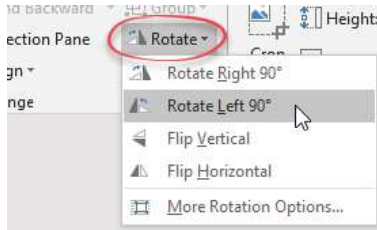




How do I rotate my graphic?

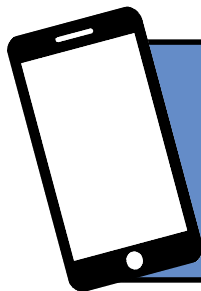
Method One:

1. Click your image to select it.
2. Click to display the 'Picture Tools, Format' ribbon.
3. Click the 'Rotate' drop down menu.
4. Choose one of the options from those displayed.



Method Two:

1. Click your image to select it.
2. Position your cursor over the rotate handle (the circle at the top).
3. Press and hold the mouse button and move the mouse to rotate the image.
4. Release the mouse button when your image is at the desired angle.



For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.