WDM Photo Nametag How-To

1. Go to WDMHR → Communication and Corporate Image:
   http://wdm.ca/wdmhr/image.html

2. Download and open the nametag template for your location in Microsoft Word.
   a. Do not save template to your computer, always use master copy from WDMHR.

3. Your screen should look like this:
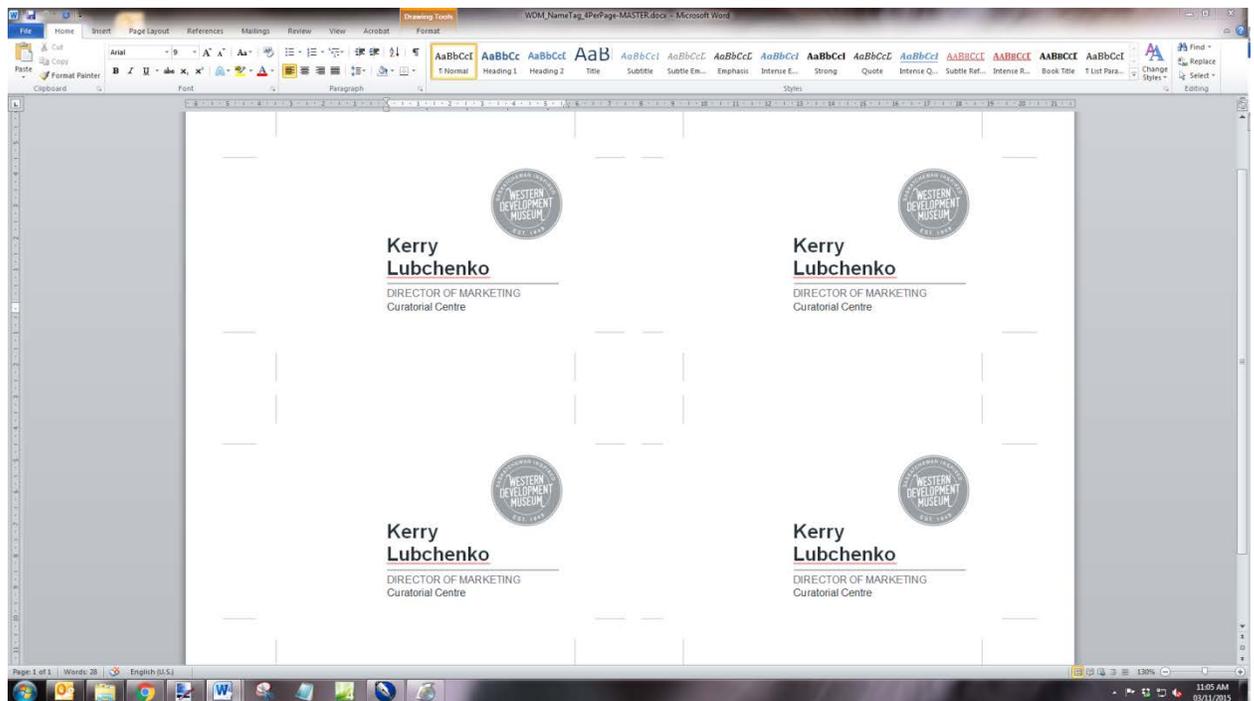
4. Enter names, TITLES, and WDM location information (ie. WDM Moose Jaw).
   a. Do not change font, font size, or font colour.
   b. *If a name or title does not fit:*
      i. Email required information and photo to Kristine (kflynn@wdm.ca) **and** Tanya (tcallaway@wdm.ca). They have an editable template for this purpose.
