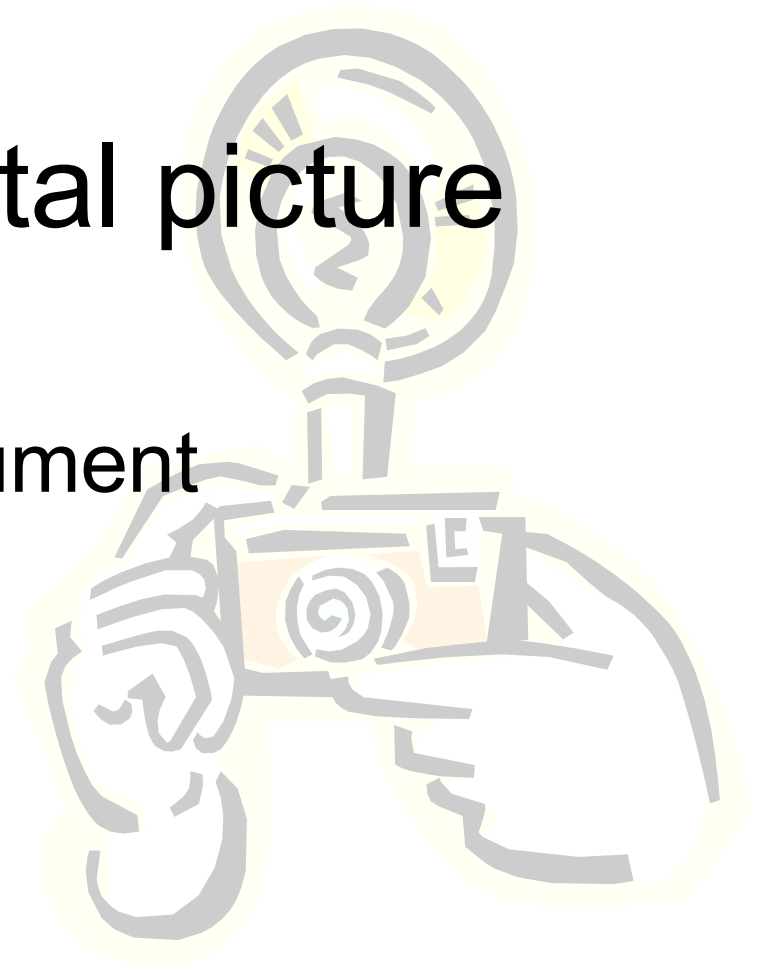# Inserting a digital picture

In your document

- It is very simple to insert any picture you take with the Sony Mavica digital camera into your newsletters, reports, worksheets, PowerPoint presentations, etc.
- It is just a matter of removing the disk from the camera and inserting into your computer.
