

Inserting Pictures

Subject Descriptors:

Insert Pictures, Resize Pictures, OpenOffice, Writer

Application (Version):

OpenOffice.org 3.1.0 Writer

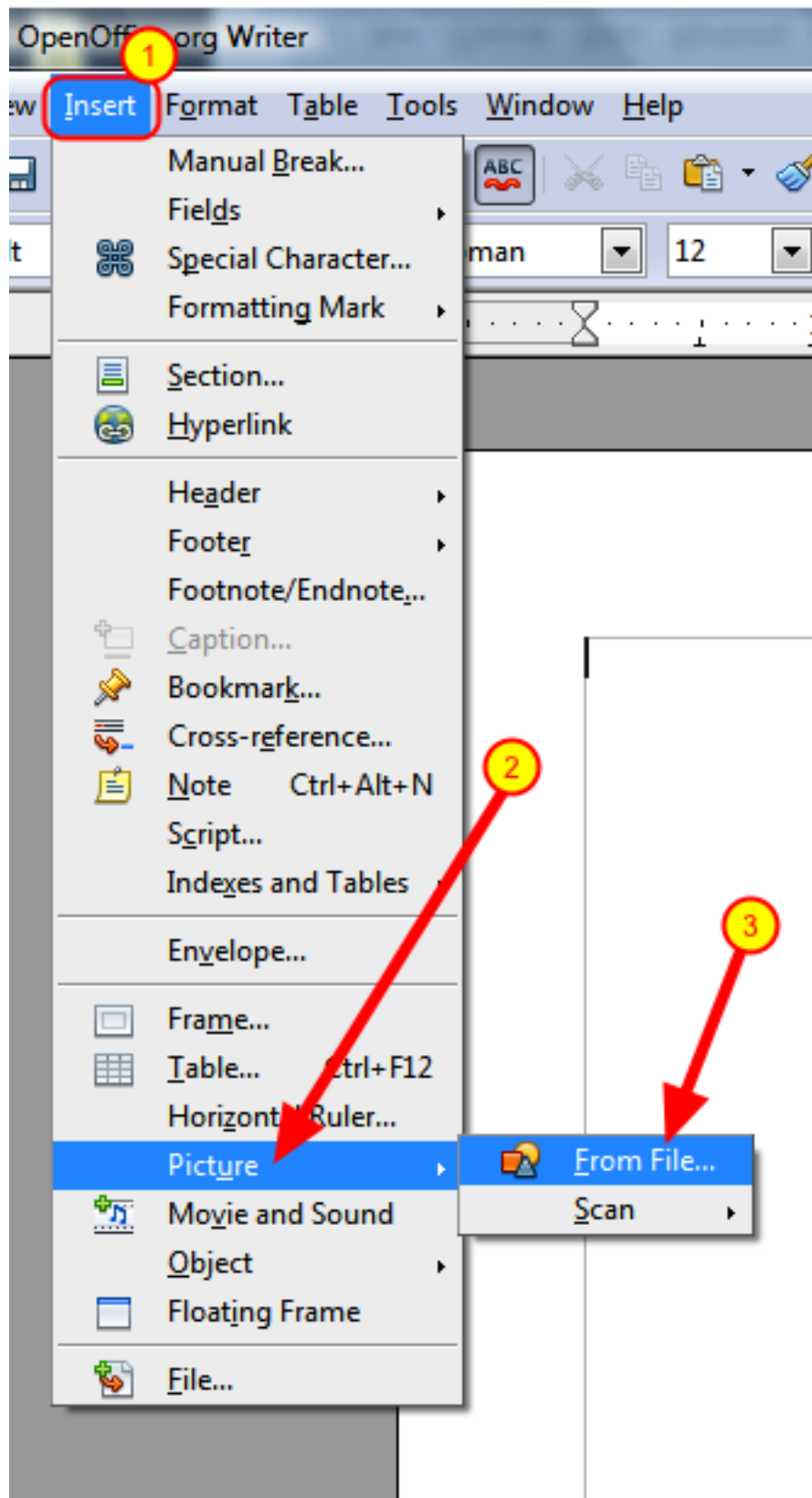
Windows XP, Windows Vista

Task Description:

How do I insert Pictures into an OpenOffice document?

