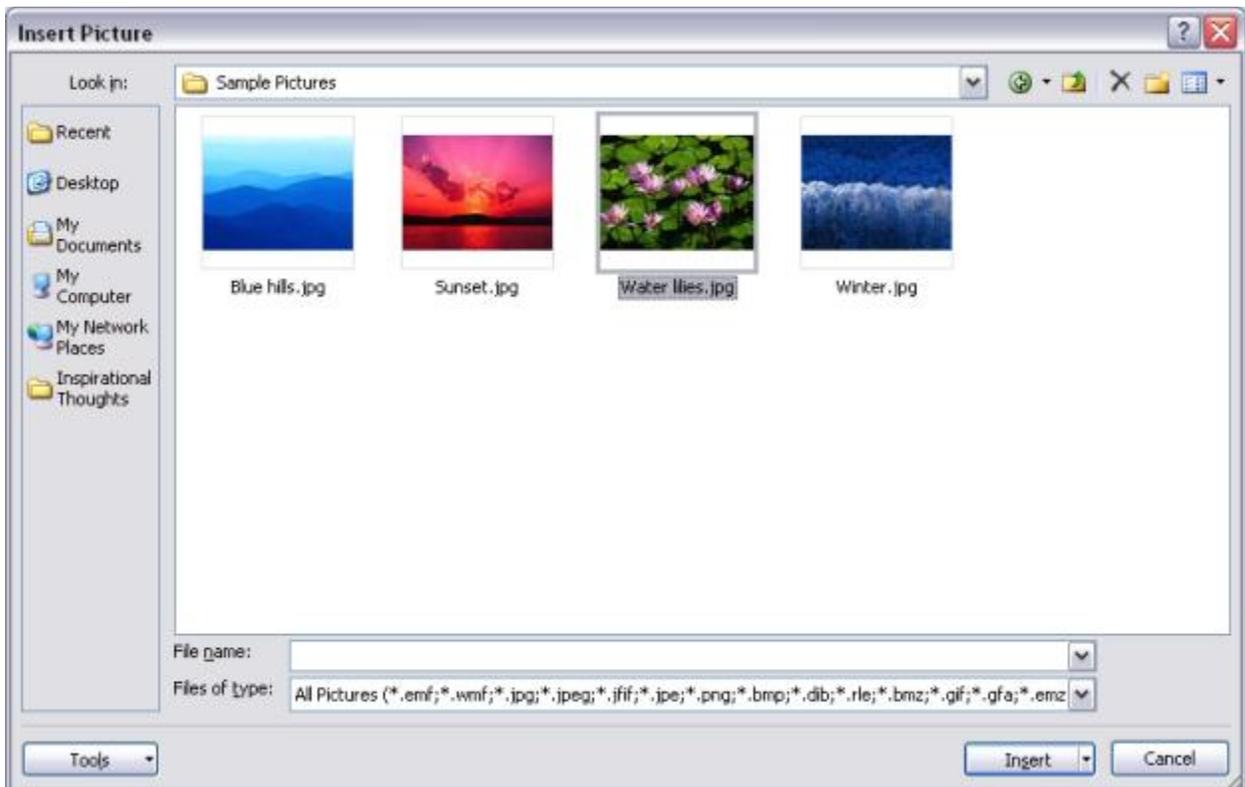# Images in Word 2007

By Dick Evans

Four steps to inserting a picture or clipart:

