

Insert Pictures to a Document

Pictures and images make a document more attractive and meaningful. Below are the steps in inserting pictures to a document.

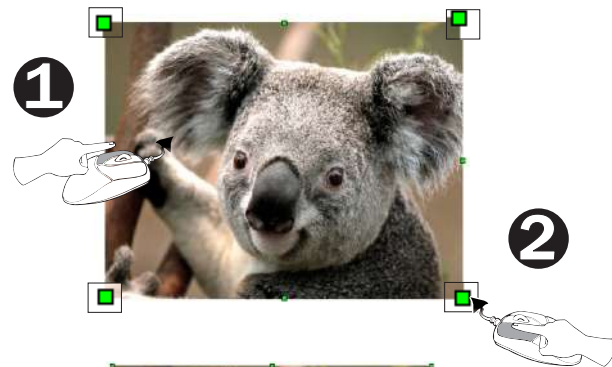
1. Launch OOo4Kids Writer and open the document where you want to insert the picture.
2. Click the image button.
3. Locate the image or picture you want to insert. Choose the drive and folders location.
4. Click the file you want to insert.
5. Click the open button.



Formatting Pictures

Resize Image

1. Click the image.
2. Drag and the green corner handle to resize the image.



Wrap Text Around the Image

1. Click the image then right click.
2. Select Wrap then click Page Wrap.
3. Drag the picture to your desired location in your document.

