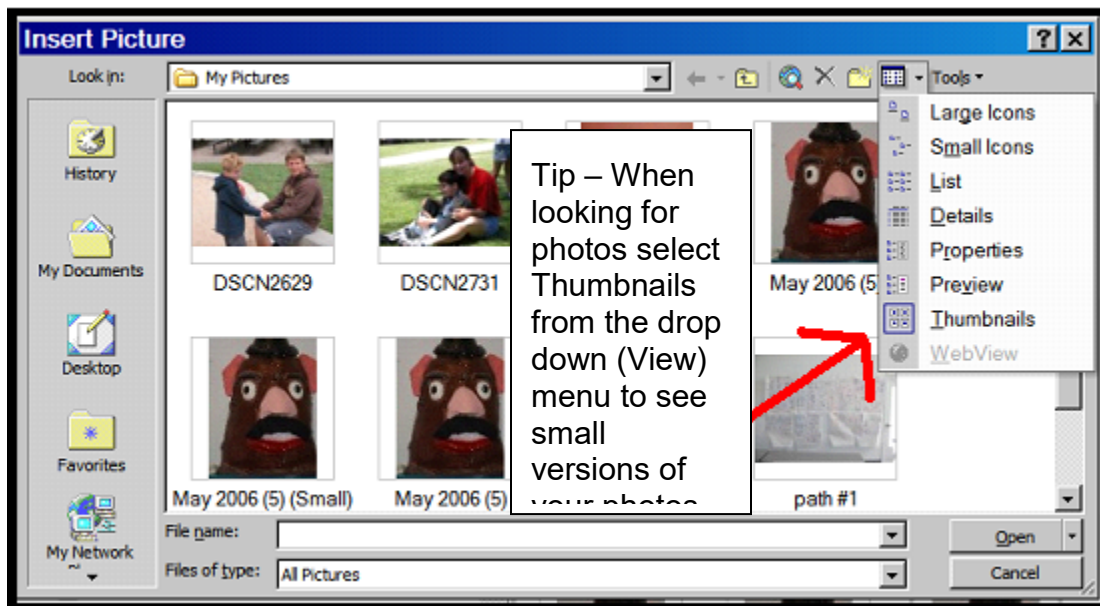
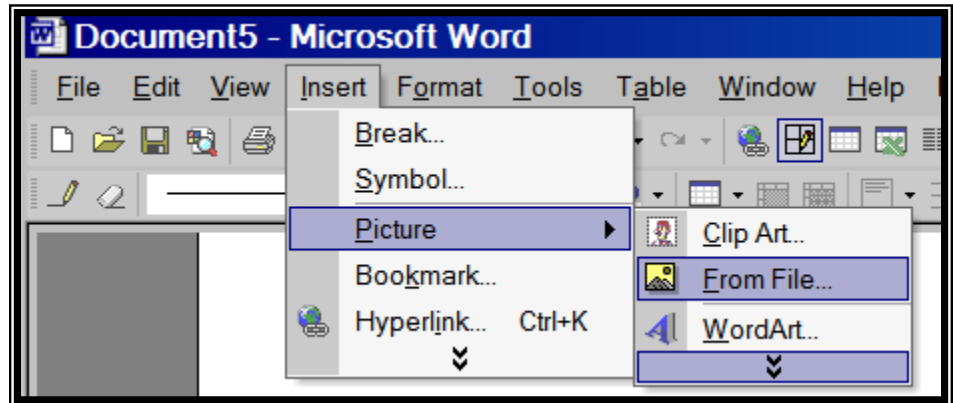


Tips for using One Page Profiles.

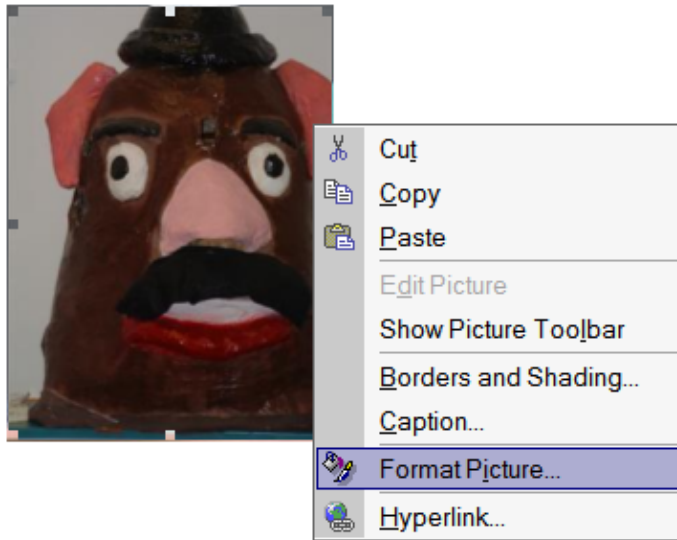
Selecting your photo

From the Insert menu on the Word menu bar select first 'Picture' then 'From File'. This will open a browser window to select your file.