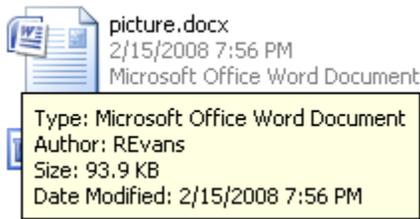1. Insert it
2. Size it
3. Style it
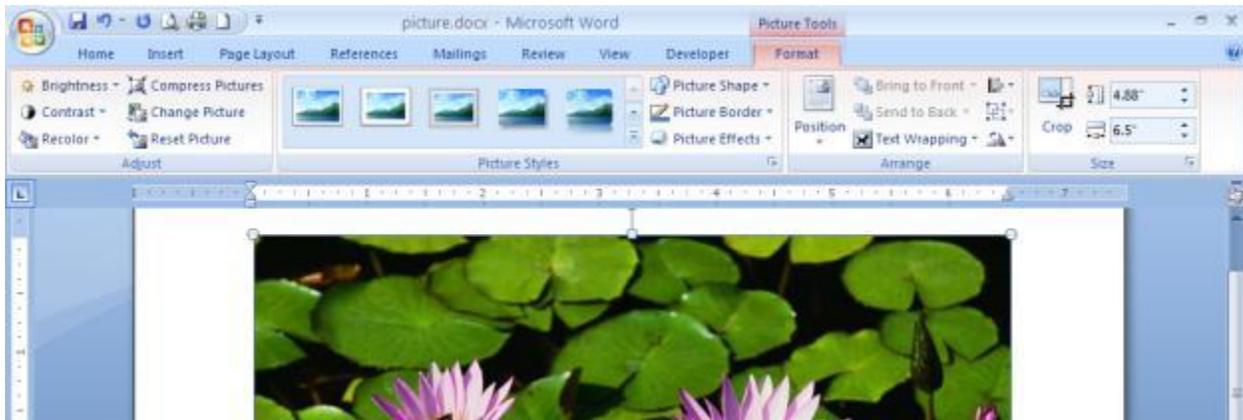4. Compress it

1. Insert > Illustrations > Picture

2. Locate the Sample Pictures folder, select the Water lilies, and then click Insert

3. Now Office > Save as calling it picture (remember where you put it)
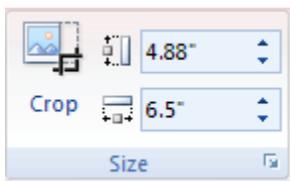

4. Find and check the size of the file. Mine is 94k. (FYI – Office 2007 files are about 70% smaller than the same file built in Office 2003)
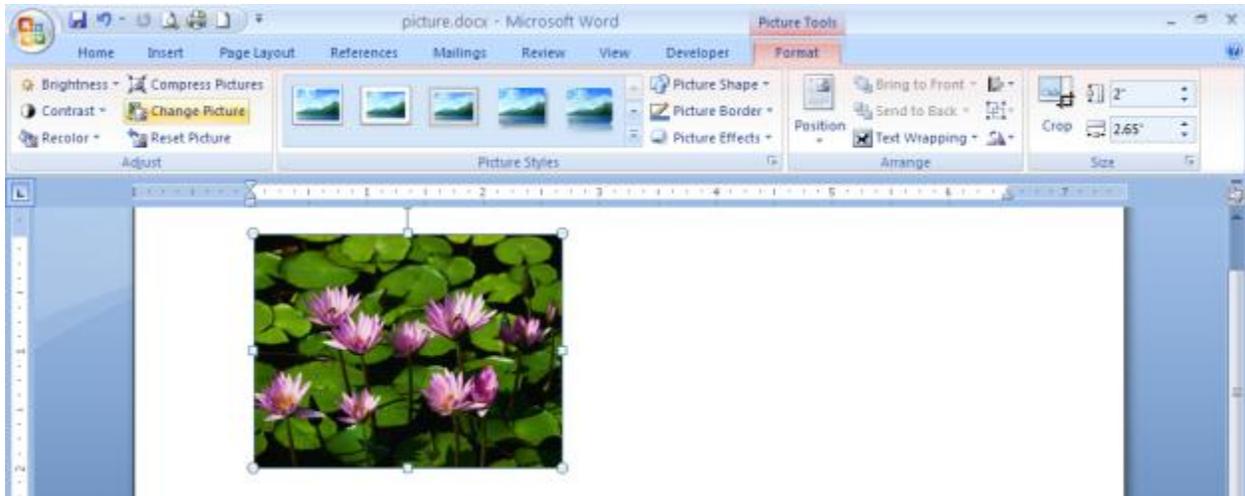

