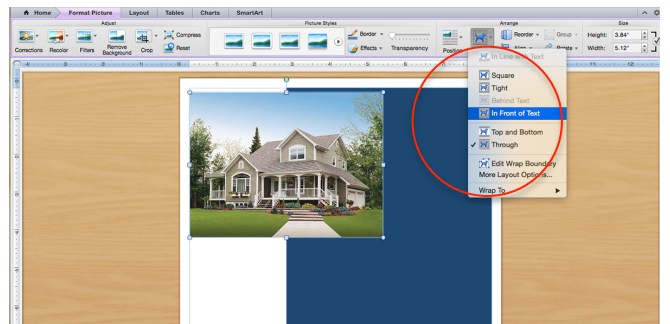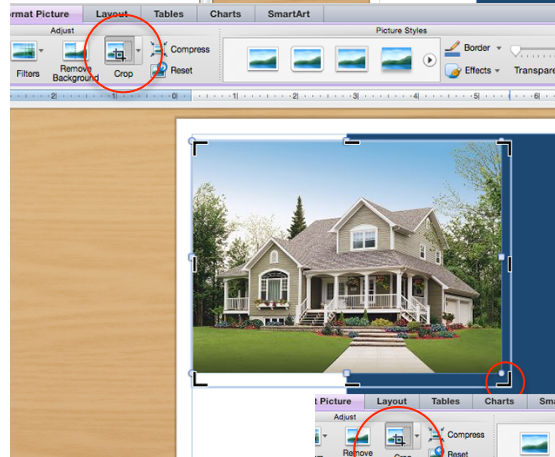Insert Photo (from file saved on your desktop)
ALWAYS… Double click on image
Pull down Wrap Text menu and select
'In Front of Text'
(You will ALWAYS do this first thing with both text boxes and images. This allows you to more photo or text box anywhere on page).

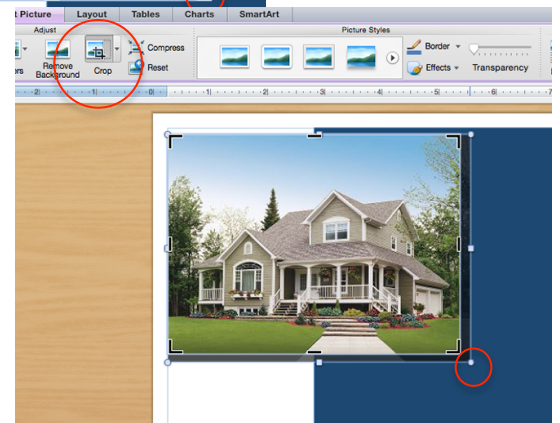Crop Photo
ALWAYS… Double click on image
Select Crop Tool at top

At corners of photo there will be dots ◯ and black corner markers ◣

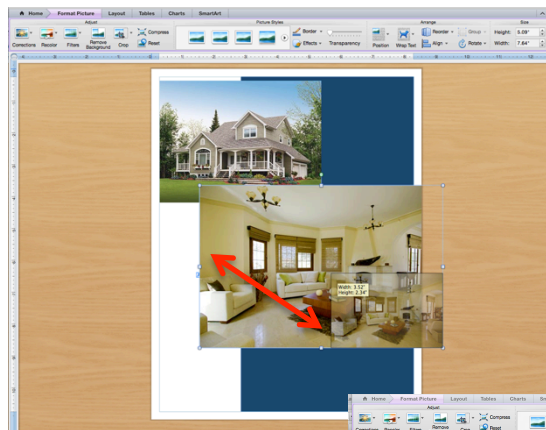To resize the FRAME make sure your cursor is on the Corner marker ◣

Resize Photo in Frame
ALWAYS… Double click on image
Select Crop Tool at top

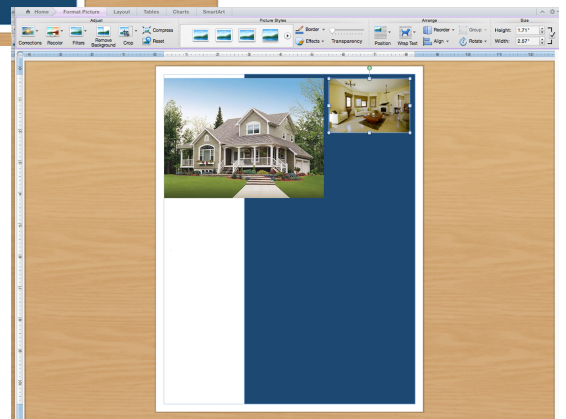To resize the photo within frame make sure your cursor is on corner dot ◯

Hold down shift key while resizing the photo in box. Shift key will keep photo in proportion.

Insert Another Photo
(from file saved on your desktop)
ALWAYS… Double click on image
Pull down Wrap Text menu and select
'In Front of Text'
(You will ALWAYS do this first thing with both text boxes and images. This allows you to more photo or text box anywhere on page).

To simply move and resize photo click (NO DOUBLE CLICK) on photo corner and resize (enlarge or reduce). Hold down shift key when sizing to keep photo proportions. Then drag photo to final placement.

Reduce and crop photo to match
Insert Another Photo

Scale to desired width as before…

Crop Photo
ALWAYS… Double click on image
Select Crop Tool at top

At corners of photo there will be dots ⬤ and black
corner markers ◣

To resize the FRAME make sure your cursor is on
the Corner marker ◣

Resize Photo in Frame
ALWAYS… Double click on image
Select Crop Tool at top

To resize the photo within frame make sure your
cursor is on corner dot ⬤

Hold down shift key while resizing the photo in
box. Shift key will keep photo in proportion.

Insert Text Box
ALWAYS… Double click on Text Box
Pull down Wrap Text menu and select
'In Front of Text'
(You will ALWAYS do this first thing with both text
boxes and images. This allows you to more photo
or text box anywhere on page).