Once you have selected a file click open to paste that image into your Word file. I frequently like to use tables in creating one page profiles and other documents you can insert a photo directly into a cell in a table but once you have you will not be able to use 'Format Picture' to change the picture properties. To avoid that problem I first insert the photo into a blank Word document and format the picture then I use copy and paste to put the photo in the table in the final document.

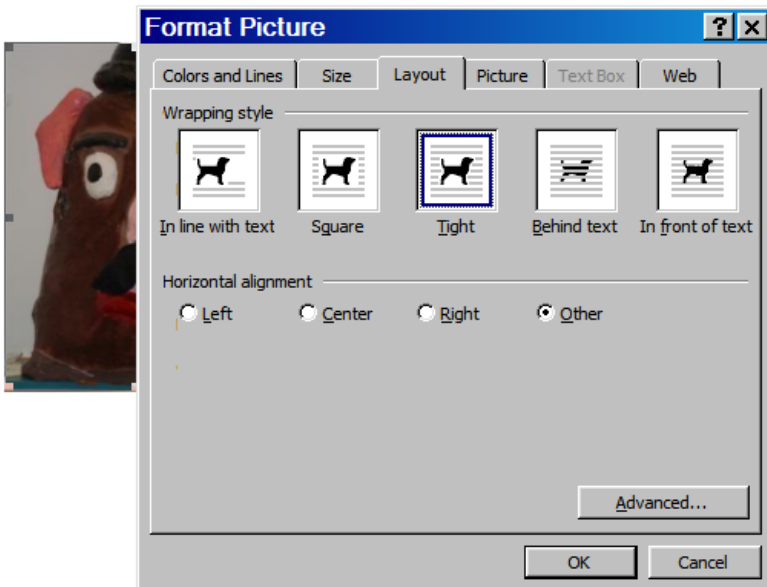
Formatting the photo

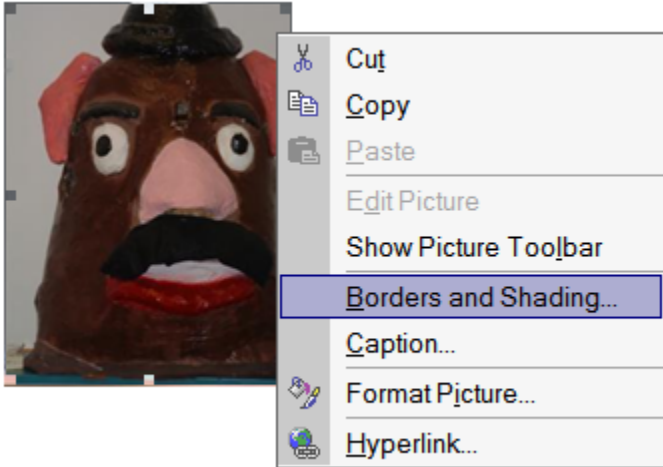


Right clicking on the photo will pull up a menu that allows you to do a variety of things with your photo. Begin by selecting Format Picture.

Text Wrapping

Choosing the best layout option is an important first step. Select the 'Layout' tab from the 'Format Picture' dialogue box to set how the text in your document will wrap around your photo. I usually select 'In front of text' where I have a template with a space set aside for photos or clip art. I choose 'Tight' when I need to put an image into a block of text and have the text wrap around the picture. Choosing 'Other' for horizontal alignment will allow you to place the photo anywhere on the document. Once you have set the Wrapping style you can left click on the image and drag the 'handles' (little squares in the corners and middle of the edges of the photo) to change the size of the image. You can also use the Size tab to select a specific size.



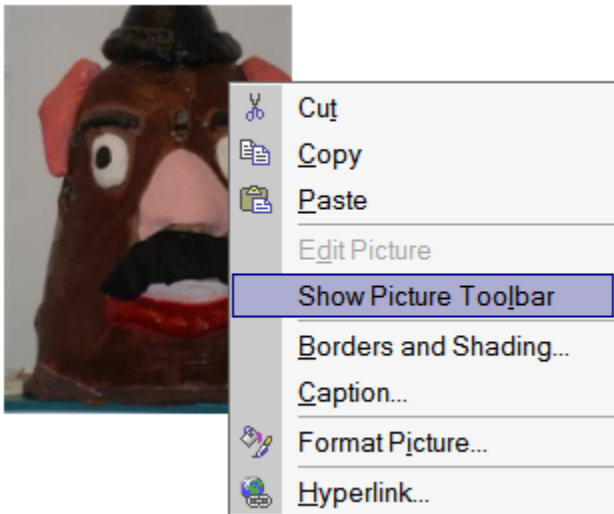


Right click on the picture and choose Borders and Shading to create a border for your photo and select the width and color of the border.

Caption allows you to add a caption to the photo.



