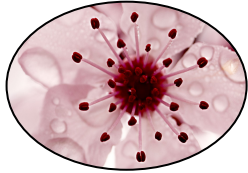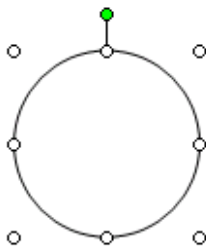# Inserting pictures into a shape

## Microsoft Word 2003

How about this tip to make your shape or object prettier?  You can insert a picture into a shape.
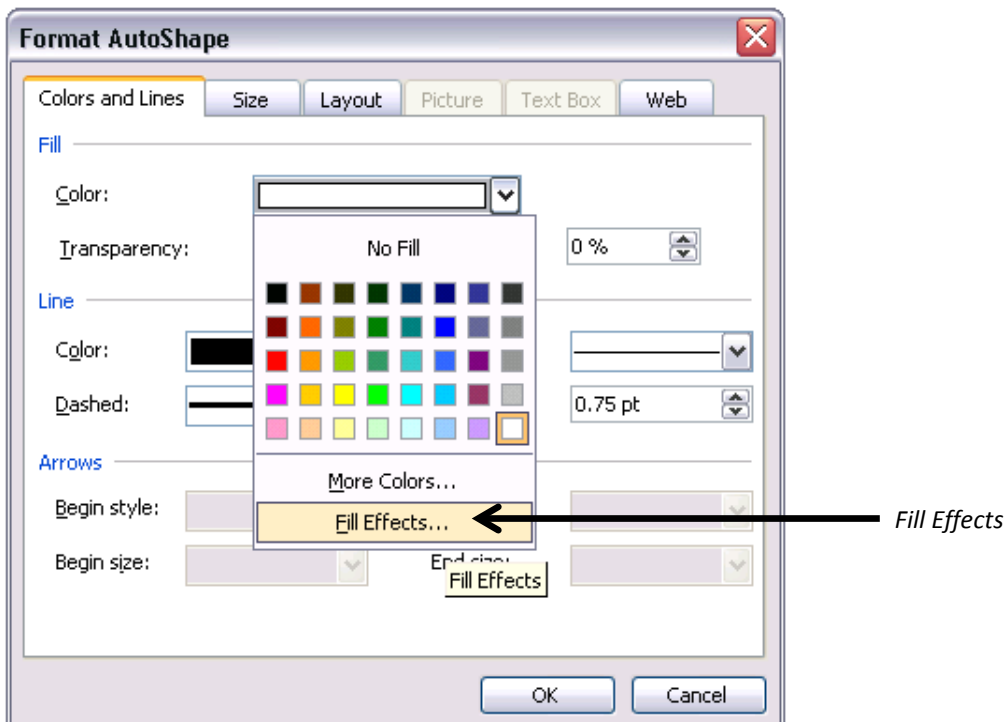


