown

City of Institution: Whitehouse

Is the work a Reproduction? No

What is the medium type of the resource? Digital Photograph  
 example: Oil on canvas, Clay sculpture, Bronze sculpture, Ink on paper, Photograph, etc...

Where was the Source Found? ☒ Print ☐ Online ☐ CD/DVD

**Experiment Folder Name and Picture Name**

5. Click on the “Submit” button.
6. Highlight the citation. (Take note of the first word in the citation so that you can paste the citation in alphabetical order in your Works Cited document.)
7. Go to Edit > Copy.
8. Open up your Works Cited document (“lastname\_works\_cited”) in your project folder.
9. Click an insert cursor in the Works Cited document so that the entry is in alphabetical order.
10. Go to Edit > Paste.
11. The Works Cited entry should now be in alphabetical order in your Works Cited document.
12. If the Works Cited entry is **NOT** in alphabetical order, then “cut-and-paste” the entry so that it is in alphabetical order.
13. Go to File > Save in order to save your Works Cited document (“lastname\_works\_cited”).
14. Go back into the Knight Cite citation and click on the “Edit Current Citation” button.
15. Edit or modify the current Works Cited form for your second digital picture.
16. Click on the “Submit” button.
17. Highlight the citation. (Take note of the first word in the citation so that you can paste the citation in alphabetical order in your Works Cited document.)
18. Go to Edit > Copy.
19. Open up your Works Cited document (“lastname\_works\_cited”) in your project folder.
20. Click an insert cursor in the Works Cited document so that the entry is in alphabetical order.
21. Go to Edit > Paste.
22. The Works Cited entry should now be in alphabetical order in your Works Cited document.
23. If the Works Cited entry is **NOT** in alphabetical order, then “cut-and-paste” the entry so that it is in alphabetical order.
24. Go to File > Save in order to save your Works Cited document (“lastname\_works\_cited”).

## Working with the Digital Pictures

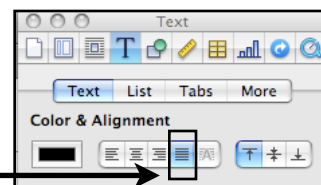
Now it's time to insert the first digital pic into the appropriate working document for the current reflection so that you can create a caption and border for the picture, and then group everything.

To insert the **first** digital picture:

1. Open up the appropriate working document file for this reflection or unit.
2. Save as "lastname\_unitname\_workingdoc" into your project folder.
3. Make sure that you can see the column guides for 2 columns. If you can **NOT** see the column guides, then go up to the View Menu > Show Layout.
4. Open up the "Document" Inspector and make sure that the "Hyphenate" option (in the lower left corner) is **NOT** checked. If the "Hyphenate" option is checked, then uncheck it to turn the hyphenation off.
5. Open up your "lastname\_pics" folder inside of your project folder.
6. Decided which of the two digital pictures is going to appear first in your reflection.
7. "Click and drag" that digital picture from your "lastname\_pics" folder into the 1st column of your "lastname\_unitname\_workingdoc" file.
8. Resize the digital picture so that it fits inside the 1st column. The picture should **NOT** be touching the column guides **AND** the picture should **NOT** be too big.
9. Click on the digital picture.
10. Open up the "Wrap" Inspector and turn off the text wrap. There should **NOT** be a check mark next to the "Object causes wrap" box.
11. Save the file.

To create the caption for the **first** picture:

12. Create a "floating" text box. (Click in the margin. Then click on the "Text Box" icon on the tool bar.)
13. Click an insert cursor in the "floating" text box.
14. Type in a caption (complete sentence) that describes how the picture relates to your reflection. (Remember: Do **NOT** use student names in captions.)
15. If you used the name of an experiment in the caption, make sure that the capitalization is correct and that the name of the experiment is italicized (Command - I).
16. Spell check the caption.
17. Proofread the caption.
18. Click on the "floating" text box that contains the caption.
19. Open up the Fonts Palette.
20. Look at 3b on your Design Concepts sheet to see what font you selected for captions. (This is the same font you selected for your paragraphs and Works Cited.)
21. Change the font to the font you selected for your captions.
22. Make sure that the point size is 12 point.
23. Make sure that the color is black.
24. Open up the "Text" Inspector.
25. Click on the "Text" tab and change the text alignment to "justified".
26. Click on the "floating" text box that contains the caption.
27. Open up the "Wrap" Inspector and turn off the text wrap. There should **NOT** be a check mark next to the "Object causes wrap" box.
28. Move the caption so that it is below the picture.



29. Resize the caption so that it is the width of the picture. (If your picture is really narrow, then the caption can be slightly wider than the picture.)

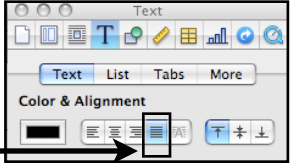
To create the border for the **first** picture:

30. Click in the margin area.
31. Click on the “Shapes” icon on the tool bar and drag down to the “Square”.
32. Make sure that the square is selected.
33. Open up the “Graphic” Inspector.
34. Change the “Fill” drop down menu from “Color Fill” to “None”.
35. With the square still selected, open up on the “Wrap” Inspector and turn off the text wrap. There should NOT be a check mark next to the “Object causes wrap” box.
36. Now move and resize the square so that it surrounds the picture and the caption.
37. Make sure that the border is **NOT** wider than the column. If the border is wider than the column, then you may need to make your picture smaller and your border narrower.
38. Click on the border.
39. Go to Arrange > Send to back. (NOTE: Be careful not to click anywhere in the document until you read the next step.)
40. While the border is still selected, hold down the shift key and click on the picture and then on the caption.
41. Go to Arrange > Group.
42. Save.

