

How to Insert Images in your Documents or I am not that Techie! HELP!!

How to get around using a computer when you don't have one?

You need a computer buddy.

- Gather all the information, pictures, articles, thank you notes
- Write it out exactly as you want each line of application to read.
- Begin with all the information to fill out the top portion that identifies the Award. Then move through each number (1-7) convey the information required. You can do the lay out of page 2 and 3. If you need typed in areas, once you have an idea of your layout, you can give it to the person that is going to type in up for you. Note: On the Application form itself, one is able to delete the lines provided and add the space you need as you type. *Reminder: always check back to the FFGC Awards Page for updates.*

www.ffgc.org

Award #: _____ Category: _____ Class: _____ Award Name _____
(1-5) (A-F)

District: _____ #Members in Club/Circle: _____ City: _____ Date: _____

Name of Garden Club or Individual/Group _____
[Enter name exactly as it should appear on any award received]

Garden Club President: _____ Phone: _____ Email: _____

Person preparing application: _____ Phone: _____ Email: _____

NOTE: Application form is limited to three printed pages, (this page and two additional pages) – front of pages only unless otherwise noted. (No report cover, binders, or plastic sheets allowed.) **Hard copy only; no electronic submissions (unless requested).** Application form will not be returned. Copy entry for your files. Mail entries to FFGC Headquarters unless otherwise noted in the award description to arrive no later than December 1.

Please complete each topic, if applicable. Use numbering as below when completing form.

1. New project: Yes No Beginning date: _____ Completion date: _____
2. Have you applied for any other awards for this project? Yes No If yes, list other awards applied for.
3. Brief summary and objectives of project
4. Involvement of club members, other organizations, etc.
5. Project expenses and means of funding
6. Continuing involvement, follow up, maintenance
7. Attach or insert photos, evidence, and/or landscape plan (does not need to be professionally drawn)

Tools are so important to not only save time, but have the end result look marvelous. Scrapbookers know all about glue dot runner tape. Easy, quick way to lay down of paper. you can use **permanent** or my favorite **repositional** for creating an award page. Page 2 and 3 of the 3 page award often calls for you to add your 'Proof" either through newspaper clippings, thank you notes, etc...

You will need to reduce items on a copier to have images fit on the page. You can then play with the layout until you get it just right.

You can type out what you need, print and then cut out what you need to fit in the space you have.



After you have done your lay out, your will need to go one step further and make a fresh copy of the entire page. This way none of your added images fall off. Honestly, it also just looks better.



This is one page that was all clipped, reduced article size and used a tape runner to adhere articles. I scanned this to give you and idea of how it would look. A scanned image is now a jpeg and I can resize it as I need. When you reduce newspaper articles you can still almost read them. And this is evidence that it did indeed appear in a newspaper. Publicity Works!!

