

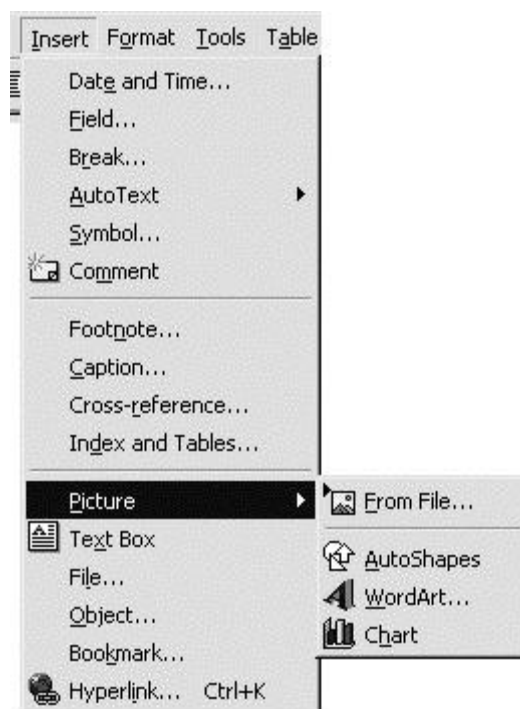
# Using The Illustrated Home™ With Your InspectIt® Reporting Software

This guide will show you how you can insert images from The Illustrated Home CD-ROM into your InspectIt® documents. We will cover how to insert an image, re-size the image, highlight items on the images with your own text, and create shortcuts for inserting frequently used images.

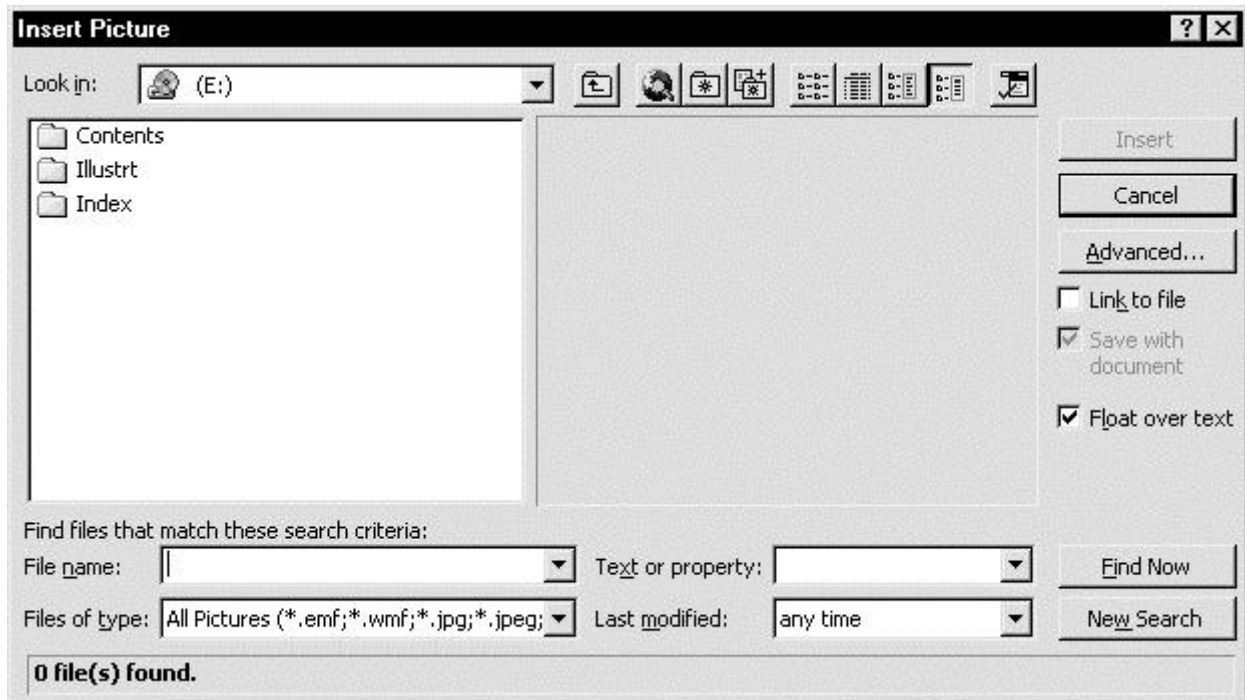
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## INSERTING IMAGES FROM THE CD-ROM INTO A DOCUMENT

