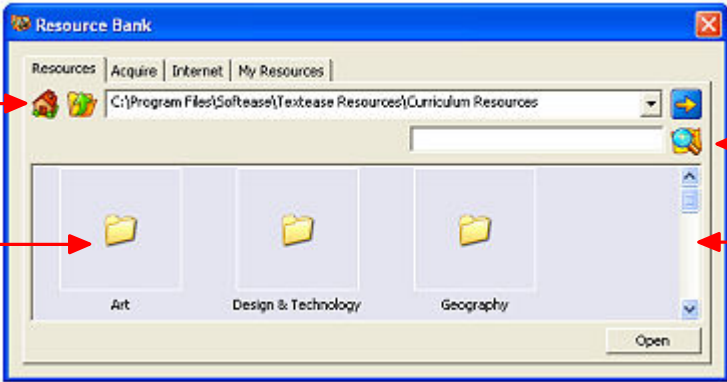


Textease contains a large picture bank of images which you can use on your documents. Additionally, you can insert images from folders on your computer.

Click on the '**Resource Bank**' button (on the 'General' toolbar) to open the '**Resource Bank**'



Clicking on the **House** takes you back to all the subject folders

Double click on a folder to see its contents.

Search for images

Scroll down to see more subject folders

Click and drag the image you want onto the page. Close the 'Resource Bank' window.

If you drag a folder onto the page it will empty the whole contents.

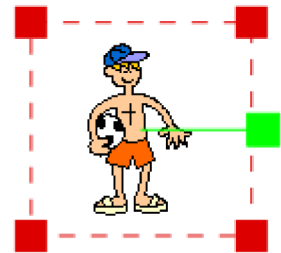
You will notice on the **Resource Bank** that there are a number of tabs. The first allows you to search the Textease resources, the second allows you to get images from other devices such as webcams, the third gives you open access to the Internet starting from your home page and the last allows you to find other resources from anywhere on your computer or network.

Working with images

You can move and change the size of images in the same way as you can with text.

When an image is selected you can:

- * Click and drag the **red squares** to resize the image.
- * Click and drag the **green square** round in a circle to rotate the image.

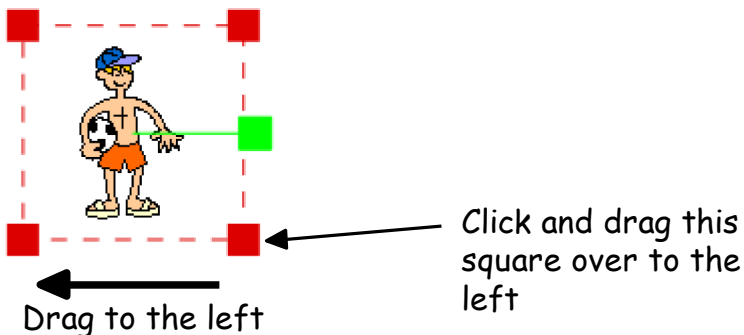


When an photograph is selected you can do all the above and click and drag the **blue squares** inwards to crop the photo.

Flipping an image

You can 'flip' an image over to create the equivalent of a mirror image.

To do this click and drag as show below:



Tip:
Think of it as turning over a page in a book

Copying an image

Select the image. Hold down **Ctrl** as you move the image.