

Technology Tips - How to layer images, clipart, and text



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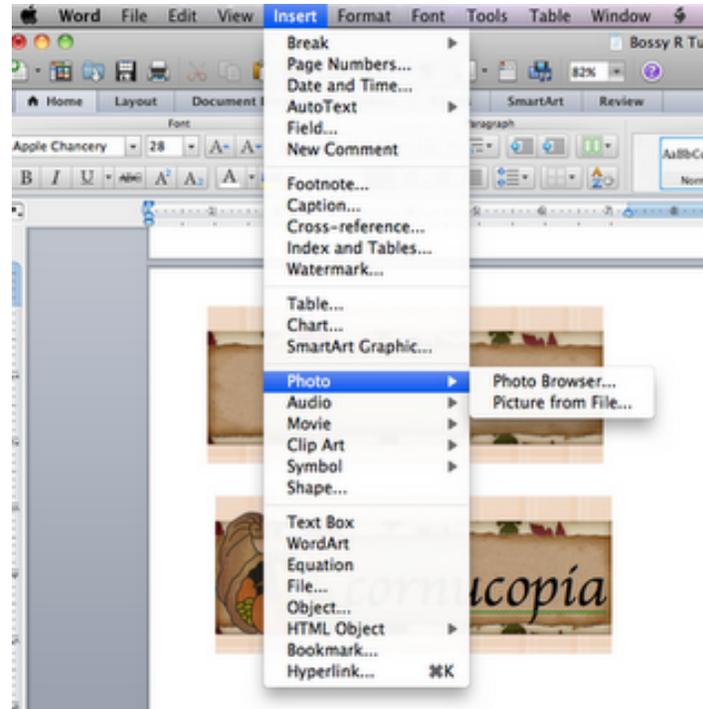
Want to learn how to layer images? It's a great trick to have when you want to put text over a picture. It's easier than it looks, and once you get it down you'll be glad you learned!

Here's what you'll need:

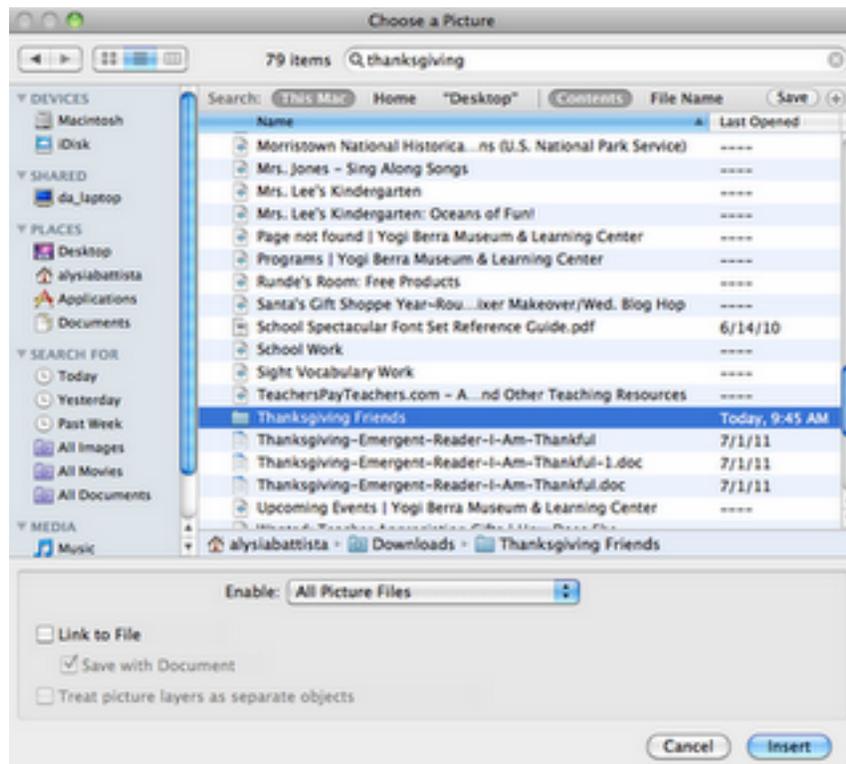
- computer with Microsoft Word
- fonts - check out [Kevin and Amanda](#), [Sugar Frog Fonts](#), or [Lettering Delights](#) (my best friend teaches too, and when I showed her the first 2 sites, she said she was going to have her students send in their handwriting samples so that they can use their own "handwriting" when they go to the computer lab.) How cool is that? I think all of the fonts they already have are from adults.
- clipart - you can buy some at Lettering Delights, [Digiweb](#), [DJInkers](#), [Scrappin Doodles](#), [ThistleGirl Designs](#), or you can get some for **free** at [Phillip Martin's site](#).

Please keep in mind that you may need to explore a bit and that these directions might be different if you have a different version of Word!

1. Open Microsoft Word.
2. Import an Image by clicking "Insert" --> "Photo" --> "Picture from File" (I think you need to click Insert --> Clipart / Picture --> From File in older versions.)

