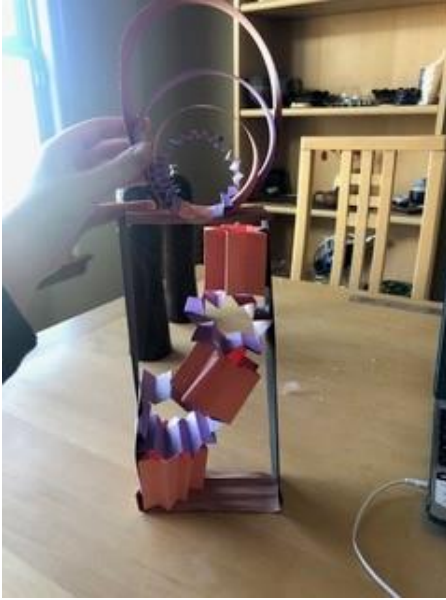


## Towering Above Challenge Samples and Submittal Assistance

### Sample Photos: *Photos Courtesy of UNM, Summer 2020 Tower Building Contest*



#### Picture Tips:

- 1.) Ensure there is space around the image you are trying to capture so that when inserted into template, part of the tower is not cut off.
- 2.) Ensure proper lighting and picture quality so the picture(s) can be viewed properly.
- 3.) Take multiple shots and save to your computer with distinct file names to help with inserting into template.

### Microsoft Word Help

#### Saving a file (Your Submission Template) as PDF from Microsoft Word:

- 1.) Go to the **File** Menu and Click on Save As.
- 2.) Select the appropriate file to save to your computer.
- 3.) At the bottom of the menu change your **File Name** to your full name and school. Example: Anita Gonzales MESA Middle School
- 4.) Also, at the bottom of the menu, **Save as Type** PDF.
- 5.) Save to your computer in a file location to upload.

#### Inserting a Picture into the Submission Template in Microsoft Word:

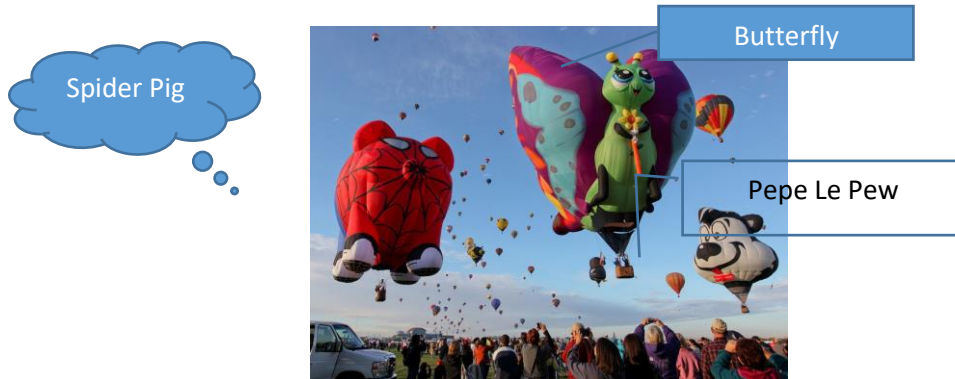
- 1.) A picture placeholder has been added for you in the template. Any pictures you want to add should already be saved in your Documents or Photos.
- 2.) Click on the **Picture** icon. It should say "*click here to insert a picture*".
- 3.) Go to your picture file, select the image you want, and click **Insert**.
- 4.) Your picture should automatically load into the template.
- 5.) Make sure you save final document before converting to PDF.

#### Adding Labels to a Picture in Microsoft Word:

- 1.) Go to the **Insert** Menu to **Shapes**.
- 2.) Select a **Callout Shape** as you can type directly into that type of shape.
- 3.) Use the square grid to place the shape where you want and drag the shape to desired size. If needed adjust the **Pointer Line** by dragging on either end (yellow ends).

- 4.) Type the term/concept you want to label in the **Callout Shape**.
- 5.) If you need to change the color of the shape/text, **Right Click** the shape and go to **Format Shape**. From there you can change from **Solid Fill** to translucent by unchecking **Solid Fill**.

