Page Layout Bell Ringer

1. Open **Page Layout Bell Ringer** from Bell Ringers folder of Documents/Files section of my website.
2. Save as **classperiod_lastname_firstname_pagelayoutbr** in your Bell Ringers folder.
3. Create a header with you name, Page Layout Bell Ringer and class period.
4. Change all margins to 1 inch (Top, Bottom, Left & Right).
5. Change the Page Orientation to Landscape.
6. Create a Continuous Section break before Free Checking. Make sure insertion point is before the F in Free Checking.
7. Create 2 columns for the Section starting with Free Checking with a line between and spacing set at .9".
8. Create a column break for each checking type starting with Value Checking.
9. Center First Bank and Personal Checking choices.
10. Set spacing after Personal Checking to 24 pt.
11. Center in the column each checking type (Free Checking, Value Checking, Preferred Checking and Senior Preferred Checking).
12. Save the file again and leave open