

How to Prepare a Book of Evidence

Application Form. A Three Page description of project single sided pages only

Insertion of photographs and Text boxes

Save in a PDF format

Send electronically or mail a disk



NER Awards Application 2011-2013

Award #: Award Name:

Submitted by:

Number of members in club:

[Enter name exactly as it should appear on any award received]

Date:

Name of State Garden Club:

Number in state garden club:

State Awards Chairman:

Phone:

E-mail:

- Application form is limited to three printed pages, – front of pages only.. (**No** report cover or binders allowed. **No** plastic sheets allowed).
- Application form will not be returned. (Exceptions: publication (books), CD/DVD). Copy entry for your files.
- **State Awards Chairman** must send entries (mail or electronically) to NER Awards Chairman to arrive no later than September 1

Please complete each topic, if applicable. Use numbering as below when completing form.

1. New project: Yes___ No___ Beginning date: Completion date:
2. Brief summary and objectives of project:
3. Involvement of club members, other organizations, etc.:
4. Project expenses and means of funding:
5. Continuing involvement, follow-up, maintenance:
6. Attach or insert photos, digital photos, and/or landscape plan (does not need to be professionally drawn).



- To insert a picture, go to the Insert tab above
- Select Insert Picture (from file)
- Browse to directory containing picture and click on the desired picture. It will be inserted onto this page.
- Resize the photo by dragging a corner to increase or decrease a dimension. Drag the photo to the location that you want.
- Alternatively, you can right click and select size and position to select the height and width of you picture.



- From the Home menu, you can select all items in the picture and Group them so that they resize automatically together.
- From here you can click on the figure and select the format menu on the right.
- The Crop command is on the right.
- Then you can select the portion of the picture you want to save.
- You can resize the picture and drag it to where you want it.
- You can rotate the picture also.



