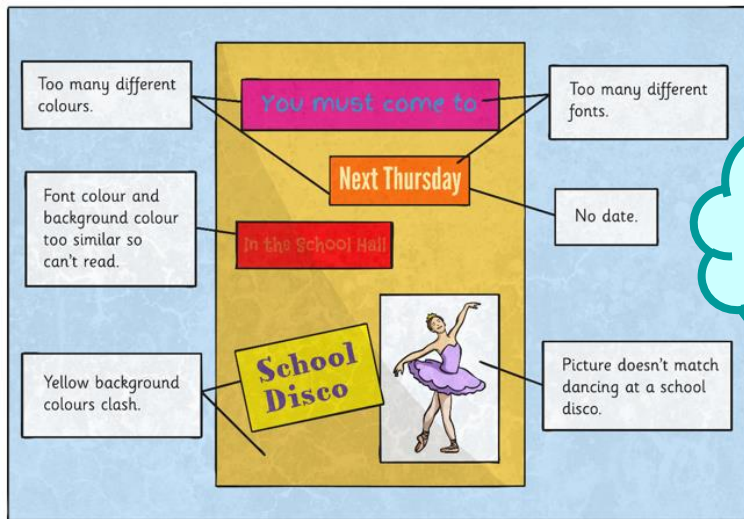




What makes an effective layout?

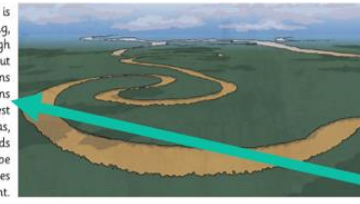
Title background chosen to fit in with Amazon Rainforest. Formatted using <right click> <format shape>. White text chosen to contrast against green background.

Pictures and text lined up at the edge to keep document tidy. Pictures and text boxes sized to fit the spaces and avoid large gaps.

The Amazon

The Amazon River

The Amazon River is about 4 000 miles long, mostly flowing through rainforest. It has about 200 tributaries. It begins in the Andes Mountains and is the second longest river in the world. Piranhas, anacondas and thousands of species of fish can be found there. No bridges cross the river at any point.



The Amazon Rainforest

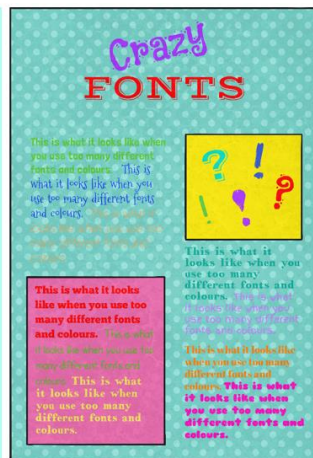


Rainforests are warm and wet areas. The Amazon Rainforest is the largest tropical rainforest in the world with more than half located in Brazil. It is full of wildlife. Tribes of people still live in some areas of the rainforest with no contact with the outside world. 20% of the world's bird species live there, such as toucans, hummingbirds, and the houtzin.

Subtitles in bold to make them stand out. Both subtitles center aligned on page.

Main body text in black as standard text colour, very readable. Kept background white as this provides best visibility for text and isn't distracting. Text has been justified so that it sits in a tidy rectangle like the images.

- Remember to lay out your work to match the required format.
- Try not to leave unnecessary empty spaces.
- Take care with using too many different fonts and colours.
- The text box may not go to the required height until it has text.



This is what you want to aim for.

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- When you resize an object, take care to keep the aspect ratio.
- When resizing the object, start from the corner.
- This means the picture doesn't get squashed horizontally or vertically.

Can you tell which of these pictures has been resized correctly?



Insert, format and wrap text boxes and images.

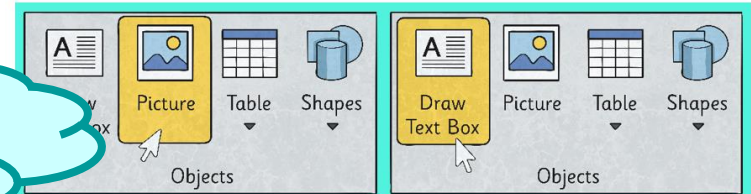
Take care when resizing images. You want to keep the aspect ratio (the ratio between the height and width) so it still looks in proportion.

Use the insert buttons to insert your images and text boxes.

Drag the objects to the required location (four-pointed arrow).

Resize the objects as required.

The text box may not go to the required height until it has text.



The **Wrap Text** option tells the object how to behave on the page.

Square is often the best option as it allows the object to move anywhere on the page.

