

Picture This

Have you ever pasted a graphic into your Microsoft Word document and it doesn't land where you planned? Or maybe it does, but now your file is twice as large as it should be? This issue of *KB CommEntary* describes how to make your graphics behave.

What's Up at KB COMM?

At KB COMM, we provide mission-critical communication and learning services to clients in a variety of industries. Thanks to our established and new clients for keeping us busy. Recent and ongoing projects include:

- Writing and editing numerous information products for a healthcare diagnostics manufacturer, including employee communications, customer presentations and letters, product marketing brochures and data sheets, and training materials
- Writing and editing marketing and employee communications for an academic research organization
- Formatting and revising technical reports and manufacturing standard operating procedures, work instructions, forms, logbooks, and batch records for a pharmaceutical company
- Coordinating document preparation and approval for manufacturing of a new pharmaceutical product
- Drafting, reviewing, and editing for consistency and accuracy response documents and associated modules for electronic submission to health authorities on behalf of pharmaceutical companies

KB COMM LLC is a certified Women's Business Enterprise. We are officially qualified to participate in corporations' woman- and minority-owned vendor programs.

Please keep us in mind for your communication or training projects.

Tips and Tales

Moving Pictures

Some graphics seem to be possessed. Text moves around them. They don't move when you press Enter. They partially display at the bottom of the page. They cause Word to come to a screeching halt, right when you were going to save all those changes you just made.

One way to get graphics to stay put is to make sure they are formatted using *In Line With Text*. To do so, right-click the graphic, select "Wrap Text" from the menu, and click *In Line With Text*. Now the graphic will stay where you put it.

If the graphic won't display in its entirety, right-click the graphic and select *Cut* from the menu. Right-click again where the graphic used to be, select "Paste Special" from the menu, and click *Picture (Enhanced Metafile)*.

If the graphic originated from an Excel spreadsheet or chart-making program, there's a good chance the datasheet used to create the graphic is in your document, too. While this has its benefits (you don't have to go back to the source application to make changes), it can make your document balloon in size. To leave the data behind, cut the graphic and paste using "Paste Special" as described above. The result will be an image, which is much smaller in size.

If you want to display images side by side, don't try to get fancy with Word's anchoring and text-wrapping options. Instead, use the easy and more-controllable way. Create a one-row borderless table with as many columns as you have graphics to place. Drop your graphics into the side-by-side cells and resize as needed.

And please remember, *when it has to be right*, KB COMM is here to help.

Sincerely,

Kathy

Kathy Breuninger

KB COMM

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