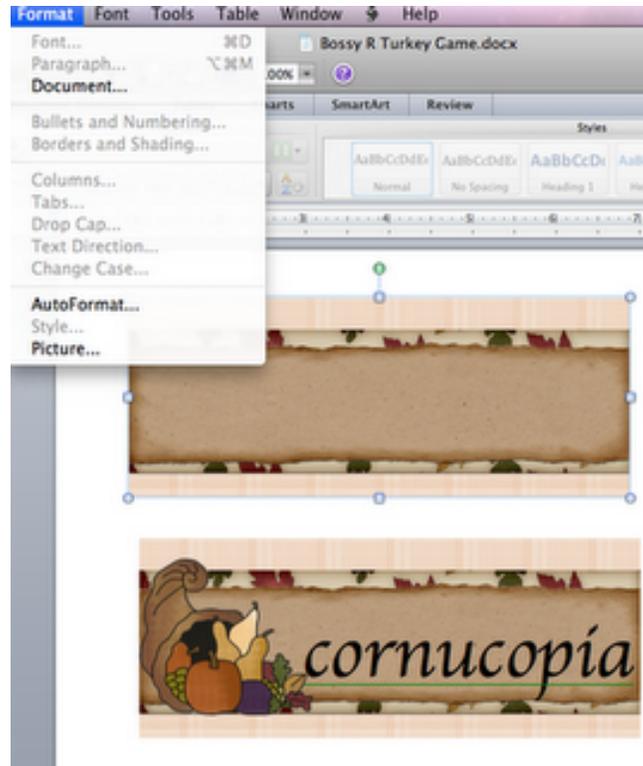


3. Click "Insert"

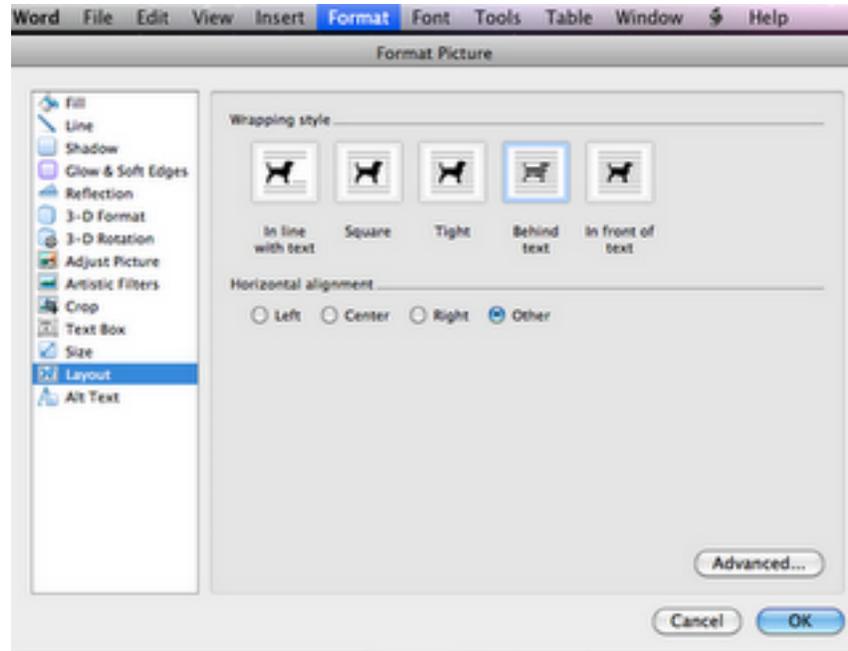


4. Select the image. (You should see squares around the perimeter.)

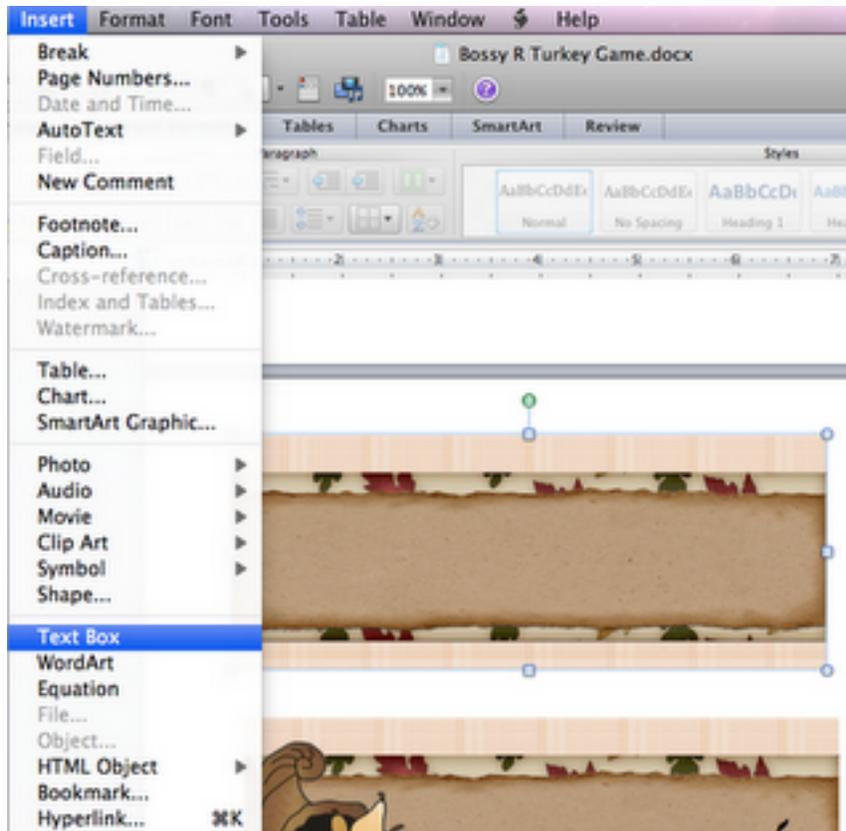
5. Click "Format" --> "Picture"



