

**TO CREATE THE VENN DIAGRAM ON THE COMPUTER:**

Open the Draw program for your computer.

Pull down File.

Click on Page **Set Up**.

Choose the Horizontal or Landscape setup.

Click on **OK**

Use the **Oval Draw** Tool-hold down on the shift key and you will get a perfect circle.

Make it approximately 6 squares wide and long.

Click on the color choice that shows a **black and white patterned box**. Then click on the first **transparent** square. This will make the circles **interlock**.

Under the **pencil tool**, select the box showing several thicknesses of lines.

Select the thickness of line you want.

Select **Edit** from the pull down menu and click on **Copy**. This will duplicate the first circle. Then click on **Paste** to make the second circle.

Pull the second circle away from the first one and place it interlocking with the first circle. You should leave approximately three squares in the very center of the interlocking circles.

TO TYPE INSIDE THE VENN DIAGRAM:

Select the **Line** tool from the tool box. Then pull down the **Format** menu and select your font, style, color, and size.

Click on the **A (text tool)** in the tool box. Place the cursor inside the part of the circle you want to type in and drag the cursor to make the text box the size you need. Begin typing.

If you want to continue with the same color in another section of the Venn diagram, select the **A (text tool)** and draw a new box. Then continue typing.

If you want to change color to type in a new section of the diagram, you must **reselect** the line tool, pull down the **Format** menu, and select a new color.

Creating Labels for Each Circle:

Add a box above each circle by selecting the **rectangle tool** in the tool box. Stretch the box wide enough to type inside of it. Draw a text box inside the box by selecting A and then typing inside the box. Use the above directions for changing the color of the type.

Adding Pictures from the Internet:

Use the Internet to add a picture of each planet to the Venn diagram. (See directions for adding Internet pictures to documents.)

Title:

Give your Venn diagram a title like "Comparing Venus and Saturn" by drawing a text box above the two circles. Center it and type your title.

Be sure to type the names of your group members at the bottom of the sheet.

COPYING PICTURES FROM THE INTERNET

1. Open the document on to which you want to copy the image if you aren't presently working on it. If you already have the document on the screen, move to step 2.
2. Minimize the window by selecting the **Minimize button** in the top right part of the screen or by clicking with the right side of the mouse and then selecting the word "Minimize."
3. Log on to the Internet and go to the website from which you want to copy the image.
4. Select the image you want by clicking with the right side of the mouse and holding the button down until the menu appears. Select the words "**Copy Image**" and release the mouse button.
5. Minimize the Internet window by right-clicking and selecting "**Minimize**" from the menu that appears.
6. Maximize the document on which you wish the image to be copied by right-clicking and selecting the words "Maximize" from the menu or by selecting the document from the task bar at the bottom of the screen.
7. Select "Paste" from the Edit menu at the top of the screen.
8. Place the image you copied in the correct place on the document.
9. Repeat the above steps for each image that you wish to copy.

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