- You follow the same procedure for inserting any scanned picture, picture saved from the Internet, or pictured saved to hard drive from an email attachment.
- This handout will give you the steps for inserting images in PowerPoint, Word (or any Office 2000 program)
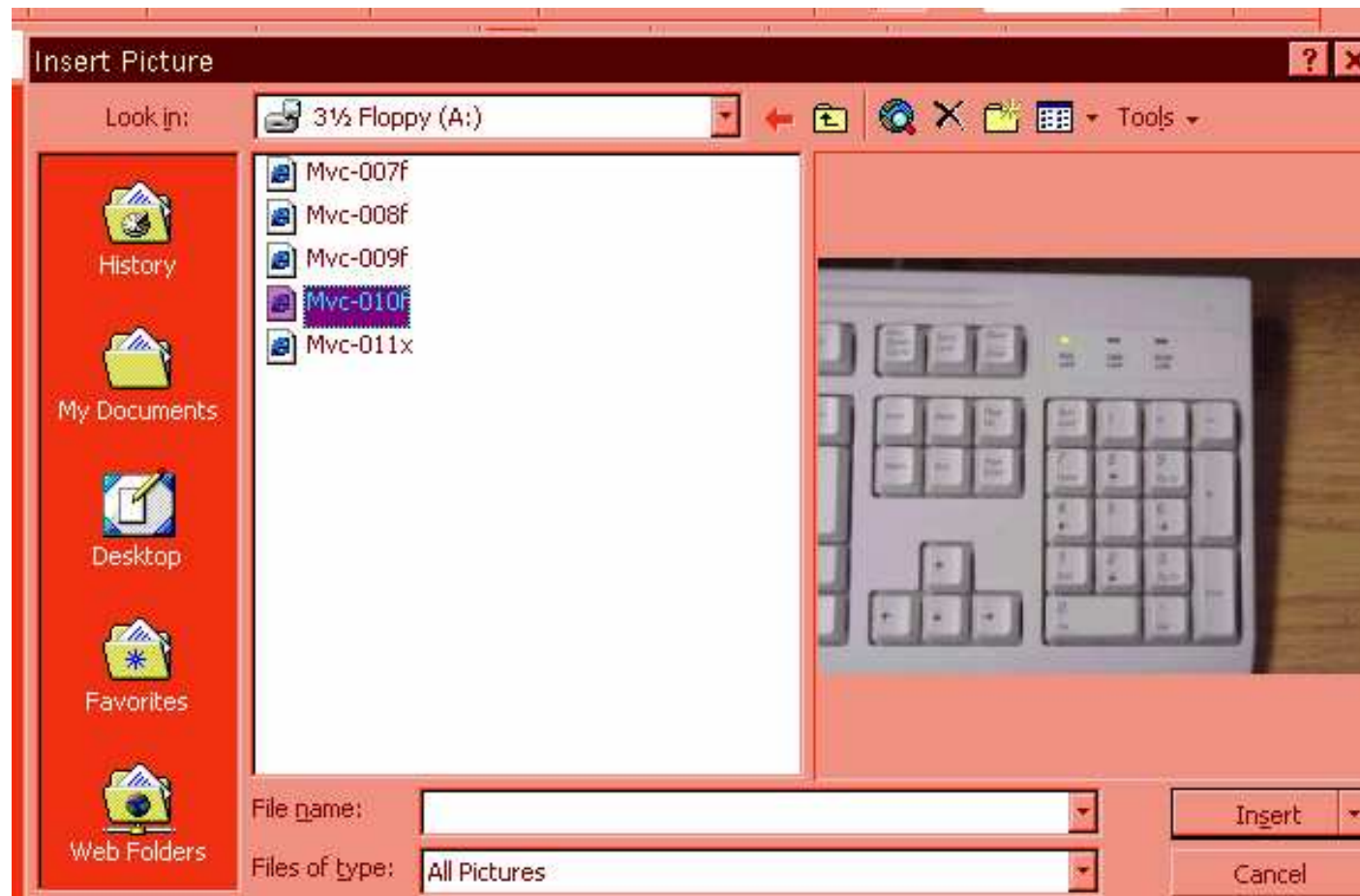
Using PowerPoint

