

March, 2008



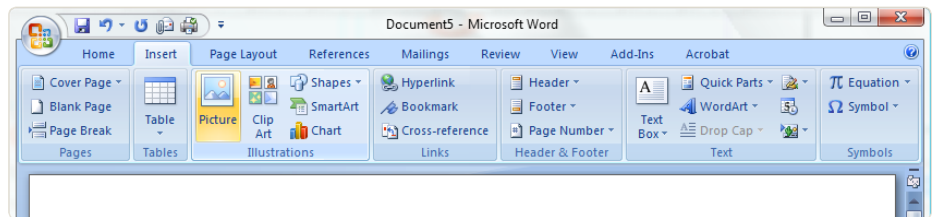
## Making your documents look great with Picture Styles in Microsoft Word 2007.

One of the best new features of Microsoft Word 2007 is its ability to quickly frame and present your images using attractive Picture Styles. This is a new feature that is not available in previous versions.

Picture Styles are of great benefit to people who are looking to jazz up documents and give them a professional looking finish quickly and with a minimum of fuss.

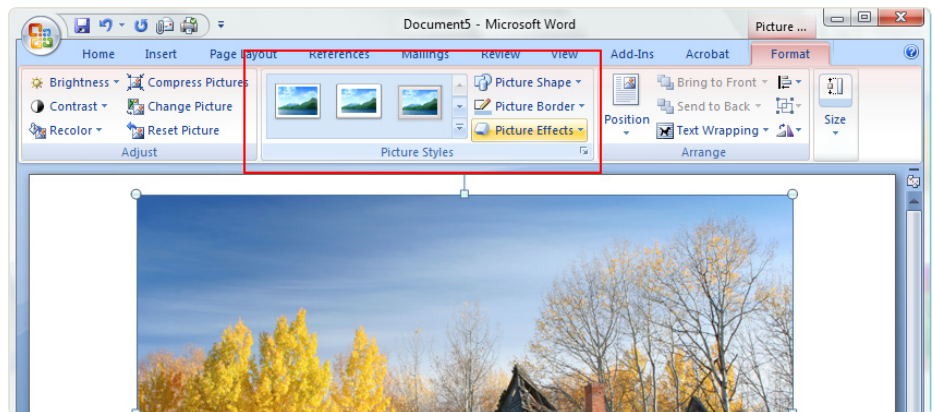
### Applying Picture Styles to images

1) Insert the image you would like to feature into your document by clicking the **Insert** tab at the top of the screen then clicking on the **Picture** button. Find and select the image file you would like to insert and press the **Insert** button.



2) Move your image to the location you would like it to appear in your document. You can do this by cutting and pasting it or by using some of the more advanced positioning features available. You can get to these by clicking once on the image once and then clicking on the **Picture Tools** button that appears at the very top of the screen. Using the various options in the **Arrange** section of the toolbar you should be able to make the image move to where you would like it.

3) With the image in place, select it and click on the **Picture Tools** button. Once you have clicked it, the toolbar will change and you will see a variety of different picture styles appear in the middle of the toolbar. Moving your mouse to hover over each of these picture styles will give you a preview of your image displayed with the desired effect. Click the effect once you are happy with your choice and it will be applied to your image. You can always change the effect you have used by repeating this step at a later time.



4) So there you have it. A simple and easy way to make your documents look flashy in a few easy steps. Give it a go and if you need any further instructions you can always visit Microsoft's online tutorial at <http://office.microsoft.com/en-us/word/HA102393591033.aspx#4> or arrange for a gizmotech to give you a hand in a one-on-one Show Me How tutorial session.

