

## Microsoft Office Compatible


Ulead PhotoImpact is a Microsoft Office Compatible product, which means that its toolbars, menus, and accelerator keys are similar to those used by Microsoft Office. If you are already using Microsoft Office, which includes Microsoft Excel, Word, Access and PowerPoint, then many of the tasks you have learned to complete in Office can be completed in a similar manner in PhotoImpact. Ulead Systems and Microsoft hope these similarities will make it easier to use our products together with other Microsoft Office Compatible products.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program, and for a complete listing of Microsoft Office Compatible products, in the United States call Microsoft Customer Service

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## Ulead PhotoImpact and the Office Compatible Features

- PhotoImpact has toolbars similar to those found in Microsoft Office. The Standard toolbar contains commands common to other Office programs such as New, Open, and Print. For example, to print an open image from PhotoImpact quickly, just press the print (  ) button.
- You can customize the toolbars and workspace to your needs. Drag the toolbars from their docked positions to make them floating, or move them from the top to the bottom of the workspace. You can also switch between large and small icons and turn color on or off in the toolbars.
- PhotoImpact fully supports Microsoft Office OLE procedures. You can drag files from PhotoImpact to any Microsoft Compatible program for instant linking and embedding. Once inserted you can edit in-place by double-clicking on the image.

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## Using PhotoImpact with Microsoft Office

### Lesson 1: Copying images from PhotoImpact to an Office Compatible program.

Nothing is more aggravating than navigating through endless dialog boxes and folders to find an image you just finished to insert into another document. And with PhotoImpact, you never need to do so.

1. Create or edit an image in PhotoImpact.
2. Open an Office Compatible program to place the image into.
3. Resize both program workspaces so they are both visible.
4. Create a selection of the part of the image you wish to place in the Office Compatible program and drag it to the program

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## Using PhotoImpact with Microsoft Office

### Lesson 2: Editing images within other Office Compatible programs.

When you are working away at a presentation or report, the last thing you need is to open and close several programs to complete different tasks. PhotoImpact allows you to edit images any time right inside your Office Compatible program.

1. Double-click on an image in an Office Compatible program that has a link to PhotoImpact. The PhotoImpact toolbars and panels join the Office Compatible program's workspace.
2. Edit the image according to your needs
3. When you finish editing, click anywhere outside the image in the main document to return to the Office Compatible program.

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## Using PhotoImpact with Microsoft Office

### Lesson 3: Editing PhotoImpact objects in Office documents in the PhotoImpact workspace.

If you wish to edit an image created with PhotoImpact in the PhotoImpact workspace instead of in place,

1. In the Office document, right click on the object and choose "PhotoImpact Object:Open." The object opens in the PhotoImpact workspace for you to edit.
2. When you finish editing, From the File menu, choose "Update Object." If you wish to save the modified image as a file, choose "Save Copy As" and assign a format and name to the image in the Save Copy As dialog box.

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