Follow Step by step instructions on how to use templates.
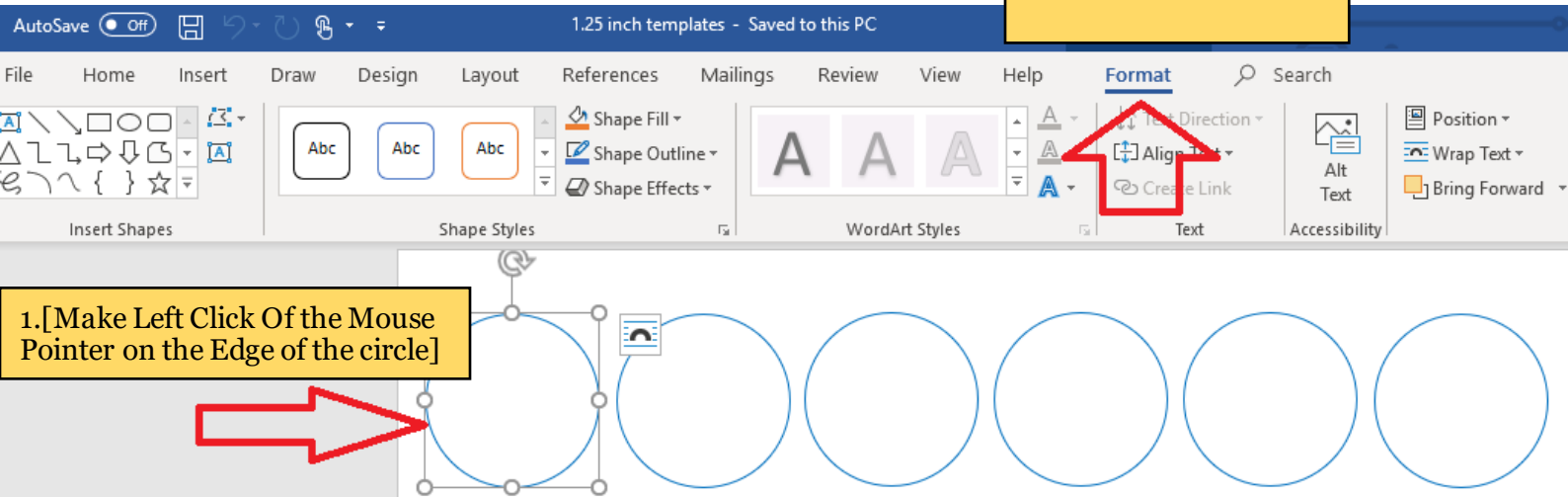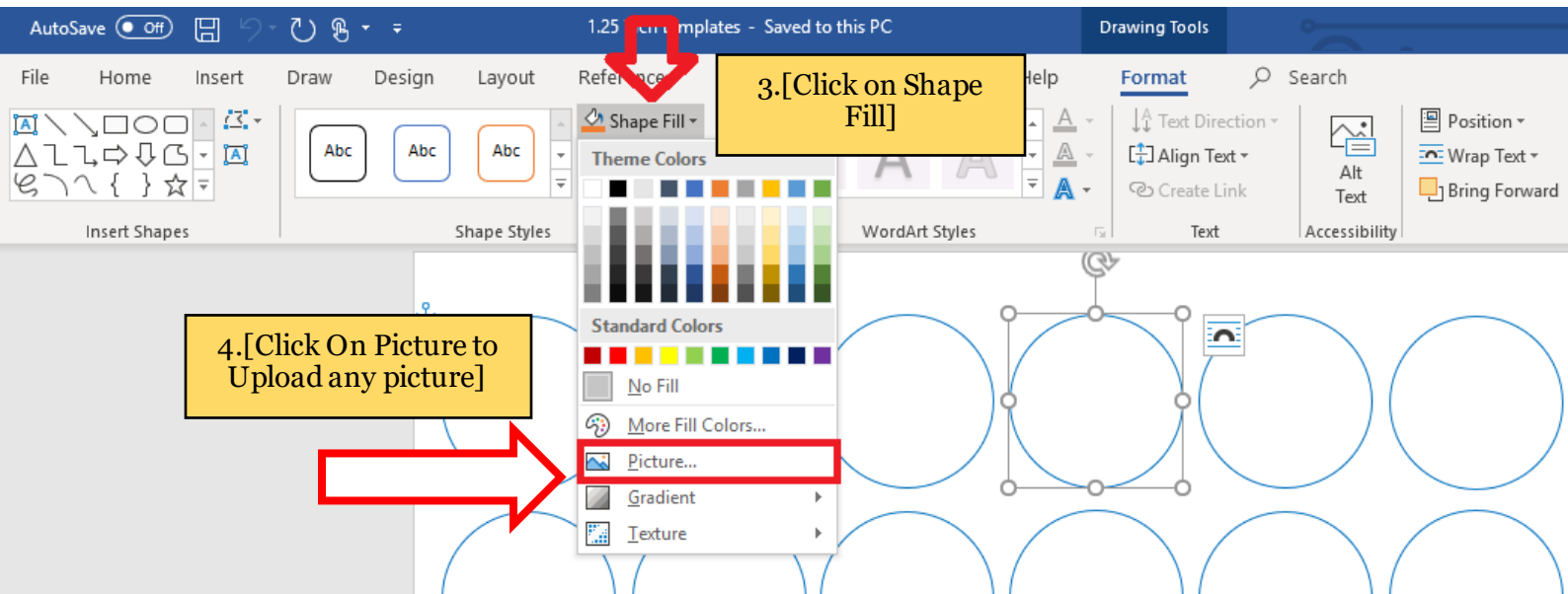
STEP : 1 – Formatting the circle

