

Lesson 1 Inspired Picture Writing

1. Take your time and think of what words you wish to place on your picture.
2. You may want to use the following from the Internet to obtain ideas.
 - a. **Words that will express yourself for the moment.**
 - b. **Inspirational Quotes**
 - c. **www.forbes.com**
3. Open up Word and hit your return key 5 times to create a buffer.
4. Determine layout of your picture writing
 - a. Click on Layout – Orientation - Portrait or Landscape
 - b. Adjust your margins as needed.
5. Google and type in the topic or idea you wish for a picture
6. Copy the picture to your word document.
 - a. **SHIFT CONTROL COMMAND #4**
 - b. **PASTE – COMMAND P**
7. Click on the picture and use Text Wrap
8. Click on picture and then Control and right click on the mouse. Use the pull down window to obtain picture format
9. Choose 3D format picture
10. Start with = 30 height = 50 Adjust as you see fit.
11. Top Ribbon should say Picture Format --- Click on down arrow icon just below smart art tab and choose 3D Rotation. Suggestion [**isometric top up**] this will allow you to place your words on top of the picture.
12. Carefully choose your words. Spell check. Click on the word and then the control key to if you made an error.
13. Home tab, look for Text Box on the extreme right. Place and make the text box big enough to handle your words.
14. Type in the word and adjust the color you like. Make sure the text box has no color on fill or on the text line.
15. Control and right click – Format Shape.
16. Change the color of the line and the weight of the line to make your picture unique. Make the line as thick or as small as you want.
17. Control key and right click and copy the text box several times so you only have to change the words and not create a new text box and font.
18. On another note you may want to place modify the photo using the list of picture styles commands presented when you click on the photo in word.

