

## INSERTING GRAPHICS

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You will be using the **Access Training (Chamber)** database 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. Graphics from the clip art gallery, ones imported from other programs, ones created by the user, and ones that are 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.

### INSERTING 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 **Unbound Object Frame** button on the **Toolbox** (see illustration top right).
- ❖ The Mouse Pointer will change to display the **Unbound Object** icon (see illustration bottom right).
- ❖ Click in the **Header** area of the form.
- ❖ In the dialog box that appears, click the **Create from File** option button.
- ❖ 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 **PowerPoint Health Starter** file
- ❖ Click **OK** to accept this option and exit the **Browse** window.
- ❖ Click **OK** again to insert the image into the **Form**.



### NOTE:

- A picture may also be inserted using **Insert** on the **Menu Bar** and then selecting **Picture** from the list.
- Pictures may be inserted into any part of the form, not just the header or footer area.

### RESIZING A GRAPHIC

- ❖ Select the graphic that is to be resized.
- ❖ Drag one of the **Corner** sizing handles.
- ❖ To keep the picture from changing shape, hold down the **Shift** key while dragging to maintain the aspect ratio.
- ❖ 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** page, click the **Size Mode** property's field.
  - From the **Size Mode** drop-down list, choose **Stretch**.
  - Click the **Close** (x) button in the corner of the property sheet.
- ❖ Click the **View** button to view the **Form**.
- ❖ **Close** the **Form** and **Save** the changes.

### INSERTING A GRAPHIC USING THE IMAGE TOOLBOX 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 **Image** button on the **Toolbox** (see illustration top right).
- ❖ The **Mouse Pointer** will change to the **Image** icon (see illustration bottom right).
- ❖ Click in the **Header** area.
- ❖ The **Insert Picture** dialog box will open.
- ❖ Click the **Look in** list arrow and click location for the Access database files.
- ❖ Select the **Desktop Computer** image.
- ❖ Click **OK** to exit the dialog box and insert the image.
- ❖ **Close** and **save** the form.
- ❖ **Exit** from the Access database.

