

Cry for Help

Computer Tips & Tricks for
the novice to the advanced.

Microsoft Word

Now that you have a digital camera, how about including the family snaps in your letter writing.

Most digital cameras come with a cable and software to assist you to upload your pictures from the camera to your computer. Normally they will be placed in “My Documents” in the folder “My Pictures”.

So let’s assume that you have some pictures on your computer that you would like to incorporate into a Word document or an e-Mail etc.

First of all, open your letter in Word or create a new document and type the letter content first. Then click on the “Insert” menu item and select “Picture” and “From File”. This will take you to the “My Pictures” folder ready for you to select the picture you want to insert. However, the picture you want may not be in this folder, it might be in a sub-folder like “Kodak Pictures” and then another sub-folder like ”2004-06-07” to represent the date that the pictures were loaded onto the computer. So you may need to hunt around a little. The files are in preview mode so simply arrow through each one and click on “Insert” to make your selection. Once you have the picture in your document, click and drag a corner of the picture to re-size it, then click and drag it to where you want it placed.
– Good Luck.



Jonathan Harris
JnH Software P/L
5259 2304