

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.



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.”



YOUR LOGO

Street Address, Address 2
City, ST ZIP Code

Phone: 555 555 0125

E-mail: someone@example.com



PROPERTY ADDRESS

Short tagline about the property

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.



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.