



Club Epon

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Creative Corner

Photo Captions & Call-Outs

Using basic features available on Microsoft® Word (equivalent features are offered on most other word processing programs), graphically interesting and customized headlines, captions, borders and call-outs can all be created quickly and easily.

Materials Suggested

- Paper: Epson Photo Quality Ink Jet Paper or Epson Premium Bright White Paper or Epson Matte Paper Heavyweight
- Craft scissors
- Epson Stylus Colour Printer

Procedure

Using the AutoShapes feature, it is simple and quick to create truly one-of-a-kind:

- Decorative borders by drawing custom shapes and filling them in with colour, patterns
- Text within interesting shapes to create journaling, headlines, captions
- And call-outs.



Here specifically, we will talk about drawing call-outs, the thought bubbles and captions that you see in cartoons. With call-outs, you can add your own personalized comments to any of your photos. They add interest or humour to photos, just like the pre-printed packages of call-out stickers you can buy, only with exactly the text you choose to add (and they cost less to use as well!)

- To format text into an **AutoShapes** design; [select Insert](#) from your tool bar.
- Pull down that menu and [click on Picture](#),
- Then [click on AutoShape](#).
- Select the AutoShape style category you'd like to use (in this case, the Call-outs listing), and then pick the particular shape you'd like to use from among all of the options you see. There are thought bubbles, round call-outs, oval and square ones – click on it now just to see how many are offered.
- For call-outs, the size, shape, background colour and line around the outside can be customized. You choose how big, how round, for example, or how stretched into an oval shape, then choose to keep it white, or if your page is white, maybe you'd like to contrast that call-out against the white background by filling it in with colour.
- You customize the size and shape by clicking and dragging on the outside corners of your chosen shape.
- You can even customize the direction of the arrow (stem), or connected dots, by clicking on the yellow diamond. By doing this, you can be sure to make the call-out "stem" fit into any layout without distracting from the rest of the page or from the frame.
- You can rotate the angle of the call out by clicking on the green circle.
- Once it is inserted onto your page, type in your text or funny comment.
- You can then choose to change the font, the colour of the text or the size of the font to match or coordinate the Call-out itself.
- Centre the text within the Call-out shape by clicking on the text centre icon on your toolbar.

Tip #1:

Wait until you've typed in all of your text before you add colour or a pattern to your shape. This way, you may choose to either match the colours of the text to that of the shape or you may choose to contrast a dark background shape colour and a very light, or even white, text for your comment.

Tip #2:

To get these features to show up on your toolbar so that you can easily click on them while in a Word document, from the menu along the top of your page, simply:

- Click on View,
- Pull down to select **Toolbar**,
- And click on the option listed called "Drawing"
- The **AutoShapes** icon will now be visible on your screen's toolbar whenever you open Word, making it a snap to turn text into something much more creative.

