Creating Oval Photos

Tutorial for Booklet

The oval frames in your booklet are 2.31” tall x 1.75” wide. These ovals below are the same size. If you insert your photos into these ovals, you can cut them out and paste them into the booklet. Here’s how:

1. Save all your photos to the same folder on your computer. Use photo editing software to crop your photos to be tall rectangular (5x7 ratio) headshots.
2. Insert them into these oval frames by clicking Right click on photo and click “format shape.”
3. At the top left, click the “fill” tab.
4. Click “picture or texture fill”
5. Under “Insert from:” click “File…”
6. Then select one of the photos in the folder you made. Repeat with the other oval frames.