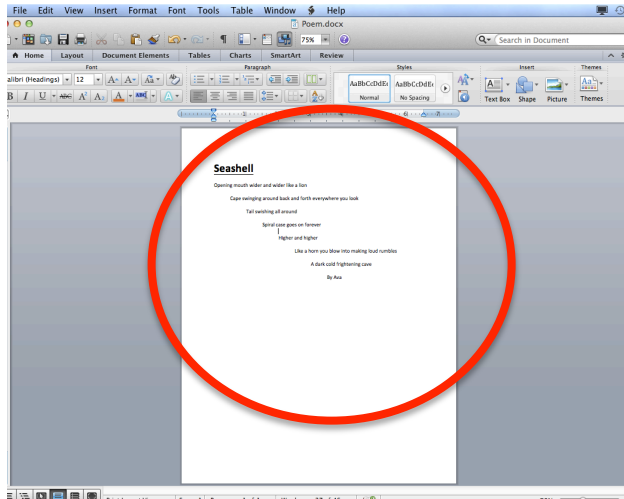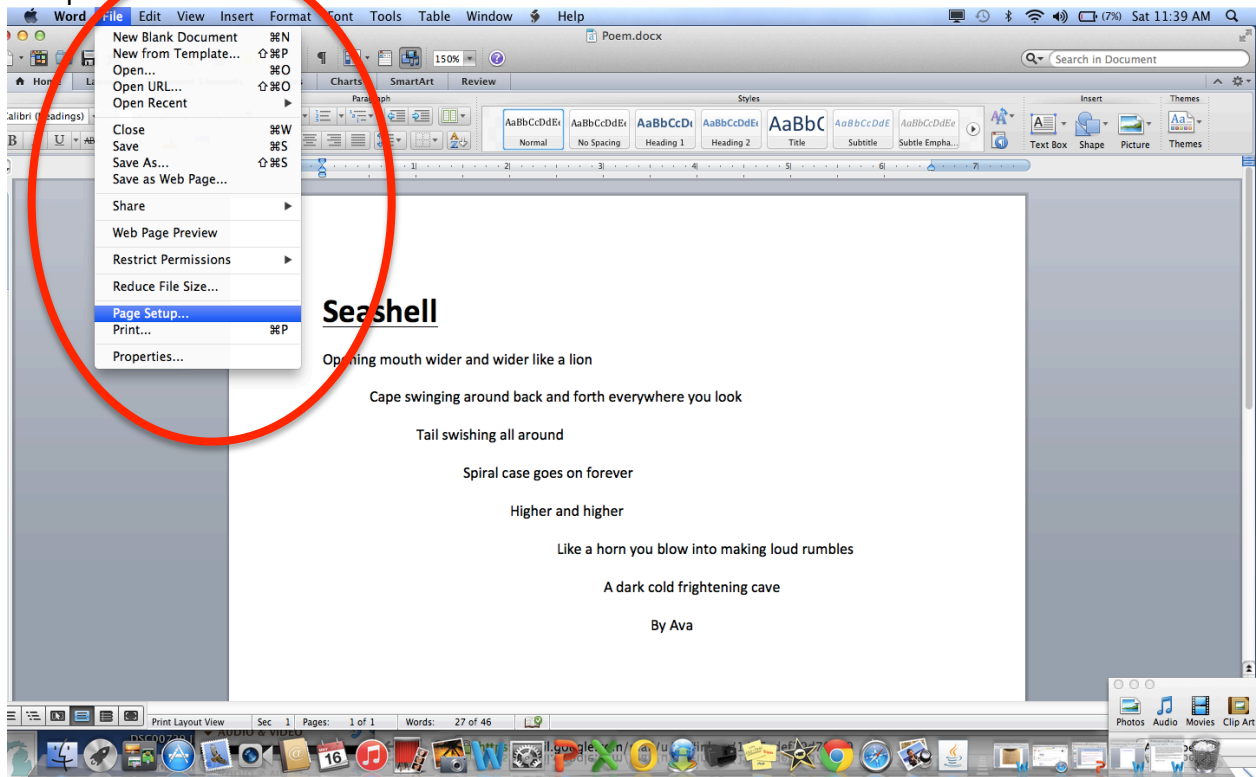# How to Use Word to Fuse Art and Text

