

1. Open a google doc and name it your first name & Library Relay
2. Insert a 4X3 table
3. Look at the Library Relay template on the Media Lit site. This is an example of what it should look like
4. Using Destiny, find 12 books in the library and write the Call number of the book and the Title like in the template. Capitalize the Title correctly.
5. Find images of the books on Destiny or the internet and copy or drag the image into the corresponding rectangle in the table.
6. Change all font to Georgia and **bold the Call numbers**
7. Change the size of the font in the **Title** to 14pt
8. Center all the cards (select all and use the center in the alignment tab)
9. Make the thickness of the table lines to 2.25pt
10. **Make sure the table fits on one page**, you do this by changing the size of the images and changing all the margins of the paper to .5

Make sure to follow the directions in order!!!