

Simple Image Processing Steps

Scenario2: Processing Steps in MS Word

You've managed to reduce the size of your photo from Scenario1 above. You now want to use it in Microsoft Word. If you insert, the image/photo to Word, as is, it's a bit too inflexible to move to a position you want. You realize that the image you have inserted is automatically aligned to the absolute position, both horizontally and vertically to the page it occupies. The following simple steps have been designed to assist you work around this.

STEPS:

1. Open a new Word blank document
2. Go to Main menu Insert ->Picture->From File
3. Choose the image/photo you want to insert from where it's saved and select it. Click Insert.
4. Click on the inserted photo to select it.
5. On the Main menu, go to Format menu and choose Picture (usually the last item in the list). A pop up dialog box Format Picture in appears.
6. From the Format Picture dialog box, click on the Layout tab.
7. On the Wrapping style option, choose Square (which wraps the text around the image)
8. On the Horizontal alignment, choose the type of alignment you want to use. Left, Center, Right & Other, then click ok.
9. Notice that the image/photo becomes movable and can be placed in any position in the document.
10. Resize the photo/image to the required size and place it in a position of your choice within the page.
11. Save the file
12. From File menu, scroll down to Properties. A File properties dialog box appears
13. Choose the General tab and under it, check the size of the file. You will notice your file has significantly reduced in size and can easily be transmitted by email to other users.
14. Repeat similar steps for all other photos/images that you want to process.

Additional Notes on the procedure above:

Sometimes the image positions itself at the top margin of the page and cannot be moved. This is a "positioning" problem and to resolve it follow these steps

1. Click on the photo to select it. In the Format Menu, select Picture. A Format Picture dialog box appears.
2. Select the Layout tab
3. Select Square Wrapping Style and Centre in the Horizontal Alignment option
4. Click Advanced option to access advanced formatting of the Picture Position and Text Wrapping.
5. From the Picture Position tab, you have Horizontal and Vertical positions. In the Vertical section, select Alignment. The alignment is by default to the Top of the Page. Click ok.

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6. You are now ready to freely move your image around the page.
7. Save the file

Note: This procedure slightly reduces the quality of the slides/images which only a keen observer can notice. To share original images, use the procedure described in GUIDE 1.

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