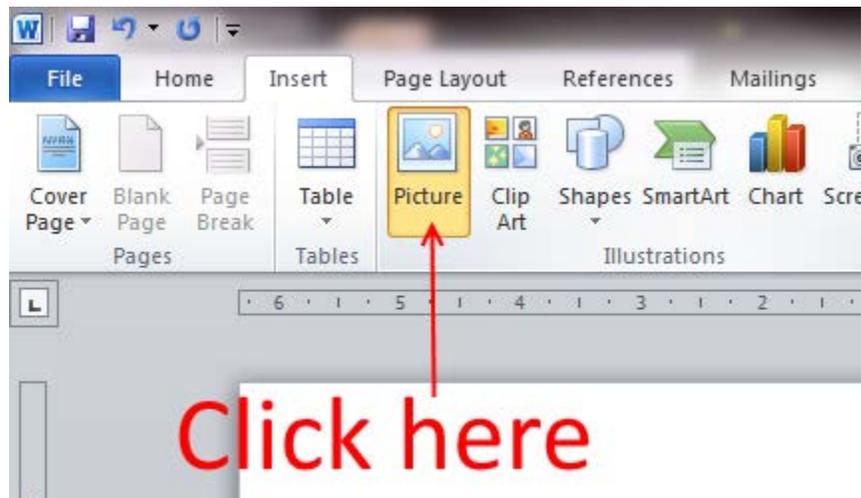
5. To add photos:
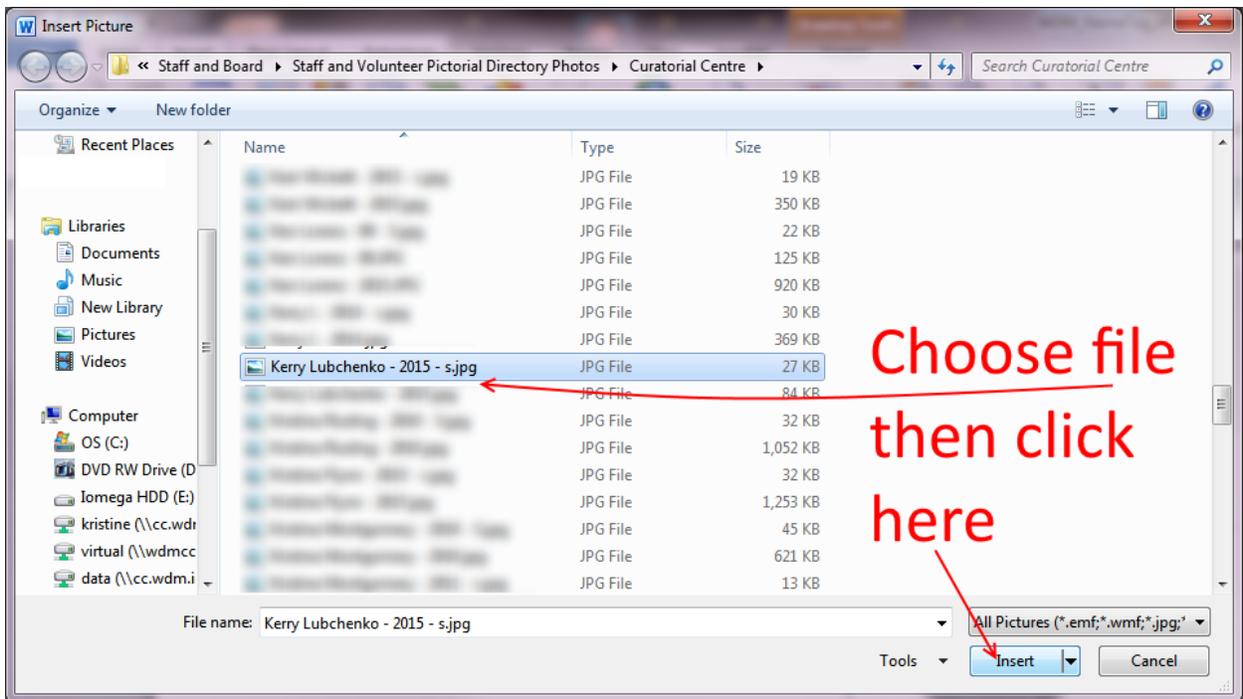   a. Click inside the name text box after the first name
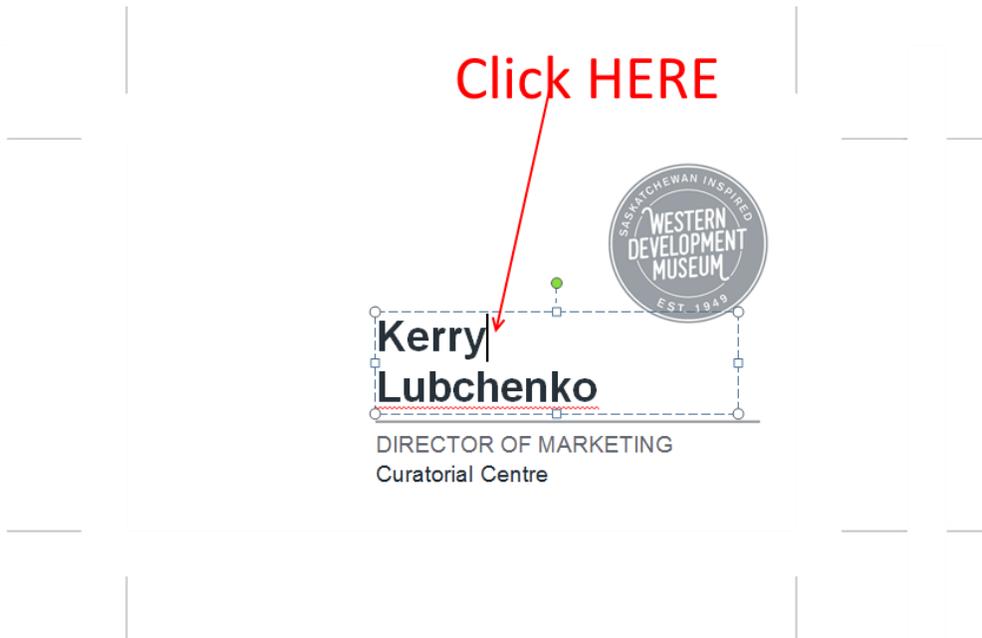
   b. Click on the Insert Tab
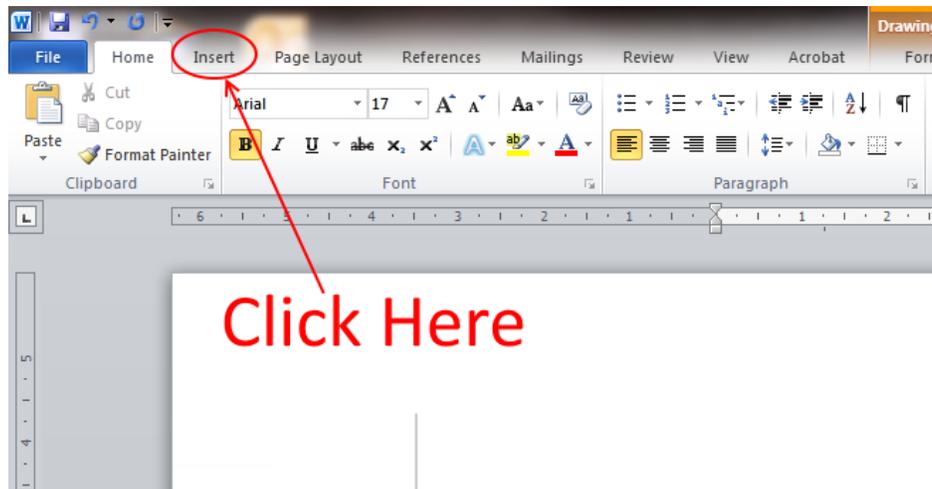
c. Click on Picture.

