

Microsoft Word (Office 2003 version)

You can insert many popular graphics file formats into your document either directly or with the use of separate graphics filters. You don't need a separate graphics filter installed to insert Joint Photographic Experts Group (.jpg), Enhanced Metafile (.emf), Portable Network Graphics (.png), Windows Bitmap (.bmp, .rle, .dib), and Windows Metafile (.wmf) graphics.

Others, listed below, may open with the help of the built-in graphics filters in Office.

jfif, jpe, bmz, gif, gfa, emz, wmz, pcz, cdr, cgm, eps, pct, pict, tif, tiff, wpg
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PowerPoint (Office 2003 version)

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Resize the image by clicking and dragging the handles of the image to stretch or shrink to desired size. **Reminder: It is better to resize large images in an image editor such as Photoshop, ImageBlender, or Fireworks. Save them in the desired format. Then insert the image into your application. This step will dramatically affect the total file size (positively, making it much smaller and able to load much faster, not to mention that it will take up much less file space as well).** Once you insert it, you can still make adjustments with the "handles" inside the program you are using, however, be careful not to distort your image when doing so!