5. Size the picture

Notice the contextual Picture Tools > Format tab and Ribbon? This appear whenever you select an image. Use the corner (the white sizing circles) or locate the command at Format > Size
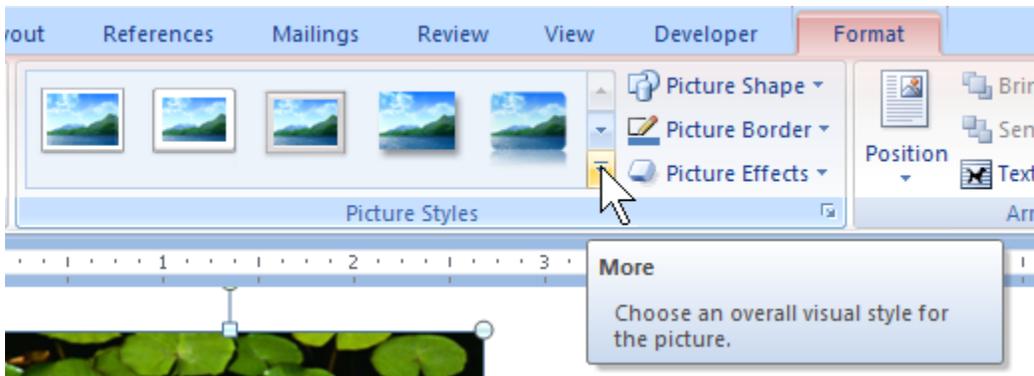

6. Using the height scroll button or be simply selecting and typing 2, change the height to 2" (the " is not necessary)

Apply a Picture Style

7. On the Format ribbon, locate the Picture Style group. As you mouse over the selections notice the changes in your image. This is a Live Preview. When you find one you like, click to apply it.
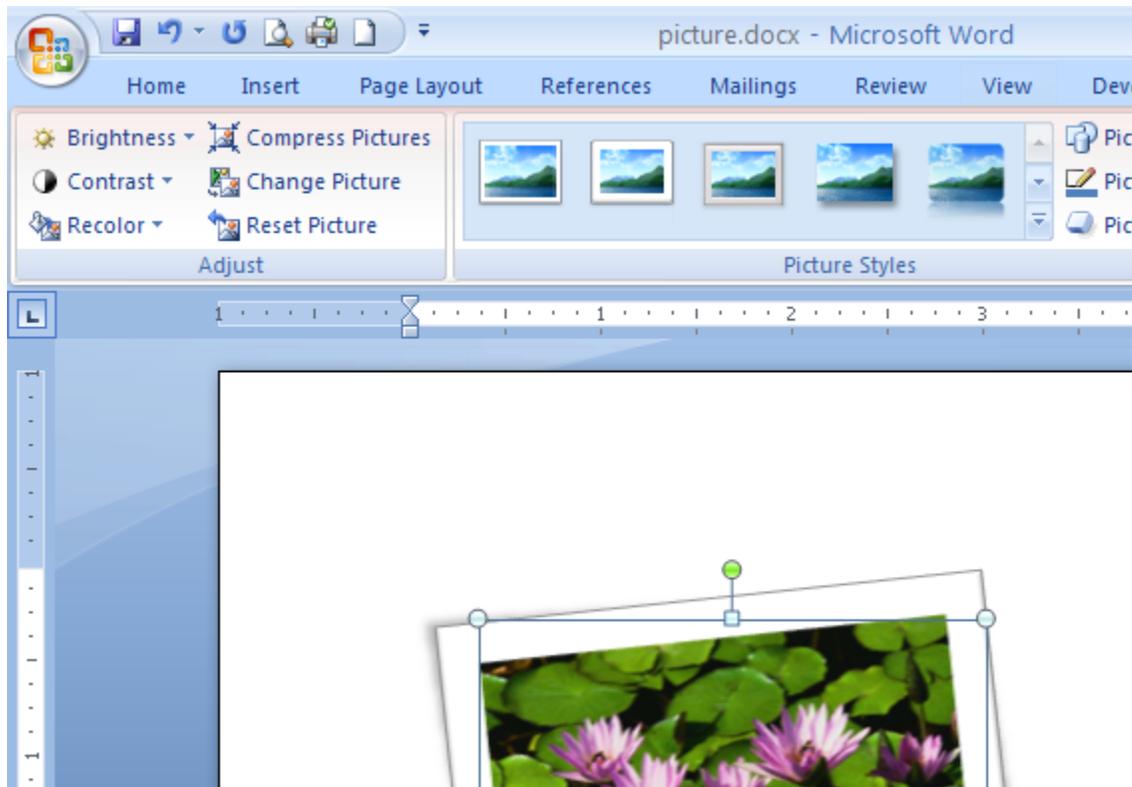