Click here

d. Navigate to where you have saved the picture you would like to add, select the photo, then click Insert.
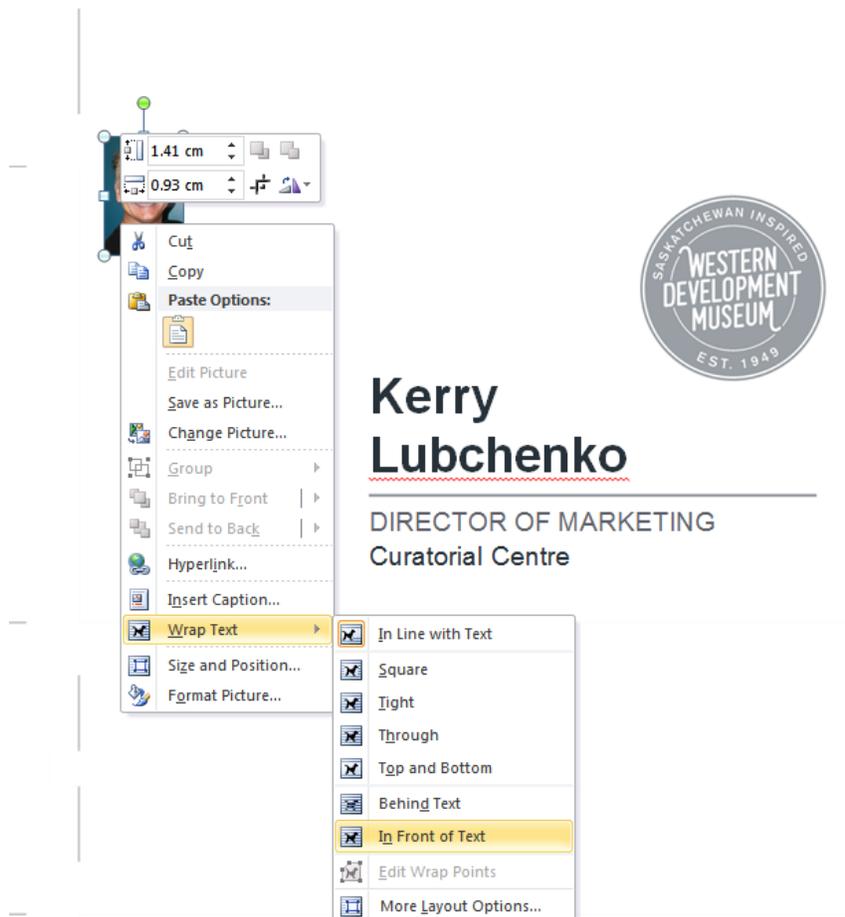

Choose file then click here

Now for the annoying steps…

e. Drag photo out of name text box.
   ***Don't worry about putting it in the perfect spot or making it the right size yet!***

Drag photo here

f.

g.

h.

i.

j.

k.

l.

Kerry
DIRECTOR OF MARKETING
Curatorial Centre

f. Right click on the photo.
   Choose Wrap Text → In Front of Text

1.41 cm
0.93 cm

Cut
Copy
Paste Options:

Edit Picture
Save as Picture…
Change Picture…
Group
Bring to Front
Send to Back
Hyperlink…
Insert Caption…
Wrap Text
Size and Position…
Format Picture…

In Line with Text
Square
Tight
Through
Top and Bottom
Behind Text
In Front of Text
Edit Wrap Points
More Layout Options…

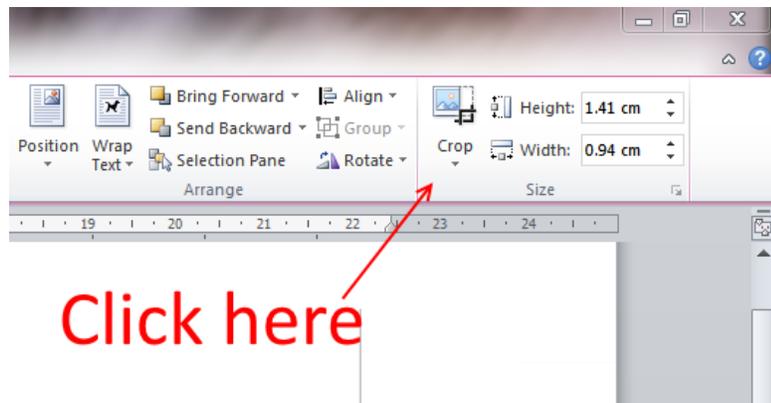**Kerry Lubchenko**
DIRECTOR OF MARKETING
Curatorial Centre

g. Crop photo if necessary.

