

APPLYING BORDER ART TO PHOTOGRAPHS USING MICROSOFT WORD

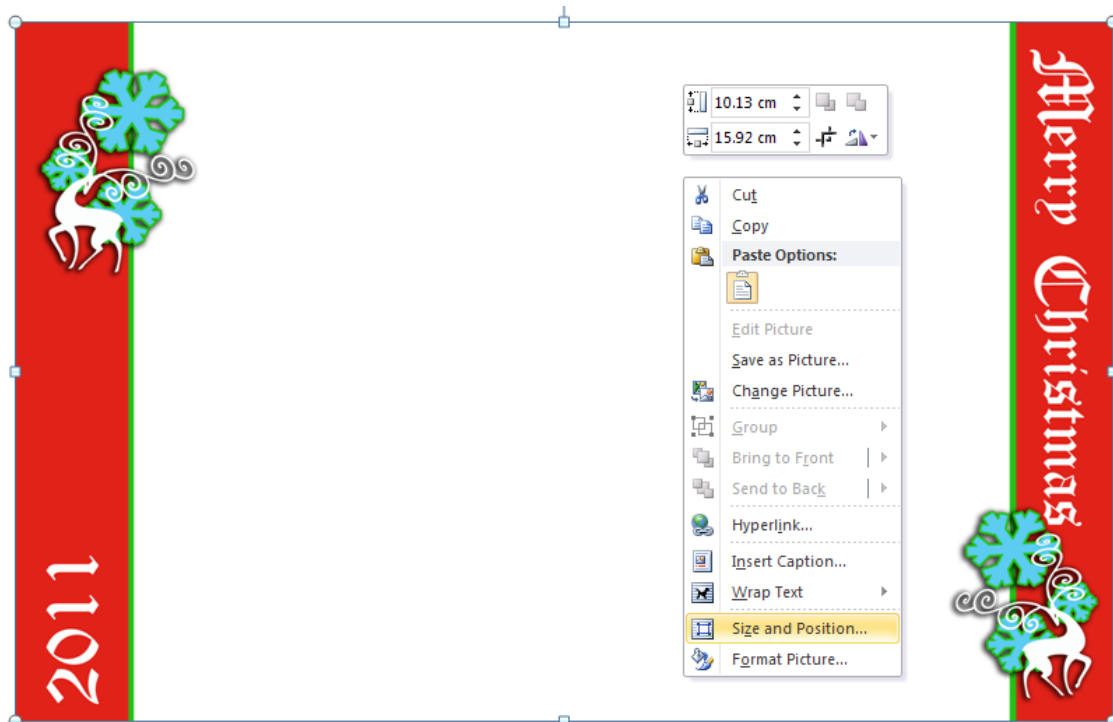


Insert your photograph and the Photo Card Border Art design.

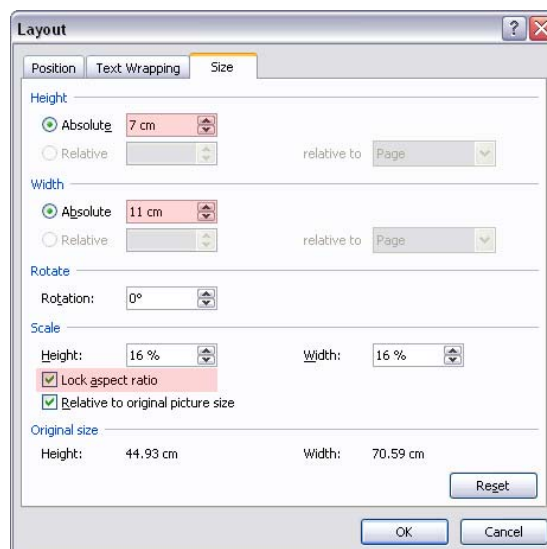


RESIZE THE BORDER ART to 11cm x 7cm

Select the Border Art image and right click, then "size and position" from the pop up menu.

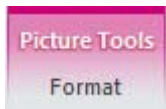


Select the "size" tab and resize the Border Art image to 11cm x 7cm. Ensure that you tick the tick box to lock the aspect ratio first, then enter 7cm for the height. The width will automatically change to 11cm because the aspect ratio has been locked. Click on OK.

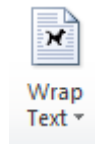


POSITION THE BORDER ART IMAGE

Select the Border Art image then click on the highlighted ribbon menu "Picture Tools – Format".



Click on the ribbon menu "Wrap Text"



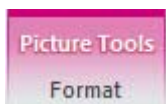
and the option "In Front of Text".

Reposition the Border Art image over your photograph.

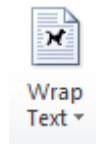


Next, you need to resize the photograph, but you want to stop the photo from repositioning its self.

Select the Border Art image then click on the highlighted ribbon menu "Picture Tools – Format".

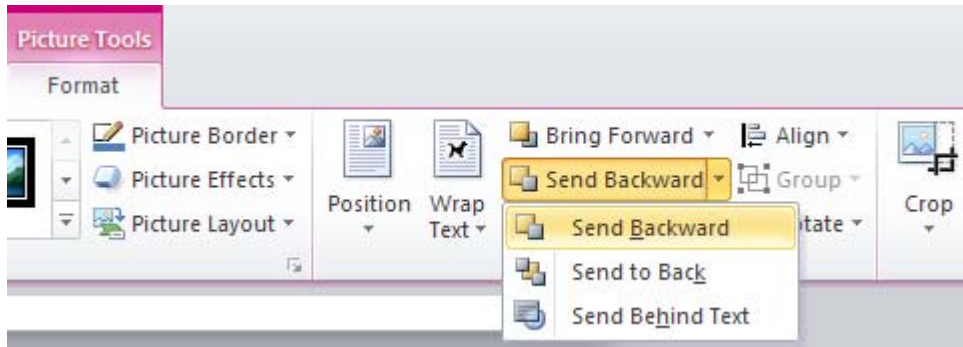


Click on the ribbon menu "Wrap Text"



and the option "In Front of Text".

With the photograph still selected, position it behind the Border Art image by using the ribbon menu "Send Backward" and "Send to Back" option.



Resize your photograph within the Border Art image by selecting the image and using the grab arrows to increase and reduce the picture size within the Border Art frame. At this stage do not worry if your picture is still larger than the frame.

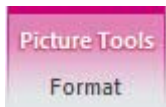
When you have the picture resized, you may need to trim the photograph to the size of the Border Art image.



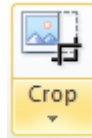
PHOTOGRAPH RESIZED

CROP THE PHOTOGRAPH TO FIT THE FRAME

Select the photograph then click on the highlighted ribbon menu "Picture Tools – Format".



Click on the ribbon menu "Crop" the photograph to crop within the boundaries of the Border Art image. You will see the edges of the



then use the crop bars on all sides of boundaries of the Border Art image. Border Art as you crop so you should be able to trim the photograph exactly to size. Click away to see your results.

