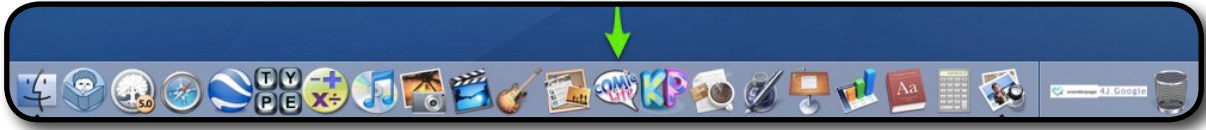
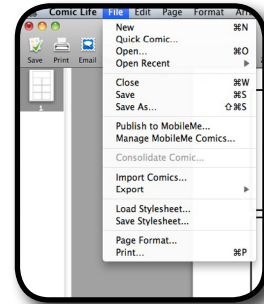


Comic Life

1. Click on the COMIC LIFE icon in the Dock at the bottom of your screen. It looks like a speech bubble with the words “Comic Life” written on it.

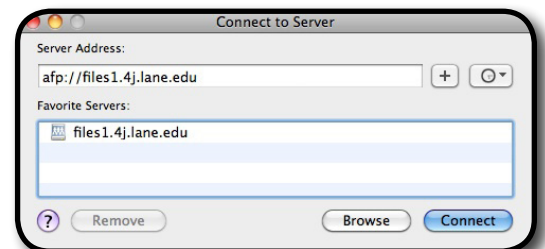


2. Once the file is open, click on FILE in the menu bar at the top of the screen and choose SAVE AS.
4. Name your file and save it to the desktop.
5. Click COMIC LIFE on the menu bar at the top of the screen and select QUIT COMIC LIFE .



Saving your Work to the Files1 Server.

1. Click anywhere on the desktop so that you see FINDER in the top left menu bar.
2. Click on Go and select CONNECT TO SERVER at the bottom.
3. Click CONNECT.
4. Type in your 4J user name in the Name box.
5. Type in your 4J password in the Password box.
6. Drag your Comic Life file into your files1 server account.



7. Once you see it in your files1 server window, delete the Comic Life file that is still on your desktop.
8. Go back to your files1 server window, and double click your Comic Life file to open it up. You will work on it in the server from now on.



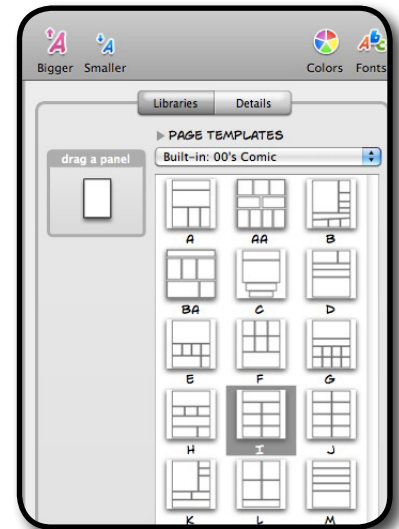
Comic Life

Selecting a Page Template

1. On the right side of the page is the Page Template window. Select the template you want to use for your project.

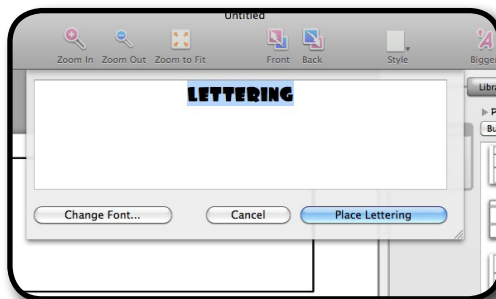
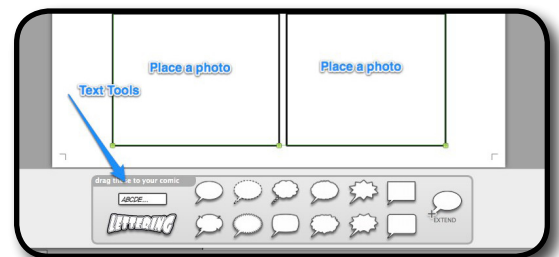
REMEMBER: You must choose a template that has at least 7 panels as your project must have a title and 6 panels with photos and information in them.