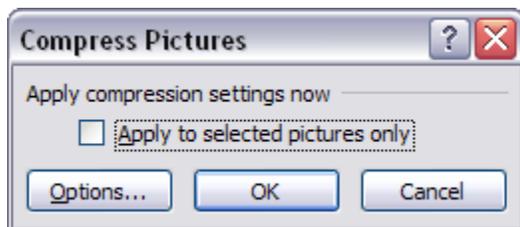8. For more effects, click the More button

A lot more options than just inserting an image… There are many more commands to get acquainted with on this ribbon.
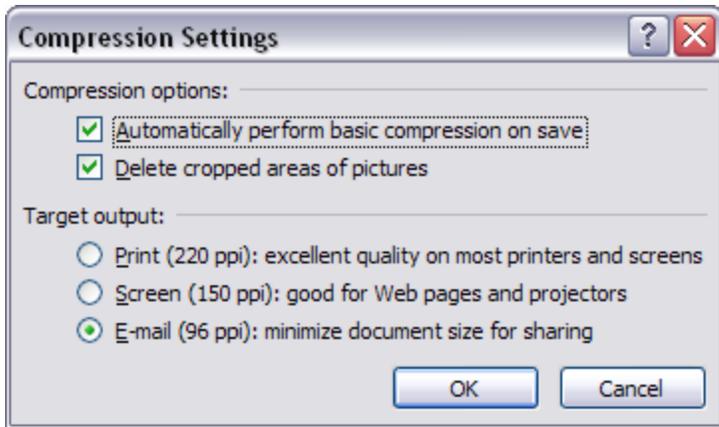
9. Compress the pictures

When we change the size of an image and perhaps even crop out some area we do not want to see, the presentation is changed, but the picture remains as large as it the original. If you save it now, the file size will remain at 94k.

10. Double-click to select the picture and open the Format ribbon. In the Adjust group, click Compress Pictures
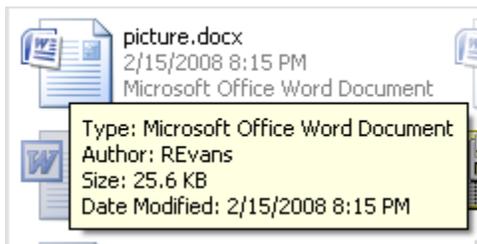

11. Click Options to set your defaults—you only have to do this once

12. I suggest E-mail size. This results in the smallest file size and I have not notice much difference in picture quality. You will have to try them out and judge for yourself.

13. Click OK and then OK

14. Save the document, and check its new size…

Compression makes a BIG difference in file size. With all of us having digital camera producing 500k-3mb pictures, we must compress if we are to create reasonable size documents to save and send to other electronically.