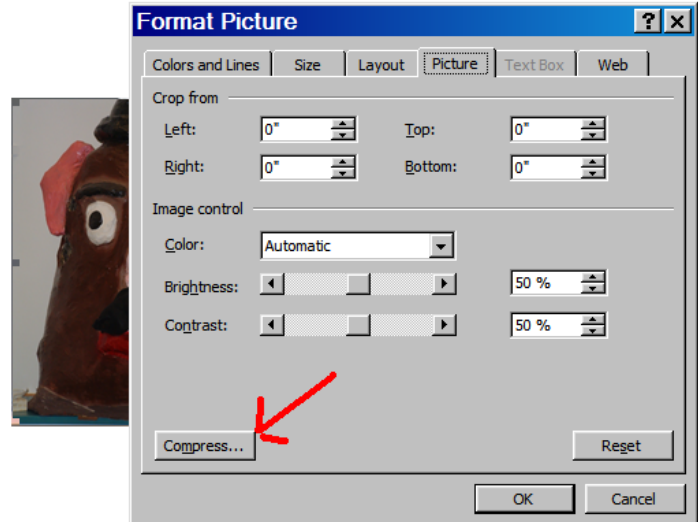
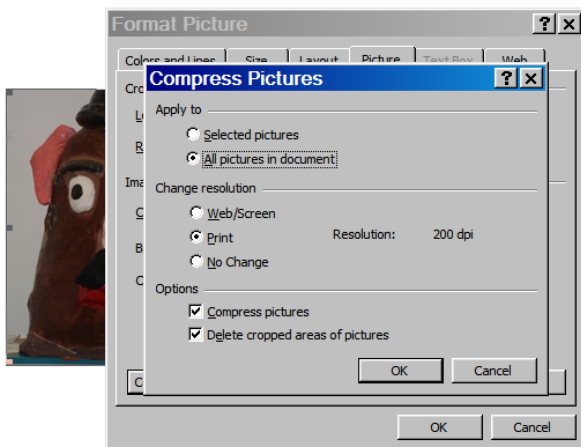
Line Style



The Picture toolbar gives you additional ways to work with your photo including rotating the image, setting contrast levels and setting the line style for borders.

Compressing photos

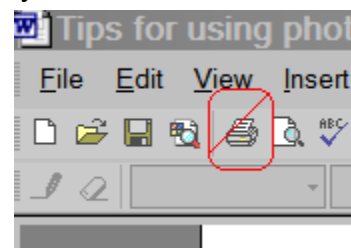
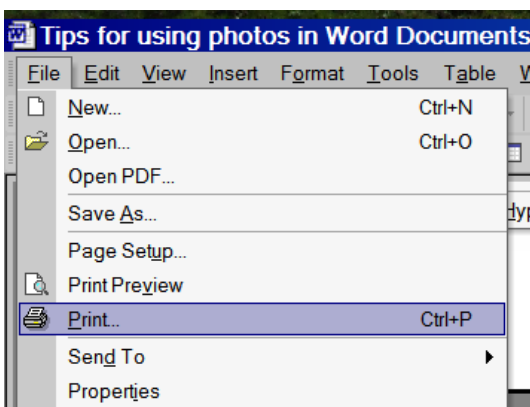
After you are satisfied with how your photo(s) looks in the document you will want to compress or size the image. Failure to do this will result in the document taking up a huge amount of space on the hard drive and taking a long time to edit and print. Word has a simple compression utility built in. Click on the 'Picture' Tab of Next click the compress button on the 'Picture' tab.



Then click on 'All pictures in document' The resolution should be set to 'Print', 'Compress pictures' and 'Delete cropped areas of pictures' should be checked. Then Click 'OK'. Click 'Apply when the warning message comes up and you are ready to continue formatting your picture or you can click 'OK to go back to your document.

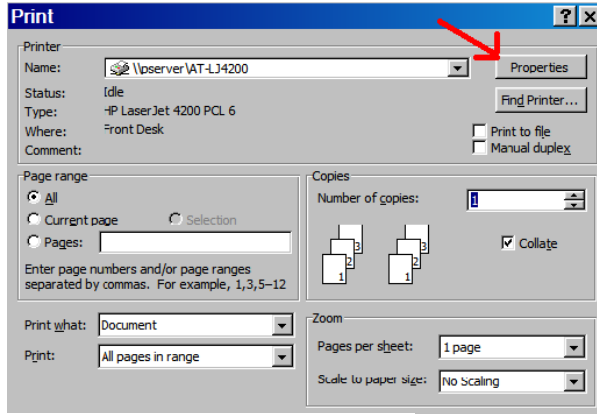
Save and print

Your final task is to save and print the document. You should save your document the same way you would save any other Word document. Printing the document may however require an additional step.



Begin by selecting Print from the File menu (Don't use the Print Icon on the tool bar. This will open the Print dialogue box in Word. If you have multiple printers installed you will need to select the printer you wish to use here.

Next select the
The appearance of
appears will vary
printer you have
be sure to select
print quality that you



Properties button.
the Dialogue box that
depending on what
selected. You want to
the paper type and
want here. Many
printers will default to
faster but lower
quality printing that may not be
acceptable for printing photos.