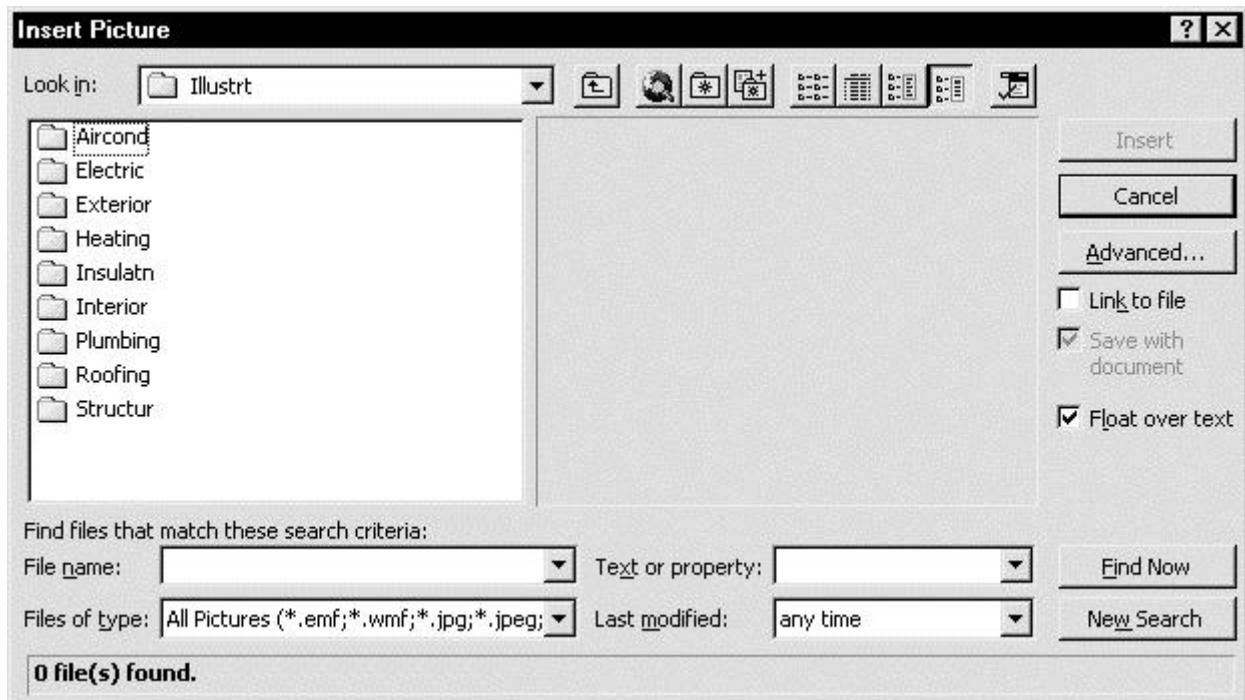
- 1 Click with your left mouse button on your document where you want the image to appear.
- 2 From the **I**nsert menu, choose **P**icture. If you are using Word 97, you will also need to choose the **F**rom File option.



