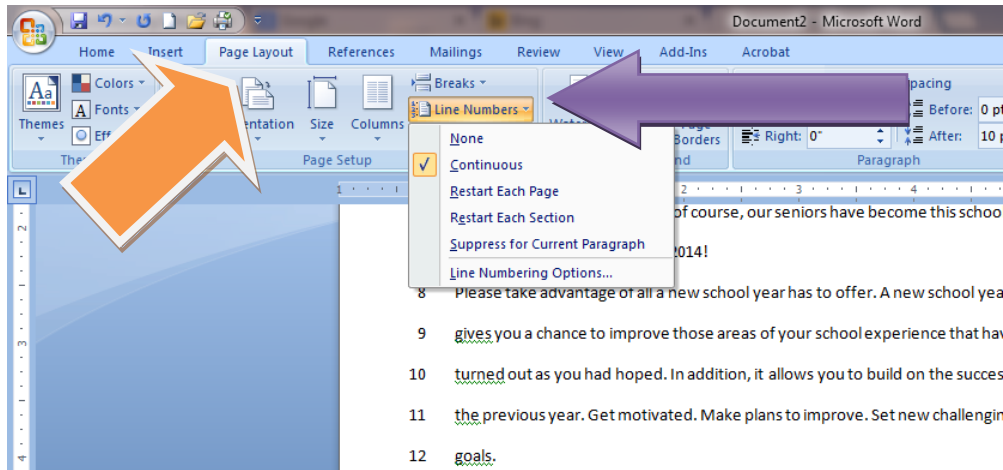


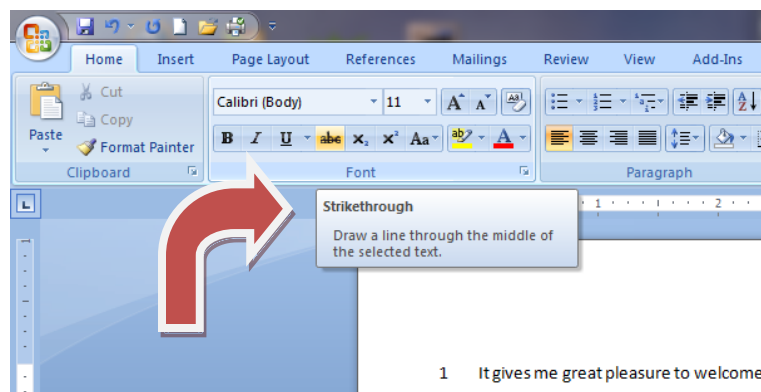
HOW TO CREATE THE MARK UP FILE

1. Collect specific rule from the classroom website, www.westmifflinmoritz.com >Basic Civics>Legislative Branch>2015-2016 Handbook
2. Highlight specific rule, right click, select copy
3. Open Microsoft word, paste document
4. On the top of Microsoft Word, select Page Layout, click line numbers, and select continuous



HOW TO MARK UP TEXT

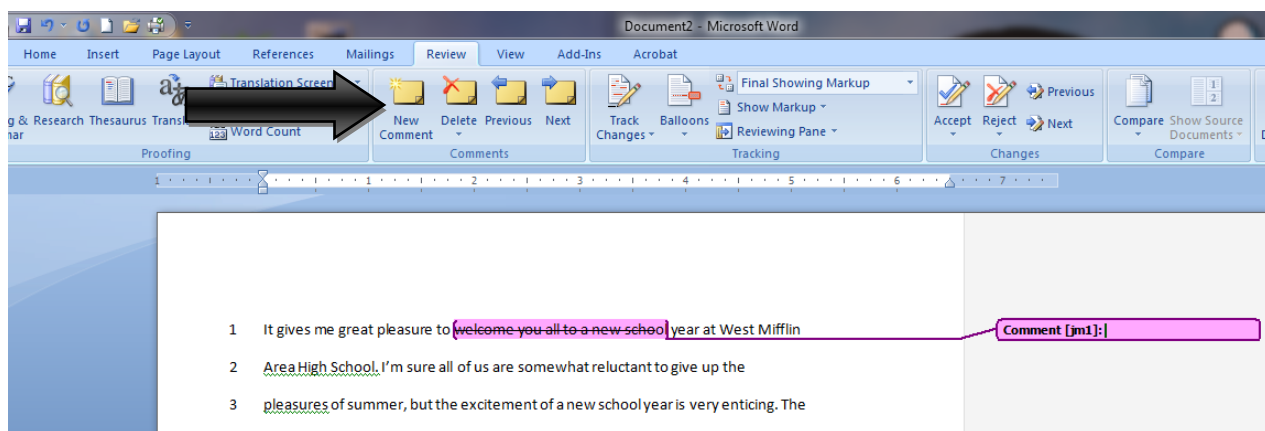
1. Click and drag the specific words that are being amended from the original school rule.
2. Under the home tab, click the strike through tab to indicate adjustment





- 1 It gives me great pleasure to ~~welcome you all to a new school~~ year at West Mifflin
- 2 Area High School. I'm sure all of us are somewhat reluctant to give up the
- 3 pleasures of summer, but the excitement of a new school year is very enticing. The
- 4 freshmen, class of 2017, are now high school students. The sophomores, the class

3. Highlight the strikethrough and click the review tab on the top of Microsoft word
4. Click the new comment tab



5. Insert adjusted words in comment box on right
6. Additional comments are done the same way
7. Double click the header area, Type the name of the rule and the names of the students in the group
8. Save project: Name of Law_Last Names of Students
9. ALL MEMBERS OF THE GROUP NEED TO HAVE AN ELECTRONIC COPY