2.[Click on the Format Tab]

1.[Make Left Click Of the Mouse Pointer on the Edge of the circle]

STEP : 2 – Adding the pictures into the circles

3.[Click on Shape Fill]

4.[Click On Picture to Upload any picture]

Insert Pictures

From a File
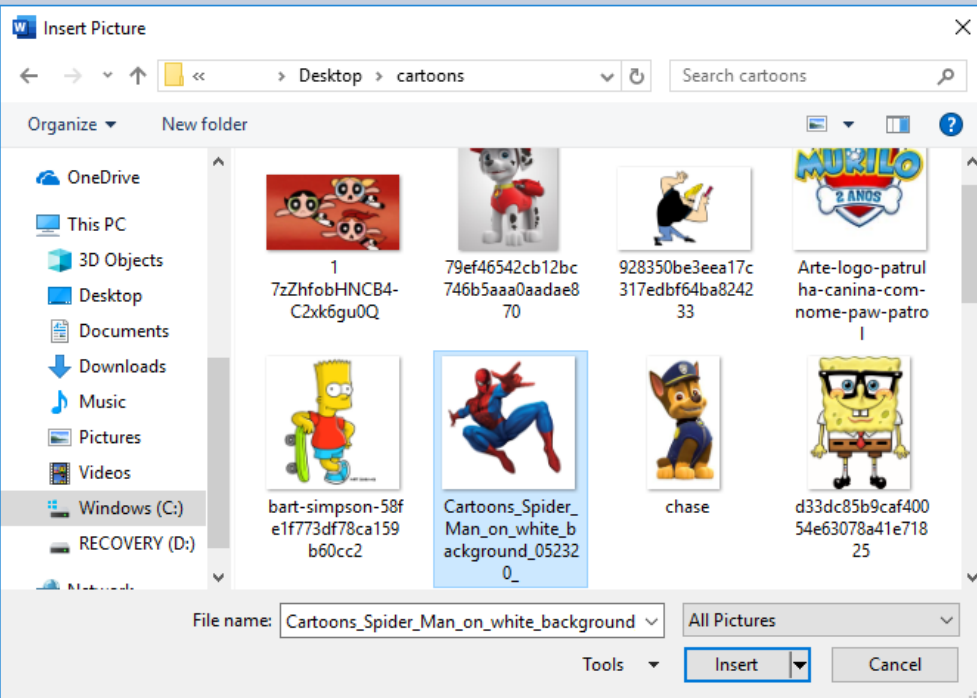Browse files on your computer or local network

