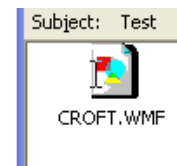


How to use WMF Floor Plans in Microsoft Word

One of the most common formats we are asked to provide floor plans in is WMF. This format is easy to import into Microsoft Office and other programs and can be resized without loss of quality.

These Instructions are based on Microsoft Word 2000 and Microsoft Outlook 2000 running under Windows XP Professional with service pack 2. If you are using different versions of the programs the general principals will be similar

1. The first step is to save the WMF file attached to your email to your computer. First open the email on screen by double clicking on the senders name in the list of emails in the inbox. You will see an icon with the floor plan's file name under it something like the one shown on the right.



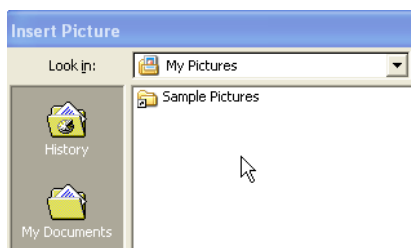
Tip

You may want to make a directory for your floor plans and save them in there

2. Click on this with the right hand button of the mouse ("right-click") and select the "Save As" option, pick a directory to save it in and then click on the "Save" button in the bottom right corner.

3. Start Microsoft Word and open a new document or the document you want to insert the picture into. Click where you want to add the picture

4. To insert the Picture go to the "Insert" menu, Select "Picture" and then select "From File". Select the directory that the picture is in from the "Look In"



Tip

If you can not see "Picture" under the "Insert" Menu click on the double V symbol at the bottom of the menu. This will show you all the options

selection box and then click on the file you want and it will appear in the word document.

5. If you want to resize the Picture click on the picture and you will see a frame appear around it with black squares in the corners and the middle of the sides. If you move your mouse cursor over one of the corner squares the cursor will change to a diagonal "↕" symbol. Hold down the shift key and left mouse button and drag to the right size. Holding the shift key down ensures that the picture is resized equally in both directions.