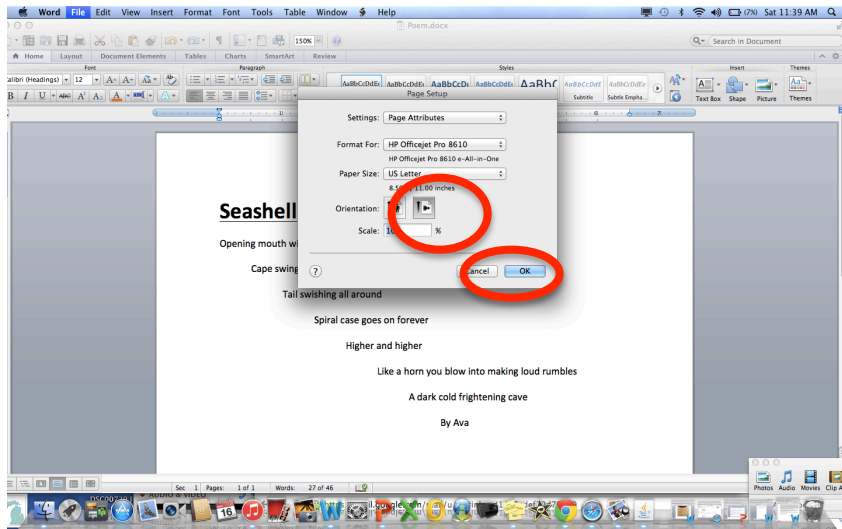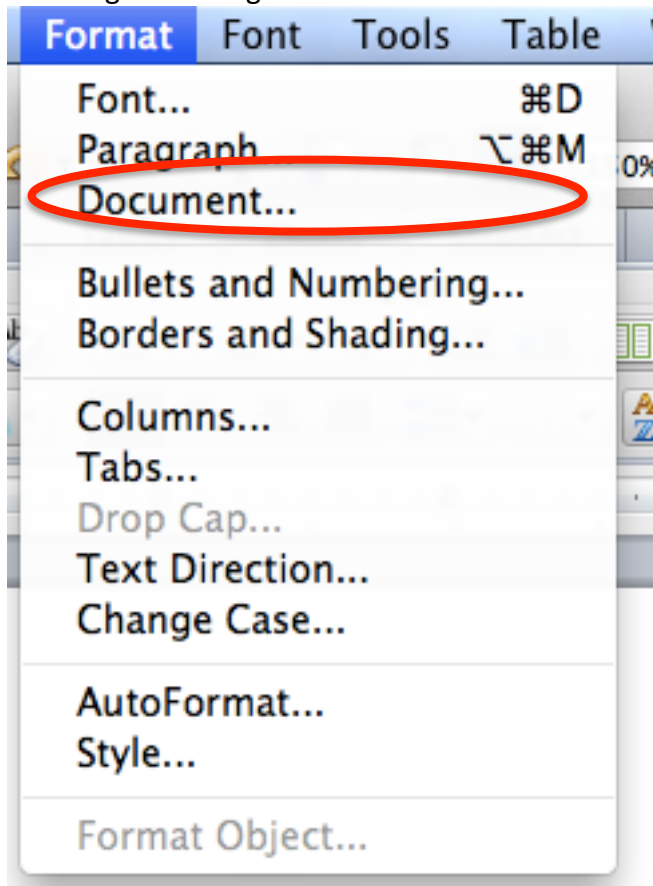Created by Evelyn Daugherty (evelynpd@umich.edu)

1. Type poem in Word.

2. Change the orientation of the page to horizontal Go to "File" and scroll down to "Page Setup."
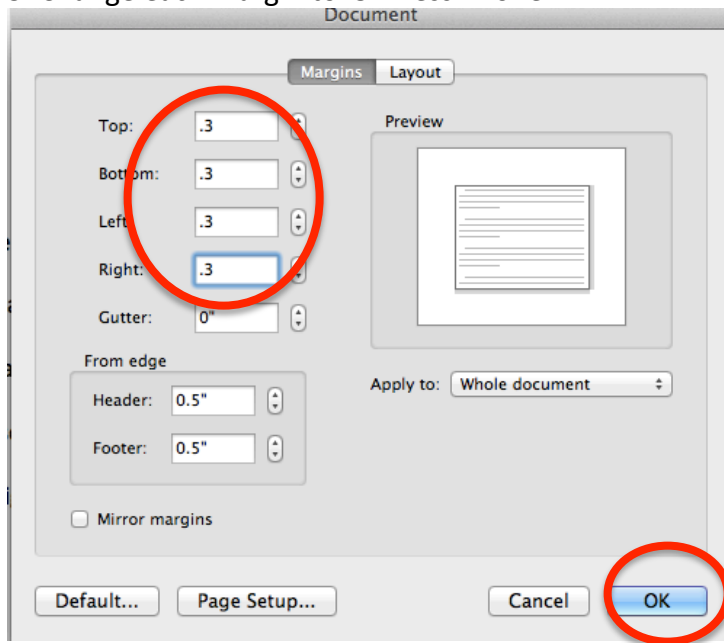
3. Click the horizontal image and press "Done."

