

## INSERT PICTURE CONTENT CONTROL

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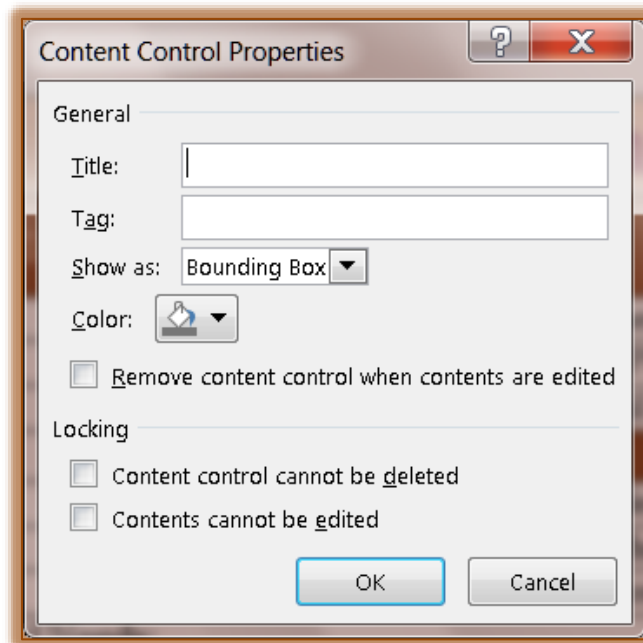
To work with these controls, you will use the **Registration Form** document.

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 cell **B10**. This is the cell to the left of the one that contains **Special Needs**.
- ✦ Click the **Picture Content Control** button in the **Controls Group** (see illustration below).



- ✦ Click the **Properties** button in the **Control Group**.
- ✦ The **Content Control Properties** dialog box will open (see illustration below).



- ✦ 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.
- ✦ Click a blank area of cell **D1** to deselect the control.
- ✦ 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.