1.  Insert a shape or object, e.g. a round shape


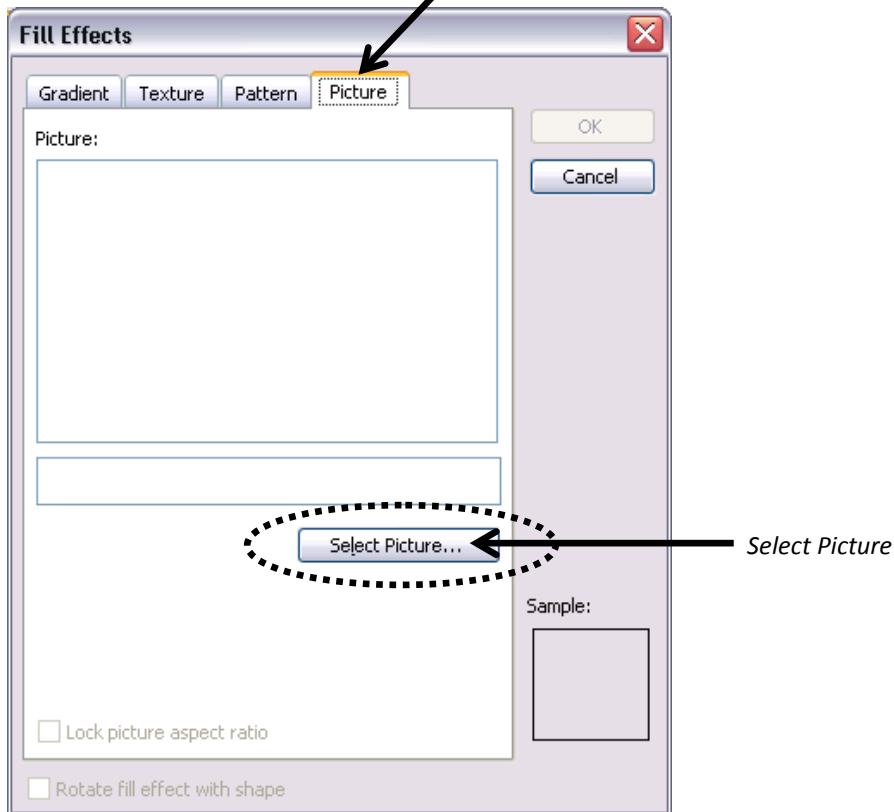
2.  Perform one of the following:

    - Double click **on** the shape (the centre part is the easiest)

