



PICSE Certificate Style Guide:

How to change the student picture:

1. Have your tool box or formatting palette open.
2. Click on the main image(the circle and curved border.)
3. Under size, rotation and ordering in your tool box go the Arrange option.
4. click send to back (the main image will jump to the back bringing the photo to the front.)
5. Select the photo by clicking on it.
6. Under picture in your tool box select replace and browse for your new image.
7. You may need to expand image by clicking and dragging from the corners, you can also use the crop tool if necessary.
8. when you're happy with the size and placement click on the image again and go to your arrange palette and select send to back.

Different versions of word may be set out slightly differently.

IF YOU DO NOT HAVE A REPLACE OPTION

after step 5

- 1.delete old image
2. Go to Insert-Picture-from file.
- 3.Choose your image, This will distort the file (don't panic!) click on the newly inserted image
4. Go to Format - Picture - Layout - Behind text.
- 5.Resize, crop and place over circle
6. Click on image go to your arrange palette and send to back.

All logos are inserted separately and can be removed or replaced.

Text boxes can be edited. The font is Calibri. If you don't have Calibri use another San Serif font such as Arial or Helvetica.