

Directions for Using Power of One template:

1. Save template to Flash Drive – load onto student machines
2. Have students begin to type on template – (Name, Project, Date) then ask them to **“Save As”** with their name in the file so that the original template remains intact.
3. Students fill out the rest of the document.
4. Click **“Print Preview”** to check margins and spacing.
5. If there are spacing issues go to:
  - a. Tools
  - b. Click **“Unprotect Document”**
  - c. Use backspace or delete keys to fix spacing
  - d. When finished, click on **“Yes, Start Enforcing Protection”** on small **“Protect Document”** menu
  - e. Do not give the form a password to protect it, simply click **“ok”**
6. Save document
7. Print as needed