Tutorial Date:

20 May 2009, by Tim Holmes



1) Select **Insert** from the main toolbar at the top.

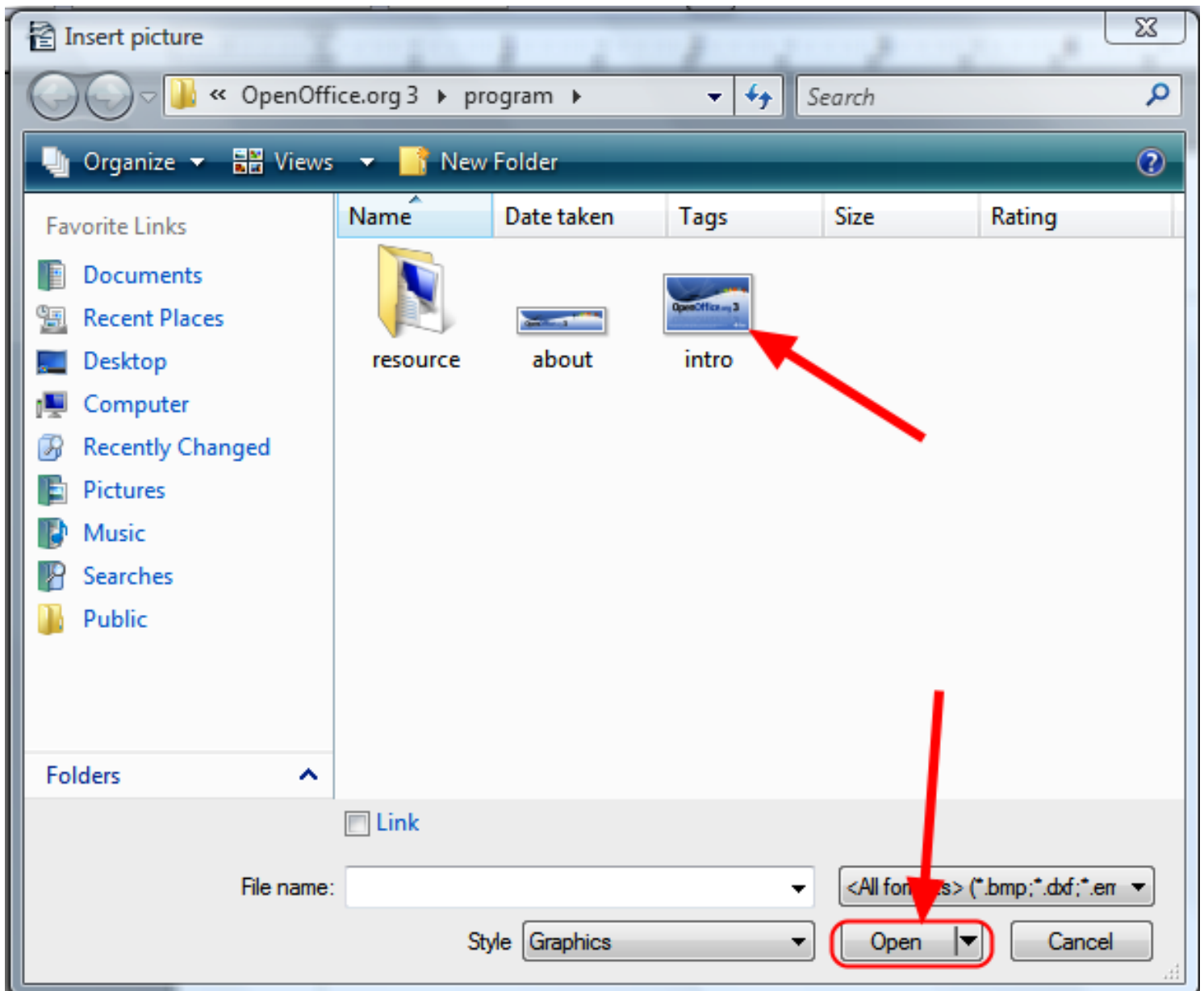
2) Then, click **Picture**.

Next, you can select either **From File...** or **Scan**

For this tutorial we will just focus on inserting from an already existing file.