Online Pictures
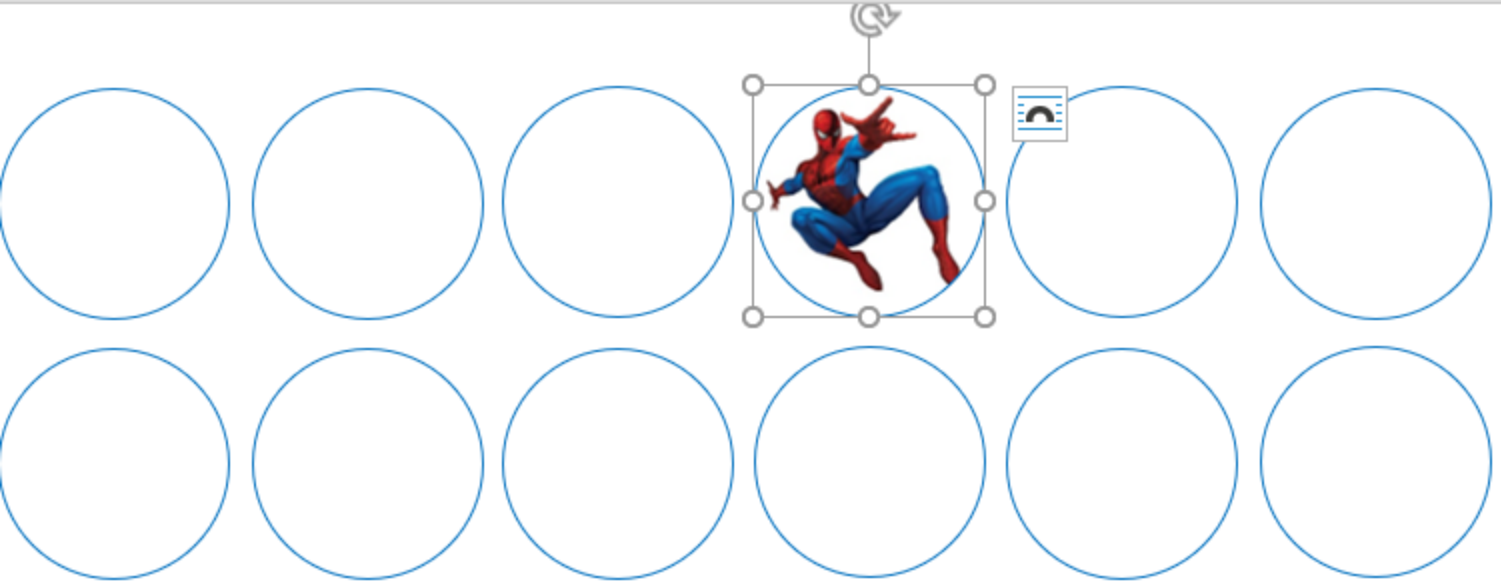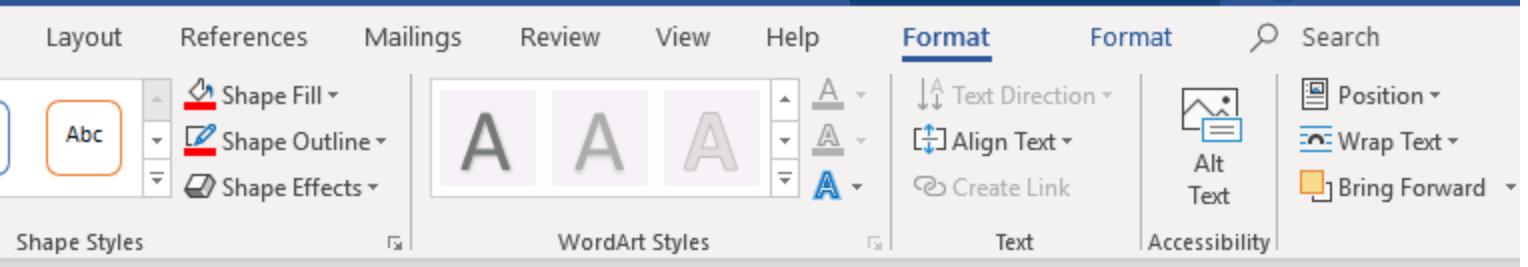Search images from online sources like Bing, Flickr or OneDrive

