




IMPORTANT NOTES:

We suggest you print this entire document now. Prior to printing, set the **Page/Print Setup** (in File Menu) for Horizontal (or Landscape) Orientation. Click this button  on the Acrobat Toolbar to jump to page 1. Use these buttons   to go one page back or forward (respectively).

Using RT Images in Lotus Word Pro 97 – Windows

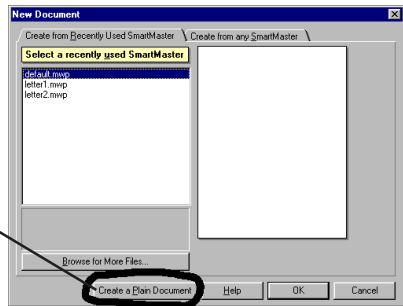
These instructions are for adding and working with WMF color files in Lotus Word Pro 97 for Windows 95—the word processor portion of Lotus Smart Suite 97. We assume you have followed the RT instructions for installing the color files onto your C:\ drive. If you have stored the image files on another drive, or choose to use the images directly from the RT CD, then modify these instructions as necessary.

Choose the image you want by selecting it from the printed or README visual index.

Multiple images (and borders) can be used on the same page!

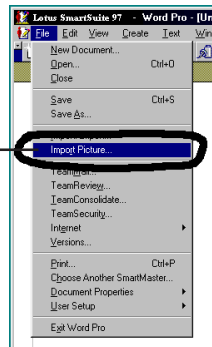
Create a New Document:

1. Start Word Pro.
2. At the WELCOME TO WORD PRO window click the CREATE A PLAIN DOCUMENT button.



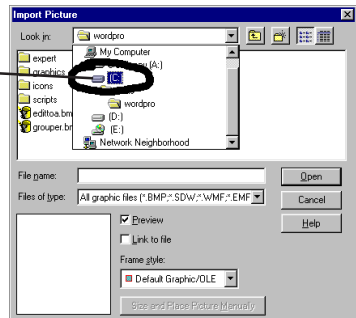
Add an Image to a Document:

1. Go to the FILE menu, select IMPORT PICTURE

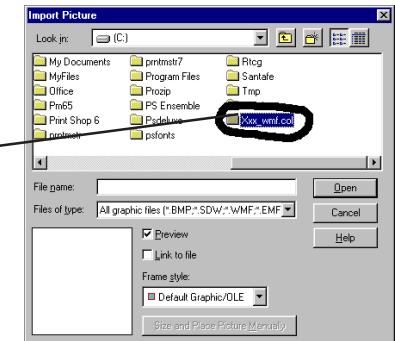


2. At the INSERT PICTURE window, click the LOOK IN box

Select your C:\ drive
(Or the drive on which the image files are stored)

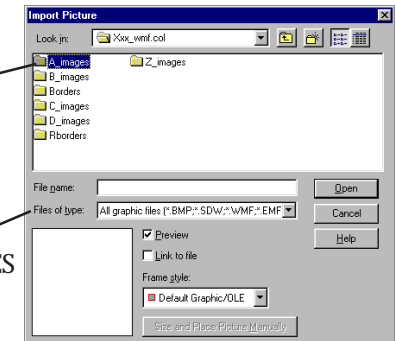


3. Scroll across to find the XXX_WMF.COL folder; then Open (double click) it
(XXX is the abbreviation for the RT Collection you have)



4. Open (double click) the IMAGE CATEGORY in which the image you want is located (similar to this screen)

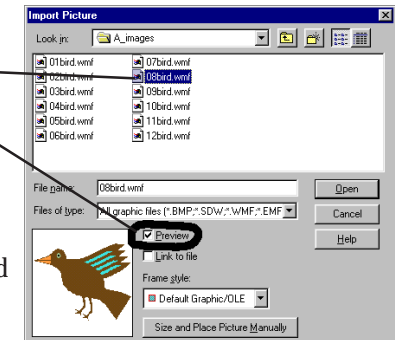
Make sure FILES OF TYPE is set to ALL GRAPHIC FILES



5. Click once on an image file to preview it,

If you do not see a preview put a check next to PREVIEW

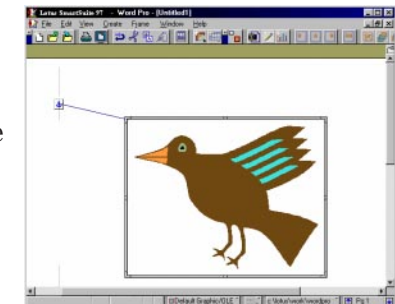
Click the OPEN button (or double click the file) to add the image into your document






Once an image has been imported into your document you can:

Move an Image on the Page:

1. Click and drag on the middle of the images to move it where you want it on the page

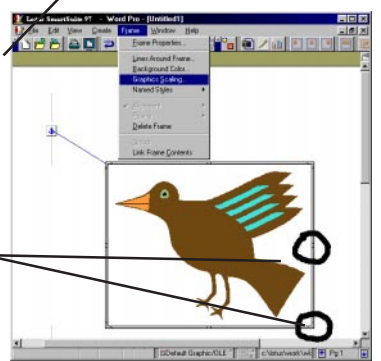
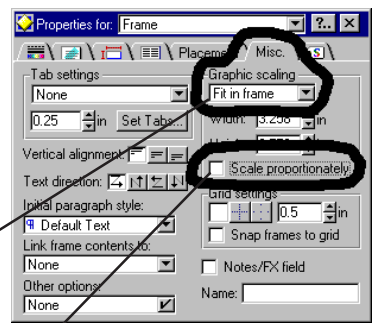


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Scale an Image:

1. Select the image (click on it)
The frame appears
2. Go to the FRAME menu,
select GRAPHICS SCALING
3. At the PROPERTIES FOR
FRAME window, set
GRAPHICS SCALING
to FIT IN FRAME
4. Check or uncheck the
SCALE PROPORTIONATELY
option
5. Close the PROPERTIES FOR
FRAME window
6. Click and drag a frame corner
or side to scale (resize) the image



Intentionally Blank

The Text Wrap Tool:

Use the Text Wrap Tool to tell Word Pro how you want text to behave around an image

1. Import an image
2. Select (click on) and scale it
3. From the FRAME menu,
select FRAME PROPERTIES.
4. In the PROPERTIES FOR
FRAME window, click the
PLACEMENT tab
5. Make a choice from the WRAP OPTIONS
6. Type in your text

