Lesson 8

Inserting Pictures

The **Insert Picture** feature provides you access to more than 850 clipart pictures.

How to insert a picture

1. Click the **Insert Picture** button. The Insert Picture dialog box will be displayed.

2. On the left is the category selector, and on the right are the pictures that you can insert from a chosen category. Click on a particular category.

3. You can move between the 🖼 Clipart Gallery, 🖼 Personal Clipart Gallery, and 🖼 Scanned Images Gallery by clicking the appropriate button.

4. Use the navigation buttons to view the different categories.

   If you are within the Personal Clipart Gallery or Scanned Images Gallery, these buttons provide you with different cliparts or images.

5. Choose a category and then click the picture that you want to insert (it will appear with red border).

6. Click the OK button to insert the picture into your document or click the Cancel button to return to your document without inserting the picture.

Inserting Scanned Images

To insert a scanned image into your document, the image must be placed into a specific directory.

You can add scanned images such as bmp, tiff, jpeg, png, and gif files to the scanned images folder in C:\Programs Files\Scholastic Keys 2007\Content\Scanned Images or by using the Content Wizard.

How to Insert Scanned Images

1. Click the **Scanned Images** button.

   If you have scanned images on your computer or network, the following dialog box will be displayed.

2. Select the image that you want to insert into your document.
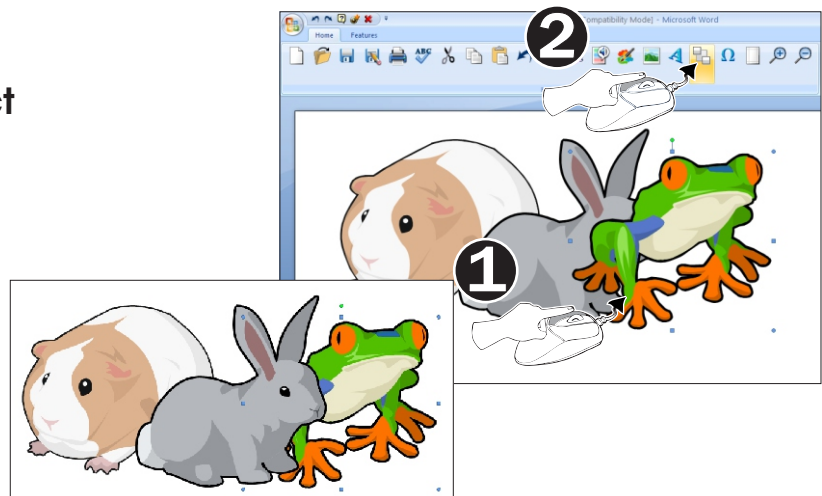
3. Click the **OK** button.

Sending to Back

When placing pictures, shapes, or callouts within a document, larger objects can completely cover smaller objects. You can use Send To Back to correct the object layering.

How to Send To Back an object

1. Select an object, i.e., a picture, shape, or callout.

2. Click the **Send To Back** button.

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Inserting Symbol

The Insert Symbol function allows you to add a symbol to your document.
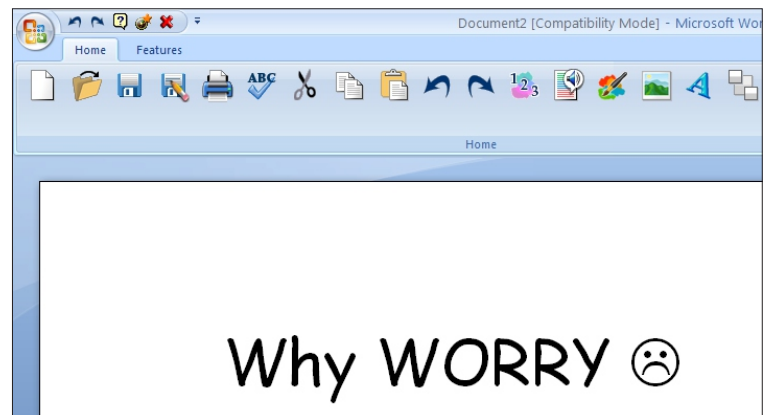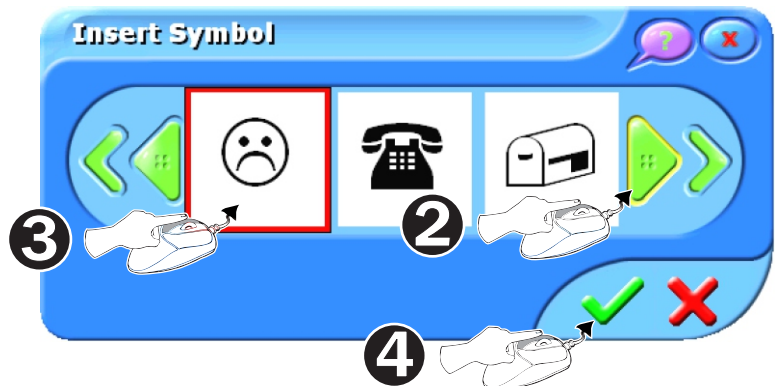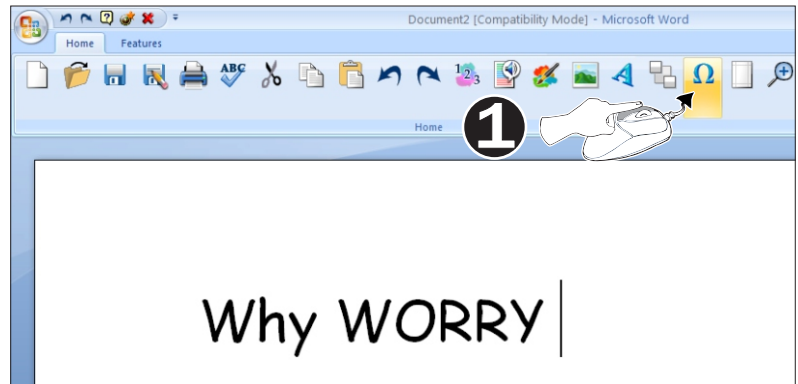
How to Insert a Symbol