    - **Right click** on the shape > select **Format AutoShape**

    - **Format** > **AutoShape**

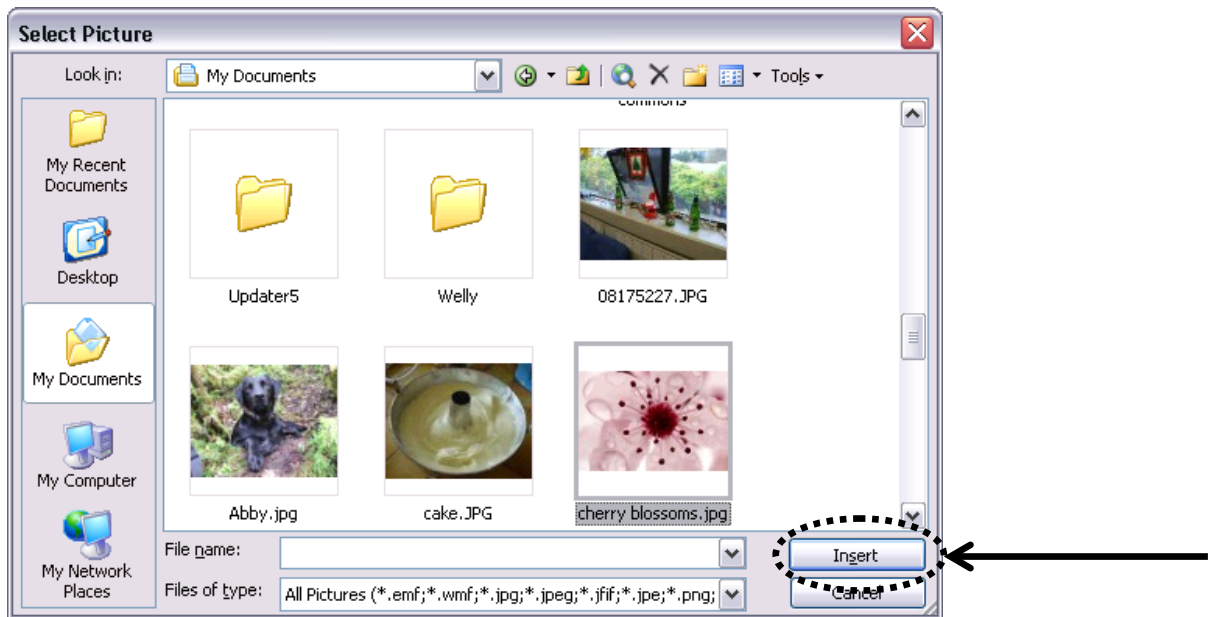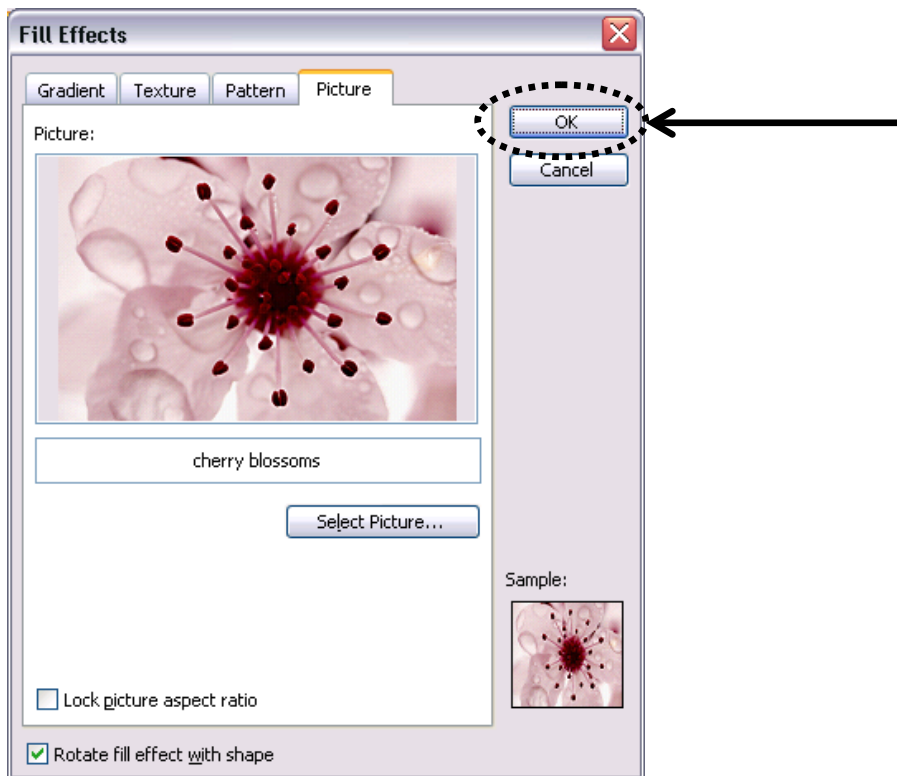3.  Click the drop box next to Fill Colour option > **Fill Effects**



*Fill Effects*

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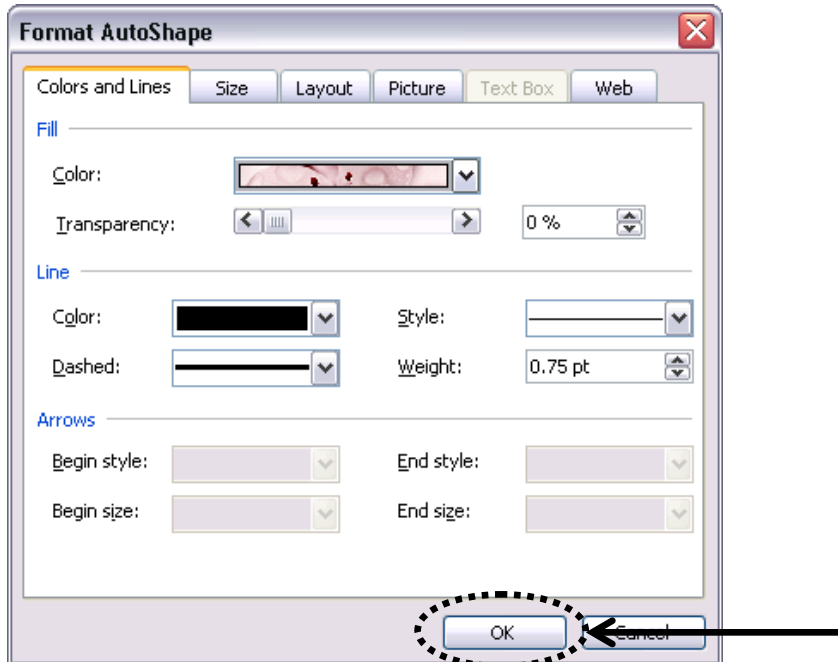4.   Click the **Select Picture** button in the **Picture** tab



