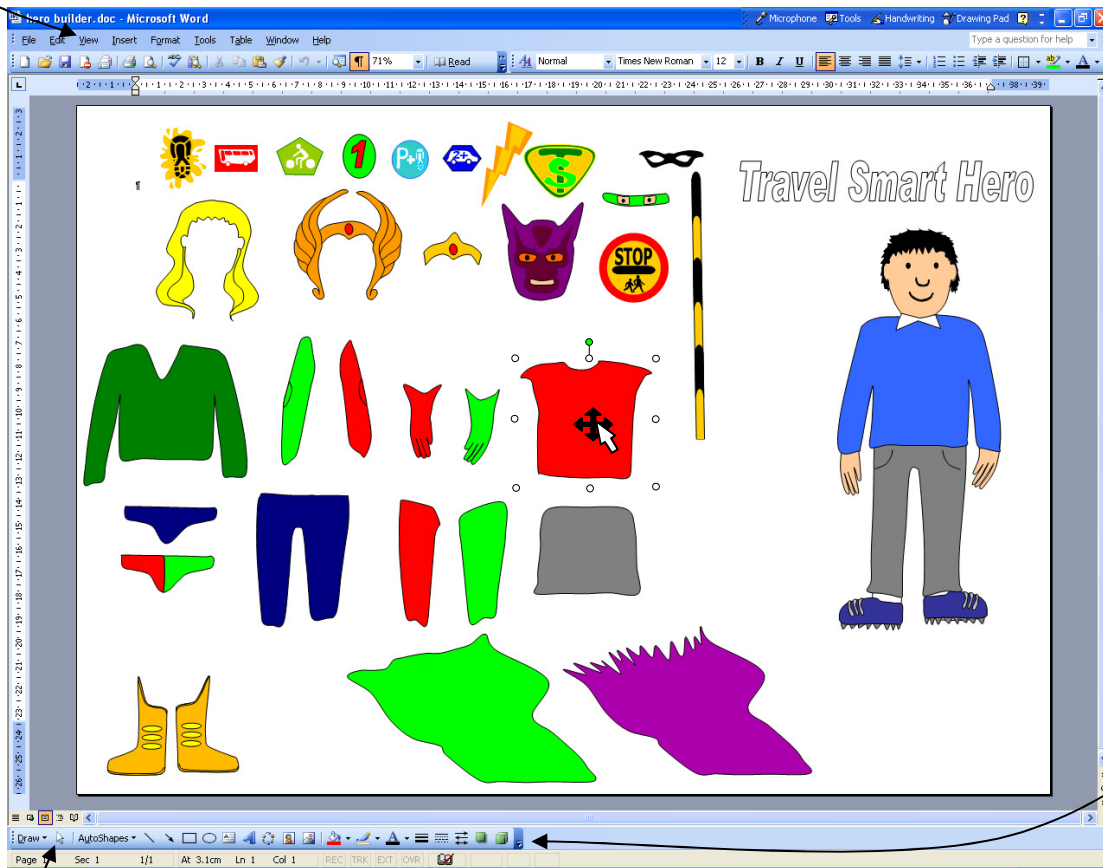





How to design your own Travel Smart hero


Open the Word document *hero design kit.doc*

Ensure the **Drawing** toolbar is visible. If it is not, go to the top menu & go to **View**, select toolbars and tick the **Drawing** tab this will give access to the tools shown



Go to the **Select objects** tool. This will turn your cursor into an arrow that will allow you to move items onto the figure. Left click on the centre of the item, the cursor will change to  Hold the left button down and drag the item to where you want it. Take care not to click and drag on the circles that appear around the object as this will change its shape.

You can remove the characters normal clothes first or after you have dragged a new item of clothing on top of it.

You can change the colour of any object by clicking on it, then go to the **fill colour** button  and select a new colour.

You can change the title by right clicking on the text and selecting the 'edit text' option. You can also change the title colour by right clicking and selecting 'format WordArt'.

When you have finished creating your character use the pointer tool to select all the objects used to create it. Do this by left clicking and draw a box around the character. Then go to the Draw tab and select "**Group**".

You can then copy and paste this image into a other Microsoft applications – such as PowerPoint or other Word documents.

Alternatively click 'Save as' and rename the file to maintain the original file layout.

