



Active Technologies, LLC

(843) 225-5648

Active Blog
Word Trick

www.active-technologies.com
info@active-technologies.com

Insert Digital Pictures Into Documents

If you have a digital camera, you can skip the downloading step by inserting the photo of your choice directly from your camera's memory right into the document—and then edit the picture right in Word, and this is how we do it:

1. Plug your camera into the computer and turn it on. Your computer will recognize your camera as a disk drive or digital camera.
2. Position your cursor where you want the photo to appear in the document.
3. Go to Insert | Picture | From Scanner Or Camera.
4. Select your camera from the list.
5. Select Custom Insert.
6. Select the picture or pictures you want to insert.
7. Select Get Pictures.

Now that the photo is in your document, use the Word Picture Toolbar to edit the photo. For instance, you can adjust contrast and brightness by clicking the appropriate button in the toolbar. You can also crop the picture by clicking the Crop Tool and dragging the picture where you wish to place the cropped image. And if you want to go crazy with it, click the Format Button which accesses the Format Object Menu for even more options.

If you require additional information or assistance with this item, please give us a call.