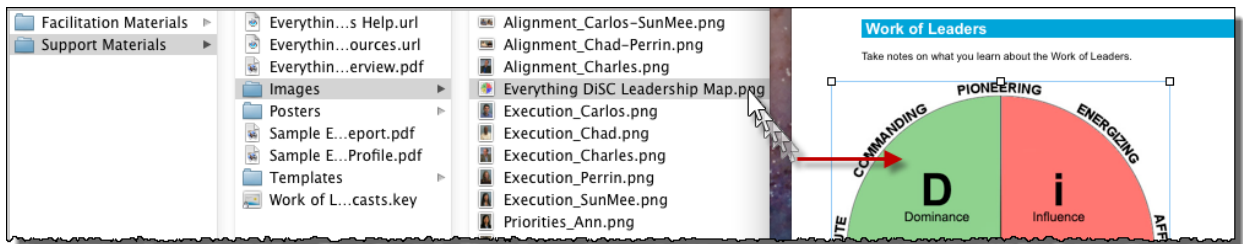


Insert and Format Pictures

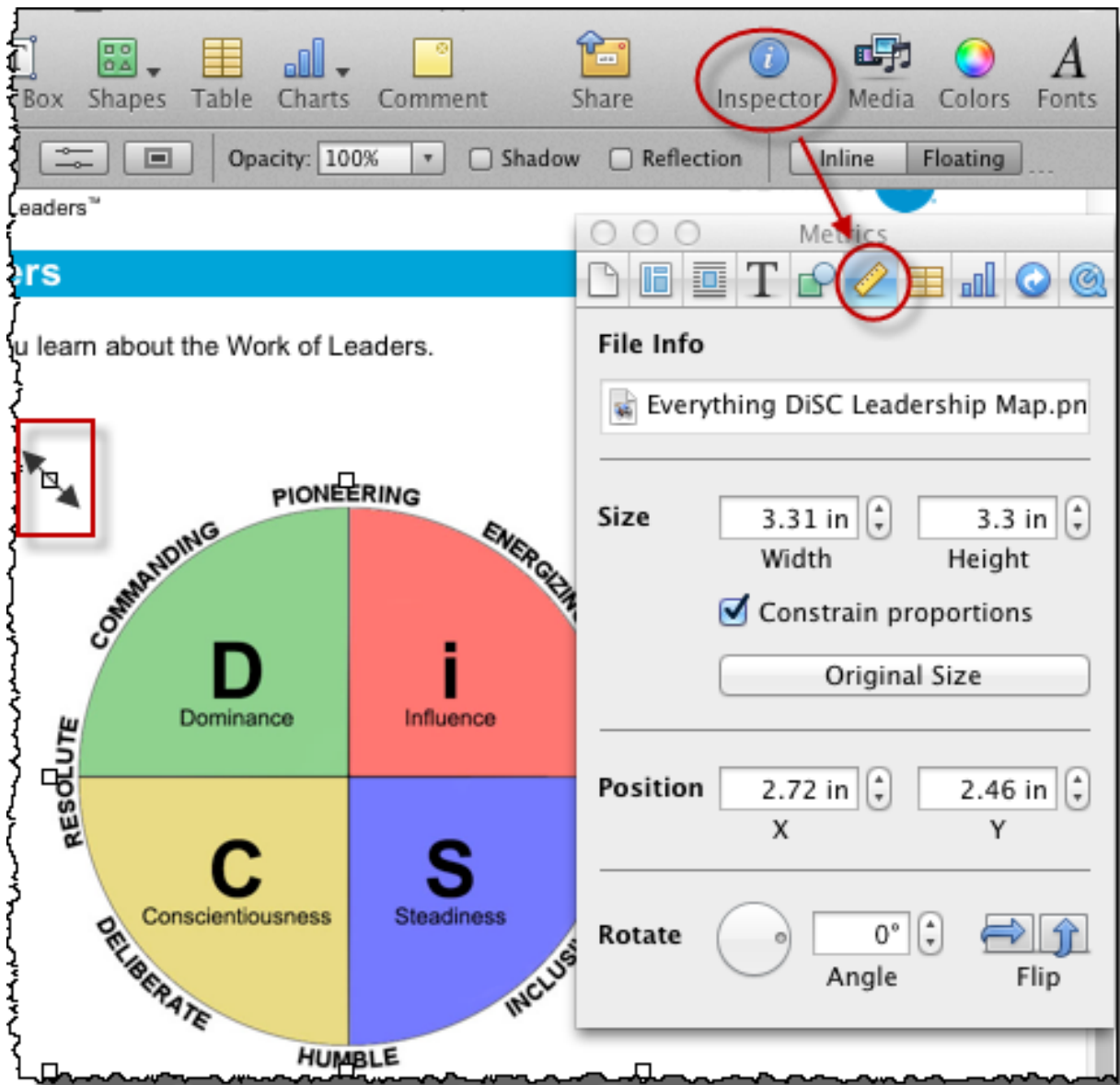
Open the handout file you want to customize using new pictures or images. Move it to one side of your screen.

