

MAKE IT PERSONAL

HOW TO ADD YOUR PICTURE ON THE BOOKPLATE

This tutorial is based on the program Microsoft Word. The screen shots used are from the 2010 version of Word. The bookplates use Avery template 5169 for the labels.

- 1 If you have not already, download the bookplate template from Little Free Library's website at www.littlefreelibraries.org
- 2 Next open the document in Word. Remove the text "Hand-write your Message" after that you should see 'Insert' in the menu and click it (as shown in the red box).
- 3 In the 'Insert' menu there should be an icon and the word "Picture" below it. You will click that icon/button and next locate your picture. (For best picture result use a head shot)
- 4 The image will load where the cursor/mouse was left active in the template.
- 5 Next you need to set the text format on the image to allow you to freely move the image to the bottom or right side. In the menu bar while the image is selected there is a box called "Wrap Text" - Click that and select "Tight". You may select the image and Copy/Paste it in the remaining boxes or simply repeat these steps
- 6 Save the File and Print in the comfort of your home!