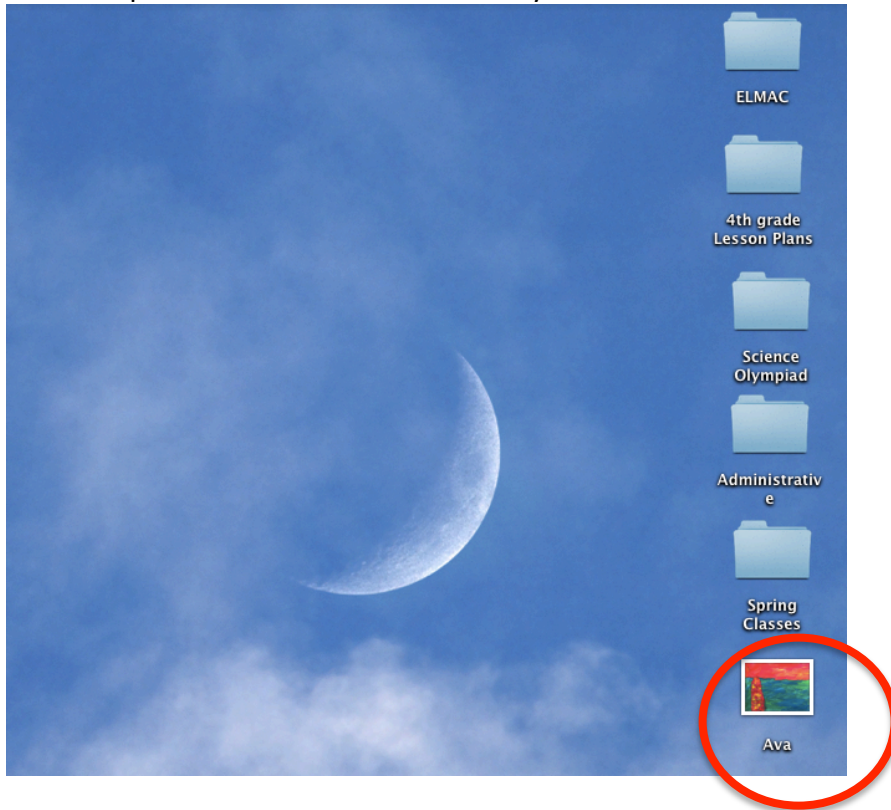4. Change the margins of the document to .3. Go to "Format" and scroll down to "Document."
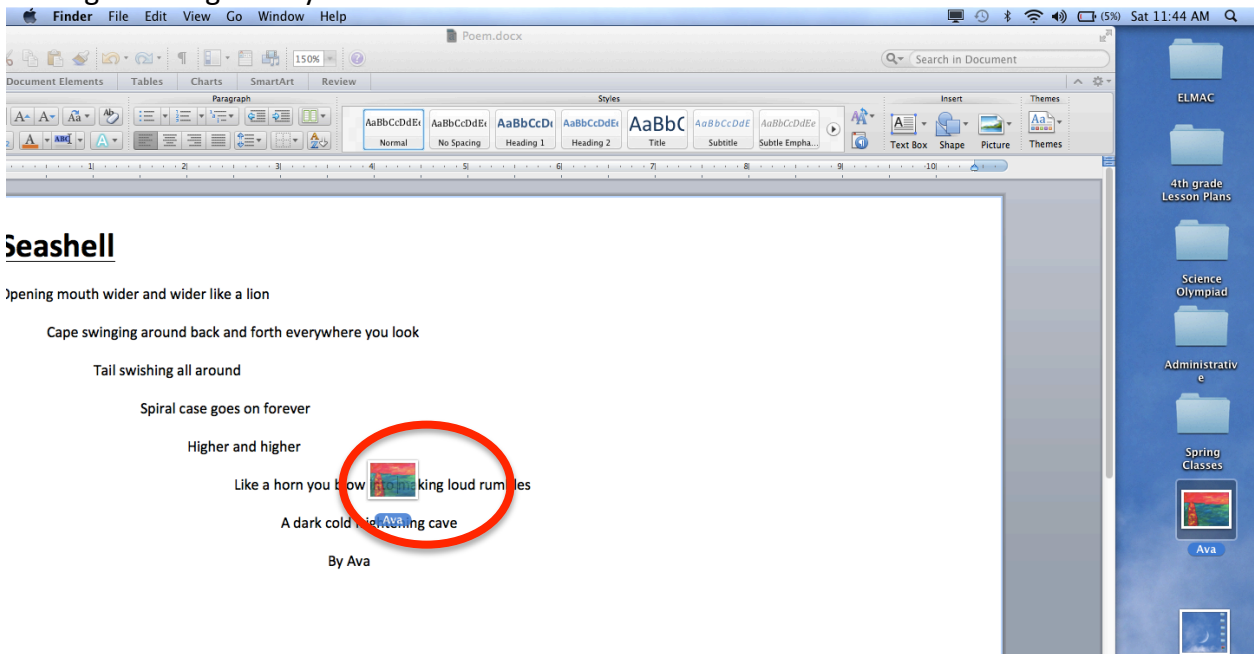
5. Change each margin to .3. Press "Done.

