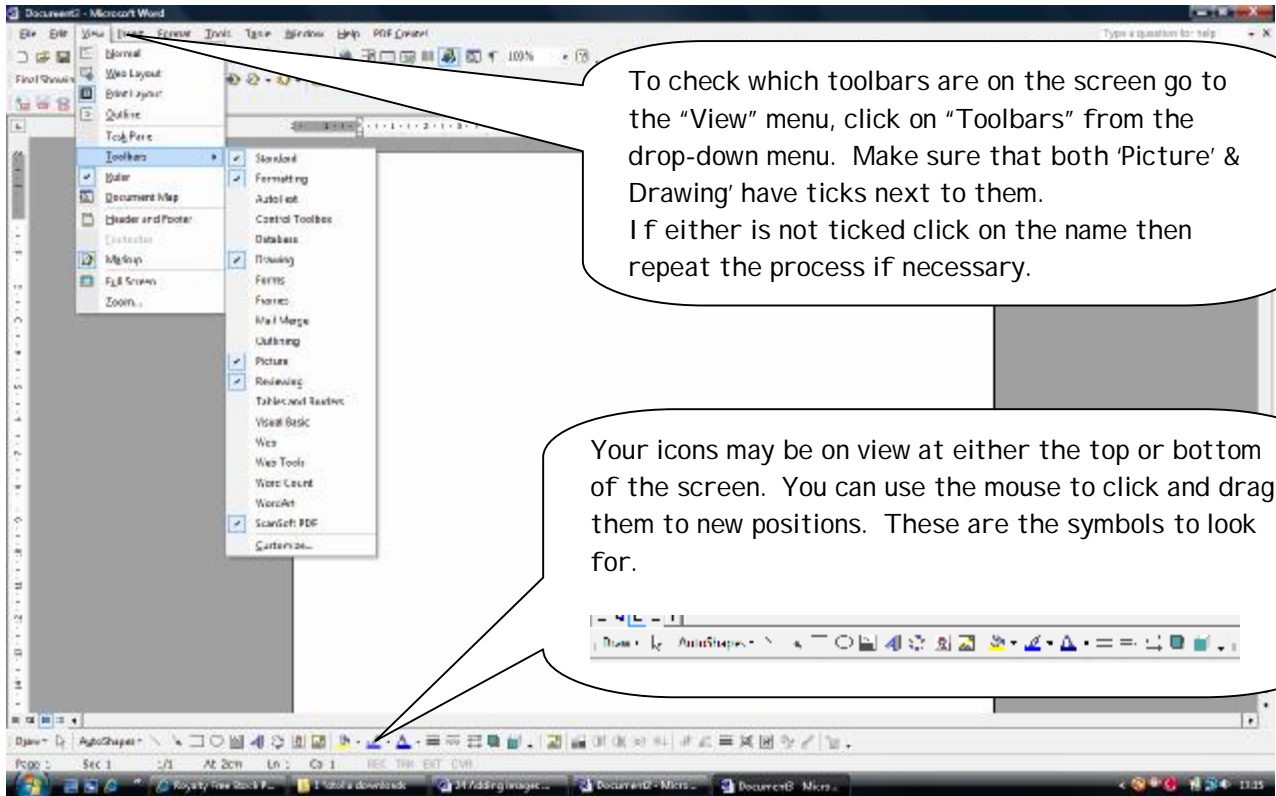



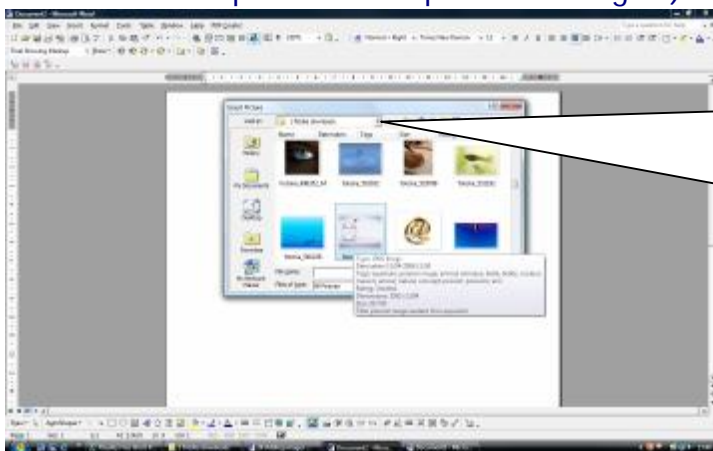
To insert an image or picture, first save it to your computer – usually in “My Pictures”.

