

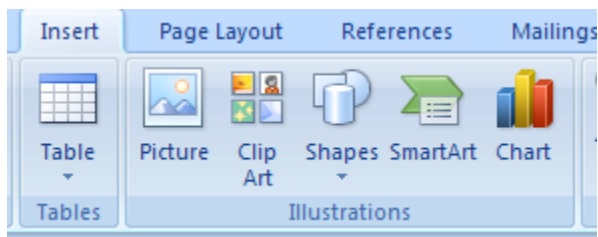
4 Steps to Inserting Images

By Dick Evans

When inserting an image, remember the four steps.

1. Insert
2. Size
3. Style
4. Compress

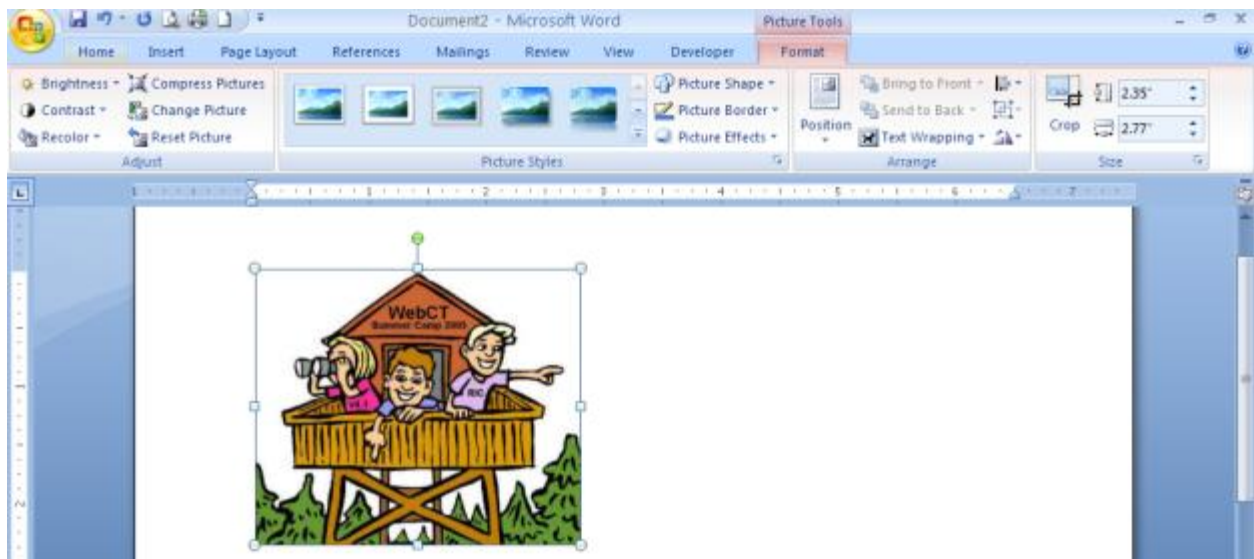
Insert



Place the insertion point at the target location, then Insert > Illustration > Picture (or Clip Art).

Locate the image and click Insert

Size



If necessary, double-click to select the image.

Format > Size and choose the exact height or width. Alternatively, use the sizing marks on the select image to drag to the desired size. Remember to only use corner circles, as dragging one of the squares will change the proportions of the image. The green circle is the rotate handle. Drag it right or left to rotate the image.

Style



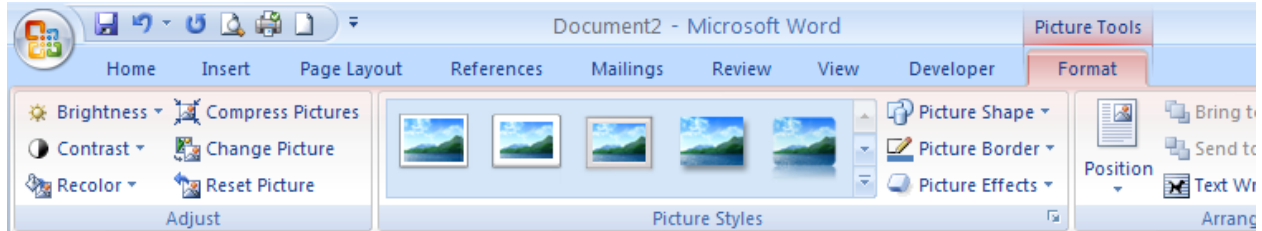
Format > Picture Style and mouse over using Live Preview to select the desired style. When found, click to keep it. More style options using the more button (down arrow) and the Shape, Border, and Effects commands.

Compress

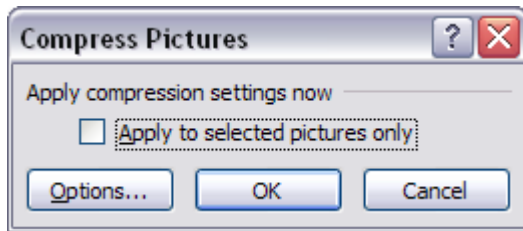
Images, especially digital pictures, can be very large. Inserting a 1gb image into a document will automatically add 1gb to its file size. Resizing and styling may make it appear small, but the actual image behind the scenes remains at 1gb. Add a few more images to the document and you end up with a file which cannot be easily sent electronically by email.



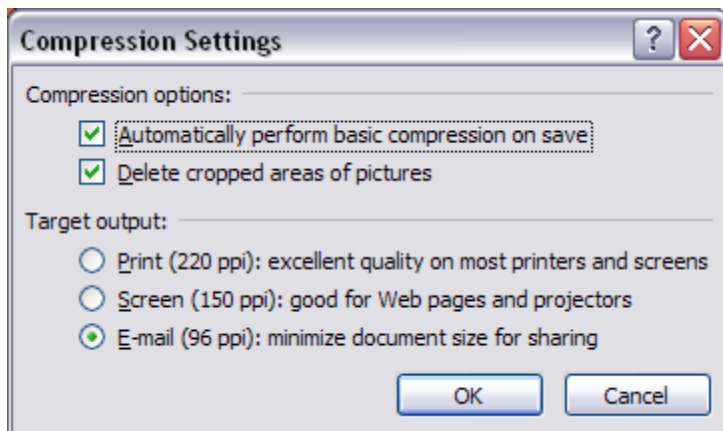
Double-click the image to select it



Format > Adjust > Compress Pictures



Click Options...



Set the Target output. I find 96 ppi to work well. The picture quality is still good for printing and for emailing.

Click OK, then OK and all pictures in the document are compressed. The file size of that document with a 1gb image is now probably under 50k!