

TO INSERT TEXT HERE:

Double click in this area. Place cursor where you want to enter text & type.

Property Name:

Municipality:

TO INSERT A PHOTO HERE:

Click in the box.
Then, go to your photo files on your computer.
Drag & drop a photo from your computer into the box.

OR

Click in the box.
Then, select MENU – INSERT – PHOTO – FROM FILE.
Browse to your photo & select it.
Click “insert.”

Photo 1.

TO INSERT TEXT HERE:

Place cursor in the box & type.

NOTE

This PDF document is an INSTRUCTION SHEET ONLY. Print it out as a reference. Then, open up the accompanying Photo Sheet Template – a Word document – and use the instructions here to add photos to the Word document.

TO START:

- 1) Use “Save As...” to save the Photo Sheet Template (Word document) as a separate document for each monitoring report. Keep the original Word document as a template.
- 2) After saving your unique Word document, copy and paste page 2 as many times as needed to accommodate your photos. To keep pages separate, insert page breaks as needed.

Photographer:

TO INSERT TEXT HERE:

Double click in this area. Place cursor where you want to enter text & type.

Date Taken:

Signature: _____