***Personalizing Microsoft Word Files***

**Requirements of scanned picture size:**

These sizes work well for most individual photos.

Other sizes may need cropped or manually

adjusted in the template to prevent distortion:

4” width x 6” height

2” width x 3” height

For Family Portrait Register Book pages

4” width x 5” height and 5” width x 4” height

work best. Adjust size of picture in the template

after inserting to correct any distortion.

Minimum recommended quality – 150 dpi Jpeg file

1. **Inserting pictures** – Press the Esc (escape) key a few times to make sure nothing is selected in the template. Double click on the shaded area. In the **Format AutoShape** box, choose the **Colors and Lines** tab. In the **Fill** area, click on the **Color** box and choose **Fill Effects**. Click on **Picture** tab. Choose **Select Picture**. Find the desired picture, highlight, and click **Insert**.
2. **Inserting text** – To insert the desired text, clear the text and type the desired text. If this information is not wanted, simply clear the text box.
3. **Save File** – Click File Save as, and save to a desired location before printing.
4. **Make sure that** File/Page Setup/Paper sizing is correct and matches what your printer paper size is set to. Otherwise this can cause a misalignment when printing.