

PHOTO CREDITS

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We love credit for our work.

Perhaps no other group deserves the credit for their work that photo journalists deserve. Thus, when I include a photo in my work, I try to give credit to the person behind the camera.

Here's how to do that.

1. Insert the photo (**Figure 1**).



Figure 1



Figure 2

2. Select Create Caption (**Figure 2**):

- ❶ RIGHT-click on the photo.
- ❷ Left-click on "Create caption."

3. Figure number is automatically inserted (**Figure 3**). In the example, "Figure 1" was inserted because it was the first graphic (photo, clipart, etc.) inserted into the document.



Figure 3

4. Hold the Ctrl key down and touch the Delete key — releasing both quickly (**Ctrl + Del**). **Figure 4** shows the results.

Note that the text-entry point (|) is at the left margin ready for input text.



Figure 4

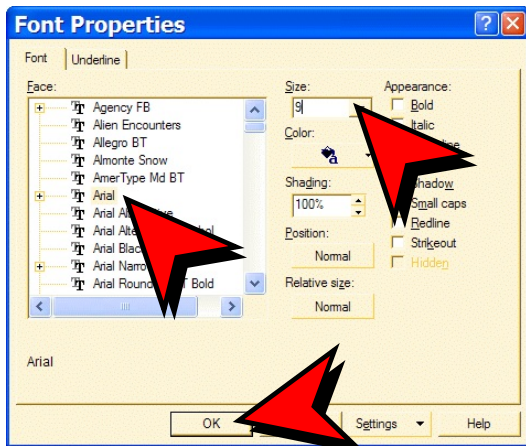


Figure 5

5. I recommend you change the font size to a smaller-than-normal font. For example, change a font size (**Figure 5**):

- ❶ Select Arial
- ❷ Select Size 8 or 9.
- ❸ Click “OK” button.

6. Use **Alt + F7** to place your cursor to the Flush Right position (**Figure 6**).



Figure 6

7. Type the text (**Figure 7**).

8. Left-click outside the photo's area to clear the cursor so you can return to typing.



Photo by Jerry Harris

Figure 7