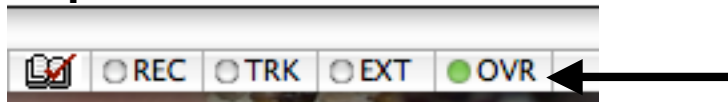


Using the Overwrite feature in MS Word for Mac Report Card Comments

Step 1 Open the file that you are using for your report card comments

Step 3 Turn on Overwrite feature by clicking on the OVR button at the bottom of your screen



Step 4 Click in Text Box

Billings Public Schools Progress Report

Student: _____ Grade 1 Year: 2007-2008

Teacher: _____ School: _____

Pupil's grade placement next year: _____

Principal's Signature: _____

G Good/Above Average

Step 4: Type your information. As you type, the line will disappear, leaving all other text alone.