

How to write a letter asking for a recommendation using a template in Word

You are to create a series of PDF's that link into a single PDF explaining:

“How to write a letter asking for a recommendation using a template”.

You will need to do this with a series of pictures and very limited text. Use the snipping tool to get the pictures from your screen, Photoshop to draw on the pictures and Word or Publisher to arrange the steps.

You will then print the pages of the Word or Publisher document to create pdf's of the pages. Go to print and use PDF creator to make the original pdf.

Then open Photoshop. Under file you will choose “Automate” to create a PDF presentation. You then import your pdf's to create one master PDF that contains multiple pages.

You need to create at least two pages linked, so make your images large enough that you meet that requirement.