

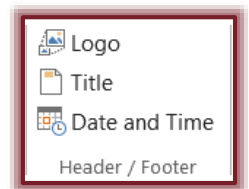
INSERT GRAPHICS

You will be using **Access Training-Database1** for this exercise.

Graphics can be used to enhance the appearance of a form. It can make the form look more professional. There are several kinds of graphics that can be included in a form including a PowerPoint slide. Pictures downloaded from the Internet, imported from other programs, created by the user, and scanned from books or other objects may be included in a form. There are a few ways to add a static graphic to the form. A static image is one that does not change when moving from one record to another one.

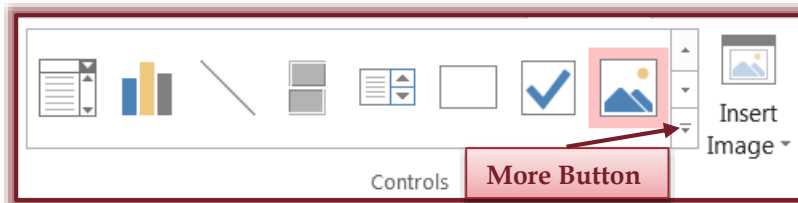
INSERT A LOGO

- ❏ Open the **Representatives** form in **Design View**.
- ❏ Make sure the **Header and Footer** are displayed.
- ❏ It may be necessary for you to resize the **Header** area by moving the mouse pointer over the bottom border and then dragging down.
- ❏ Click the **Logo** button in the **Header/Footer Group** (see illustration at right).
- ❏ The **Insert Picture** dialog box will display.
- ❏ In the **Look in** list, choose the location where the Access files are stored.
- ❏ Choose the **Desktop Computer** image.
- ❏ Click **OK** to accept this option and exit the **Insert Picture** window.

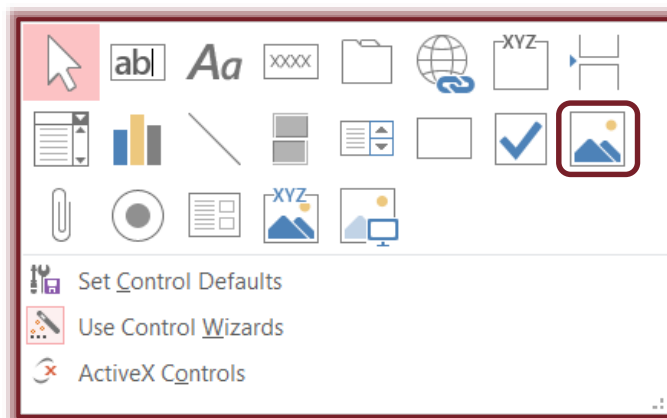


INSERT A GRAPHIC FROM A FILE

- ❏ Open the **Representatives** form in **Design View**.
- ❏ Make sure the **Header and Footer** are displayed.
- ❏ It may be necessary for you to resize the **Header** area by moving the mouse pointer over the bottom border and then dragging down.
- ❏ Click the **More** button on the right side of the **Controls Gallery**.

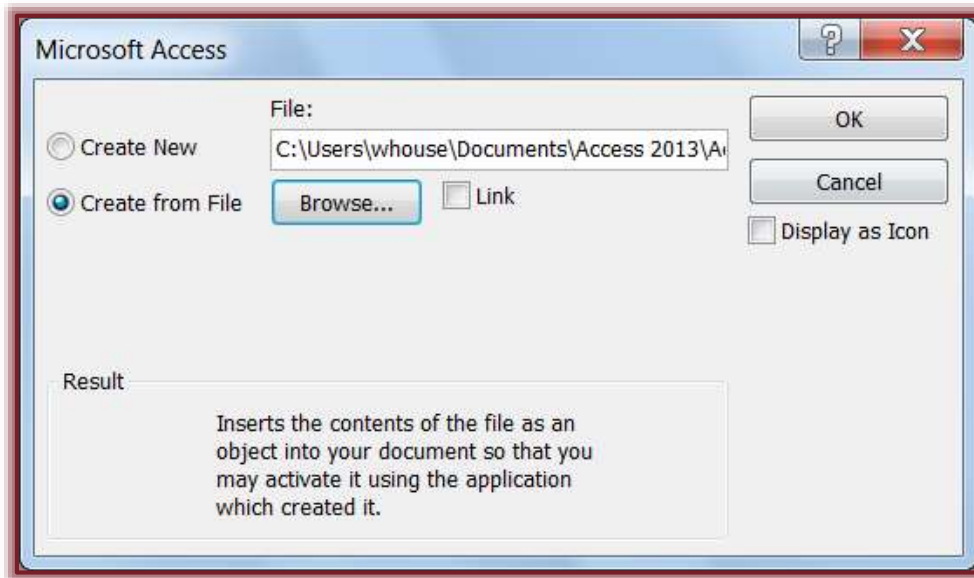


- ❏ Click the **Unbound Object Frame** button in the **Control Group** (see illustration below).



- ❏ The mouse pointer will change to display the **Unbound Object** icon.

- Click in the **Header** area of the form.
- In the dialog box that appears, click the **Create from File** option button (see illustration below).

