

How to make a silhouette in Microsoft Word

1. Import picture into Microsoft Word (background removed)
2. Click on picture
3. Click "Format" (top toolbar)
4. Select "Picture"
5. Change Brightness (negative - black)
6. Change Fill - background color
7. Make additional changes to color, background, etc.
8. Click "ok" when done
9. Click "Insert" (top toolbar)
10. Select "Textbox" (or go to step 14 for word art)
11. Use mouse to place textbox in desired location
12. Type your "first name"
13. Change Font style and size

14. If prefer word art - Select "Insert" (top toolbar)
15. Select "WordArt"
16. Type your "first name"
17. Adjust Style and size

18. Click File (top toolbar)
19. Select "Save as" your Firstnamessilhouette
20. Where - Desktop
21. Click "save"

How to save as PDF instead of Word document

22. Click File (top toolbar)
23. Select "Print"
24. Click "PDF" button
25. Select "Save as PDF"
26. Save as- your Firstnamessilhouette
27. Where - Desktop
28. Click "Save"