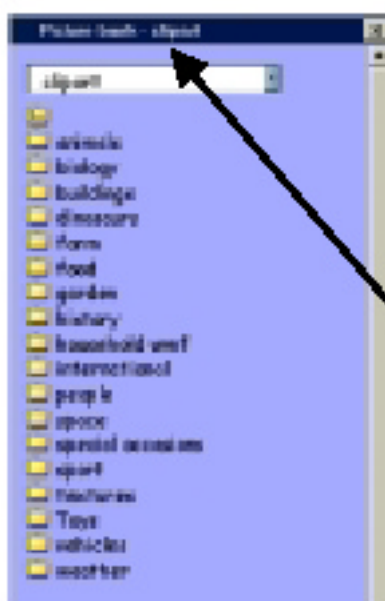


# Digital Camera Photos in Textease

## Quick Guide

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Textease is the easiest program to insert and manipulate photographs. There are two ways that you can insert the photo. The first is to use the picture icon on the toolbar.

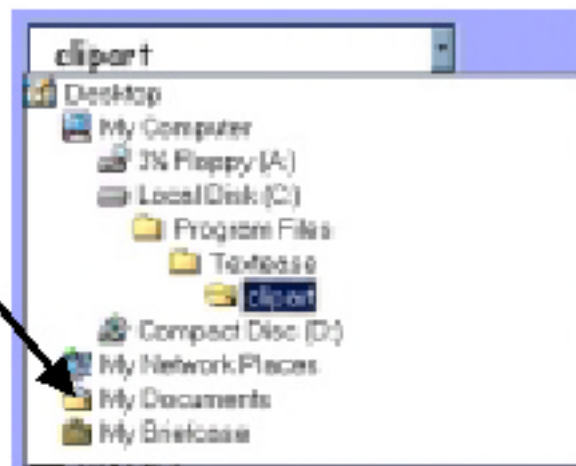


The picture bank shows the clip art that is available within Textease.

To move up a level through the computer, move the mouse to anywhere on the white box 'clipart' and click on it. The picture bank is available with the PC version of Textease.

Usually a good place to store photo is in 'My Documents', newer computers have a file called 'My Pictures' .

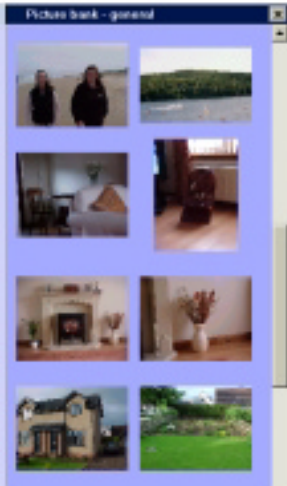
Now you can find the photo you require.



CALL Centre  
University of Edinburgh, Paterson's Land,  
Holyrood Road, Edinburgh, EH8 8AQ  
Tel: 0131 651 6236  
<http://www.callcentrescotland.org.uk>

# CALL Centre

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Now you can open the file of pictures that you want, and you will see a preview in the picture bank. Click on the picture that you want and drag it over to the Textease document.

Now in Textease, you can click in the picture and a red box will appear. You can now resize, move, crop and rotate the picture.

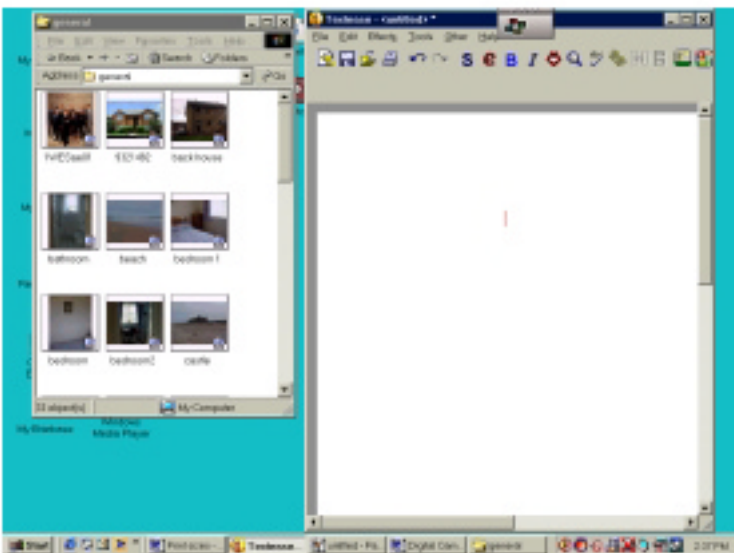
There is an alternative way of inserting photos into Textease.

Open up Textease and if the document fills the whole page, then it can be made smaller. Look at the bottom right hand corner of the page, between the two arrows, there are three very small diagonal lines. Click and when the two headed arrow appears, drag and the document will be made smaller.



To move a Textease document, click in the blue title box above the toolbar, hold down the right mouse button and drag. Move the Textease document over the right hand side of the computer screen.

Open up 'My Document' and then 'My Pictures', both files should be side by side.



Click on the photograph that you want and drag over to the Textease document. It can be resized, moved, cropped and rotated as before.