Steps

1) Look at the example template on page 2
2) Copy the table on page 3
3) Paste the table in a word document
4) Make sure that your table layout is correct
   • Table Height: 1.5”
   • Width of left side: 1.75”
   • Width of right side: 4.75”
5) Insert your pictures on the left
6) Insert your text on the right
7) Adjust your picture size to fit the correct table format
8) Go to “Picture Format” and select “Position”
9) Select the middle- middle position
10) Select the entire table by clicking on the top left + sign
11) Go to “Table Design” and click “Borders”
12) Select “No borders”
13) Adjust if needed
Example Template

<table>
<thead>
<tr>
<th>Insert picture from the Noun Project: The Noun Project</th>
<th>Insert text.</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://thenounproject.com/clipart/basketball/" alt="Basketball" /></td>
<td>I played basketball.</td>
</tr>
<tr>
<td><img src="https://thenounproject.com/clipart/people/" alt="People" /></td>
<td>They are friends.</td>
</tr>
</tbody>
</table>