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.