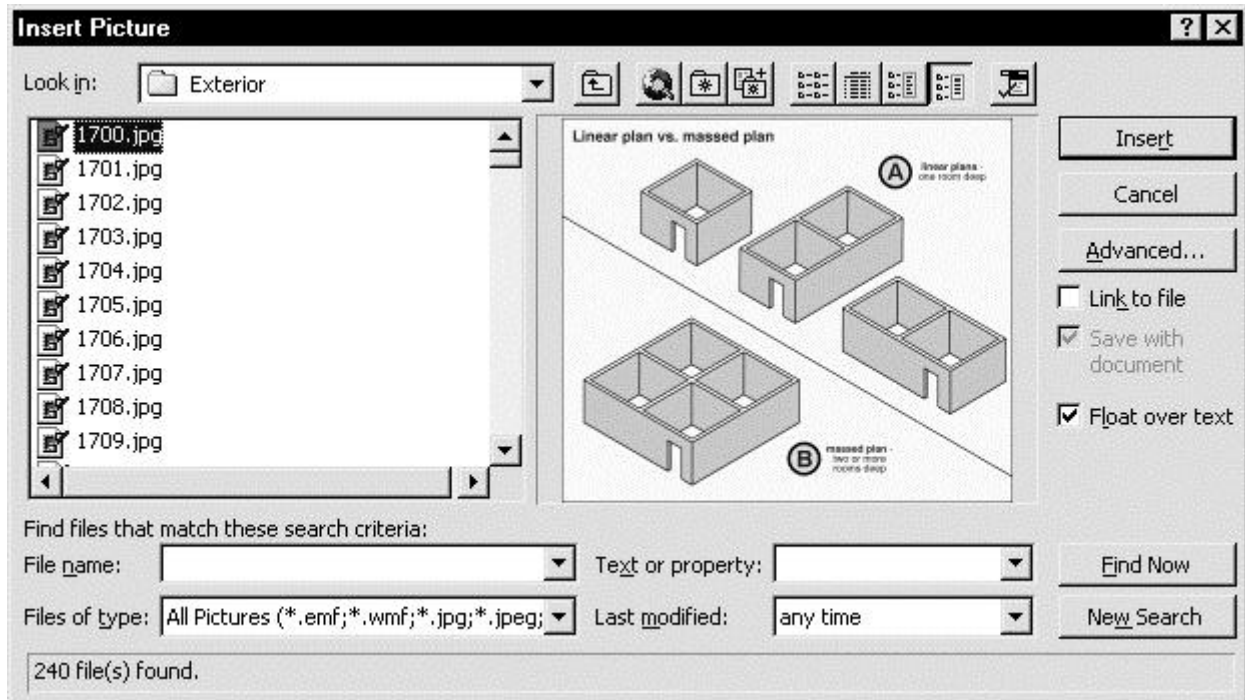
- ③ At the top of the Insert Picture window, click on the **Look in** drop-down list and choose your CD-ROM drive. Double-click on the **Illustrt** folder on the left side of the screen.



- ④ You will now see folders for each type of image on the left side of the Insert Picture window. Double-click on the folder of your choice. In this example, we will choose the Exterior folder.



- ⑤ You will now see the list of images on the left side of the Insert Picture window. Click once on an image to preview it on the right side of the screen. Click on the **Insert** button to insert your selected image into your document. You can also double-click on the file name on the left side of the screen to insert the image.

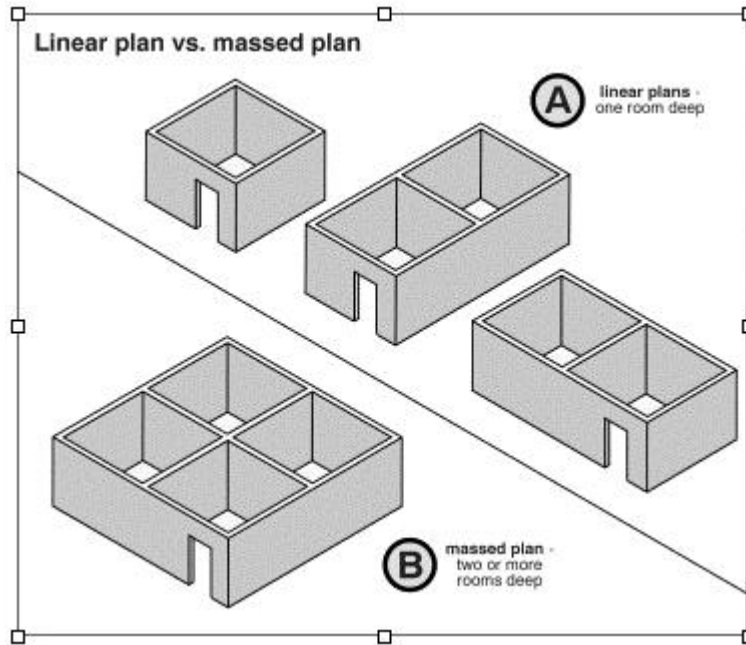


The image will now be inserted into your Word document.

