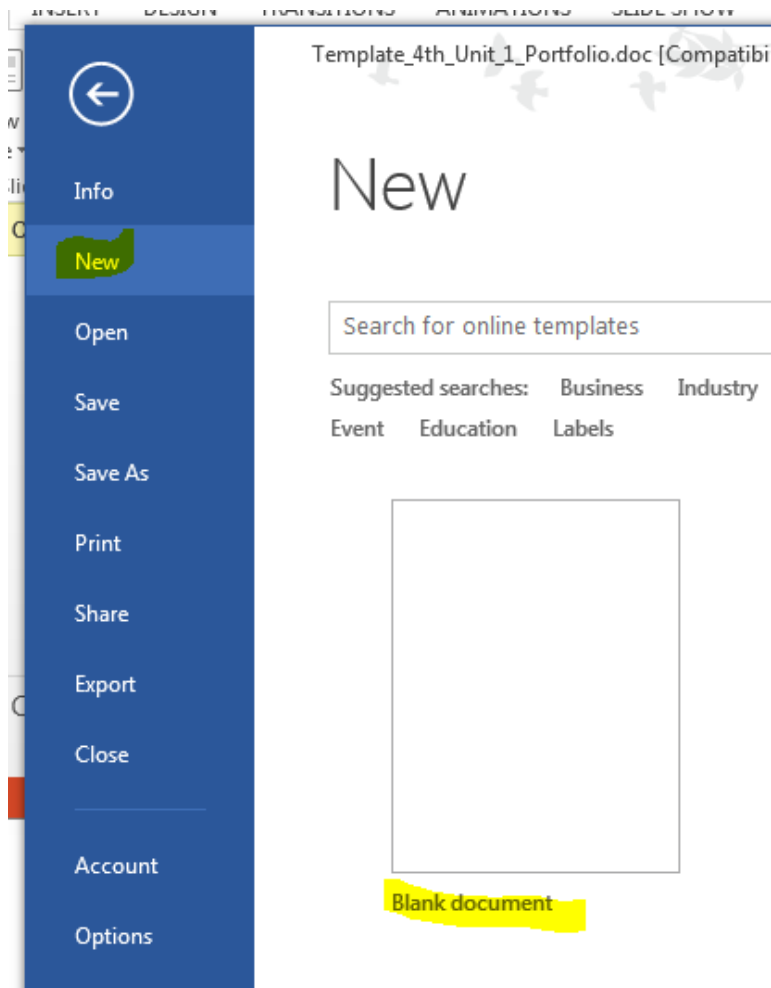# How to Save To Word

Monday, September 12, 2016   10:33 AM

Open an New Word Document

⭐ Open your blank document by double clicking

Copy and fill in this information on to your document (or open the portfolio template.

Unit_Portfo
lio

Student Name:

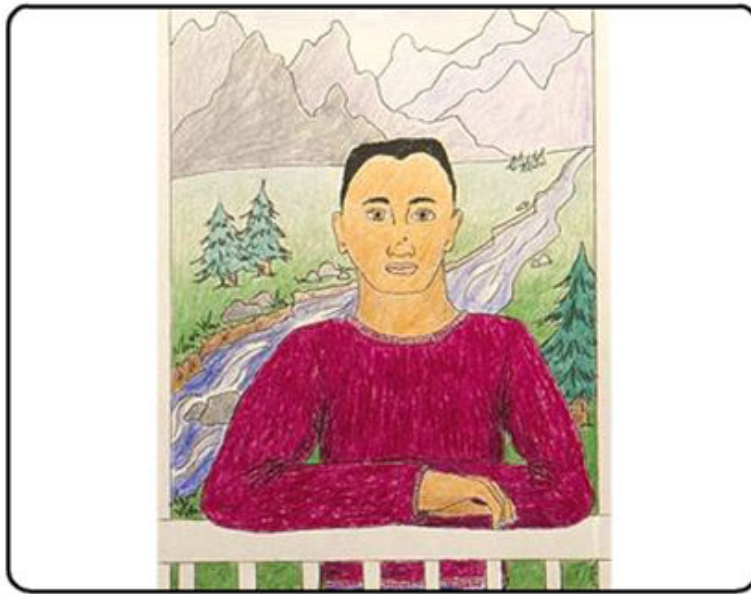Student ID:

Homeroom Teacher:

- **Please enter your art pictures of the particular lessons.**
- **Please do not email until requested.**
- **Please view the CC or come to On Boarding to see how to paste and glue if you need assistance. These questions will not be addressed via email.**

Label the picture and paste it on to the document

Lesson 1: Portrait with Renaissance Style

portrait in Renaissance style

Label the picture and paste it on for each project

Make sure to start a new document for new the new