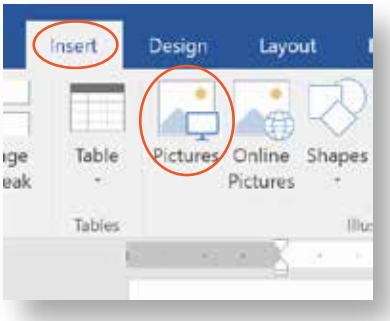
Using the UAA halftone dot texture in Word* 2016 - **PC**

Insert

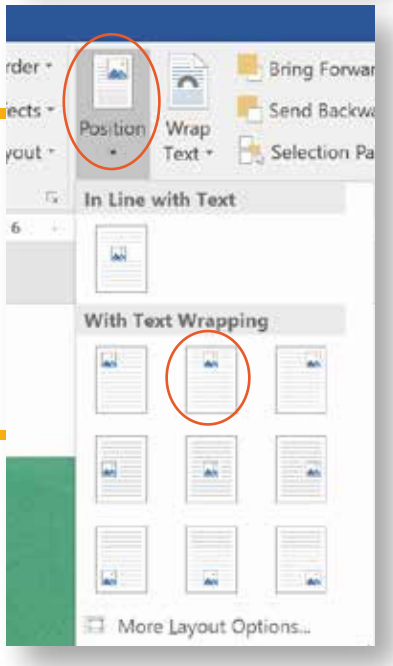
The best way to get the halftone texture into your document is from the ribbon tabs, select "Insert". Click on "Pictures", then navigate to where you have saved the collection of UAA halftone dot textures. Choose the color texture you want, click "insert" and the texture should be placed into your document. Use the 30% transparency for a more subtle texture; use the 50% for when you want the texture more noticeable.

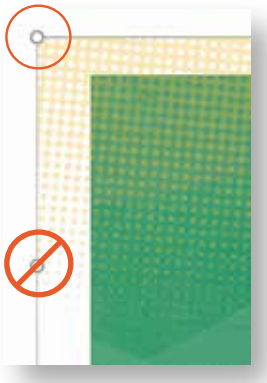
You should strongly consider using this "Pictures" option from the Insert menu, rather than doing a simple copy and paste. The reason for this is that Word handles pictures differently when they are cut and pasted into a document compared with when they are inserted in the above manner. Also, the transparent background effect will not be inadvertently lost in this process.



Placement

You need to give Word some more instructions to get the texture on top of another item on your page. With the texture selected, choose the "Picture Format" tab, click on "Position", and then from the drop-down menu click on one of the placement options. Now you will be able to move the texture around the page and place it on top of other elements.



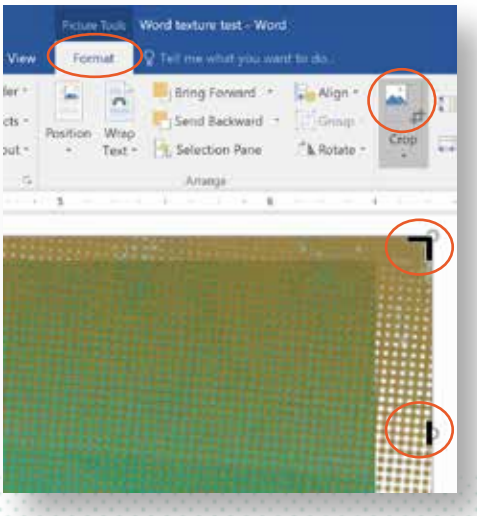


Size, Align & Crop

You will need to do a combination of sizing, aligning and cropping to get the texture where and how you want it. The order in which you do this can vary depending on the desired outcome. Chances are, you will need to play with the sizing and cropping a couple of times to get it exactly right. When sizing, **always use a corner handle** to make sure that you maintain the original proportions, otherwise the dot pattern of the texture is going to get distorted.

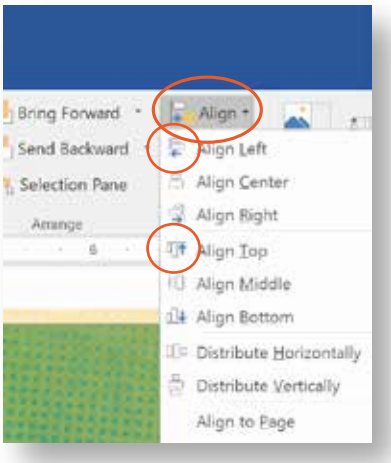
Cropping is a great way to use just a portion of the texture so the dots do not become too small from too much downsizing.

To crop: With the texture selected choose the "Picture Format" tab, click on the "Crop" icon. The eight sizing handles should now have cropping handles on top of them. Select and move any of the handles to reveal only as much of the texture you need for your purpose. Once you have the cropping close, you should now do the alignment and then possibly do a final cropping or sizing after that.



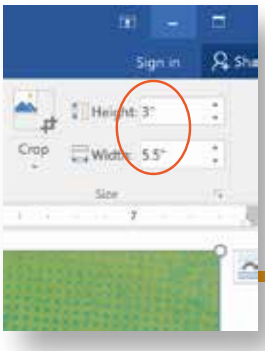
* *You can do the same steps in PowerPoint as well by following these same basic instructions. PowerPoint does make some of these steps (especially the cropping and aligning) a bit easier.*

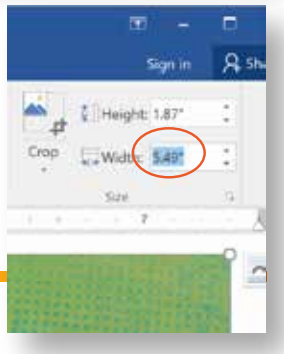
To align, select both the texture and the item you want the texture to overlay. Open the "Align" menu from the "Picture Format" tab, select "Align Left," repeat, but this time select "Align Top". After you have done this, you will have two edges and the top left corner aligned perfectly. Now you can do the final cropping if it is needed by just moving the right, bottom or bottom-right crop handles. If you are aligning the texture along a different edge, pick different "Align" icons accordingly.



It might be necessary to increase your zoom level by changing the zoom at the bottom-right hand corner of your document window to see how the edges match up.

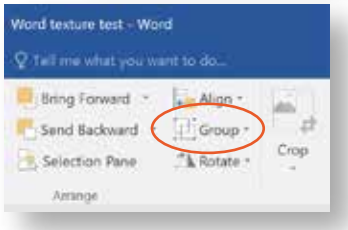
A good way to make sure the width of the texture and the bottom item match exactly is to select the bottom item. From the "Picture Format" tab on the far right you will see the selected item's dimensions; take note of its width. Now select the top texture if the width matches the bottom item then your done. If it does not, make sure the "Constrain Both Measurements" box is checked, select the width, and type in the width of the bottom item. Since Word sizes items from the top left corner out and you previously aligned that corner the texture should now be exactly the same width as the lower item and be aligned on the left, top and right sides.





Group

The final step is to group the texture (from the "Picture Format" tab) with the other item(s) below so one or the other does not accidentally get moved or deleted.



Experiment with the other colored textures. Try rotating and aligning to different edges, flipping and overlapping more than one texture. Just remember less is often better than more, so don't overdo it.

