

Add Captions to Your Photos

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Add text to your digital photographs - for free. Here's how to use the Paint program in Windows to add captions to your digital photographs.

1. Open Windows Paint. (Start, Programs, Accessories, Paint)

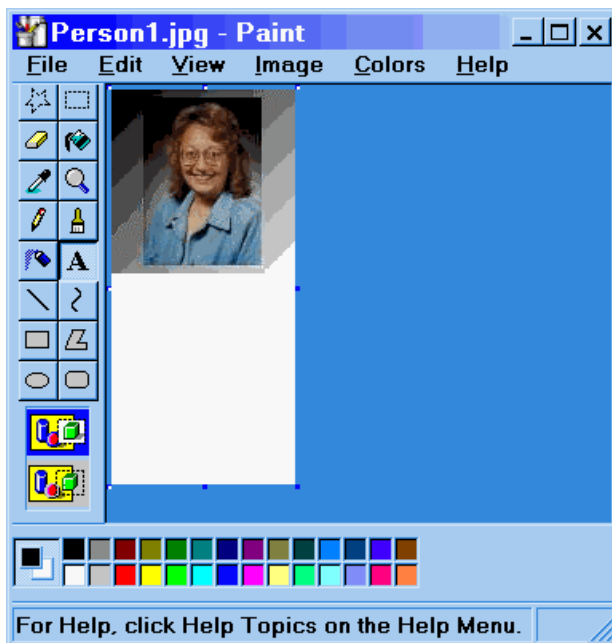
Click on the **View** menu. **Tool Box** and **Color Box** should be checked. If not, click to add a check mark. The **Tool Box** is on the left side of the Paint window, **Color Box** is at the bottom. See IMAGE 1 below.

2. Open your photo. (File, Open)

In the box for **Files of type**, choose **JPEG** or **GIF** or **All Picture Files**. Choose the folder containing your picture, select the file and click the OPEN button.

3. Add space for a caption.

IMAGE 1 - Caption White Space



You will probably want your caption below the photo. You can add space for your caption below the picture.

There are little boxes surrounding your picture. These boxes are called **handles**.

Put your mouse pointer on the middle handle below the picture. The mouse pointer will become a double-headed arrow.

Click and drag down to add white space to the picture. Don't worry about making the white space too large - you can resize it later. You want to make room to type your entire caption.

4. Set text colors.

In the Paint Color Box, set the text color by choosing a color with the left mouse button. Set the background color by choosing a color with the right mouse button. Your selected colors will appear on the left side of the Paint Color Box. The default colors are black text on a white background.

5. Create a text frame.

In the Paint Tool Box, click on the "A" button.

Put your mouse pointer in the white caption area.

The mouse pointer will become a cross-hair, with a circle at the center.

Move the mouse pointer to the top, left corner.

Click and drag the pointer diagonally to overlap all of the caption area. Release the mouse button. You may need to drag handles to complete the overlap.

6. Select font.

Click on the **View** menu, **Text Toolbar**. A **Fonts** window will appear.

Select the font, size, and style you want for the text.

7. Type your caption.

Click inside the caption area. Type your text. The text will wrap to fill the caption area.

You can change text and background colors. You can change the font.

Make sure the caption text is exactly what you want.

Then, click on the "A" button again to exit text editing.

Now you can drag the middle handle at the bottom to resize the caption area.

8. Save your new picture.

Use **File, Save** to replace your original picture, or you can use

File, Save As to create and name a new picture.

Now that you've seen how easy it is, you can add captions to all of your pictures!