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## RE-SIZING THE IMAGE IN YOUR DOCUMENT

❶ Click with your left mouse button on the image. **Sizing Handles** will now appear around the image.




❷ When you hold your mouse over any of the 8 Sizing Handles, your mouse pointer will change to a different shape. Hold down with your left mouse button over a Sizing Handle and move the mouse in the direction you wish. If you choose one of the Handles in the corner of the image, the image will be re-sized proportionally.

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## HIGHLIGHTING ITEMS ON IMAGES

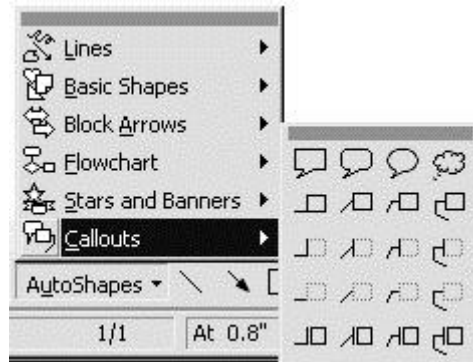
The most popular way to highlight items on an image is to add a **Callout**. To add a Callout to the image, follow the steps below:

❶ Turn on the **Drawing** toolbar. To do this you can click with your right mouse button on any toolbar or click on the **View** menu and choose Toolbars. From the list which is displayed, choose **Drawing**.

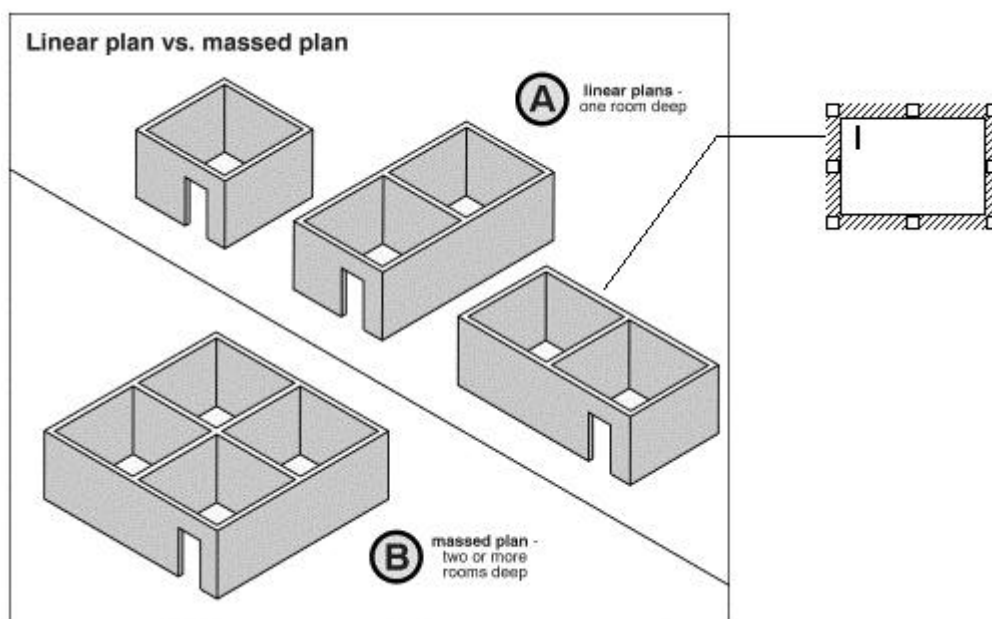
❷ In Word 6.0/7.0, click on the **Callout** button. 

