NCCDPHP
Success Stories

Adding Images to Your Local Success Story Using Microsoft Word 2007

You can use graphics and photos of local images for stories you plan to share with local stakeholders. Unfortunately, because of system security restrictions, we are unable to upload your community photos or other graphic images to the Success Stories application. But, by downloading the Microsoft Word version of your story, you can edit, crop and insert your images as you might in other documents.

> **You might receive a security warning when you open the story.** This is part of Microsoft's anti-viral software ensuring you are downloading the document from a trusted source, so it is okay to click "Open."

1. Begin by logging into the Success Stories Application with the username and password you used to create your account.

2. Download the Microsoft Word version of your story.

3. Save the story to your desktop or other location where you can easily find it.

4. Minimize or close the Success Stories Application and open the story you just saved.

A quick note about the template in which the story is created: For Microsoft Word programming, the document is really a series of text boxes and images layered over one another. You can see each text box by clicking the text within the box.

5. When inserting images or logos, make sure the background image of the page is selected. You'll know the background is selected when the small boxes or dashed lines appear around the entire page, not just around a specific area of text.

6. Once the background is selected, use the menu or ribbon at the top, and choose the Insert tab.

7. Click the Picture icon. Word will ask you to locate the picture that you want to drop into your story. Choose the image you wish to insert into the story by selecting it from its saved location—on your desktop or in another file folder.

The inserted picture might not be immediately viewable. However, you may be able to see the dotted outline below the background down at the bottom of the page.

8. Before clicking anything else or choosing any other options, it's important to choose the Position button located on the Picture Tools, Format Tab. Clicking the arrow at the bottom of the Position button will expand to several position options. Choose the option closest to the place in the story where the image is designed to go. **If you skip this step, the picture might be lost behind other text boxes and layers of imagery in the document.**

9. Next, delete the picture from the image library that currently exists in the template. Now, resize your image to fit the way you would like. Using the different commands, you can crop the image so that it fits neatly.

10. Once you've sized and positioned the image, you can save the story to your computer for future use. You can also save the document as a PDF. Saving the document as a PDF will decrease the overall file size and might make it easier to email.

To save the document as a PDF:

1. Choose the Office button in the top left corner. At the drop down menu, choose the Save As Option.

2. When the different Save options appear to the right, chose the PDF or XPS option.

3. Another dialogue box appears allowing you to choose the location where you would like to save the story. You can also change the file name at this time.

4. Choose the filename and location where you want to save your story and click the Publish button.

If the story does not automatically open, you can open it in your PDF viewer of choice by double clicking the document in the saved location.

Now you are ready to use your story with your own imagery!