

Silver Surfers @ Bedford Vocality Project Training 2007

Session 3 – Teaching Digital Photography to Older Learners

Inserting a picture into another program and resizing the picture

When you have your photos on your computer you can use them to insert into other documents, make cards, make calenders and posters.

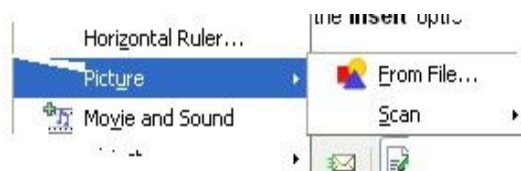
Remember that the definition of your photograph will determine how big the picture can be printed.

Inserting photos into a Word Document

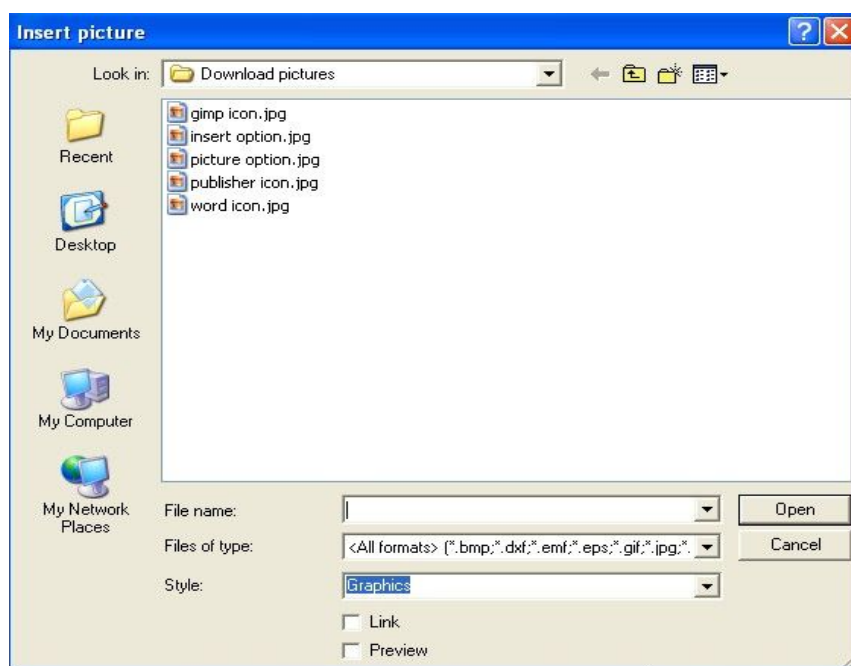
Make sure you know where your photos are on the computer. Open Word (or another program)



You will find a blank document displayed on your screen. From the **File** menu select the **Insert** option. Find the **Picture** option and click on it.



Choose the **From File** option to obtain the **Insert Picture** dialogue box.



Silver Surfers @ Bedford Vocality Project Training 2007

Session 3 – Teaching Digital Photography to Older Learners

You may now select the picture you wish to insert.

Be aware that you may need to use the navigation in this window to find the picture.

Explanation of options

- The **Look In** text box
 - here you can find the folder your picture is saved in. You may use the down arrow on the right hand side to look around your computer.
- The **Files of Type** text box
 - use the down arrow on the right hand side to choose the type of files you wish to look at.
- The **File Name** text box
 - you may put in the file name if you know it.

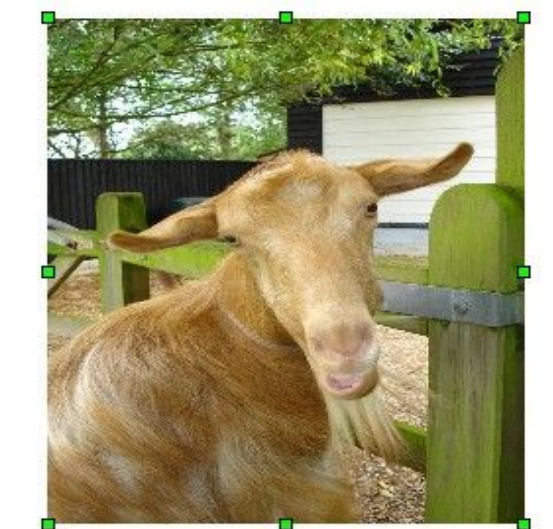
Look at the left hand pane of the window to help you navigate if you are stuck.

Click **OK** or **Insert**.

Resizing your picture.

When your picture appears in your document it will have **HANDLES** in each corner and at the centre of each side.

These allow you to resize your picture on the page. Your mouse pointer will change shape when you hover over the boxes (or circles).



For those who are interested, this is a picture of Anna, one of my Golden Guernsey Goats saying 'It is dinner time, honest!'.

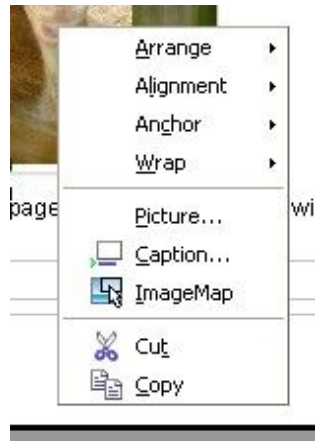
Silver Surfers @ Bedford Vocality Project Training 2007

Session 3 – Teaching Digital Photography to Older Learners

The mouse pointer will become

- a 2 headed arrow which you may use to drag and **change** the picture size
- a 4 headed arrow which you may use to drag and **move** the picture.

You may change the **Properties** of the picture by clicking with the **right hand** mouse button and selecting **Format Picture** or **Picture** from the menu.



You may need to change some of the picture properties in order to allow the picture to be moved around the screen and also to enable your text to be **wrapped** around the picture.

