# Customizing Mini Books in Lapbooks

Cropping images and adding text boxes

As you make lapbooks you are going to need to customize the mini books to fit your curriculum. Follow these steps to crop an image and to add text boxes on the image.

Add an Image into a Microsoft Word Document

Open a new document in Microsoft Word. Click on the Insert Tab, and then click on picture.
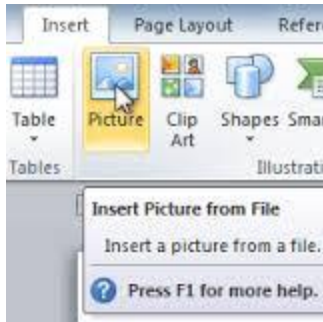
This will bring up a search box with pictures in it. Click on the picture you want to insert and click open. This will place the picture in your document where the cursor is. You will notice there are 8 "handles" or little square boxes in each of the four corners and each side. These handles are to resize the image, to make it larger or smaller. I suggest you only use the corner handles, otherwise you will distort the picture. So size the picture.

Cropping an Image
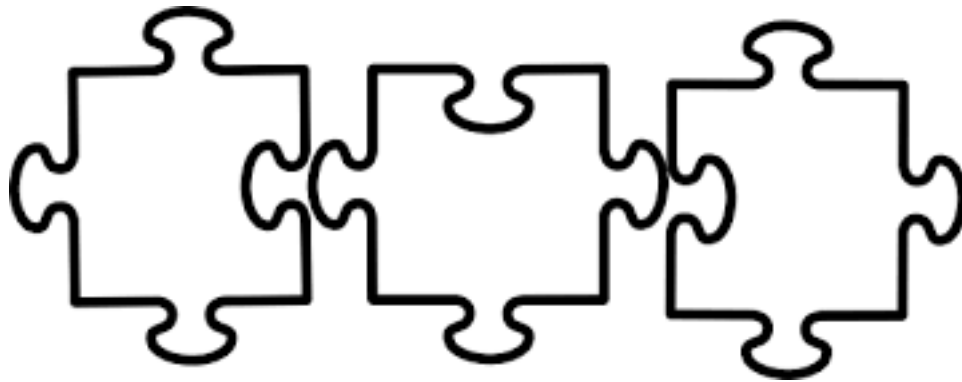
I am going to use a mini book template so you can see what I am doing. This is the image I want to add text boxes to make a vocabulary mini book. I only need two of these puzzle pieces, so I need to crop the third piece out.

Double click on the image and in the top right corner the image formatting tools will be seen. There is a Crop Tool. Click on it and you will see a box with black handles around the image. Click on the side handle and drag inward. You will see the image disappearing as you move the mouse. Bring the line the handle makes to where you can cut out the puzzle piece.
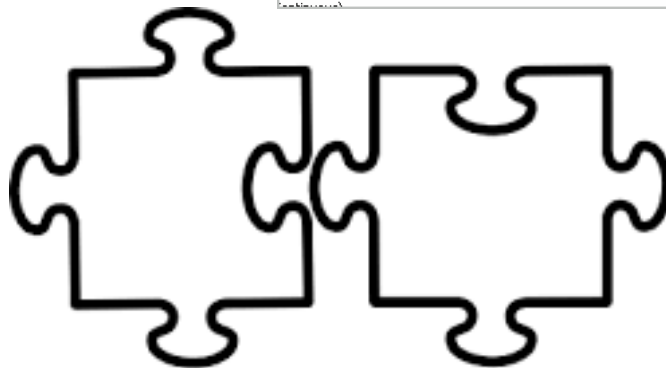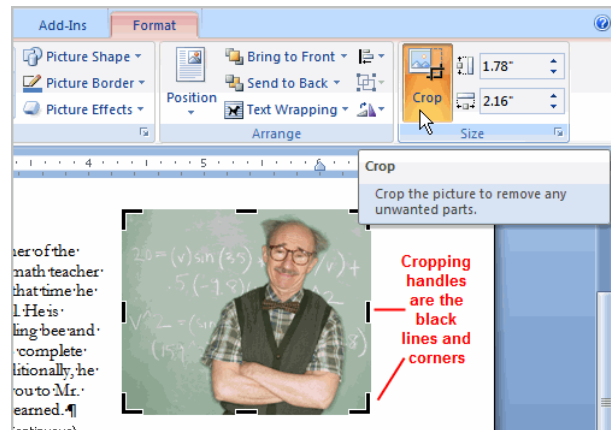

This is the image after it has been cropped. I want to add text boxes on one of the pieces with vocabulary words. The other piece will be left blank for the children to write the definition.

Inserting Text Boxes in Microsoft Word

For this project I will format the text box. After I am done I will copy the text box to place on each puzzle piece. It is easier and saves a lot of time to format the text box first and then copy it because it will copy all of the changes you have made to the text box.