From Icons
Search the icon collection

Insert Picture

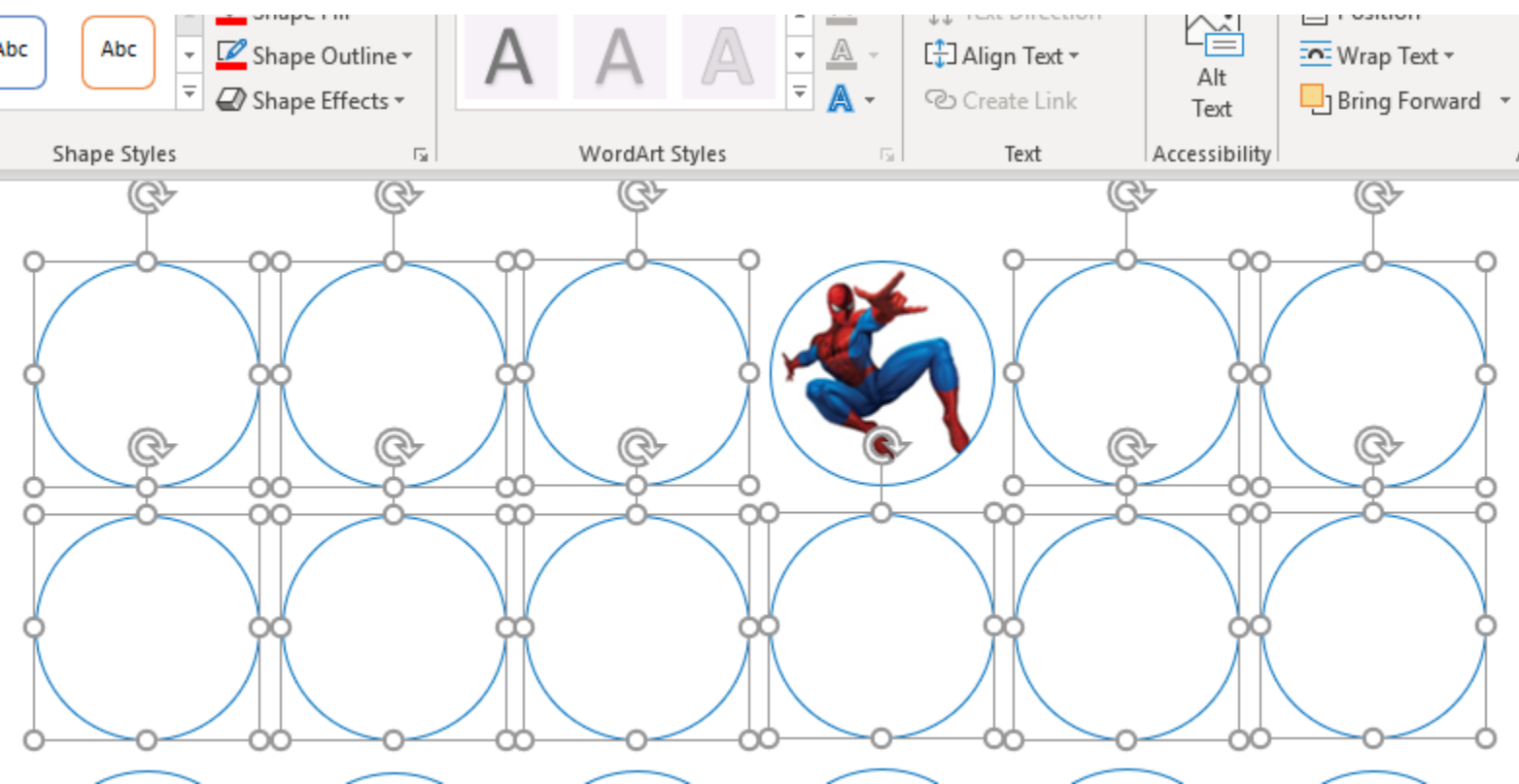Desktop > cartoons

Search cartoons

Organize ▼   New folder

OneDrive

This PC
3D Objects
Desktop
Documents
Downloads
Music
Pictures
Videos
Windows (C:)
RECOVERY (D:)
Network

