

Common Name Here

Scientific Name Here

Habitat preference:

Enter text here

Cool Stuff:

Enter text here



Insert Picture Here.

Description:

Enter text here.

DO NOT change any formatting within this table. Simply type text where specified. *Do not copy and paste text from the internet, this will change the formatting within the table.

To insert a picture first delete the text “insert picture here” then in the drop down menus go to <Insert> <Picture> <From File...> and navigate to the folder the picture is saved in; or if using a picture from the internet, copy and paste the picture into the table.

To save this file, select <Save As> and name the file using the format ‘Species Common Name Student Name Class Date’. For example, ‘Pin Oak BGross 1-2 13Nov07’

For Editors only:

- Make all edits in this file before copying it to the master file.
- Habitat pictures: You will be provided a complete list of all the species found per habitat (Forest, Meadow, Stream). Use this master list to edit the habitat pictures (3 pictures in upper right corner). Delete the pictures that do not belong
- Photo Editing: Right click on the picture and go to <Borders and Shading...>. Select <Box> and chose <2 ¼ pt> for the width.
- To copy this table to the master file, click anywhere in the table, then from the drop down menu, go to <Table> <Select> <Table>, then go to <Edit> <Copy>; Go to the master file, place the cursor where you want the table to go (make sure there is at least one space above and below the line where you are inserting the table), and go to <Edit> <Paste>.