6. At this point you may have to play with the text to have it positioned on the page as you would like by using return or center.
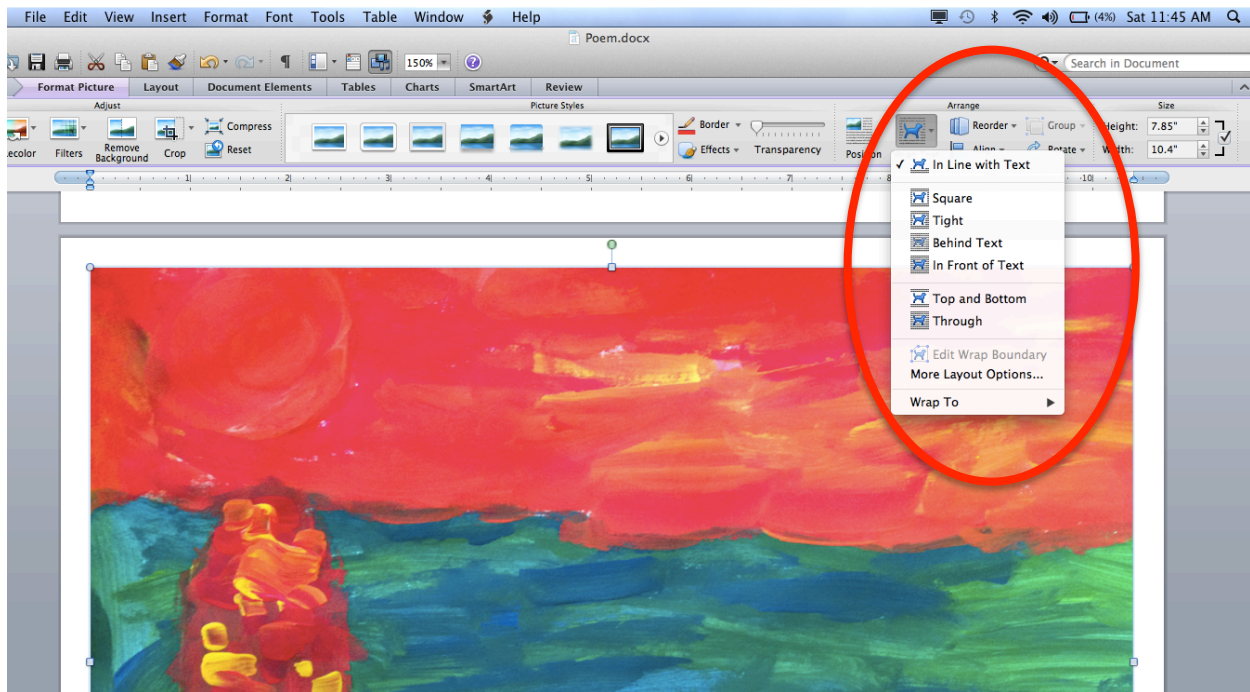
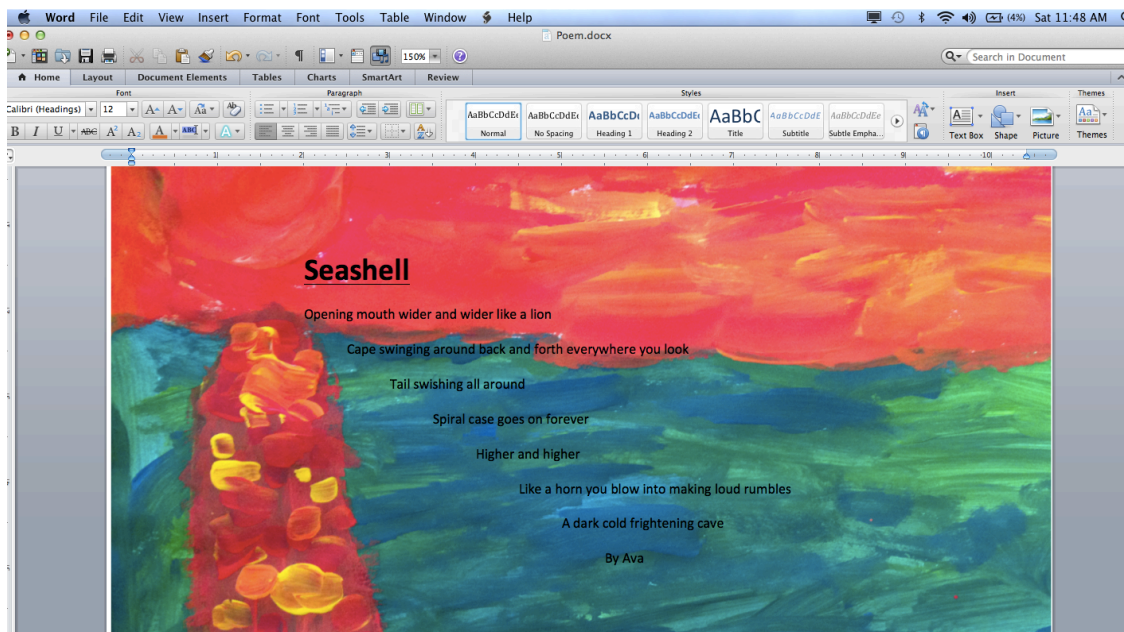7. Take a picture of the student artwork you would like to use. Make sure this is on the desktop.

