“Title of the Poem in Quotes”
Author’s Name. Source Book Title. Place of Publication: Publisher Company, Date, Page.

Type the poem
Exactly as it is written
In the book. Use the
Same punctuation!

Use bold when you type the title of the poem and the
Author’s name. This will make these items more recognizable.

Each poem you have chosen will be typed on a separate page.
Please use the “Space” bar to move to another page.

You will need a Header for this part of your poetry notebook.
the directions for typing a Header are provided below.

Later on you will need to modify these poems by placing them within a table, but we will cover that later.

HEADER
1. Double-click the space at the top of the document page. The Header bar will appear.
2. Type your name on the Left.
3. Push the “Tab” key and then type “Poetry Devices” on the “Align Center Tab.”
4. Push the “Tab” key once again and then type “Page” followed by one space.
5. Click on “Insert” in the TOP menu bar and select “Page Numbers” and click “Okay.”
"Title of the Poem in Quotes"

**Author’s Name.** *Source Book Title*. Place of Publication: Publisher Company, Date, Page.

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**Instructions on Inserting a Table**

ADD ONE SPACE BETWEEN THE AUTHOR’S NAME AND THE TYPED POEM

**TABLES**
1. Click on “Table” in the menu bar
2. Cursor over “Insert” and then click on “Table”
3. Number of Columns = 2
4. Number of Rows = 1
5. Click “Okay”

**OR**
1. From the menu bar place your cursor over “Insert Table” and click
2. With the cursor highlight the top left two cells and click the cursor

**ADJUSTING THE TABLE**
1. Place the cursor over the center dividing line between the two cells. The cursor changes shape.
2. Click and drag the line to 4 inches on the ruler.

**PLACING THE POEM IN THE TABLE**
1. Highlight the typed poem
2. Select “Edit” — “Cut” from the Top Menu Bar
3. Place the cursor inside the left “cell” of the table
4. Select “Edit” — “Paste”

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**Typing the Notes**

1. Type the Term followed by a colon ( : )

2. After typing the Term, use quotation marks around the words from the poem and then explain or define its use.

3. Use the “Return” key to space your terms somewhat balanced to their use in the poem.

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