INSERT PICTURE CONTENT CONTROL

To work with these controls, you will use the Registration Form document.

This control is used to insert pictures into a form. A picture can be chosen from any accessible folder on the computer.

- ✣ Scroll to the top of the form.
- ✣ Click in the cell to the right of the one that contains **Special Needs**.
- ✣ Click the **Picture Content Control** button in the **Controls Group**.

Picture Content Control

- ✣ Click the **Properties** button in the **Control Group**.
- ✣ The **Content Control Properties** dialog box will open.
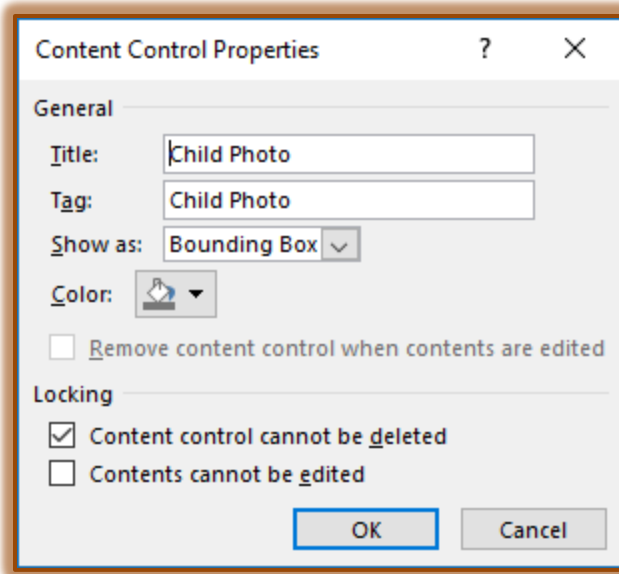
- ✣ In the **Title** box, input **Child Photo**.
- ✣ Click the **Content control cannot be deleted** check box.
- ✣ Click **OK**.
- ✣ Click the **Child Photo Title Tab** on the **Content Control**.
  - ★ This will select the entire control.
  - ★ The control should be highlighted.
- ✣ Click the **Table Tools Layout Tab**.
- ✣ In the **Alignment Group,** click the **Align Top Center** button.

Align Top Center Button
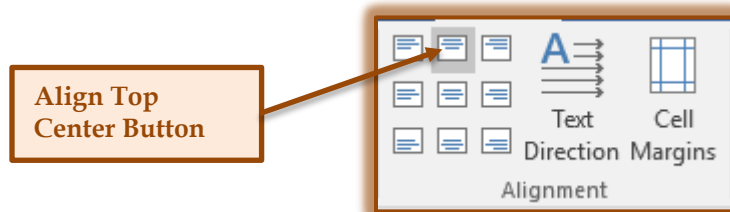
- Press the right arrow key on the keyboard to move the insertion point to the right of the picture.
- Press the **Enter** key to insert a blank line below the picture control.
- Type **Insert a picture of your child in this area**.
- Select the text that was just input.
- Make the following formatting changes to the text.
  - Change the font to **Verdana**.
  - Change the font size to **9 point**.
  - Deselect the text.
- Click the **Design Mode** button to turn it off.
- Point to the button in the middle of the **Picture Content Control**.
- A **Screen Tip** should appear saying to click the button to insert a picture.