1. Click the **Insert Symbol** button.

   The Insert Symbol dialog box will be displayed.

2. Use the navigation buttons to view the different symbols.

3. Select the symbol (it will appear with red border).

4. Click the **OK** button to insert your symbol into the document.

Inserting WordArt

The Insert WordArt button allows you to add WordArt to your document.

How to Insert WordArt:

1. Click the **Insert WordArt** button.

   The Insert WordArt dialog box will be displayed.

2. Use the navigation buttons to view the WordArt Effects.

3. Select a **WordArt Effect** (it will appear with red border).

4. Click in the **Text To Insert** text box and type your text.

5. Change the **Font** and/or **Font Size** by clicking on the appropriate buttons.

6. Change the font to **Bold** or **Italic** by clicking on the appropriate buttons.

7. Click the **OK** button to add the WordArt to your document.

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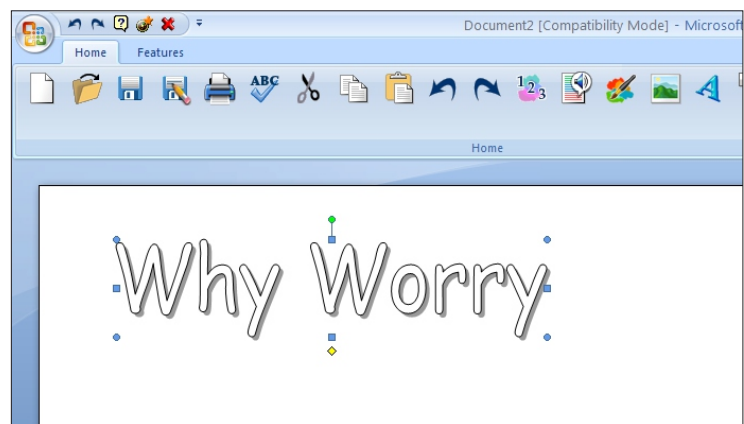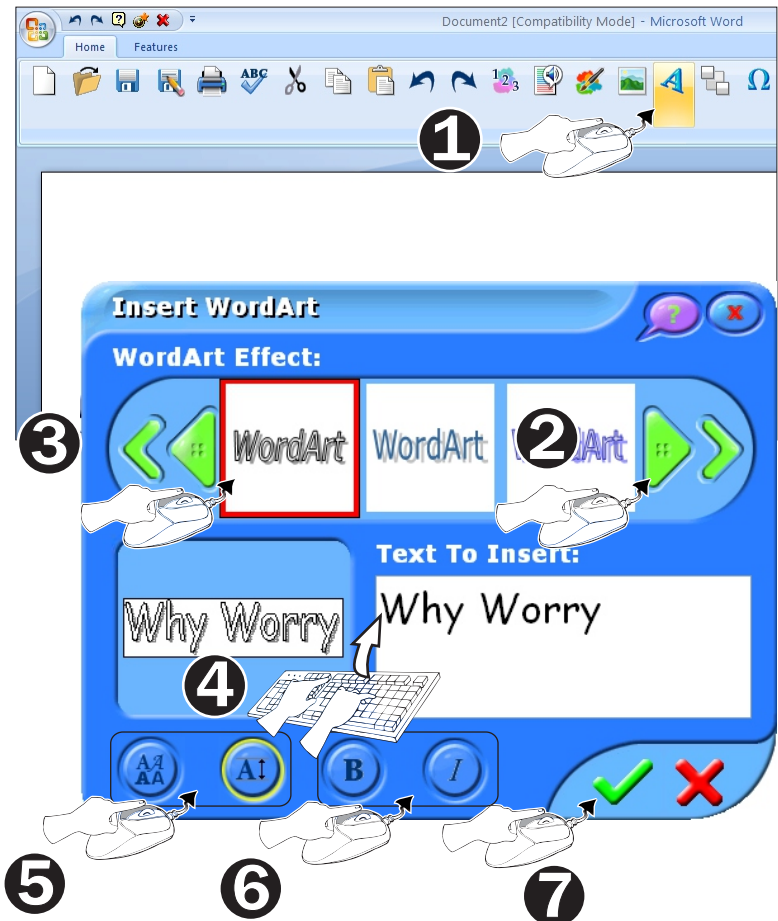
Inserting Page Borders

The **Insert Picture** feature provides you to add pictures to your document border. It is located at the Home tab.

How to insert a Page Border

1. Click the **Pager Border** button.

2. Select the image border from the list that you want to insert into your document using the navigation button.

3. Click the **OK** button to apply the page border.

Merry Christmas and a Happy New Year