

Adding Images to Your Local Success Story Using Microsoft Word 2010

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.

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. In the file menu, choose the Save As option. Save the story to your desktop or another location where it is easy to find. Before you can save the story, click the Enable Saving button on the dialogue box asking if you are downloading the document from a trusted source.

When you open the document, the document might open in Protected View. This is part of Microsoft's anti-viral software ensuring you are downloading the document from a trusted source.

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.

4. In the File menu, under Info, choose the Convert button next to the Compatibility Mode description. A dialogue box will appear asking if you want to convert the document to the newest Microsoft Word format. Click OK.
5. Click on the current image in the story. When you do this, you'll notice the dotted lines and small boxes appear around the image.
6. Using your mouse, right click on the image, and choose Change Picture.
7. Select the picture you would like to use from your Desktop or another file folder.
8. Double click the image you want to use, or highlight the image and choose Insert.
9. Now, you can resize your image to fit the way you would like. Using the different commands, you can crop the image so that it fits neatly.

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 can make it easier to email.

To save the document as a PDF:

1. Choose File in the top left corner. At the drop down menu, choose the Save As option.
2. When the next dialogue box appears, use the drop down menu next to "Save as Type" to choose the PDF option.
3. Rename the story as you wish.
4. Click Save.

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!