Open up a blank Word document. It's useful to have a space above and below your image so press the [Enter] or [↵] button 3 times then use the up arrow once to move up 1 line.

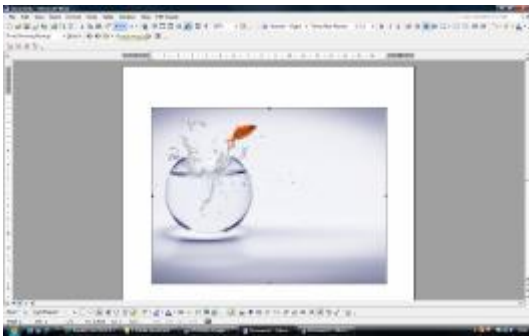
To make use of the symbol short cuts check that the correct “toolbars” are on view.




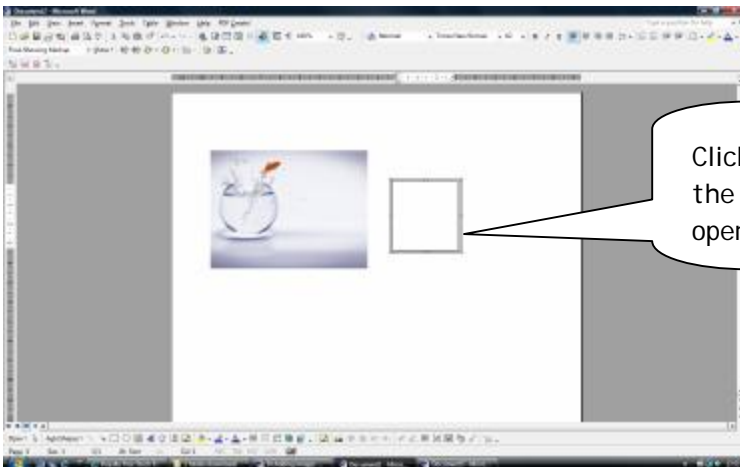
You can use a symbol  to insert an image. (If you can't find this on the screen go to the “File” menu, click on “Picture” from the drop-down menu and select “From File” from the options that open to the right.)




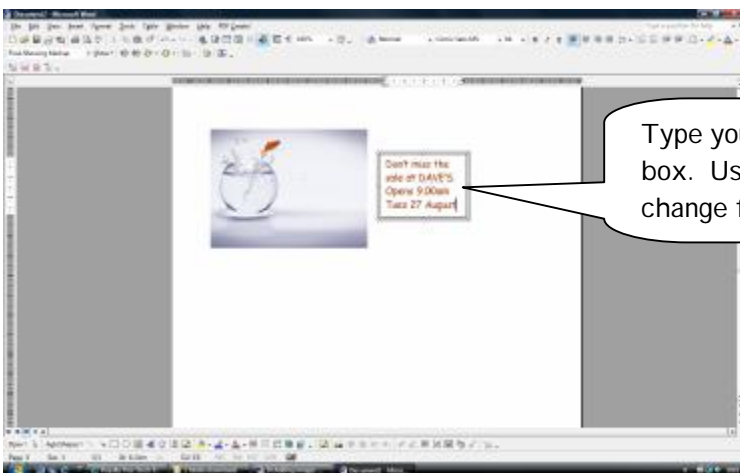
The image can now be justified left/right/centre as for text. It can also be re-sized, cropped etc. See Gerry for help with this. It's easy to show with a PC but difficult to explain here as there are a range of options.



To add text make use of the 'Text box' feature. This will control the position of the text on the page and with a few changes sit happily over the image. This is the icon you are looking for .



Click on the text box icon  then use the mouse click on the screen and drag open a box.



Type your information in the text box. Use the normal controls to change fonts, size, colour etc.



Click on the text box and move the mouse towards an edge. When you see this 'double arrow' ⇄ click the left hand mouse button and hold it down. You can now drag the box around the screen.
Don't worry if it covers part of the image as here.



Again click on the box and move the mouse to a side until you see the double arrow ⇄. Click the RIGHT mouse button and select 'Format Text Box' from the menu that appears.



To make the box transparent go to the "Colors and Lines" tab find the area headed "Fill". Use the drop down arrow by "Color" and select "No Fill"



To remove the outline under 'Line' use the drop down arrow by "Color" and select "No Line"
Click [OK]



The outline of the text box has disappeared and the full image can be seen.
Boxes can also be coloured and other shapes can be used in the same way - see below.
Ask Gerry for further details.

