

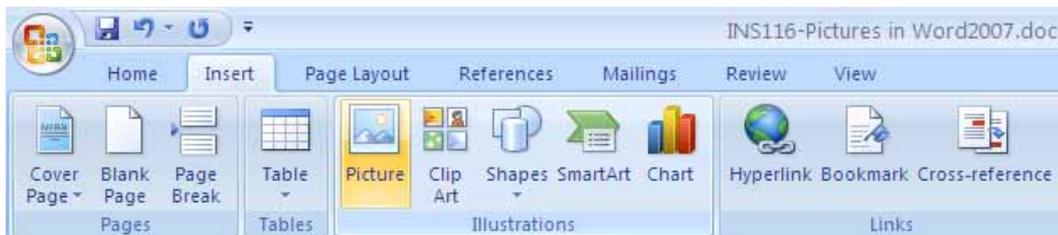
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# Inserting a picture and scanning in *Word*® 2007

This document describes how to insert pictures and scanned images in *Word*® 2007. Also included is a guide to the new formatting options and how to enhance an image that you insert. Scanned images need to be saved before you can insert them.

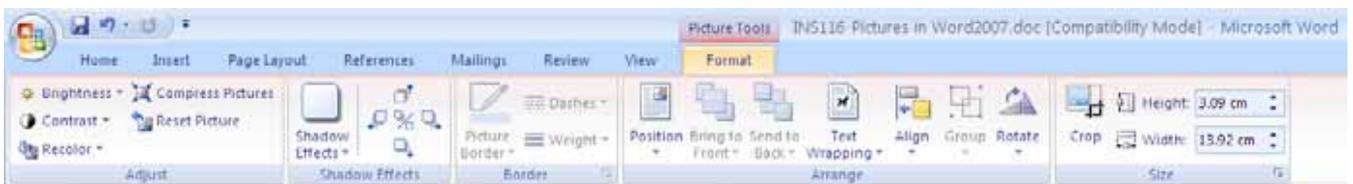
## Inserting a picture

- From the insert tab on the main menu, select picture.
- Use the 'look in' box or links at the side to navigate to the image you require.
- Use a double click on the image or click insert, the image will then appear in your document.



## Formatting a picture

Word® 2007 has a number of new formatting options to enhance any image you insert. These options can now be accessed by first highlighting the picture and then using the Picture Tools – Format tab that appears.



Here you can change brightness/contrast, resize or crop, position and text wrapping as well as adding shadow effects. If you hover the mouse pointer over one of the options it will display the adjustment without applying this to your image.

### To Crop

- To crop your image click Crop from the Format tab.
- Using one of the blue boxes at the edge of your image click and hold the mouse button, and then drag this to the desired position. The image will then be cropped to this point.

### To add Shadow Effects

- Click Shadow Effects and then hover over the styles. Your image will display a preview of the highlighted style.

- Once you have chosen a style, simply click it and it will be applied.

## Text Wrapping and Position

- Use Text Wrapping to position the picture behind or in front of the text, in line with text or use tight to enable the image to be positioned anywhere.

When using *Word*® 2007 file format (.docx) the format menu will also contain a number of picture styles. When the mouse pointer is over these styles a preview will be displayed on the selected image.



## Scanning in *Word*® 2007

You can no longer scan directly into *Word*® itself. You can scan an image using your scanner software, then save it and insert it like any other image. When saving your image a common file format would be .jpg .jpeg or .bmp for higher detail (large file size). This can then be inserted using the information above.

## Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771

Brindley IT Centre: 01782 294135

Octagon IT Centre: 01785 353339

Online: [www.staffs.ac.uk/ishelp](http://www.staffs.ac.uk/ishelp)

Email: [libraryhelpdesk@staffs.ac.uk](mailto:libraryhelpdesk@staffs.ac.uk) (for all IT and Library queries)

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