Using your computer's browser, locate the picture or image file that you want to use to customize your handout.

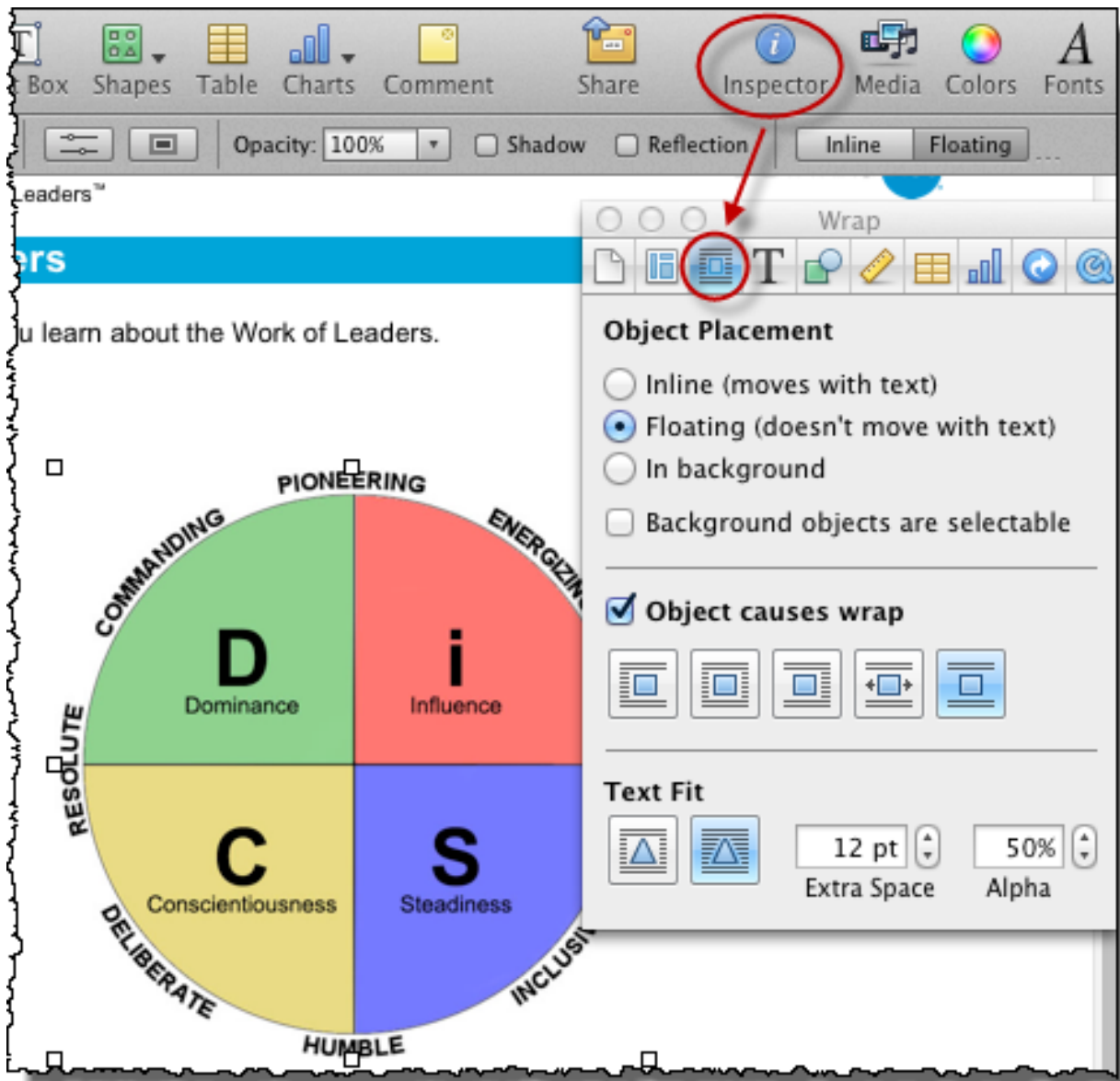
Note: Character images and graphics used in the Everything DiSC product's materials are provided for you in the **Images** folder, found in **Support Materials** on the USB drive. Click on the image file to highlight it, then drag it directly to the open handout file.



Use the tools in the **Metrics Inspector** to edit the size, position, and rotation of the image. You can also mouse over the corner handles of the image itself until your mouse becomes a double arrow and move it to manually resize the image.



To change how the image interacts with text and other images on the page, open the **Wrap Inspector** and select one of the **Object Placement** options. "Inline" and "Floating" placements can also be selected directly from the toolbar if the image is highlighted.



Note: You must click on the image to highlight it before the these inspectors can be used.