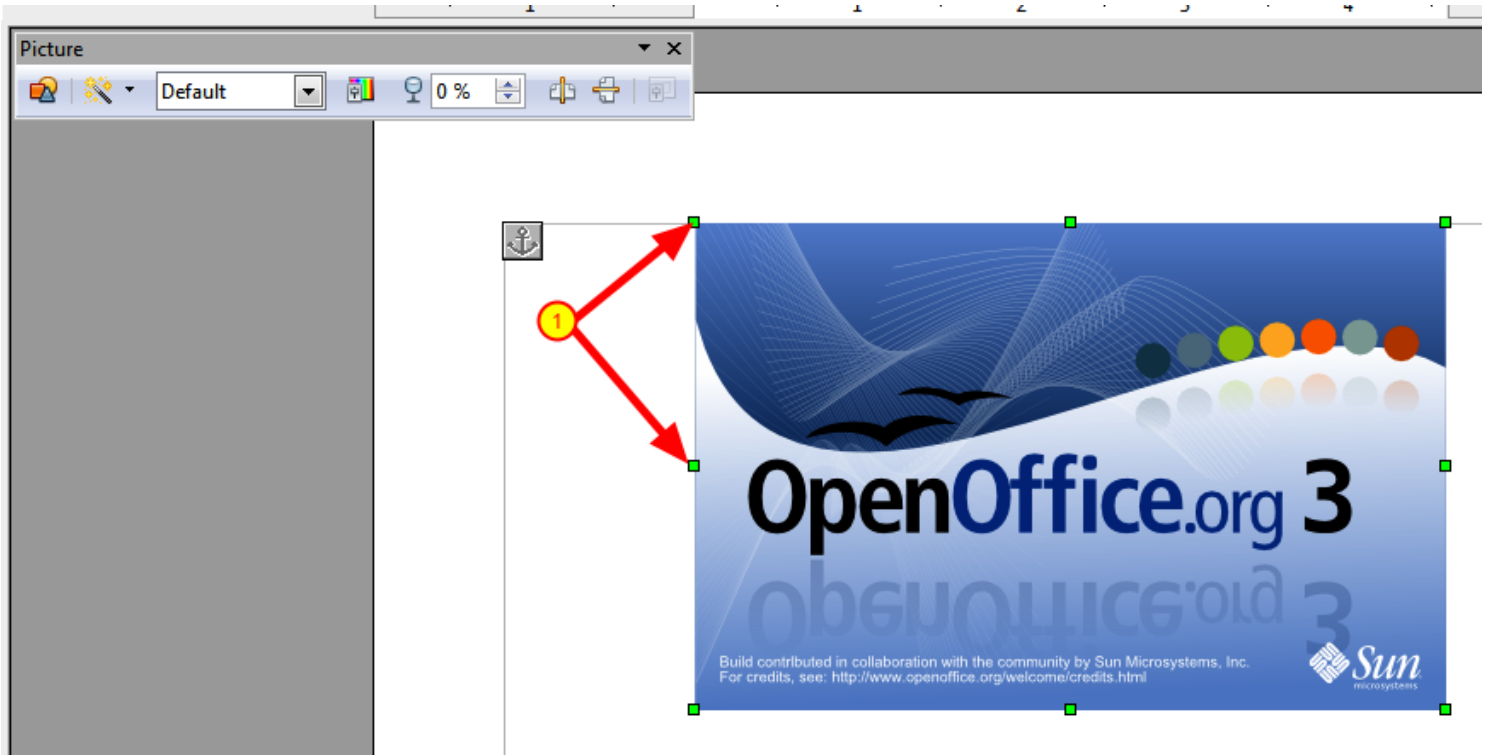
3) Click **From File...**

Locate File



Next, a window will come up where you can browse around your compute and find your file. Once you find it you can either double click the icon, or click it once and then click the **Open** button. For This tutorial I'm going to choose the file called *intro*

Resize Picture



1) When your picture opens up you will see that there are green squares in the corners and the sides of your picture.

These are to resize your picture.

2) There also appears a Picture dialog box that will allow you to modify and manipulate your graphic. Go ahead and experiment with different options.