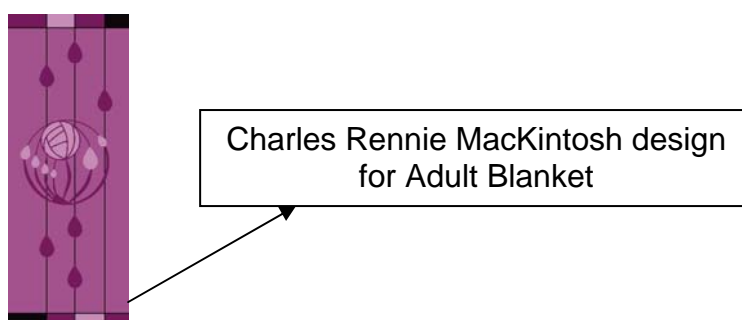
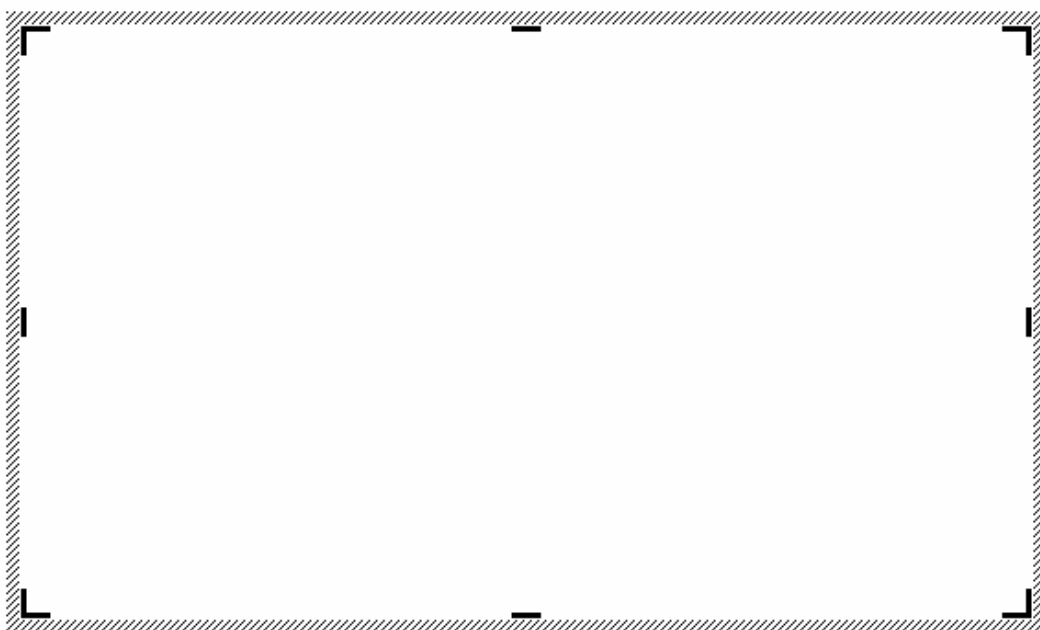


Using Pictures in Word 2003

Insert/Picture/New Drawing brings up a borderless canvas on the screen. Images and text boxes can be inserted onto this canvas and moved around without the usual Word restraints. If you are linking pictures and text boxes go to the Insert Menu again then Picture then Autoshapes to add arrows, connectors etc.



Picture and text box set up on drawing canvas – outline of canvas does not show when printed. Image was reduced by 50% using Paint as detailed next.

Reducing the Size of Large Images:

Go to **Start, All Programs, Accessories** then **Paint File/Open**

Open your image

Go to **Image** on the Menu Bar and select **Stretch/Skew** and enter a number less than 100 in the **Horizontal** and **Vertical** boxes. Put the same value in each box.

