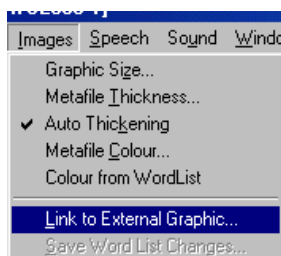


## Activity 5

# Adding a photograph

### 1. Using a photo in WWS2000

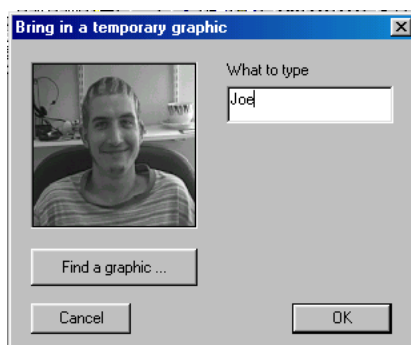
To bring a photo into WWS2000, from the **Images** menu, select **Link to External Graphic**.



This will give you a dialog box that will let you browse for the picture you want. If you always save your pictures in the same folder (**Photos**, for example) then on future occasions WWS2000 will remember where these pictures are, and open that folder automatically.

If you haven't got any photos or other pictures on your computer you can open the folder WWS2000Work, and you will see a photo in there of Janice, which you can use for now.

Select the picture you want. This will then be shown in the box. Next, type the word that you want to see to get the picture in WWS2000 and click **OK**. This time DON'T type a space after the name.



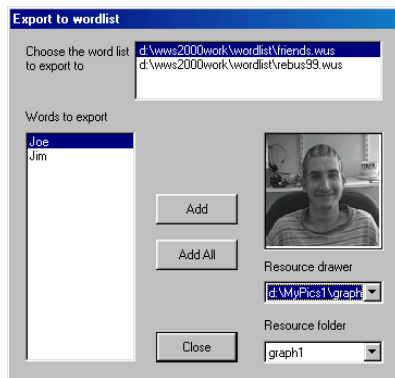
You can now type this word in your document to get the picture.

### 2. Adding pictures to your wordlist

Accessing the picture in the way shown above will let you use this picture just for this document. If you want to regularly use a particular picture you will probably want to add it to a wordlist. To add this word and picture to your wordlist, from the Images menu select **Save Word List Changes**. This gives you a box showing all of the new words and pictures that you may have added at this time, plus any images that have been re-named using the **F11** key. Click on the item you wish to add.

If you are using more than one wordlist, you can select the list you want the word added to. Normally it is not a good idea to work with more than one long wordlist open at a time. However, many schools make special small wordlists just for their photographs, so they can

be removed later when they are no longer needed. (You can find out about that from the manual later.)



When you add a picture permanently to your system, the graphic is automatically copied into a WWS2000 folder on your hard drive, so that the system can find it quickly and easily.

When WWS2000 was installed, two directories were created ready for your own resources, such as this. They are called **MyPics1** and **MyPics2**. Inside these directories are sub-folders ready for you to use to save your pictures in. Because the picture has now been copied into the **MyPics** directory, you have two copies on your machine. If you don't want the picture for any other program, you can now delete the picture in your Photos folder, to free that space.

There is more detailed information on this in the Help Sheets.