To insert the **second** digital picture:

43. Open up the file “lastname\_unitname\_workingdoc” into your project folder.
44. Make sure that you can see the column guides for 2 columns. If you can **NOT** see the column guides, then go up to the View Menu > Show Layout.
45. Open up the “Document” Inspector and make sure that the “Hyphenate” option (in the lower left corner) is **NOT** checked. If the “Hyphenate” option is checked, then uncheck it to turn the hyphenation off.
46. Open up your “lastname\_pics” folder inside of your project folder.
47. Decided which of the two digital pictures is going to appear 2nd in your reflection.
48. “Click and drag” that digital picture from your “lastname\_pics” folder into the 2nd column of your “lastname\_unitname\_workingdoc” file.
49. Resize the digital picture so that it fits inside the 2nd column. The picture should **NOT** be touching the column guides **AND** the picture should **NOT** be too big.
50. Click on the digital picture.
51. Open up the “Wrap” Inspector and turn off the text wrap. There should NOT be a check mark next to the “Object causes wrap” box.
52. Save the file.

To create the caption for the **second** picture:

53. Create a “floating” text box. (Click in the margin. Then click on the “Text Box” icon on the tool bar.)
54. Click an insert cursor in the “floating” text box.
55. Type in a caption (complete sentence) that describes how the picture relates to your reflection. (Remember: Do **NOT** use student names in captions.)
56. If you used the name of an experiment in the caption, make sure that the capitalization is correct and that the name of the experiment is italicized (Command - I).
57. Spell check the caption.
58. Proofread the caption.
59. Click on the “floating” text box that contains the caption.
60. Open up the Fonts Palette.
61. Look at 3b on your Design Concepts sheet to see what font you selected for captions. (This is the same font you selected for your paragraphs and Works Cited.)
62. Change the font to the font you selected for your captions.
63. Make sure that the point size is 12 point.
64. Make sure that the color is black.
65. Open up the “Text” Inspector.
66. Click on the “Text” tab and change the text alignment to “justified”. 
67. Click on the “floating” text box that contains the caption.
68. Open up the “Wrap” Inspector and turn off the text wrap. There should NOT be a check mark next to the “Object causes wrap” box.
69. Move the caption so that it is below the picture.
70. Resize the caption so that it is the width of the picture. (If your picture is really narrow, then the caption can be slightly wider than the picture.)

To create the border for the **second** picture:

71. Click in the margin area.
72. Click on the “Shapes” icon on the tool bar and drag down to the “Square”.
73. Make sure that the square is selected.
74. Open up the “Graphic” Inspector.
75. Change the “Fill” drop down menu from “Color Fill” to “None”.
76. With the square still selected, open up on the “Wrap” Inspector and turn off the text wrap. There should NOT be a check mark next to the “Object causes wrap” box.
77. Now move and resize the square so that it surrounds the picture and the caption.
78. Make sure that the border is **NOT** wider than the column. If the border is wider than the column, then you may need to make your picture smaller and your border narrower.
79. Click on the border.
80. Go to Arrange > Send to back. (NOTE: Be careful not to click anywhere in the document until you read the next step.)
81. While the border is still selected, hold down the shift key and click on the picture and then on the caption.
82. Go to Arrange > Group.
83. Save.

To insert **both** pictures into the newsletter:

84. Open up the current "lastname\_unitname\_workingdoc".
85. Click on the picture that is in column 1. (NOTE: This should be the picture that is going to appear first in your reflection article.)
86. Edit > Copy.
87. Click on the title of the reflection article.
88. Edit > Paste. (You should now see the picture in the newsletter.)
89. With the picture selected, open up the "Wrap" Inspector .
90. Turn text wrap on by clicking on the box next to "Object causes wrap".
91. Select last text wrap option for MOST pictures. (unless the picture is really skinny and you can wrap enough text around one side of the picture so that it is easy for the reader to read)
92. Now move the picture to the appropriate place in the article. (All pics must be placed between paragraphs. A pic should never split a paragraph. Why? Because if a paragraph is split by a picture it is difficult for the reader to read.)
93. Save.
94. Now go back to the current "lastname\_unitname\_workingdoc".
95. Click on the picture that is in column 2. (NOTE: This should be the picture that is going to appear second in your reflection article.)
96. Edit > Copy.
97. Click on the title of the reflection article.
98. Edit > Paste. (You should now see the picture in the newsletter.)
99. With the picture selected, open up the "Wrap" Inspector .
100. Turn text wrap on by clicking on the box next to "Object causes wrap".
101. Select last text wrap option for MOST pictures. (unless the picture is really skinny and you can wrap enough text around one side of the picture so that it is easy for the reader to read)
102. Now move the picture to the appropriate place in the article. (All pics must be placed between paragraphs. A pic should never split a paragraph. Why? Because if a paragraph is split by a picture it is difficult for the reader to read.)
103. Save.