NOTE: You can crop photos in a graphic editor first. If you do this, the best size is approximately 309 x 203 pixels.
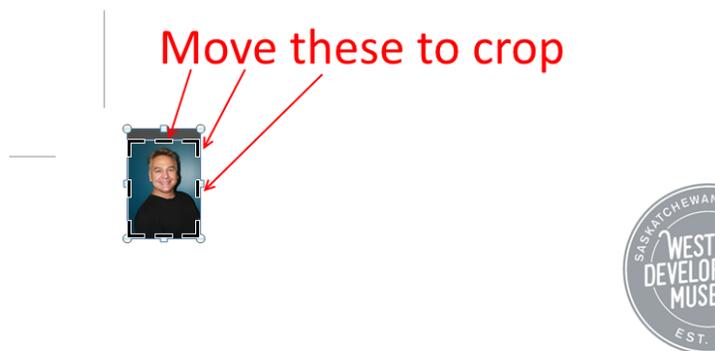
i. Make sure you have the photo selected by clicking on it, then click Picture Tools → Format.
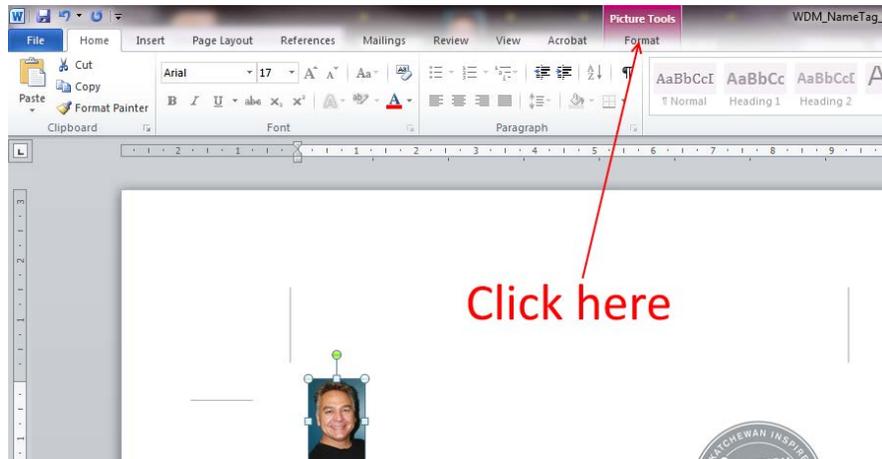

ii. Click the Crop button on the Picture Tools → Format

iii. Use the Crop tool lines to crop photo to approximate mug shot shape.

h. When you have the photo cropped, press **Enter**.

i. Make the photo <u>height 4.5 cm</u>. It will automatically change the width to match.
    (If your computer displays inches, height should be 1.77")

    Make sure you have the photo selected by clicking on it, then
    click Picture Tools → Format. Enter "4.5 cm" in the Height box.
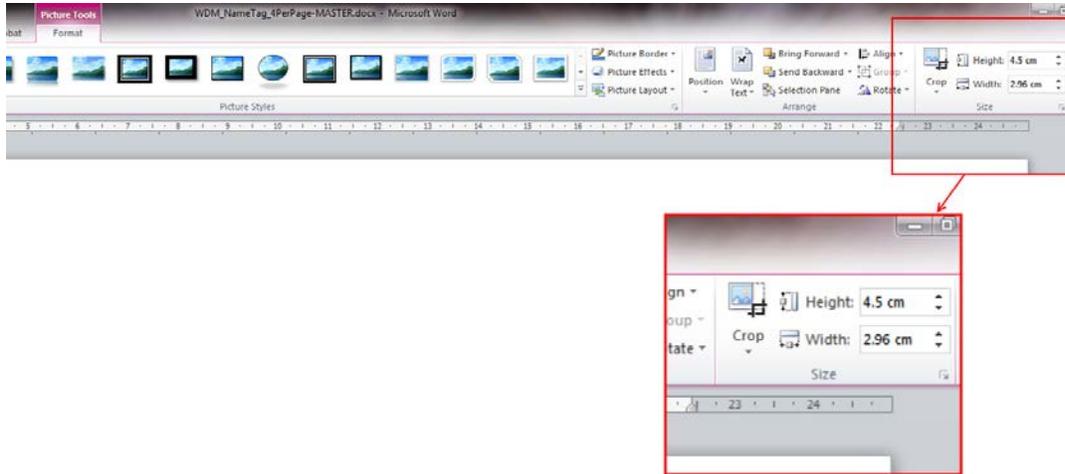
j. Photo <u>width should be close to 3 cm</u>. Crop again if necessary to get close to 3 cm
    (or 1.18)".
k. Move photo into place as shown below.

> i.   Bottom of photo should be just below WDM Location.
> ii. Right side of photo should be approximately the width of first letter of
>   Position/Title text away from text.
>
> **You're done!**