






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

<p>Insert picture from the Noun Project: <u>The Noun Project</u></p>	<p>Insert text.</p>
	<p>I read a book.</p>
	<p>I played basketball.</p>
	<p>They are friends.</p>

Template