*Select Picture*

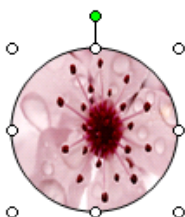5.   Brose the picture file > Click the **Insert** button

6. (Tick on **Lock picture aspect ratio** is optional. See next page tip) > Click the **OK** button



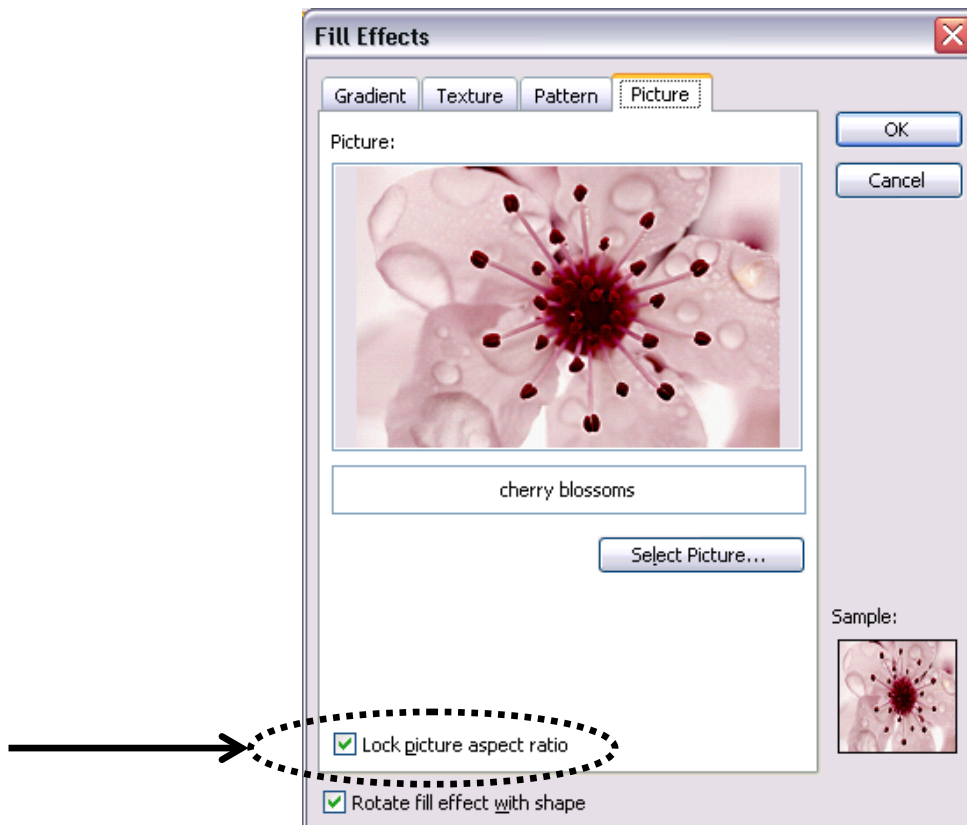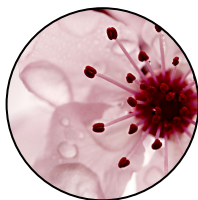7. Click the **OK** button



8. Done

Tip: *Lock picture aspect ratio*

At step 6 on the previous page, tick the **Lock picture aspect ratio** at the bottom of the **Picture** tab.



This option keeps the original image ratio.  See samples below.

Lock picture aspect ratio **ON**          Lock picture aspect ratio **OFF**