

Replacing the old photo with your own. MS Word 2007

Right click on the image you wish to change.

Delete existing Image

Place mouse in the area of where you want to place the image.

Go to the tool bar and select insert and click picture.

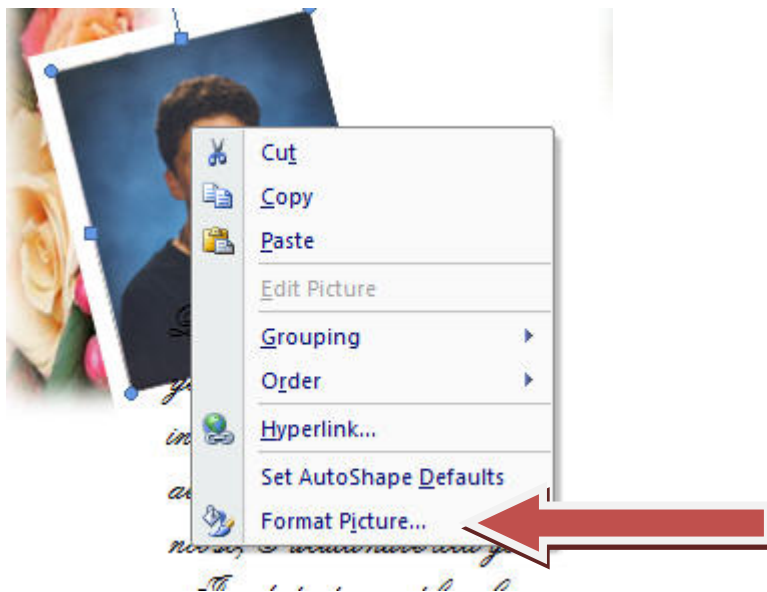
Locate the picture on your computer and click it.

The picture should now be on your template.

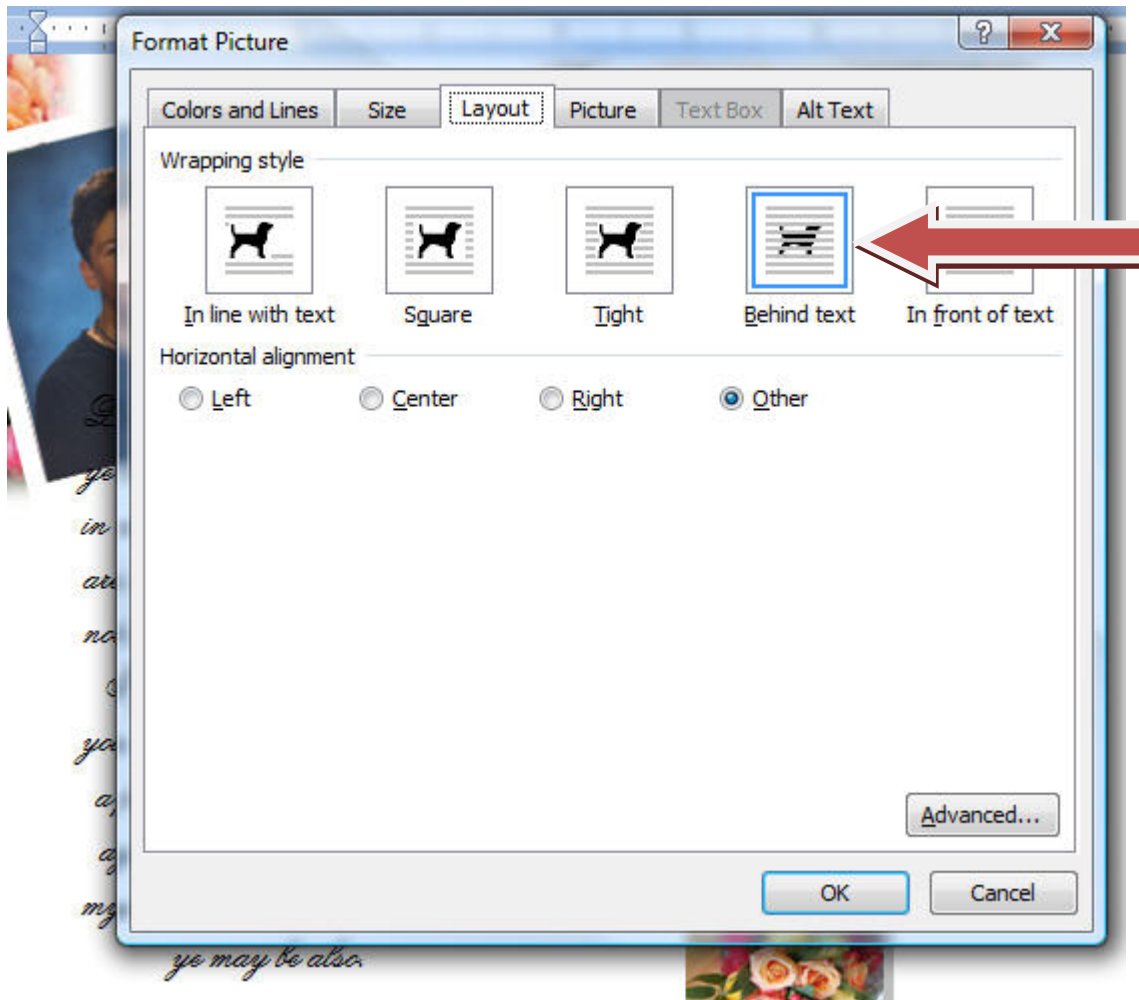
During the step all items may move out of position. **Do not try to place the images back into their correct positions.**

Highlight you're the image that you have placed on the template.

Right click the image.



Click format picture



Click the layout tab.

Click the Behind text position.

Click ok.

Move image to desired position and size.

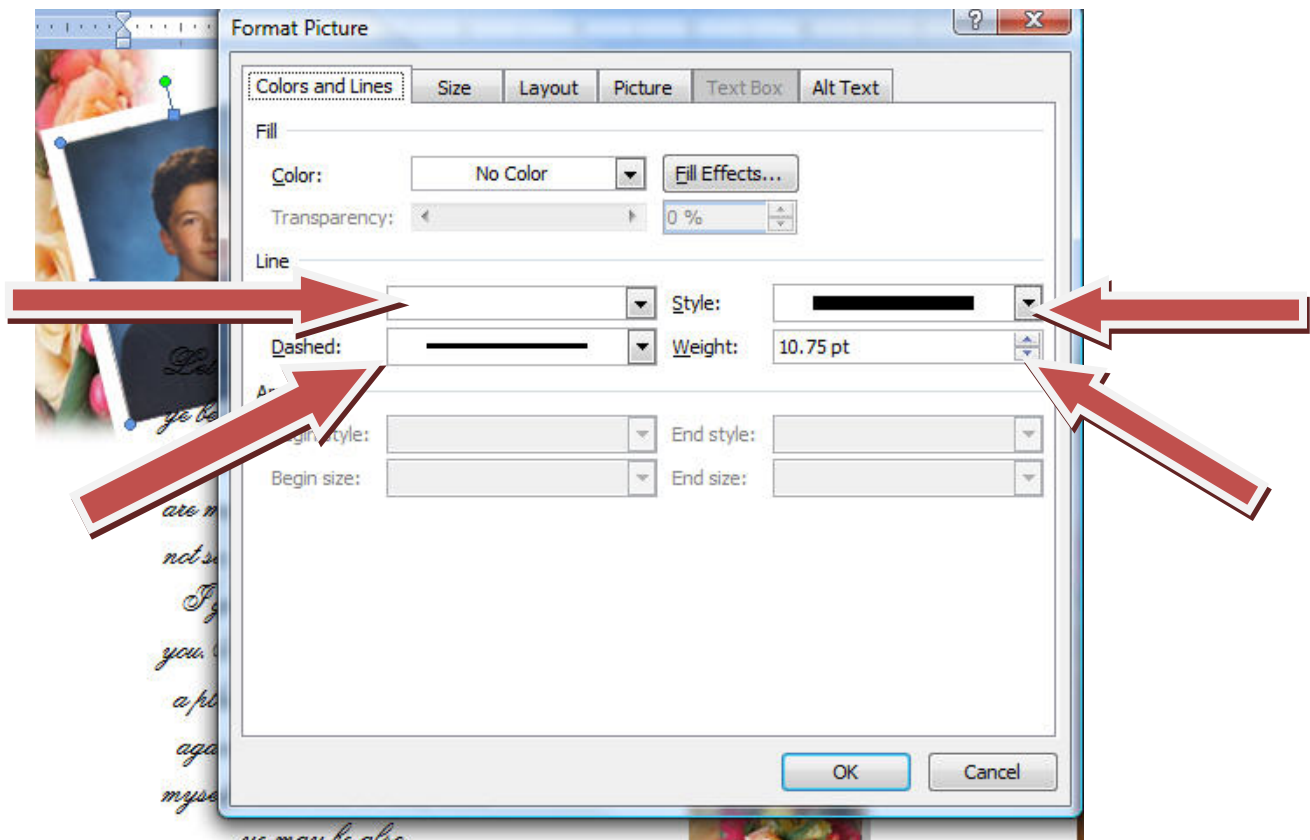
All items should now be in there correct positions.

Placing white border around image to make it look like a Polaroid.

Highlight image

Right click image.

Select format picture



Select the color of the picture border. (white)

Dashed line should be a solid line

Style should be size of your picture border.

Weight should your desired size as noted in illustration.

You should now have a border around your image.

Please email us with any questions