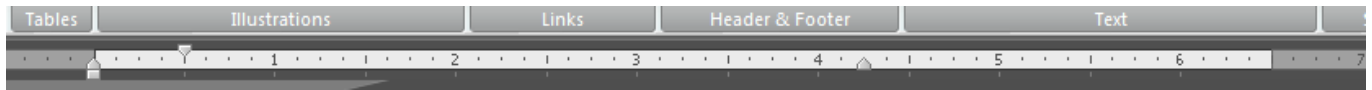


Lorem Ipsum: Dummy Text

By YOUR NAME HERE



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla rhoncus bibendum nibh,

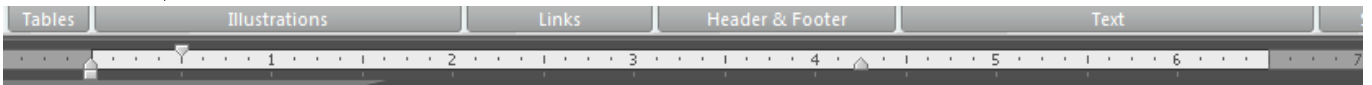
Please use the
RULER: **VIEW** tab
and then **tick RULER**

Highlight the **FIRST** paragraph and then, using the ruler, slide the **RIGHT** triangle (points up) on the right side of the ruler to **4 1/4 "** as shown in the ruler pictured above. This creates a "hole" in your text on the **RIGHT**.



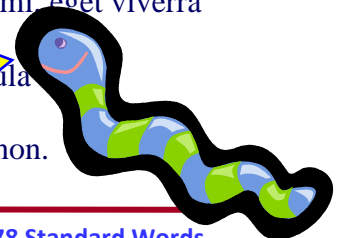
Phasellus fermentum sodales arcu, ac commodo erat vulputate vitae. Quisque volutpat

Highlight the **THIRD** paragraph and then, using the ruler, slide the **LEFT** triangles, using the **box below** them on the left side of the ruler to **2 1/2 "** as shown in the ruler pictured above. This creates a "hole" in your text on the **LEFT**.

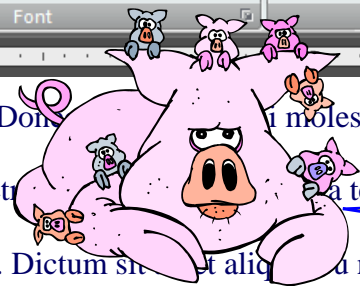


Sed sollicitudin, ligula venenatis adipiscing auctor, massa urna bibendum mi, eget viverra

Highlight the **FIFTH** paragraph and then, using the ruler, slide the **RIGHT** triangle (points up) on the right side of the ruler to **4 1/4 "** as shown in the ruler pictured above. This creates a "hole" in your text on the **RIGHT**.



Font Paragraph Styles




Don't molestie, blandit augue sed, convallis nulla. Morbi dui nisl, mattis et pharetra. Sed a nulla rhoncus bibendum nibh facilisis purus pulvinar et. porta at. Dictum sit amet auctor nulla rhoncus bibendum nibh facilisis purus pulvinar et.

Highlight the **SIXTH** paragraph and adjust the **LEFT** triangles as shown.

Tables Illustrations Links Header & Footer Text

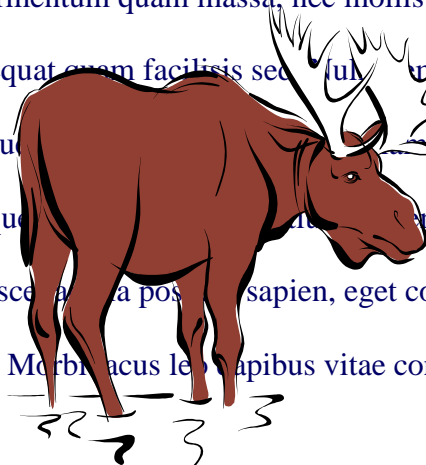
Duis venenatis, neque suscipit euismod mattis, velit felis iaculis est, et in quam massa quis lacus. in. Donec dapibus nisl. Sed a scelerisque lorem, quis porttitor nulla. Nulla molestie blandit facilisis

Highlight the **SEVENTH** paragraph and adjust the **RIGHT** triangle as shown.



Font Paragraph Styles

Fermentum quam massa, nec mollis nibh convallis vitae. Fusce lacinia posuere sapien, eget consequat quam facilisis sed. Nulla semper ac est in dignissim. Morbi lacus leo dapibus vitae congue. Aliquet auctor ut arcu semper ac est in.



Highlight the **EIGHTH** paragraph and adjust the **LEFT** triangles as shown.

Font Paragraph Styles

Font Paragraph Styles

Your **FINAL** paragraph, the **NINTH** paragraph, will return us back to our original paragraph format – stretching all the way from the left margin (with a ½" indent for the first line of each paragraph) to the right margin.

Be sure when you click on the last paragraph, your ruler looks like the one illustrated above. You have now created **SIX "holes"** in our Lorem Ipsum report.

Please add animal, human, or even alien clip art so that we can add call-out balloons and make each **SPEAK!**

Why? Cuz Dr. Bear said so! Now have a balloon.