- Go to the slide you want to insert digital picture.
- Click on Insert, Picture, From File
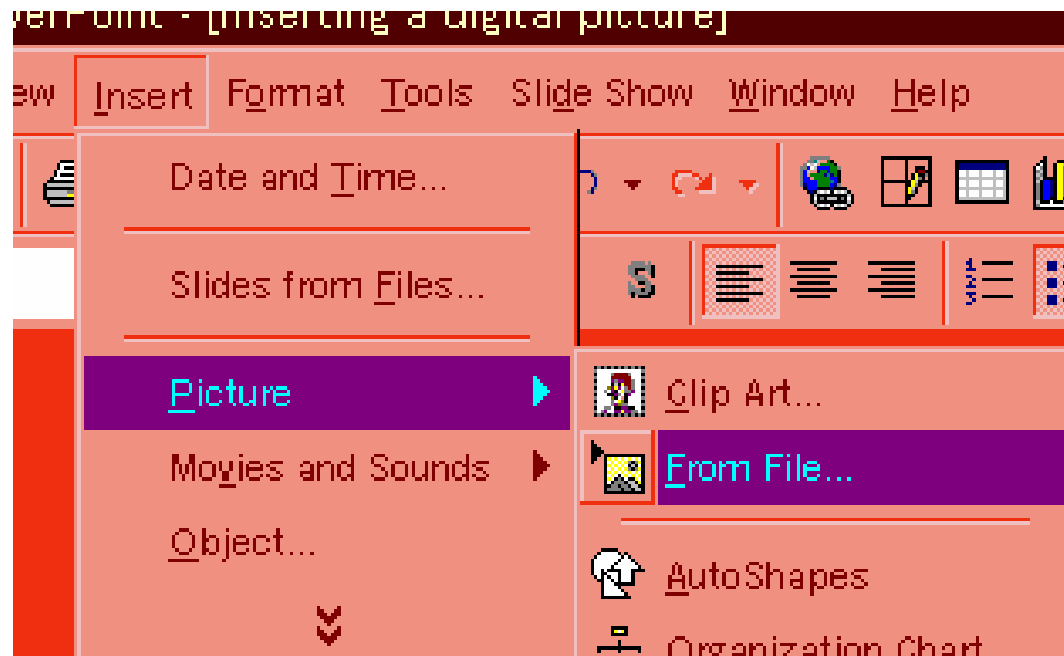
- This will open the Insert Picture window
- Click on the drop down and choose your 3 ½" floppy (or the location of your image(s)
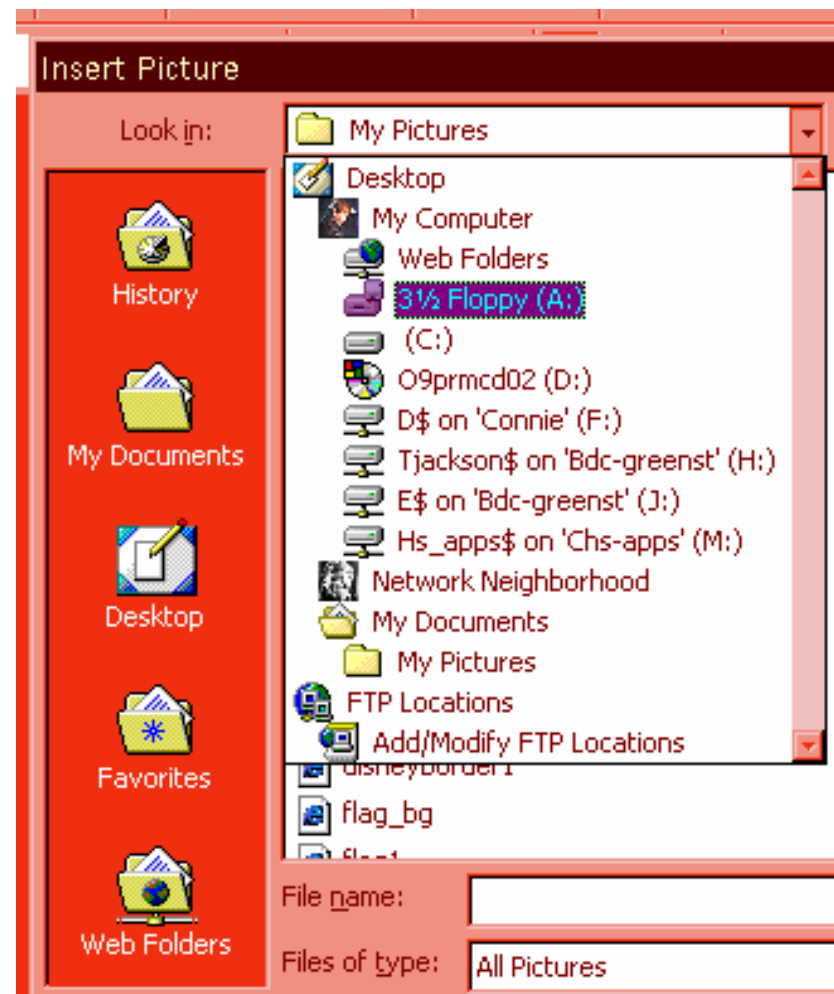
- When you click on an image, you will see a preview on the RH side.
- When you have selected your picture, Click Insert (lower RH of window)