- OR -

❷ In Word 97, click on the **AutoShapes** button on the Drawing toolbar, choose the **Callouts** option, and click with your left mouse button on the Callout shape that you would like to use.



❸ Next, hold your left mouse button down on the image where you would like the point of origin for your Callout. While still holding down the left mouse button, move the mouse in any direction and you will see the Callout shape appear. When you have the Callout positioned to your liking, lift your finger from the left mouse button.



- 4 You can now type your text in the box shown above right. You can also use the Sizing Handles to re-size the text box.

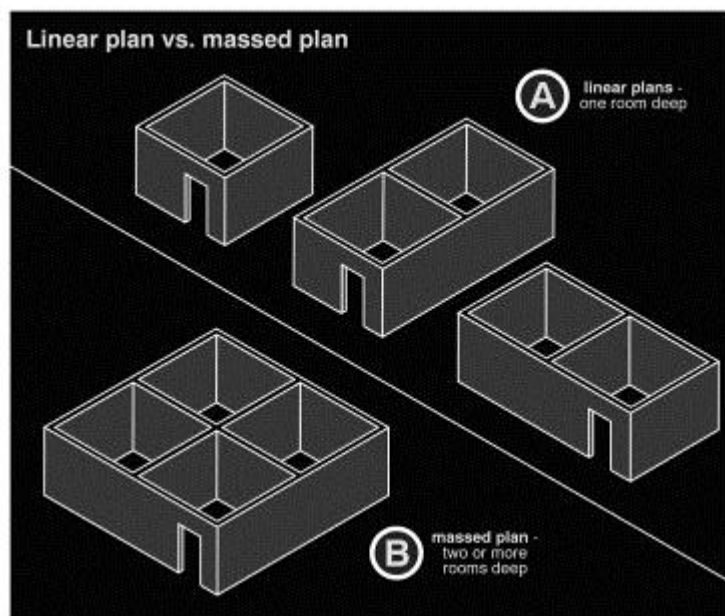
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## ADDING AN IMAGE TO YOUR INSPECTIT® PROGRAM

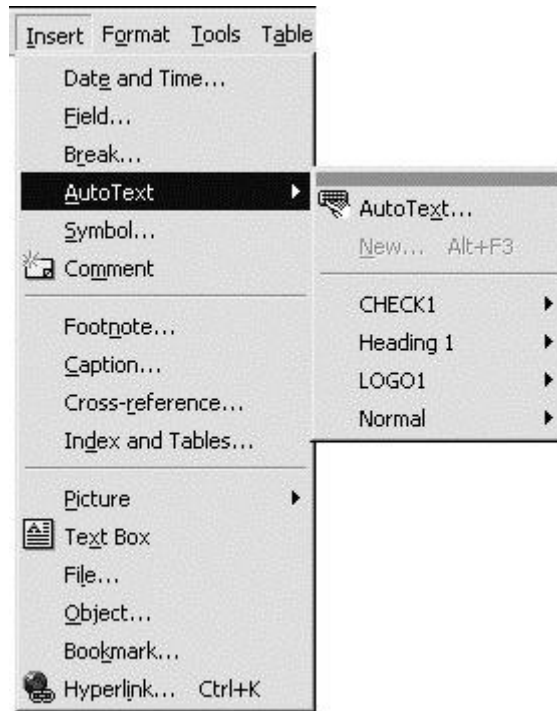
You can add images to your InspectIt® reporting software so you can insert them in future documents without using the CD-ROM. You can highlight an image and add it to your Hot Screens in ReportPlus for Commercial Buildings or Option Screens in ReportPlus.

