

## Photo Class Practice Session – How to create interesting page layouts

### This is a practice session for inserting original photographs into a “MS WORD” document.



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1. Type the text portion of your document.
2. Bring the cursor to the part of the document where you want your picture to appear.
3. Bring the mouse arrow to the “Insert” Column.
4. Click the left mouse button.
5. Move down the list to select “Picture.”
6. Click the left mouse button.
7. Move the arrow to select “From File...”
8. Click the left mouse button. (choose any image from your files)
9. To crop your picture: click “View” > “Toolbars” > “Picture,” then click the crop icon. Bring your cursor to the little boxes (called “handles”) at the edges of the picture and drag into the picture area to crop those sections away.
10. To change the image size &/or position...
  - a. Click the RIGHT mouse button anywhere on the picture you have inserted.
  - b. A Select “Format Picture” and click the left mouse button.
  - c. A “Format Picture” window opens up on your screen.
  - d. Click on the “Size” tab at the top of that window to change the size of your image.
  - e. (Type in the settings you want and click the OK button.)
  - f. To wrap text around your picture: Right click on the picture, click “format picture,” click the “Layout” tab at the top of the window, click “tight” click “advanced,” click text wrapping, go to wrap text, click “largest only, click OK.”

### Adding a “caption” to your picture:

- Step 1: Click the right mouse button on your picture to select the picture (A box should appear around your picture to indicate that it has been selected.)
- Step 2: Move your mouse cursor to the top of your screen & click the left mouse button on INSERT.
- Step 3: Go down the column and click the left mouse button on the word Text Box.
- Step 4: A text box will appear – drag it into position either above or under your picture (under is easier to read).
- Step 5: Type in the words of the caption you want to appear under your photo.
- Step 6: When your caption is the way you want it to appear, click the left mouse button on OK.
- Step 7: If you don’t want lines around your text box - Right click on your text box, go to the Format column scroll down to “text box” click on colors and lines, go to line – color – choose “no color”
- Step 8: To group your caption with your picture: click on the picture, hold your shift key down and click on the text box, now right click, choose grouping > group.
- Step 9: You will need to re-format your text wrapping: right click again > format object > click the “Layout” tab at the top of the window, click “tight” click “advanced,” click text wrapping, go to wrap text, click “largest only, click OK.

### Adding a “Call-out” text box shape:

Step 1: VIEW > Toolbars > Drawing

Step 2: AutoShapes > (Select desired shape.)

Step 3: Click on the place on your page where you want the call-out box to appear, hold the mouse button down, “drag” out a rectangle, release the mouse button.

Step 4: Use right click & format to change the appearance (line / no line &/or fill color) of your “call-out” shape.

Step 5: Right click > Add Text > type the desired text inside your call-out shape

Step 6: Click/hold/drag/highlight > change text font, size, style & alignment as desired

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### Setting text into columns:

- 1: Type your desired text
- 2: “drag & highlight” the text you want to place in columns
- 3: Click left mouse button on FORMAT
- 4: Go down the list of options, click the left mouse button on COLUMNS. (You may need to bring your mouse over the arrows at the bottom of the list to make this option choice appear.)
- 5: A “Columns” dialog box will appear, offering you several choices.
- 6: Click the left mouse button on TWO (or whatever number of columns you want.
- 7: Notice that the column width will automatically be adjusted according to the number of columns you choose to have.
- 8: The spacing between columns can also be adjusted. The standard setting for the space between columns is 0.5 inch. You may make this space wider or more narrow according to your desired page design needs.
- 9: There is a box to check if you want your columns to be of equal width. It is your own design decision whether to make them equal or not.
- 10: You will need to choose whether the column option will apply to the whole document, selected text, “this section,” or “from this point forward.” Make the choice that is most appropriate for your page design.
- 11: When you have selected the column option choices that you desire, click the left mouse button on OK.

**D**ROP CAPS – Drag over & highlight the first letter of any paragraph. Go to Format > Drop Cap. Choose “Dropped.” Choose the number of lines to drop (how many lines high you want your letter to be) and the distance from text. Experiment with different sizes, distances and fonts to find one that you really like.