1. To begin creating the picture and text objects for the first student, click**Picture**
2. Enter the label ***Student 1***
3. From the Picture menu, choose**Student Photo**
4. Enter 0.5 in the Left field,***1*** in the Top field, ***1.5*** in the Right field, and ***2.5***in the Bottom field
5. From the Scaling Option menu, choose **Shrink to Fit – proportional, centered**
6. From the Layer menu, choose**1**
7. Click **Submit**
8. Click **Text**
9. Enter the label**Student 1**
10. Enter the following in the Text field:  
      
    ***<tabl 2><b>^(first\_name) ^(last\_name)</b><tabl 5><b>Allergies:</b>  
    <tabl 2.15>^(street)<tabl 5.15>^(allergies)  
    <tabl 2.15>^(city), ^(state) ^(zip)<tabl 5><b>Emergency Contact:</b>  
    <tabl 2><b>Home Phone:</b><tabl 5.15>^(Emerg\_Contact\_1)  
    <tabl 2.15>^(Home\_Phone)<tabl 5><b>Emergency Contact Phone:</b>  
     <tabl 5.15>^(Emerg\_Phone\_1)***
11. In the Position fields, enter ***0*** for X and ***1.25***for Y
12. Check **Special**
13. Place the object on the same layer as the photo for this student
14. Click **Submit**
15. Repeat steps 8–20, making modifications as needed for each new object and student, until you have six students on the page  
      
    Remember, you will change certain fields for each student. Rename the title of each picture and text object with the next student's number (for example: Student 2, Student 3, etc.). For the photo, also change the layer of the object to match the number of the student (Student 2 should be on layer 2), and add 1.5" to the top and bottom positions.  
      
    For the text object, change the Y position to be 1.5" lower than the previous student, and change the layer to match the student number. Also, for the last student on the page (in this case, Student 6), do not check Special.