2. Click on your selected template and drag it to the work area.
3. Save your work by holding down the COMMAND key and pressing the S key OR pull down FILE from the menu and select SAVE.



Adding a Title

1. At the bottom of the screen is the text tools window.
2. Drag the LETTERING tool to your top panel. This will be your title panel.
3. Type in your Title and then click PLACE LETTERING.



4. Your title appears and has 6 blue handles. Click and pull on these handles to make your title larger. **REMEMBER:** You can stretch your title in any direction but make sure it is easy to read once you're through.

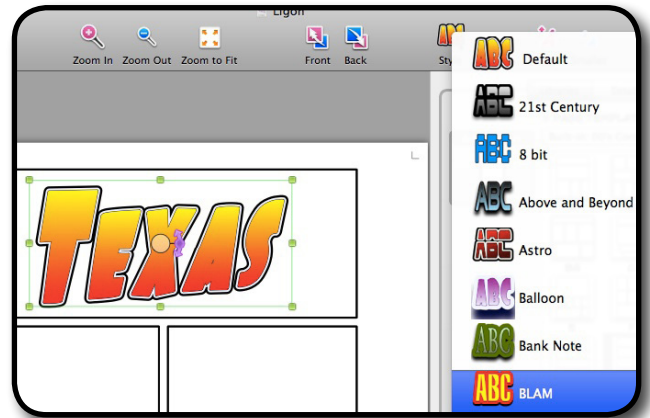
Comic Life

Editing a Title

1. To change the way your title looks, click on your title and then click on Style Tool on the menu bar at the top of the screen.



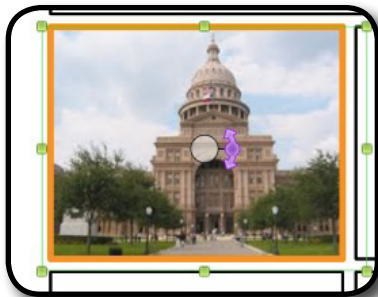
2. A drop down menu appears with lots of different style choices. Try them out until you decide which one best fits the theme of the project you're working on.
3. When you select your title, a green box with a purple arrow appears. You can now drag your title around until you have it positioned it where you want it. Clicking the purple arrow allows you to tilt your title.



4. When you are satisfied with your title, save your work by holding down the COMMAND key and pressing the S key OR pull down FILE from the menu and select SAVE.

Adding and Editing Photos

1. Click and drag a photo and drop it into one of the empty panels. Once you've dropped it, an orange box appears around it. As long as this box is orange, you can change the size of your picture or tilt it if you want.
2. When you're finished editing the photo, click anywhere outside that panel and you'll see the black border return. Click on it again and green handles will appear at the corners. When your panel has green handles, you can move the panel box around on the page.



ORANGE BOX = EDIT PHOTO

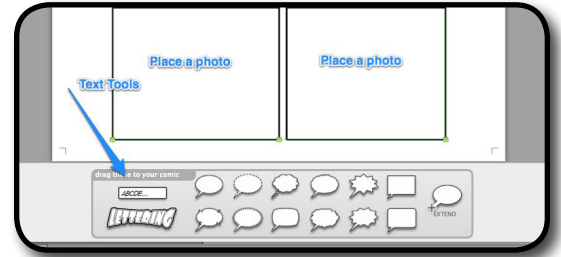


BLACK BOX WITH GREEN HANDLES =
MOVE PANEL

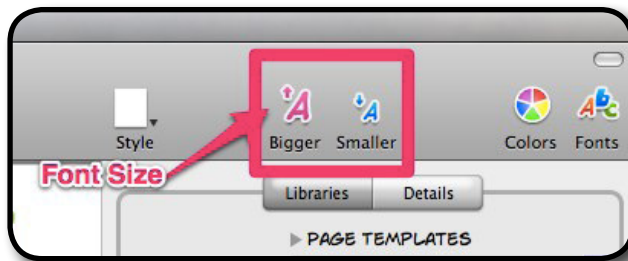
Comic Life

Adding and Editing Text

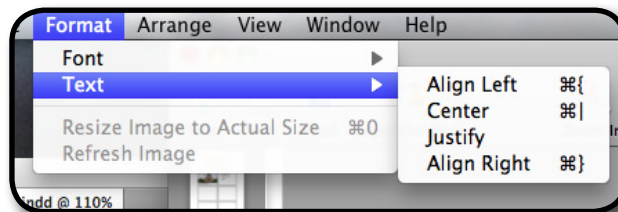
1. To add text to a panel, click, drag and drop either the ABCDE text block or one of the speech bubbles.
2. With the YOUR WORDS HERE highlighted in blue, type in your information.