1
7zZhfobHNCB4-
C2xk6gu0Q

79ef46542cb12bc
746b5aaa0aadae8
70

928350be3eea17c
317edbf64ba8242
33

Arte-logo-patrul
ha-canina-com-
nome-paw-patro
l

bart-simpson-58f
e1f773df78ca159
b60cc2

Cartoons_Spider_
Man_on_white_b
ackground_05232
0_

chase

d33dc85b9caf400
54e63078a41e718
25

File name: Cartoons_Spider_Man_on_white_background

All Pictures

Tools ▼   Insert   Cancel

Drawing Tools   Picture Tools

Help   Format   Format   Search

Text Direction
Align Text
Create Link

Position
Wrap Text
Bring Forward

Alt
Text

Text   Accessibility

MURILO
2 ANOS

l network

Bing, Flickr or OneDrive

From Icons
Search the icon collection

Abc

Shape Fill ▾
Shape Outline ▾
Shape Effects ▾

Shape Styles

A A A

A ▾
A ▾
A ▾

WordArt Styles

Text Direction ▾
Align Text ▾
Create Link

Text

Alt
Text

Accessibility

Position ▾
Wrap Text ▾
Bring Forward ▾
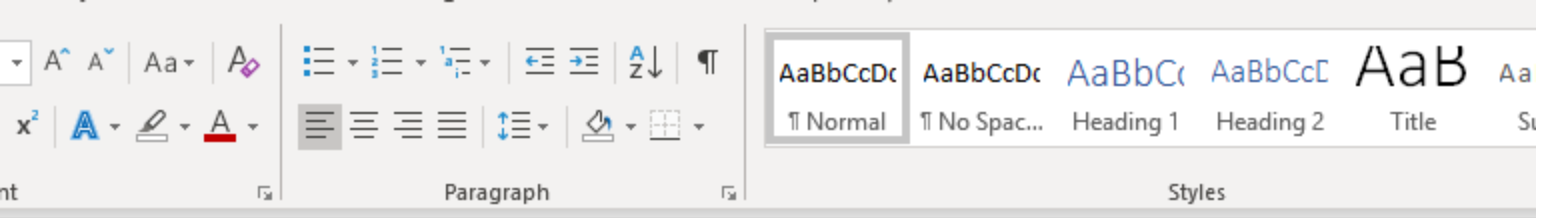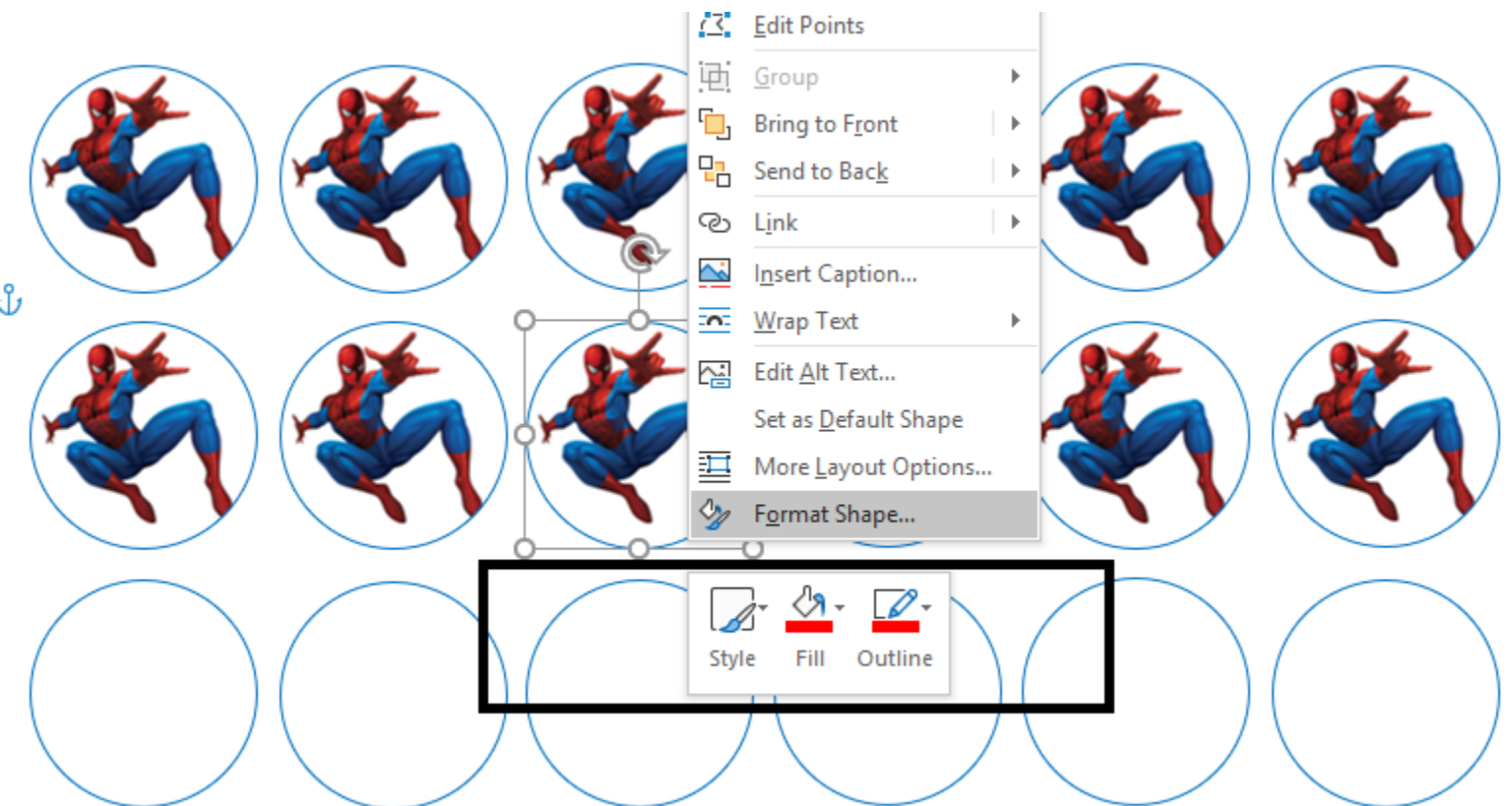

STEP : 3 – To use the same image in all circles press and hold "ctrl key" from your keyboard -> Select each circle by clicking on the edges of each circle

Abc Abc

Shape Outline ▾
Shape Effects ▾

Shape Styles

A A A

A ▾
A ▾

WordArt Styles

Text Direction
Align Text ▾
Create Link

Text

Alt
Text

Accessibility

Position
Wrap Text ▾
Bring Forward ▾

STEP : 4 – To add pictures in all circles Repeat STEP 2 and upload the picture

STEP 5 – To Remove or change the color of outline on the circle -> Make Left click again any circle on the edge -> Right click inside the circle -> Click on Format Shape -> Select Outline or Line to Change the color of the outline or select No fill to remove outline.

OR

Format Picture

▷ Fill

▲ Line

○ No line

◉ Solid line

○ Gradient line

Color

Transparency   0%

Width   0.75 pt

Compound type

Dash type

Cap type   Flat

Join type   Round

Begin Arrow type

Begin Arrow size

End Arrow type