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.

1. Scroll to the top of the form.
2. Click in the cell to the right of the one that contains Special Needs.
3. Click the Picture Content Control button in the Controls Group.
4. Click the Properties button in the Control Group.

The Content Control Properties dialog box will open.

5. In the Title box, input Child Photo.
6. Click the Content control cannot be deleted check box.
7. Click OK.
8. Click the Child Photo Title Tab on the Content Control.
   - This will select the entire control.
   - The control should be highlighted.
9. Click the Table Tools Layout Tab.
10. In the Alignment Group, click the 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.