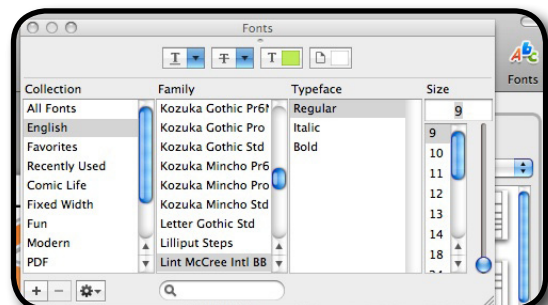
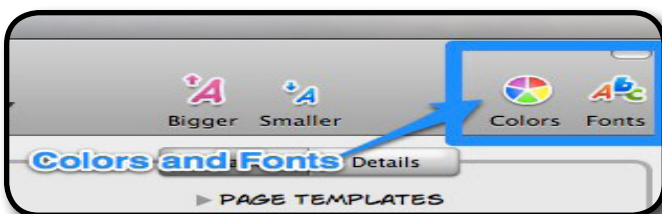
3. To make your text bigger or smaller, click on the BIGGER or SMALLER icons in the menu bar.



4. If you want to change the alignment of your text, click on FORMAT in the menu bar at the top of the screen, move your mouse to hover over TEXT, and then select your preferred alignment (Align Left, Center, etc.)



5. If you want to change type faces, click on FONTS in the menu bar and change font style, style, color, add underlines, etc.



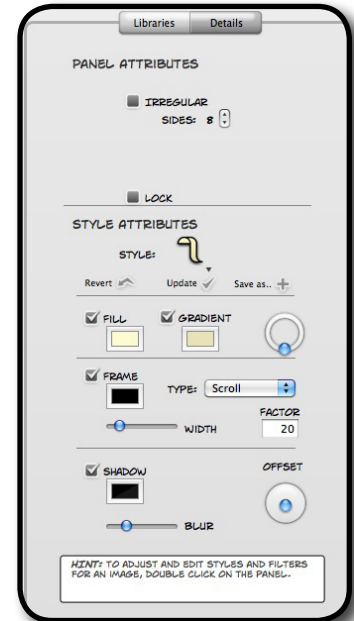
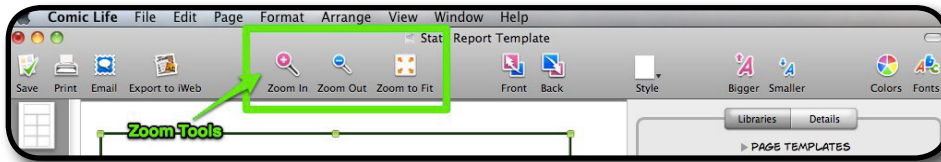
Comic Life

Extras

1. Click on a panel and then click on the **STYLE** icon in the menu bar. A drop down menu appears with lots of different style choices.



2. On the right side of the page, click on the tab marked **DETAILS**. Click on the element you want to change -- words, panels, etc. Explore all the options -- you can change colors, shadows, fonts, fills, line widths, etc. Experiment!
3. *Do Overs!* If you want to go back to a previous version, hold down the **COMMAND** key and press the **Z** key.
4. To zoom in or out of your layout, click the **ZOOM IN** or **ZOOM OUT** buttons in the menu bar.



5. Add a new page: In the menu bar at the top of your screen, click on **PAGE** and then click on **NEW BLANK PAGE**.

Final Step

1. Proof all your words to make sure your spelling and punctuation are correct.
2. Save your work by holding down the **COMMAND** key and pressing the **S** key OR pull down **FILE** from the menu and select **SAVE**.
3. Once your teacher has given the okay, you may print your page!
4. To disconnect from your server file, drag the **SERVER ICON** with your name on it into the trash.