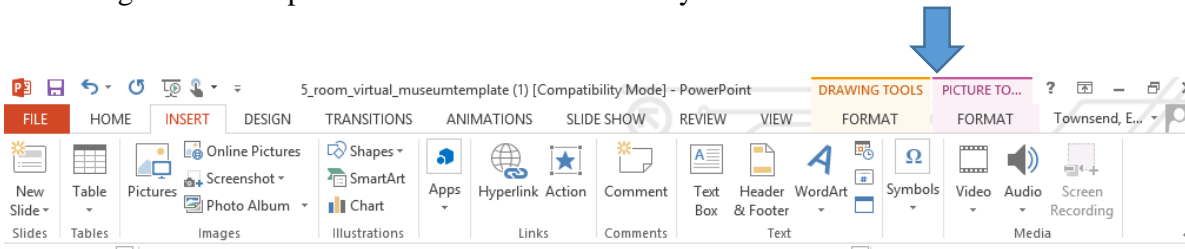


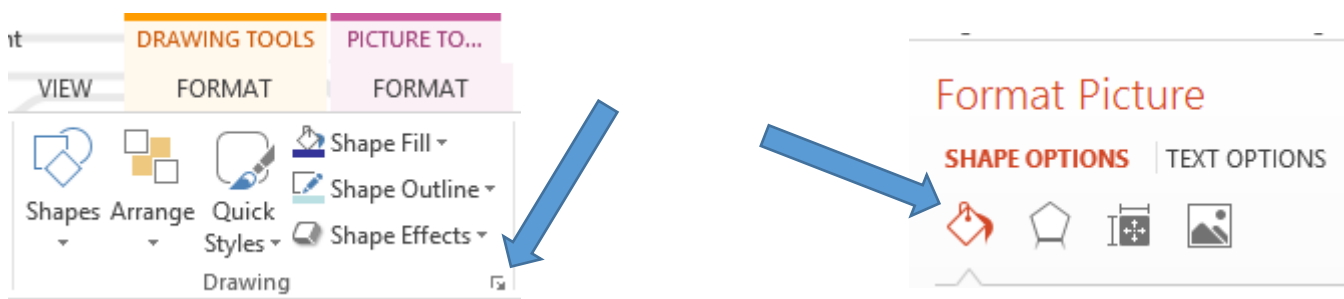
HANGING PAINTINGS IN YOUR MUSEUM

Placing paintings onto **TRAPEZOID WALLS OR TRAPEZOID FRAMES** and **RECTANGULAR FRAMES**

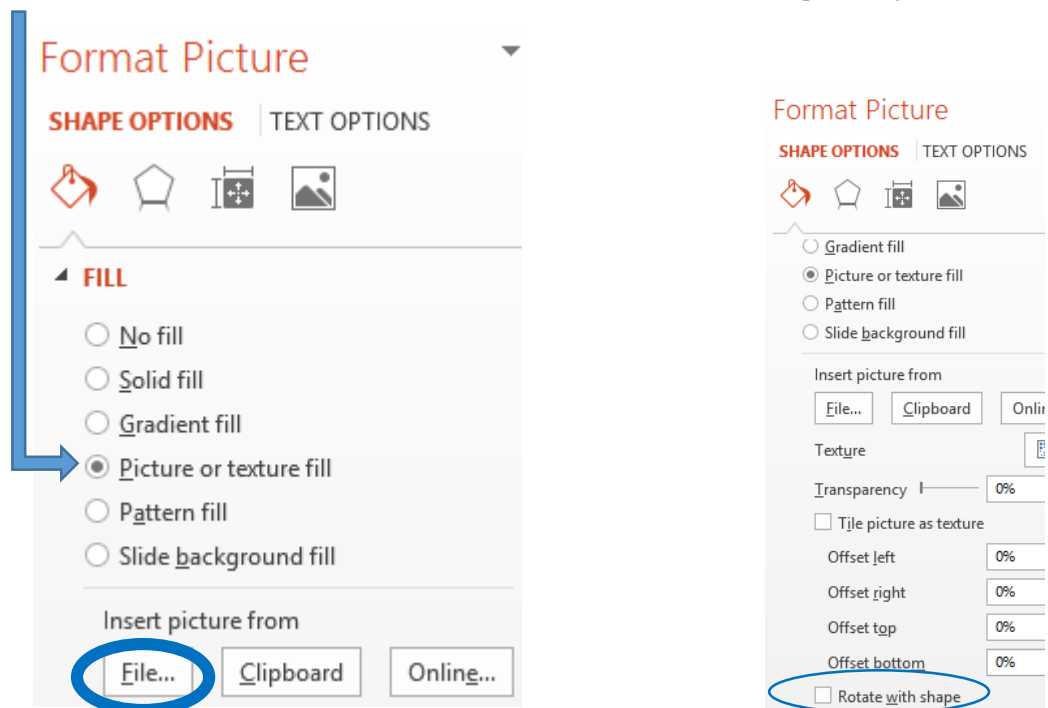
1. Select the TRAPEZOID SHAPE (Frame for your picture)
2. The drawing toolbar and picture toolbar will be added to your toolbar



3. Under the drawing toolbar and picture toolbar select the arrow in the bottom right corner. This will open the format picture window. Locate the “Fill tool” (paint bucket) under the Shape Options and select it.



4. Select “Fill” and then choose the “Picture or texture fill” button and under *Insert picture from* choose “File”



5. Locate the painting (picture) you wish to include in your museum from your group folder and select the file. You will need to have your picture saved into your folder for this method.
6. Click “open” and the picture will fill the trapezoid with the painting.
7. Make sure you UNCHECK the “Rotate with shape” box.
8. Repeat steps for each “Trapezoid” wall/picture and each “Rectangular” wall/picture. This is easier than reformatting each picture you want to use.