You can also add the image to your program by creating an **AutoText** entry (which you will have to do for the Intelligent Reporter). To create an AutoText entry, follow the steps below:

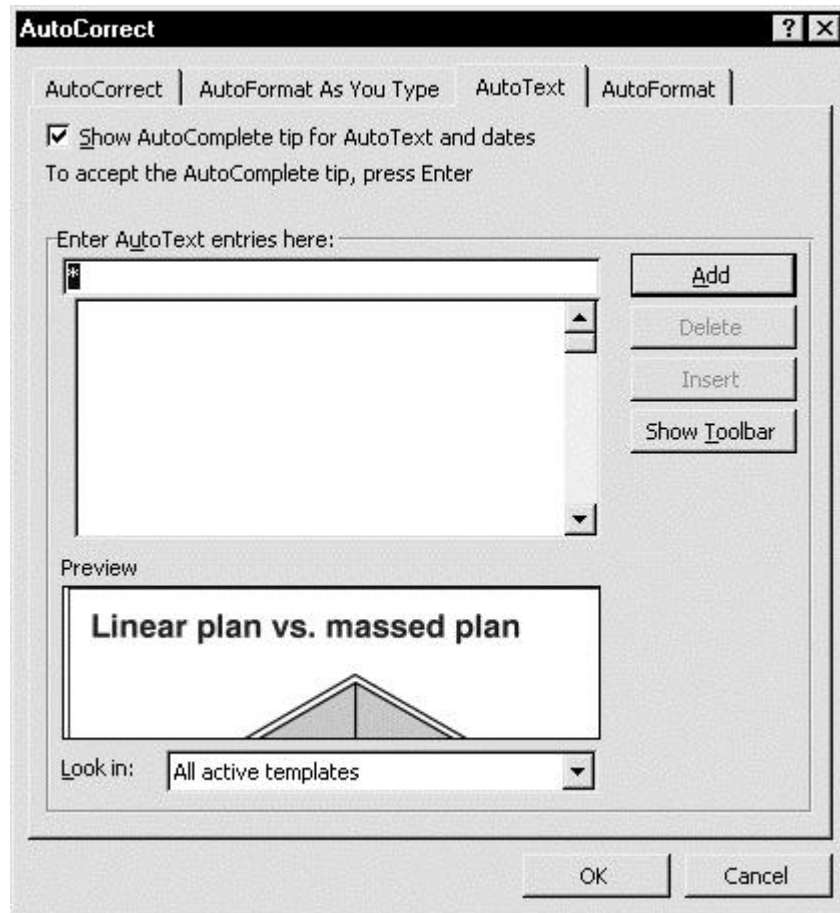
- 1 **Highlight** the image. The best way to accomplish this is to click your mouse pointer in the left margin adjacent to the image. Drag your mouse up or down to select text in addition to your image, if you wish. A highlighted image is shown below:



② Once the image is highlighted, click on the **Insert** menu in Word 97 and choose **AutoText**. Move your mouse to the right and click on **AutoText** from the pop-out menu. In Word 6.0/7.0, you would choose the **AutoText** option on the **Edit** menu (there will not be a pop-out menu in Word 6.0/7.0).



③ In the **Enter AutoText entries here:** field on the AutoText window, type in the name you wish to choose for this image. Names can be up to 32 characters in length.

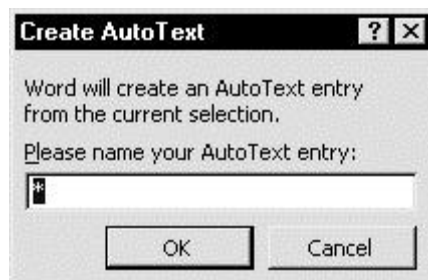


**NOTE:** If you adding images to to the Intelligent Reporter software, you must choose the IR.dot template in the **Look in** list box on the screen shown above. When you define an image as an AutoText entry, the AutoText name will appear the next time you use the Insert Boilerplate screen.

④ Click on the **Add** button. You have now added this image to Word. To insert it into a future document, type in the name and hit the **F3** key on your keyboard.

#### **WORD 97 AUTOTEXT SHORTCUT:**

Once you've highlighted the image you can use the keyboard combination **Alt + F3** to define an AutoText entry. The screen shown below will then appear and you can type the name of the entry in the text box.





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## **ADDITIONAL INFORMATION**

This guide has been designed to provide basic information on how to use The Illustrated Home™ images in a Microsoft® Word™ document. There are advanced features and alternate methods available for each topic that has been covered. Review the Word help files and documentation for additional details.