Example:



## Google Documents (Docs) Help

### Opening the Google Doc File and Saving to Your Drive:

- 1.) Click on the link below or on the event website to go to the **Master File** for the correct category. This file is only available for view.
- 2.) Go to the **File** Menu and Click on **Make a Copy**.
- 3.) Change your **File Name** to your full name and school. Example: Anita Gonzales MESA Middle School.
- 4.) Also, Select the appropriate file to save to **your Google Drive**. You should now be able to edit the document in your Drive.

### Google Doc Master File Links:

- 1.) Most Creative: <https://docs.google.com/document/d/1rxlj0Ubh2guZ-cekYrpWDDFP4CvUziWCUpjC3WMxjc/edit?usp=sharing>
- 2.) School Spirit: [https://docs.google.com/document/d/10yKjeRBfecFt3oRQ808Cld8j-dhX0\\_AIElwBk\\_zFvfo/edit?usp=sharing](https://docs.google.com/document/d/10yKjeRBfecFt3oRQ808Cld8j-dhX0_AIElwBk_zFvfo/edit?usp=sharing)
- 3.) Tallest Tower: [https://docs.google.com/document/d/15buh7TNS6YWIppAcjbE2T\\_R3jSrIE1\\_xxXNNQm\\_mLJs/edit?usp=sharing](https://docs.google.com/document/d/15buh7TNS6YWIppAcjbE2T_R3jSrIE1_xxXNNQm_mLJs/edit?usp=sharing)
- 4.) Technical Design: [https://docs.google.com/document/d/1Sde8yQ\\_9bqgy87ynre3qbhx5YwKT-WMRUbyCO6aZXcE/edit?usp=sharing](https://docs.google.com/document/d/1Sde8yQ_9bqgy87ynre3qbhx5YwKT-WMRUbyCO6aZXcE/edit?usp=sharing)

### Saving a file (Your Submission Template) as PDF from Google Docs:

- 1.) **Rename** your Document at the top to your full name and school. Example: Anita Gonzales MESA Middle School.  
*You might have already done this step when opening the file.*
- 2.) Go to the **File** Menu and Click on **Download**.
- 3.) Click on the Arrow Menu and Download as **PDF**.
- 4.) The file should show up at the bottom of the screen or in **Downloads**.
- 5.) Open the file and save to your computer in a file location to upload.

### Inserting a Regular Picture into the Submission Template in Google Docs:

- 1.) A blue square should be in the template as an image placeholder. Any pictures you want to add should already be saved in your computer documents or your Google Drive.
- 2.) Left click on the **Blue Square** It should highlight.
- 3.) Right click on the **Blue Square** and go to **Replace Image**.
- 4.) **Arrow** to the right location where your picture is saved at (**Upload from Computer or Drive**).

- a. **From Computer:** Find the folder, **Select** the image, Click **Open**.
  - b. **From Drive:** Your photos should pop up, **Select** the image, Click **Replace**.
- 5.) Your picture should automatically load into the template.

**Inserting a Picture WITH COMMENTS into the Submission Template in Google Docs:**

- 1.) A blue square should be in the template as an image placeholder. Any pictures you want to add should already be saved in your computer documents or your Google Drive.
- 2.) Left click on the **Blue Square** It should highlight.
- 3.) With it highlighted, got to the **Insert** Menu and select **Drawing**. Arrow to **+New**.\*\*\*
- 4.) The **Drawing Board** should appear. Click the **Image** icon (Square with Mountains).
- 5.) Insert your saved picture into the **Drawing Board**. Adjust the size as needed. Click on the board to unselect the image.
- 6.) Select the Shape icon (the circle and square). Go to Callouts and select your shape.
- 7.) Use the square grid to place the shape where you want and drag the shape to desired size. If needed adjust the **Pointer End** by dragging the yellow diamond to where you want to point to.
- 8.) Type the term/concept you want to label in the **Callout Shape**. Adjust/move the shape as needed.
- 9.) Repeat as needed until all items are labeled on the image. Select **Save and Close** in Upper Right of **Drawing Board**.
- 10.) Drawing should insert into your template. Adjust the size as needed to fit the given space by adjusting the corners of the shape.
- 11.) To edit the **Drawing**, Double-Click the image.

*\*\*\*This is the standard method. If you have an education version of Google Documents, it may have the Insert Shape function in your toolbar. If so, you will just edit a regular picture.*

Example:

