

Adding plans, pictures and text to the template

Create a temporary 3rd page. To do this go to the end of the document, hold Ctrl and press enter (This is not essential but it's helpful for inserting text boxes and pictures.) Before you begin it's best to put all your pictures/plans in a separate folder. When you have completely finished, **delete** the temporary 3rd page.

It is very easy to insert items into a Word document.
Leave your cursor sitting on Page 3.

- Go to Insert
- Select (left click) > Picture
- Then select - From File
- Now you have to find the picture file with the plan or picture in it.
- With the cursor on the 3rd page, the file picture/plan will be inserted there. (The 3rd page makes it so much easier because pictures tend to jump off and away from pages with text boxes - as on the first two pages.)

Formatting a plan or picture

- Go to Format
- Go to Picture
- Go to Layout
- Go to in front of Text.
(You don't have to go to 'in front of text', but you will find it much easier to put your picture or plan exactly where you would like it, if you do this.)
- Left click onto your plan or picture and holding the left click down, move it exactly where you would like it to be.
- You will need to reduce the picture to the appropriate size at some point and fit it into the space, to remain as large as possible.
- Make sure you don't alter the sides, because if not careful the plan/picture will change shape.

Text into boxes

Hints on fitting the words into the text boxes

Many of these apply to both Word and Publisher (W & P)

It can be difficult to get all the chosen words into the small space of the *Text Box*, so The Arts Society uses Tahoma 10 for Children's Trails, as it is clear and compact. When typing, if lines drop further than you would like, it is probably because you pressed *Enter* when you came to the end of a line. Press *Backspace* to return the material to the same line as before (i.e. the line the words originally came from.)

Then when back there, press the *Space Bar* at the point where you pressed *Enter* – keep pressing until the word drops. The words will now go to the line below, with the spacing that you want.

Hints for adding items to the Word template

Inserting items into a Word template that is full of text boxes can be difficult because the boxes get in the way. Create a new page.

- Place your cursor at the foot of the 2nd page and press *Enter* until the cursor drops to a new page.
- Use this empty page 3 to insert your items into the document more easily.
- Remember to place your cursor on this new page before you go to *Insert*, so that the item automatically goes there. Then format the item as described below (in front of text) before moving it into position in the Text box.

Text Box (W)

- To change the shape of a *Text Box*, click on a corner and drag the *Text Box* to the shape you want (W & P).
- To put your new *Text box* where you want it, you should *Format* it to go in front of the text - Left click on the edge of the *Text box*
Go to *Format – Text Box* on Tool Bar (or right click to find a drop down menu with *Format Text Box* on it. Go to *layout* – select *In front of text*.
- Now you can move it wherever you want it to be. Left click the box and move it.
- When the *Text Box* is where you want it to be, format it to go behind the text so that you can work in it. *Format – Text Box – go to Layout – Behind Text*. If you find you have a problem putting anything in a *Text Box*, try formatting the *Text Box* to go behind the text.
- In *Format – Layout* there is an Advanced box (bottom right) which has options to play with to get measurements precise when lining up boxes or when trying to get a shape to line up in a text box.
- To add a picture or shape, repeat the process outlined above. If an item is formatted to go in front of the text, you should be able to change its shape and size and move it where you want it to go.
- If you can't access an item in a *Text Box*, even if you've put the box *Behind Text*, then look at *Order* on page 2 (W & P)

Pictures (Word)

Pictures can be very easily inserted, as above, by inserting them into a new page. Remember to *Format* a picture when you have inserted it from a file or *Copied* and *Pasted* it from another document. Go to *Tool Bar* and click on *Format – Picture – Layout* and then *In Front of Text*. If you put the picture *In Front of Text*, you can do what you like with it, make it bigger, smaller and put it exactly where you like. If it has to go into a *Text Box*, don't forget that the *Text Box* may need formatting to go behind, but not necessarily. Please avoid using underscores (dashes) for making answer lines – use *Insert> Shapes> Lines*
(In *Layout*, choosing to line up pictures with the text or to 'square' them is really best for simple documents with added pictures.)

Order (Word & Publisher)

If you find an inserted item isn't accessible at any time, it will be because it is in the wrong 'Order' for you to access it. Right click on the edge of the *Text Box* so that the dropdown menu appears with *Order* on it. If *Order* doesn't appear on the menu, keep trying and it soon will.

Left click on *Order* – select the Order change you think might work – eg if you can't get to the text, try to get the *Text Box* to go behind the text using one of the suggestions in *Order*. You'll hit it right at some point.

If it still doesn't work, try going back to *Format > Text Box > Layout > Behind Text* etc.

Always format the item you want to work on, to go in front of everything else, then you should be able to put it wherever you want it to go and do what you want to do with it.

PDF format (all programs)

When you have completely finished your Trail and it has been approved, put your finished Question and Answer sheets into pdf format.

- Select **Print**
- Click on the dropdown menu for printers
- Select **pdf writer** (if you don't have one go to * below)
- **OK** the print and wait a little for it to print to your computer
- **Save as** will come up. Go to **File Name** and give it a name (eg Oundle CT (Q)) and **Save** in the folder or place of choice (eg Desktop or Documents)
- Your pdf is now safe and no-one else can make changes.

* If you don't have a pdf writer on your computer, you can download a *Free pdf Writer easily*. Go to www.google.co.uk and put in 'pdf writer' to find a free version like Adobe Acrobat pdf. Download and Save it among your printers.

Occasionally, when a finished document is put into pdf, a picture will come out blurred. This is because the picture image was too big to translate into a pdf. It is very easily resolved by reducing the size of the image. Remove the image, reduce its size and reinsert. Print as a pdf document.