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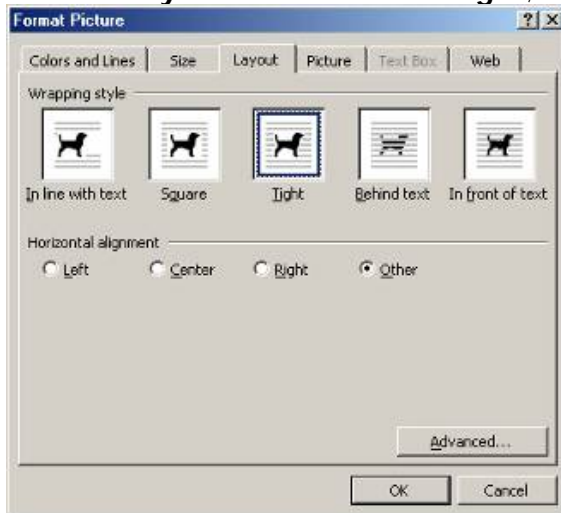
## Saving Images in Compressed Size

From the Images Details page, right click on the image to either save or copy the image. This will provide you with the image in a thumbnail size that can be used in Word documents.

## Inserting Pictures into Itineraries

When you place a picture/photo image into an itinerary, you may need to set the “wrapping” properties so that the text wraps around the picture.

1. To insert the desired picture, click **Insert, Picture, From File**; click on the desired picture and click **OK** (or copy and paste the picture into the document).
2. In the itinerary, right-click on that picture and click **Format Picture**.
3. Click the **Layout** tab and click on **Tight**; click **OK**.



4. You can then drag the picture to the desired location and the text should wrap around it accordingly.
5. If the photo is still larger than you'd like, click on the corner of it so the mouse turns into a two-sided arrow; then drag to enlarge it (do not try to drag from the top or sides which will distort the image).



6. On the **Picture** tab, click **Compress**; select **All Pictures** and **Web** and click **OK** to reduce the file size to what is needed for the itinerary.

## Adding Borders to Images

After a picture has been inserted into an itinerary, you need to add a borderline around it.

1. Click on the picture and click **Format, Borders and Shading**.
2. On the **Borders** tab, select the **Box** border (a solid line); and for the **Width**, select **2 ¼** and click **OK**.