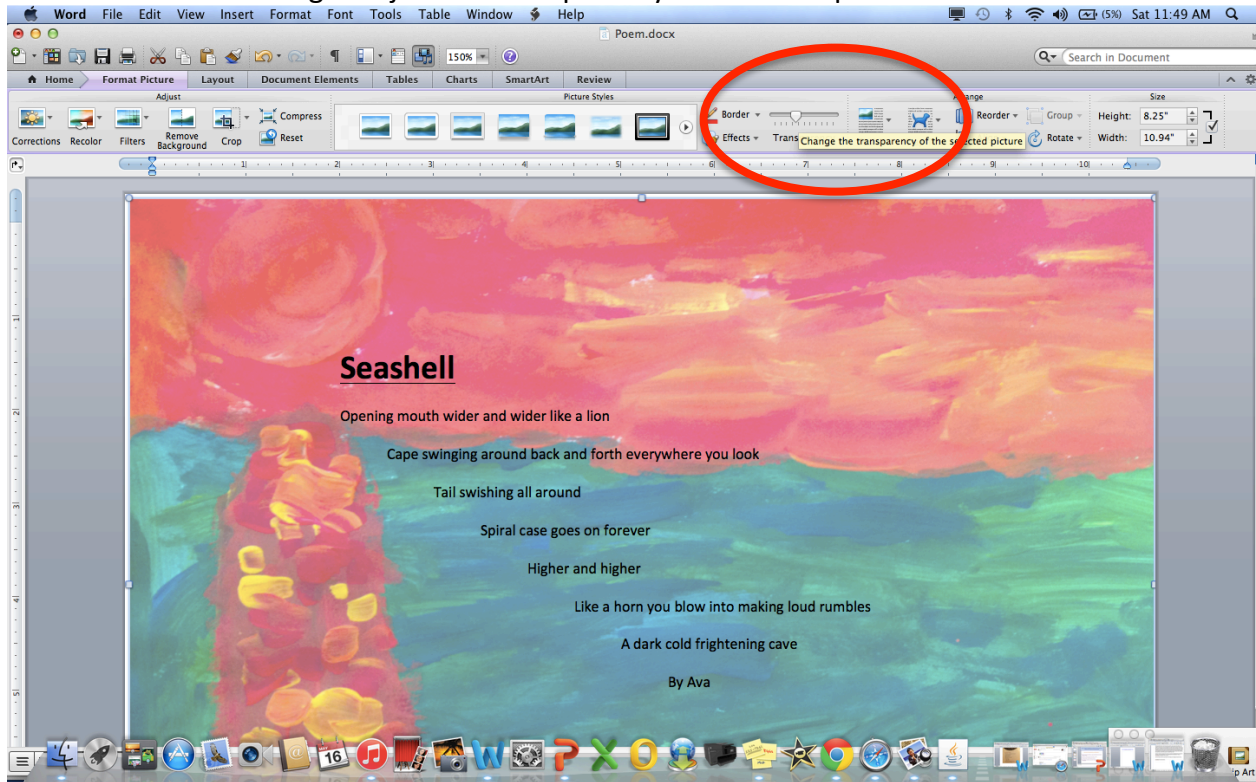8. Drag the image into your word document