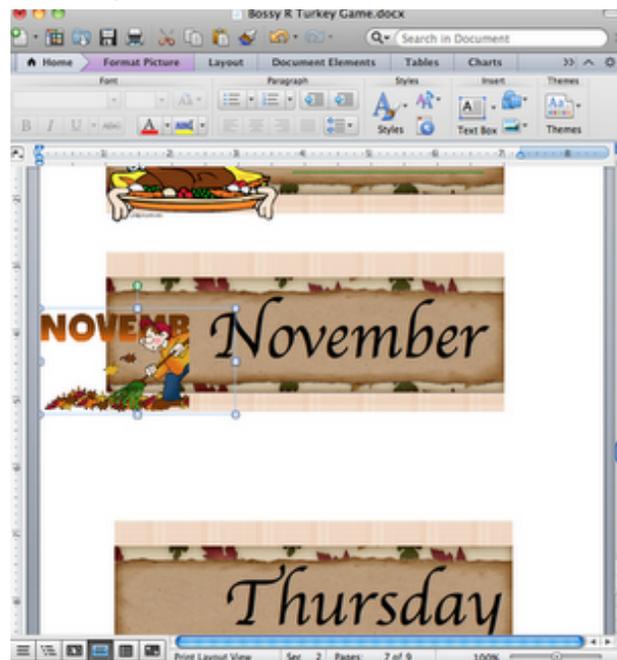
6. Click "Behind text" --> "OK"



7. Click "Insert"--> "Text Box"

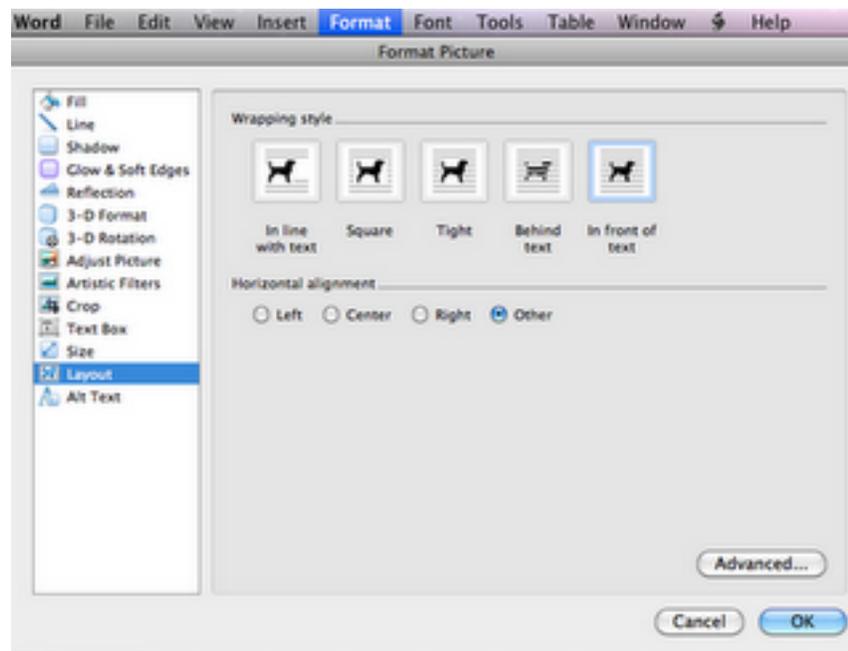


8. Choose font and font size. Type into the text box.



9. To overlay a picture on top of a picture, repeat steps 1-5. See how the picture looks cut off?

Once you have imported and sized your picture, click "Format" --> "In Front of Text" --> "OK"



YOU DID IT!

Here's a little secret - this is pretty easy, but it's a lot easier if you have [Kidspiration](#) (buy from Amazon for much cheaper) or SmartBoard / Promethean Board software! (can also rotate images much more easily)