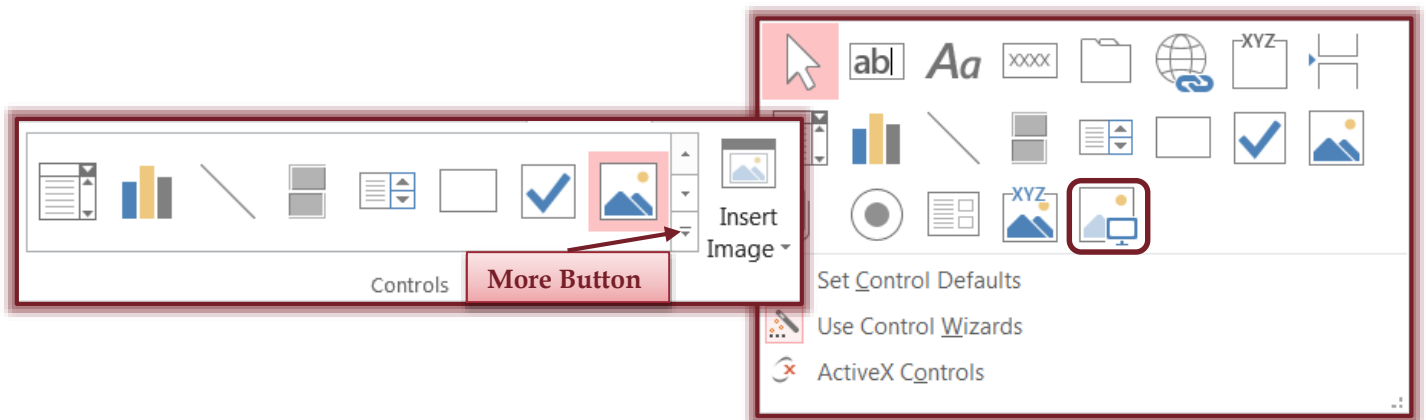


- Click **Browse** to access the location of the picture.
- In the **Look in** list, choose the location where the Access files are stored.
- Choose the **Laptop Computer** file or one of the other graphic images.
- Click **OK** to accept this option and exit the **Browse** window.
- Click **OK** again to insert the image into the **Form**.

NOTE: Pictures may be inserted into any part of the form, not just the header or footer area.

INSERT A GRAPHIC USING THE IMAGE CONTROL BUTTON

- Open the **Representatives** form in **Design View**, if necessary.
- Make sure the **Header and Footer** are displayed.
- It may be necessary for you to resize the **Header** area by moving the mouse pointer over the bottom border and then dragging down.
- Click the **Form Layout Tools: Design Tab**.
- Click the **More** button on the right side of the **Controls Gallery**.
- Click the **Image** button in the **Control Group** (see illustration below).

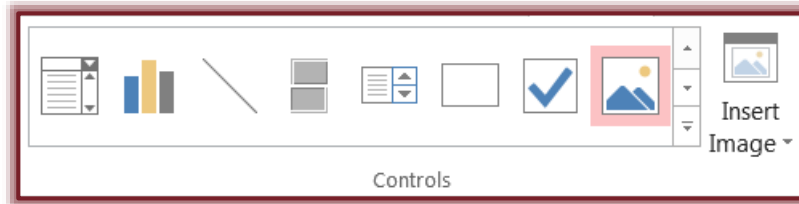


- Click in the **Header** area.
- The **Insert Picture** dialog box will open.
- Click the **Look in** list arrow and select the location where the Access database files are stored.

- ☞ Select the **Desktop Computer** image.
- ☞ Click **OK** to exit the dialog box and insert the image.
- ☞ **Close** and **Save** the form.

INSERT A GRAPHIC USING THE INSERT PICTURE BUTTON

- ☞ Open the **Representatives** form in **Design View**, if necessary.
- ☞ Make sure the **Header and Footer** are displayed.
- ☞ It may be necessary for you to resize the **Header** area by moving the mouse pointer over the bottom border and then dragging down.
- ☞ Click the **Form Layout Tools: Design Tab**.
- ☞ Click the **Insert Image** button in the **Controls Group** (see illustration below).



- ☞ Click the **Browse** button.
- ☞ The **Insert Picture** dialog box will open.
- ☞ Click the **Look in** list arrow and select the location where the Access database files are stored.
- ☞ Select the **Desktop Computer** image.
- ☞ Click **OK** to exit the dialog box and insert the image.
- ☞ **Close** and **Save** the form.

RESIZE A GRAPHIC

- ☞ Select the graphic that is to be resized.
- ☞ Drag one of the **Corner** sizing handles.
- ☞ If the picture crops itself, rather than shrinking or growing, follow these steps to change the image's proportions:
 - ✧ Right-click the image and choose **Properties**.
 - ✧ The object's property sheet will appear.
 - ✧ On the **Format** tab, click the **Size Mode** property's field.
 - ✧ From the **Size Mode** drop-down list, choose **Stretch**.
 - ✧ Click the **Close** (x) button in the upper-right corner of the property sheet.
- ☞ Click the **View** button to view the **Form**.
- ☞ **Save** the changes.