- With PowerPoint, you can instantly move your image anywhere on the slide.
- Other options include:
  - Cropping
  - Resizing
  - Brightness control
  - Contrast control
  - Change to B/W or a watermark
  - Include a border
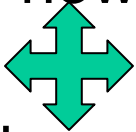
Using Microsoft Word

- Open your Word document and place your cursor where you want the picture inserted

- Insert the floppy disk with your images

- Click on Insert, Picture, From File

- From the next window, Expand the the Look In window to find the A: (or another location if you have saved an image to your computer

- You will then see a listing of your images

- Click on the image you want to inser

- Click on Insert

- Your image is now inserted
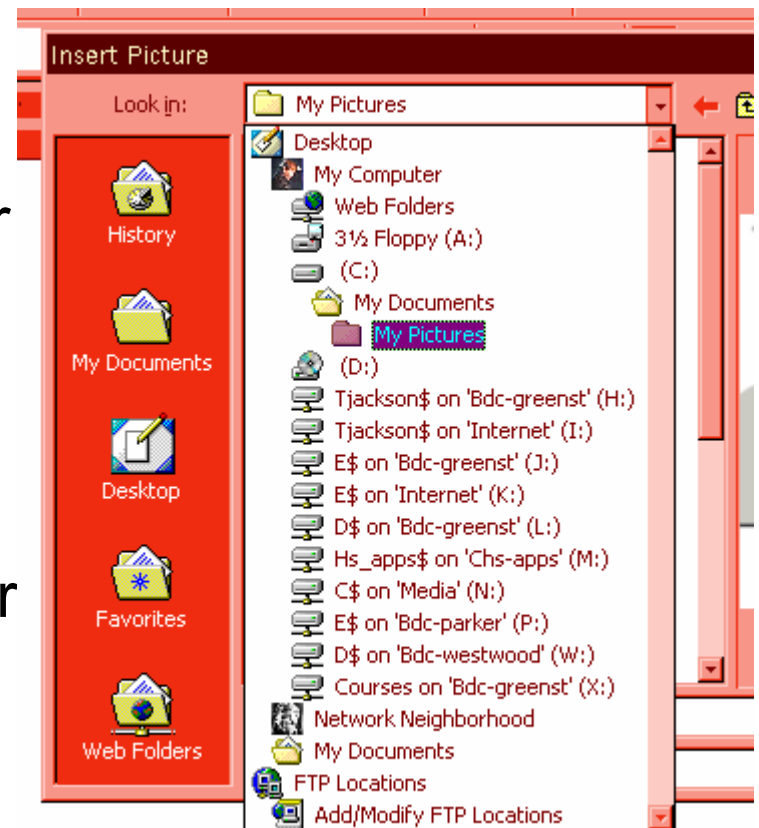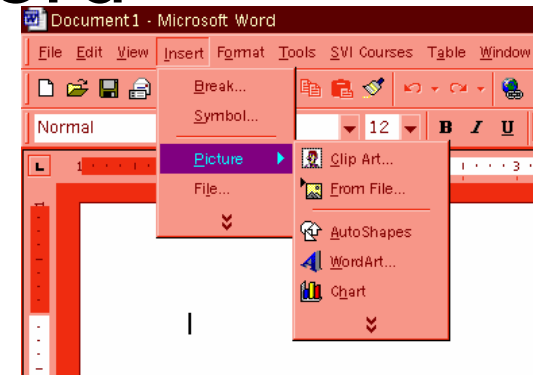
Resizing your image in Word

- Your image will be inserted where your cursor was placed.
- You can resize the image by clicking on it (there will be small squares on the corners), rest your cursor over a corner until you will get a ⟷
- Hold down your left mouse and drag to resize

Moving your image in Word

- **The default on Word is you cannot randomly move your image**. This is shown by black "handles" or squares around your picture(that you use when resizing

- You need to change these black squares to white.

- Right click on the image, left click on Format Picture

- Choose Layout tab, click on Behind Text, then click on OK

- Your image will now have "white" squares and with a 4 headed arrow

- When holding down your left mouse button, you can move your image anywhere on the document

- I don't recommend this as it never appears exactly where you think it is going to ☹