



Images - Delete and Move

How do I delete a photo or image?

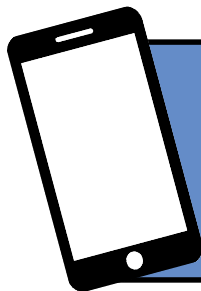
1. Click the image once to select it.
2. Press <Delete> on the keyboard.

How do I move my graphic?

1. Click on the image.
2. Holding down the left mouse button, move your mouse, dragging the image to its new location.
3. Release the mouse button when done.



You have more control over placement of images when you use the “wrap” options.



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.

Part of the ‘How do I...’ series of helpsheets. For more, visit ictsupport.key.org.uk