9. The image at this point will have displaced your text. Double click on the image. In the top left corner click on "Behind Text."
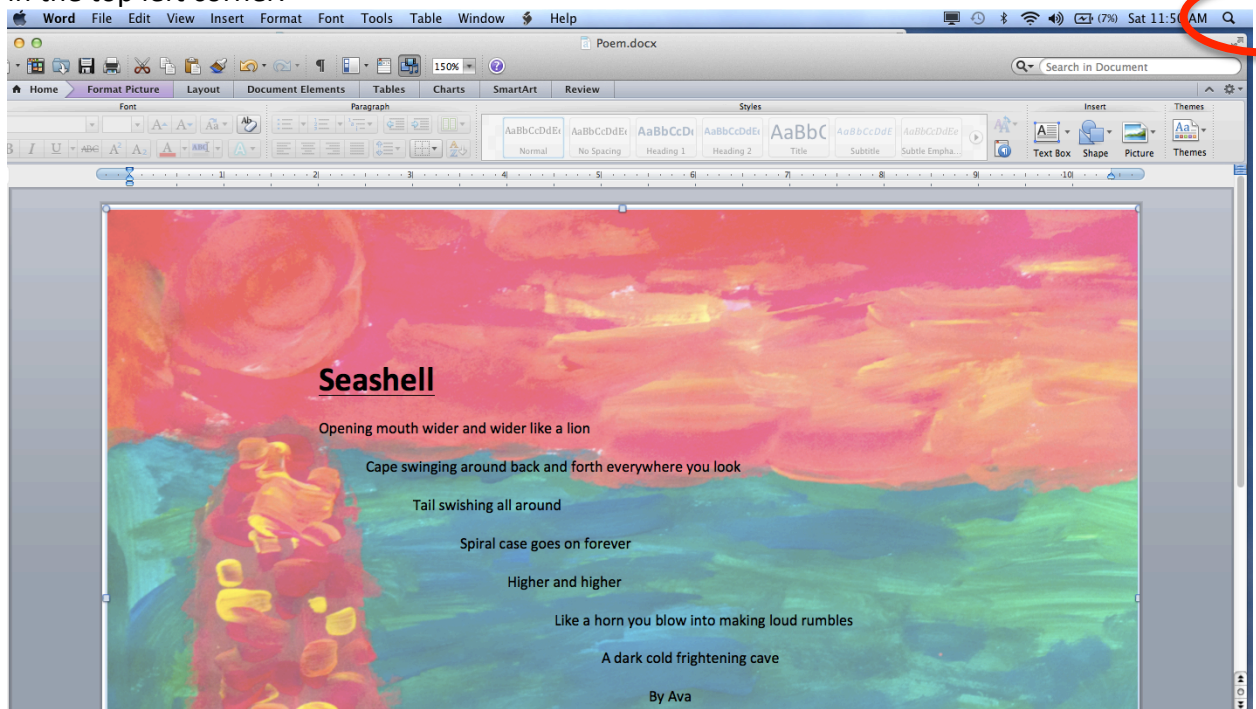

10. Drag your image so it is behind the text and taking up the whole screen.

11. If it's hard to see the text through the image, you can adjust the transparency. Again, double click on the image. Adjust the transparency bar in the top left of the screen.

12. When you are happy with how your image works, make it full screen by pressing the arrow in the top left corner.

13. Take a screen shot of your image by pressing "Command" "Shift" and "4" simultaneously. Your image is ready to be dragged into iMovie!