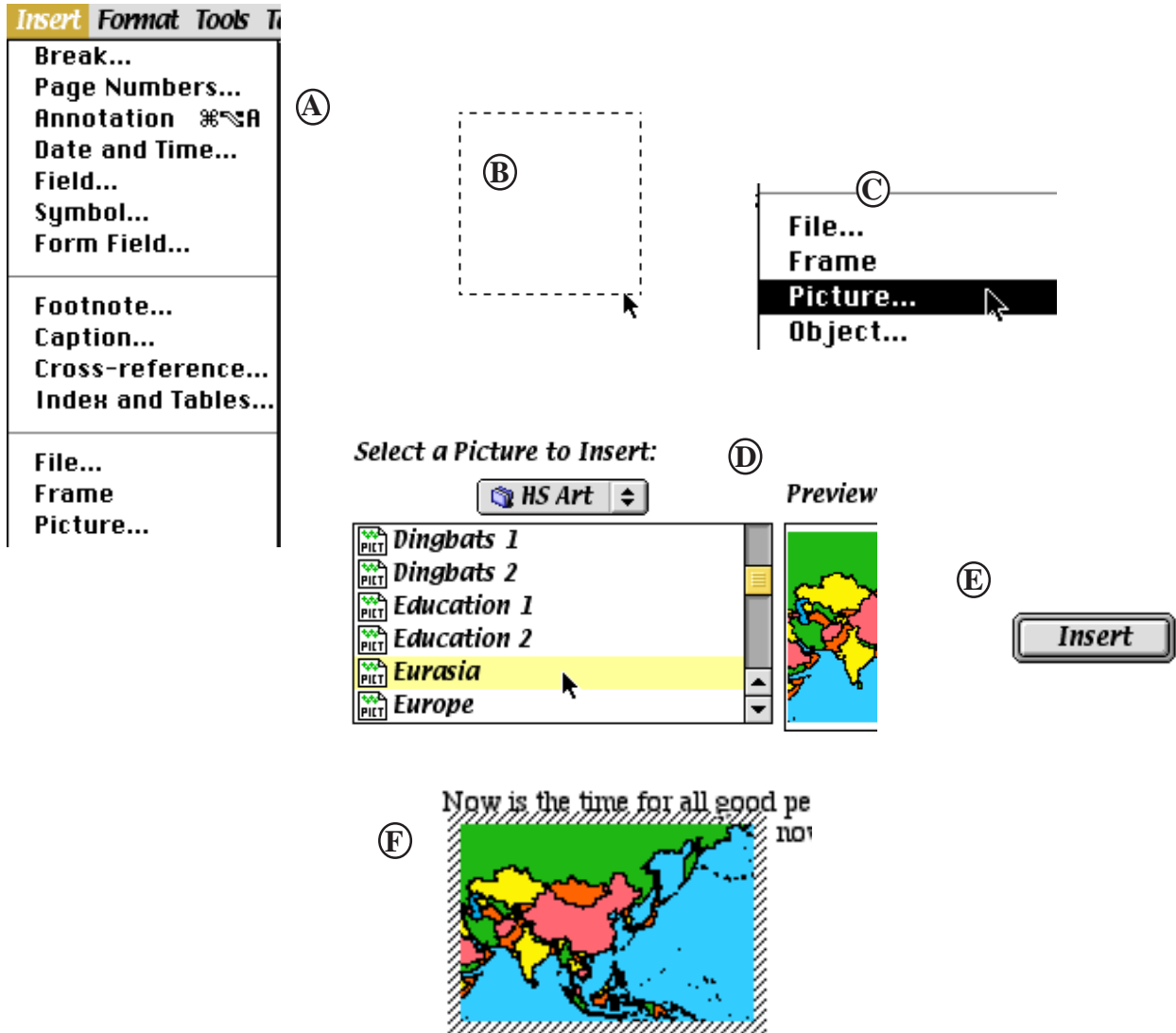
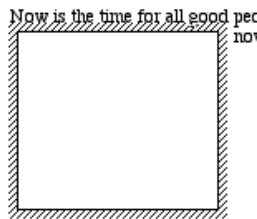


Inserting Images into Microsoft Word

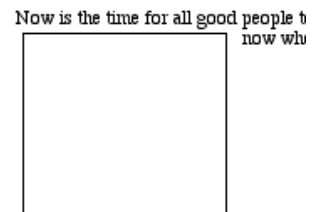
1. From the Insert menu select “*Frame*” to insert a frame into the document (A).
2. Draw the frame by dragging the mouse (B).
3. From the Insert menu select “*Picture*” (C).
4. Select the image to be inserted (D). Click once on the Insert button (E).
5. The final result (F).



Resize the Frame



Insert Picture



Insert Text

Inserting Images into Other Applications

Suggested Practices

1. Save the image files in PICT format if you plan to use them in desktop publishing programs or multimedia (i.e. MS Word, PageMaker, HyperStudio)
2. Save the image files in JPEG or GIF format for use on the web.
3. Re-size the image by dragging from the corner while holding down the shift key. This keeps the height and width in perspective.

Note: *Some programs do not require holding down the shift key. Try changing the height of an image using a corner grab handle. Immediately use the undo command to return the picture to its original proportions. If the re-size works, using the shift key is necessary to maintain the original height/width ratio.*

4. Some images can be copied and pasted from one file to another. If your computer has “drag and drop” capabilities (most new computers’s do) an image can be dragged from one file to another.
5. File conversion programs (such as GraphicConverter) can change the format of a picture. For example, a PICT file can easily be changed to a JPEG file for web use.
6. Pay attention to how different programs insert graphics. Some allow graphics to be moved or re-sized after insertion. Others like HyperStudio have multiple ways to insert a graphic resulting in different editing capabilities after insertion.