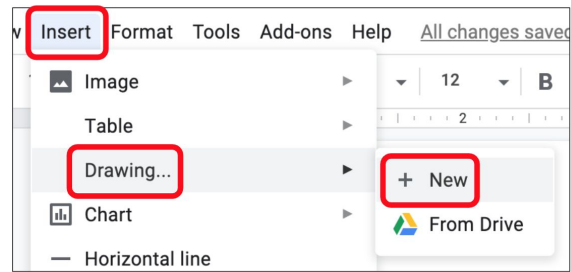


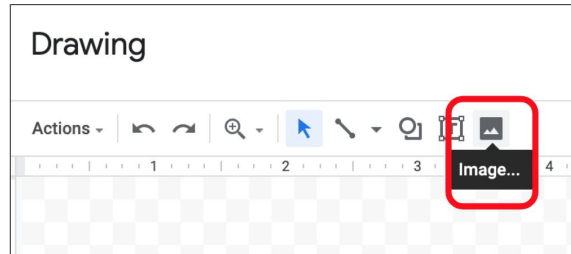
## To add images + captions:

### Open your expository essay doc:

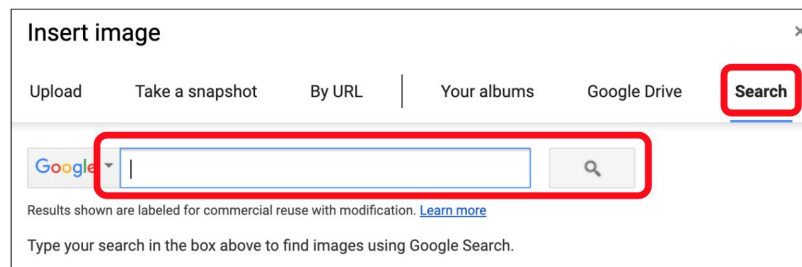
- ❑ click on **Insert > Drawing > New**.



- ❑ Click on the **image icon**:



- ❑ click on **Search** > put just **one or two words** in the box to find an image:



- ❑ insert a **text box** below the image
- ❑ **Adjust the size** of the text box so it matches the size of the picture
- ❑ write your **caption** in the text box (use a different font or color than your essay, or use italics; size 14 font is good)
- ❑ click **save and close**
- ❑ click on the **image** in your essay and click on **wrap text**
- ❑ now you can move the image w/caption anywhere on your essay
- ❑ if the caption is difficult to read, click on the **image** again and click **edit** to revise your caption font
- ❑ add at least 3 pictures with captions to your essay

### Experiment with the layout of your essay:

- ❑ Are the pictures large enough for details to be seen?
- ❑ Can the captions be read easily?
- ❑ Is the caption text clearly different from the essay text?
- ❑ Do the pictures break up the text on the page so that the essay is too hard to read?
- ❑ Don't leave a few words alone on a line. Reformat so the writing makes sense.
- ❑ Do the pictures and captions make sense with the essay? Read through it all and pay attention to your details.