Learn How to Work with **3D Models** in **Word**

Word allows you to insert and manipulate a 3D model to view it from all angles and to highlight a feature.

This document will teach you some of the basics of manipulating 3D models.

The second page of this document is an example of a brochure using a 3D model.

The third page provides some instructions and tips on using 3D models in your documents.

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| Residential House  This will be the first thing potential buyers will read about the home. Use this area to highlight its outstanding features. Property **details**Bedroom information  * # of Bedrooms (Lower): 1 * # of Bedrooms (Main): 2 * Master Bedroom on Main Level  Bathroom information  * # of Baths (Full): 1 * # of Baths (3/4): 1 * # of Main Baths (Full): 1 * # of Lower Baths (3/4): 1 | This will be the back of the brochure when it is folded. Use this area to list some other features of the home and encourage readers to open up!  You could also insert additional photos of the property. On the Insert tab of the ribbon, click on Pictures. After inserting the image, select it, right-click, then select Size and Position > Text Wrapping to choose the best option. About US  * You could include a bulleted list of your services and the benefits of working with your agency here. * This description should effectively summarize how you stand out from the competition.   This text style could be used for a testimonial or a call-to-action e.g., “Contact us today.”  Street Address, Address 2  City, ST ZIP Code  **Phone:** 555 555 0125  **E-mail:** someone@example.com  **YOUR LOGO** |  |
| Property  Address  Short tagline about the property |

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| This brochure is yours to tailor to your needs. It will teach you some basics about using 3D models in Word.  Play with the 3D model of a home above to learn by doing. Look out for the Try it text in red for some features to practice.  We’ve created styles that let you match the formatting in this brochure with just a click. On the Home tab of the ribbon, check out the Styles gallery.  To easily customize the look of this brochure, on the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries.  **Customize** this brochure  Use the Themes, Colors, and Fonts galleries to customize this brochure and match your logo colors and branding. On the Insert tab of the ribbon, you can select a picture from your files or add a shape.  **Insert** a 3D Model into a Doc  You insert 3D models into your files much the same way as any other image.  Try it: Put your cursor at the end of this paragraph, and go to the Insert tab of the ribbon, select 3D Models and then From a File.  **UsE** 3D model views  If you prefer to use one of several preset views of the 3D model, you can use a 3D Model View.  Try it: Select the model, then select 3D Model Tools > Format and choose a view from the 3D Model Views in the ribbon. | **Explore** your 3D model Word allows you to manipulate the 3D model once it’s inserted. Rotate and tilt it to view from the top or find an interesting feature.  Try it: Select the model and use the 3D control in the center of the object to rotate it. Notice how you can see the object from all angles, even from below!  Just as you do for a regular image, you can also make the image larger or smaller by dragging the image handles at the corners of the image. | **Align** a 3D model As for a regular image, you can drag the 3D model around to position it on the page. The Align tool will also help with placement.  **Try it:** Select the model, then select 3D Model Tools > Format and select Align from the ribbon for options for placement.  You can use this text style to draw attention to important information. | |
| Residential House Residential House | | |
| Add a caption here that will encourage your readers to use the 3D features | | |
| **Use** Pan & Zoom Pan & Zoom allows you to control how the 3D model fits within the frame. Use it to focus on a feature, or to move the model around within the frame.  **Try it:** Select the model, then select 3D Model Tools > Format and choose the Pan & Zoom button from the ribbon. A little magnifying glass to the right of the image allows you to make the model appear larger or smaller within the frame. Try zooming in to view more detail of a feature. Then click and drag the model within the frame to move it around. | |  |