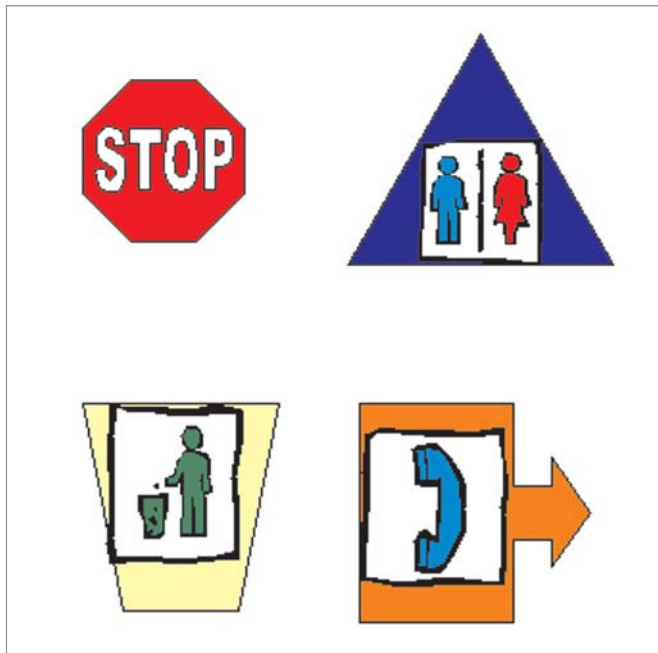# Signs

You can find many types of signs in your community, including traffic and parking signs, signs that give directions, building and street signs, and signs that explain rules. Where do you see signs in your community? What does each sign look like? Does your community have signs now that would not have been needed in the past? Where are signs needed now?

✏️ Plan It

Make four new signs that you think are needed in your community. Make sure that your signs are easy to see and can be understood by people who may speak a different language or who cannot read. Look at the following examples:

Sign Example

Think about the following questions, and discuss your ideas with your partner. You might want to write or draw sketches of your four sign ideas on a sheet of paper.

- Where in your community might a new or better sign be needed? Why would that sign be helpful?

- What shape or color could you use to make each sign look different?

- What words, numbers, or pictures would make the meaning of your sign clear?

- How would you arrange the shapes and information on your four signs so they are easy to read?

For help on how to do certain skills, look at the following groups in the *Help Guide:*

- **Graphics Group 4:** Getting to Know the Graphics Draw Software (**NOTE:** This group name will change depending on the *Help Guide* version being used.)

- **Graphics Group 5:** Using the Drawing Tools

- **Graphics Group 6:** Changing the Look of Lines and Shapes

- **Graphics Group 7:** Adding Words to Your Drawings

- **Word Processing Group 5:** Adding Pictures to Your Pages

Do It

1. Start the word processing software, and open a new, blank document.

2. Use the drawing tools to make a shape for your first sign.

3. Change the line width and color of the shape's outline, and pick a different fill color.

> **Challenge:** If you want different colors to pick from, click **More Line Colors** or **More Fill Colors** and pick another color on the Standard tab. You can also make your own colors on the Custom tab when using Microsoft Word*. (See the Signs Challenge Example at the end of this section.)
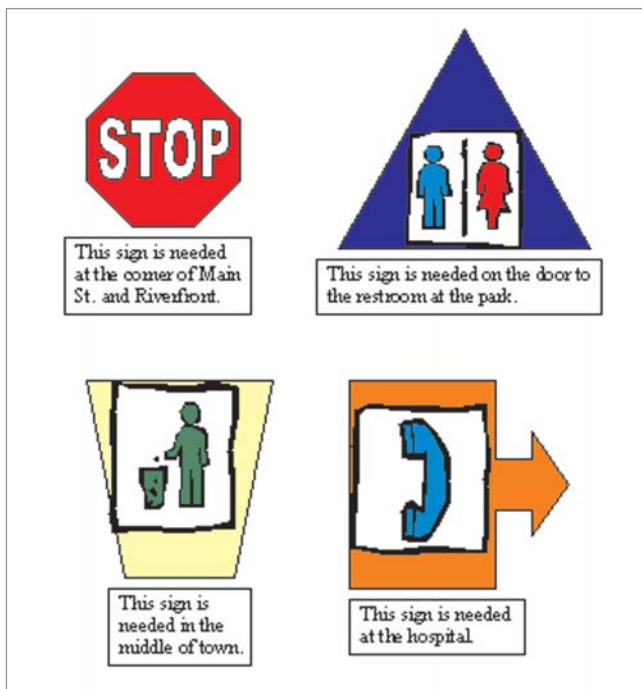>
> (**NOTE:** If using OpenOffice.org Draw*, pick the line color, fill texture, and color on the Line and Filling Toolbar.)

4. If you want to add words or numbers to your sign, make a text box that fits inside the shape. Then, type the words or numbers you want. Remove the box line and fill color, and change the color and look of the words or numbers so they are easy to read.

5. If you want a picture to show what your sign means, insert clip art or a picture from a clip art collection. Change the picture's text wrapping so it is positioned in front of text. (For help, see Word Processing Skill 5.1: To add pre-made computer pictures, or clip art, and Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture.) Then, make the picture bigger or smaller, and move it so it fits inside the shape.

6. When you are done with the sign, select and group all of the objects together so you can easily move and resize it later.

7. Repeat Steps 2 through 6 to make three more signs.

8. Resize the signs so they are all about the same height and width, and move them so they fit nicely on the page.

> **Challenge:** Make a text box below each sign, and type a sentence that explains what each sign is for and where it would go in your community. Change the look of the words and the text boxes as needed. (See the Signs Challenge Example at the end of this section.)

9. Save your work as directed.

Sign Challenge Example

Review It

Look over your four signs. Make sure each one has the following elements:

- Unique shape and color that makes it stand out from the other signs

- Words, numbers, or a picture that help make the sign's meaning clear

If any elements are missing, add them now. If you want, make other changes, as well. Remember to save your work when you are finished.

Share It

Be prepared to discuss your answers to the following questions:

- Why did you decide to make those four signs?

- Which of the four signs is your favorite? Why?

- What other types of signs might you make? Which of the tools or skills that you used today would you use to make those signs?