Widgit Online

Website: www.widgit.com/support
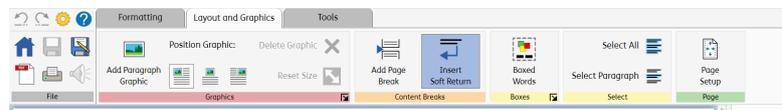Telephone: 01926 333680
Email: support@widgit.com

How to Use Paragraph Graphics

Paragraph graphics are images you can add to whole paragraphs in a document. You can use photographs or symbols as a **paragraph graphic**. There are 2 ways to achieve this:

Using the Layout and Graphics Tab

1. Create a new document and then select the **Layout and Graphics Tab**
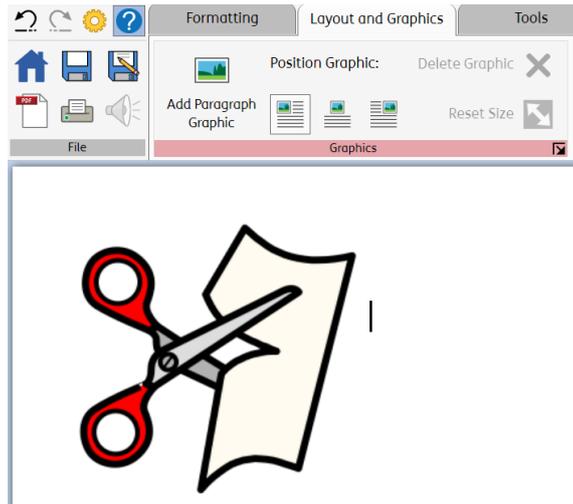
2. Click **Add Paragraph Graphic**
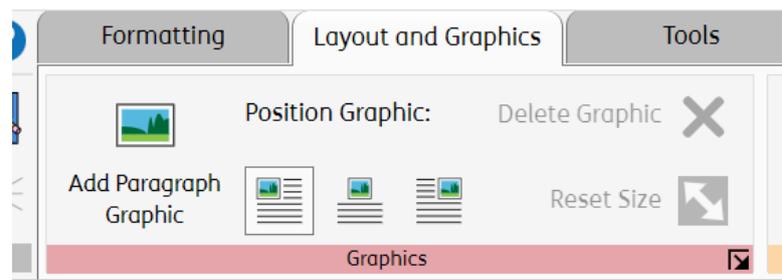
3. A pop-up window will appear. You can choose to add an image from your **Image Library,** by **Searching Symbols** or choosing from **Web Images**
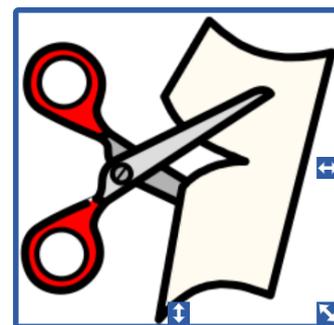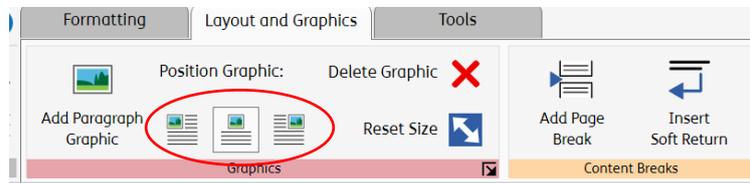
4. Type the text into your chosen tab's **search box**, **click to select** your preferred image, and click the **Insert** button
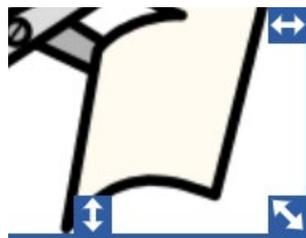

5. The image will be placed in the default position in the document

6. To move the position, select the image and click to re-position
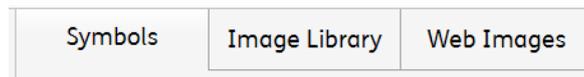

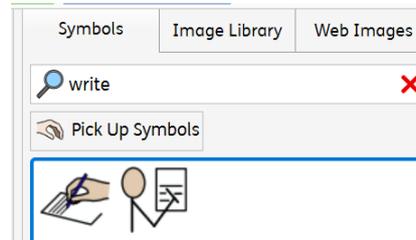**7.** You can also change the size of the graphic by dragging the arrowed handles
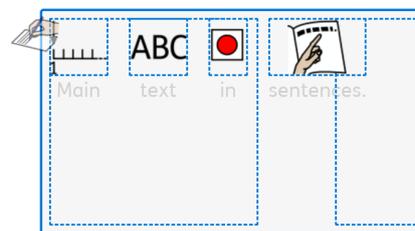
Using Drag and Drop

1. **Select** one of the tabs in the symbol chooser – **Symbols / Image Library / Web Images**
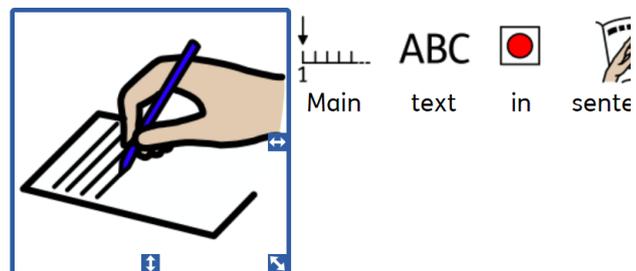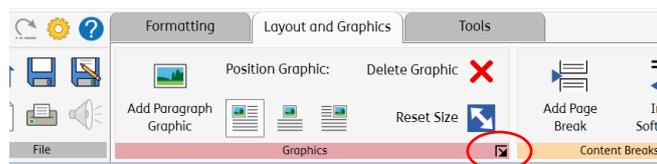
2. Type into the **Search** box

3. Click on your chosen image and **drag** it over the page. Blue boxes will appear to show where the image can be placed. **Drop** the image as required.

4. To change the position or make other, more advanced changes, **click** on the expansion arrow in the **graphics tab** ◢

5. You will see a pop-up with a range of options, change any of these to suit your requirements
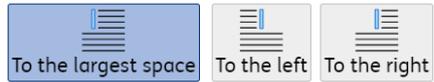

6. You can have multiple paragraph graphics in one document