

4-H JOURNALS

Create a Journal Form



General Information

There are many word processing programs on the market today, but the following are basic guidelines to use in preparing a 4-H Journal Form in any program. These guidelines are written for all levels and must be used in conjunction with the appropriate Journal PDF form (available online). Of course, if you are a Cloverbud, the Cloverbud PDF form can be printed and typed or filled in by hand.

To Fill Out a Journal Form Using the Current Adobe Templates

1. First, make sure the free Adobe Reader program is installed on your computer. If not, go to www.adobe.com for a free download and install the Reader.
2. Open the age appropriate Journal Form PDF file. You can type directly onto this form and print it out to submit.
3. NOTE: You can save this file to your hard drive so you can work on it offline, but you **CAN NOT SAVE** the journal work you type into this file unless you have the additional Adobe Acrobat program (which usually costs about \$300) on your computer.

To Fill Out a Journal Form Using a Word Processing Program

The advantage of doing your Journal in a Word Processing Program is that you can save your work and return to it later.

1. Start by downloading the PDF (Adobe) form of the journal for the appropriate age level to use as an example. You will be following the same format as this form. For example, if a page of the form shows a table, then that page in your Journal document must have a table.
2. Set your Margins at 1 inch on all sides.
3. Set your Font to Times New Roman 12 point.
4. Follow the instructions from the PDF form for the Picture pages.
5. Follow the instructions from the PDF form for the Story pages.
6. Complete your Journal, save your work, then print to submit.