

Step-by-Step

Using the Journal in A Field Trip to the Rainforest Deluxe

While using A Field Trip to the Rainforest, you might want to keep a record of your findings. You can do so using the Journal feature. This Step-by-Step Card introduces you to the basic features of the Journal.

Opening the Journal

- 1** Open the A Field Trip to the Rainforest application.
- 2** Click the picture of the pencil and paper on the desk below the bird in the main menu to open the journal. To open the journal from any other place in the program, click the same picture, located on the right side of the toolbar at the bottom of the screen.



- 3** Click the leaf picture labeled Journal to leave the Note-Taker and switch to the journal.
- 4** If you see a message about which journal to open, select New Journal if you do not have an old entry you want to work on. Select Saved Journal if you want to go back to a journal entry that you worked on earlier.

Using the Journal

- 1** Use the Journal as you would any writing (word processing) program. You can type using special styles such as Bold, Italic, and Underline. You can change the way your text is lined up on the page (called “alignment”). You can also print your work.
- 2** To change the style, size, and alignment of your text, use the Style menu. Use the Font menu to change fonts. Use the Extras menu to check the spelling in your document.
- 3** If you took any pictures using the camera tool, when you open your journal you will see those pictures.
- 4** To print the Journal, click Print on the toolbar at the top of the screen. Click Print again in the Print Preview dialog box.
- 5** Click “Return to Program” to return to A Field Trip to the Rainforest Deluxe. Be sure to save your work.