Click on the Insert Tab. Move the mouse over to the Text Box tool. A drop down menu will appear. Move the mouse down to the bottom where it says, "Draw Text Box." You won't see anything, but if you notice your mouse arrow is now a plus sign.
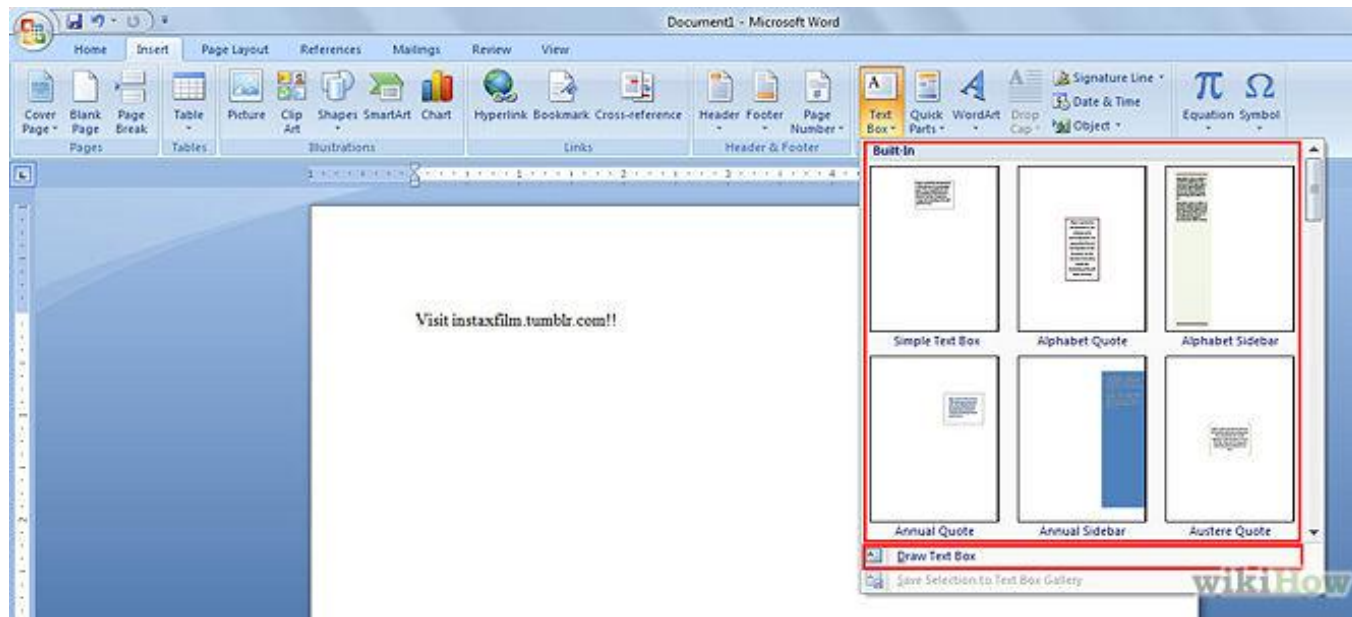
Click the left button of the mouse and drag. You will see a dotted box appear. Once you let go of the mouse button, there is your text box. You can certainly size it using the handles, but you may want to wait until the end.

Formatting a Text Box in Microsoft Word

Once the text box has been created there are some things I want to do to the text box. One of them is to make the outline of the box so you can't see it. I just want to see the word , not the box. To do that, you will need to move the mouse over the outline of the text box until the mouse arrow changes into a four direction arrow. Once you see that click the mouse button on the text box outline. The blue handles will appear. This allows

you to now change the text box. You will also notice up in the menu box, the text

formatting menu appears.

Click on the Shape Fill tool.

This tool will make the text

box clear. Move the mouse down to No Fill. Next, click on the Shape Outline tool. Move the mouse down to No Outline. This will take away the line. You will see a blue box around the text box.

Format Text in Microsoft Word

You can now format the text in the text box. Click on the Home Tab. On the left side, you will see a little box with Font at the bottom. The first box will bring a drop down box so you can choose the font. Just click on the one you like. The way it is displayed in the drop down menu is the way it will look. Next, choose the size. The larger the number the bigger the font. You can also choose B (bold), I (italics), and/or U (underline). I usually keep the font at black, because I want it printed on white paper using a black and white copier.

Once the text is formatted, it is time to copy everything.

Copying Images and Text Boxes in Microsoft Word

I am going to be using six vocabulary word, so I will need to copy the puzzle image six times and the text box six times.

To do this, place the mouse over the puzzle image and right click, move the mouse down and click on copy. Place your mouse somewhere on the blank document and right click and move the mouse down to paste. You will see a new puzzle image with the original. Repeat these steps until you have the number of images you need.

To copy the text box, move your mouse over the text box. You will not see the outline, so click in the text box to get the cursor. You will now see the handles. Move the mouse over where the outline would be to get the four direction arrow and right click. Move the mouse down to copy. Then move the mouse over an image of puzzles, right click and move the mouse down to paste and click. The text box will now appear on the image. Type one vocabulary word in the text box. Repeat the copy and paste steps until you have enough text boxes, but notice that the text boxes appear over the other text box. Just click and drag the text boxes to place over the image.

Motion
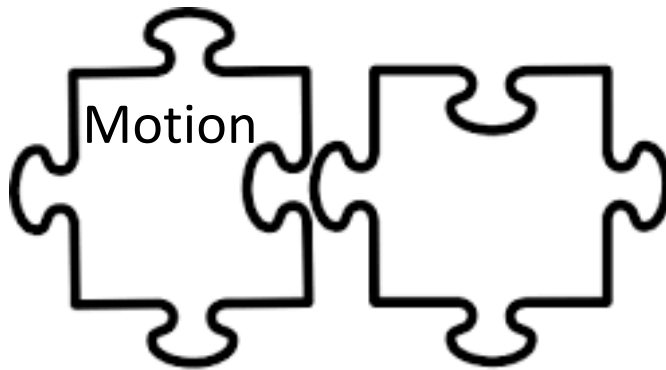
This is the end of the tutorial. I hope you have success in your endeavors.

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