

Re: Adding text to images

Source: <http://www.tech-archive.net/Archive/Office/microsoft.public.office.misc/2008-02/msg01101.html>

- *From:* "Bob Buckland ?:-\)" <75214.226(AT Beautiful Downtown)compuserve.com>
 - *Date:* Fri, 29 Feb 2008 07:12:24 -0800
-

Hi Bimmi,

If you don't have a graphics editor available You can annotate an image in almost any of the Office 2007 apps although it's often easier in Powerpoint as it allows you to save the annotated image as a new graphics file of its own.

1. Home=>Slides=>Layout and choose blank
2. Insert=>Picture and select your basic image
3. Use Home=>Drawing=>Shapes and select an arrow or, callout or other shape to label or point to various features. (right click on a shape to Edit/Add text)
4. Change the background of the shapes to 'no fill' and/or to not show the borders.
5. Home=>Select=>Select All
6. Right click on your image and choose Group
7. Copy=>Paste into a Word document, email or use Office Button=>Save As=>Other formats and choose JPG or PNG or if you have the PDF add-in for Office 2007 save as a PDF file.

=====

<<"bimmi" <bimmi@xxxxxxxxxxxxxxxxxxxxxxxxxxxx> wrote in message news:D057D54E-EF20-41D8-9672-AF29B9421593@xxxxxxxxxxxxxxxxxxxx

I have an ariel image that I need to insert text into. It is an image of a neighborhood and I need to mark what building is a school and such.

Can anyone tell me how to do this? I have a full version of office 2007 and I have been reading the help topics and searching online since early this morning but still havent figured it out!!<<

Bob Buckland ?:-)

Re: Adding text to images

MS Office System Products MVP

Courtesy is not expensive and can pay big dividends

.