

# Best Practices for working with Images in Word

Presenters: Angie Davidson & Nikki Pike, Brochet



## Best Practice Tips

- Always use RGB logos/images for documents and presentations
- Only RGB images can be compressed
- CMYK images are often larger in file size
- Images within text boxes are not automatically compressed
- PNG images have a transparency option
- Always use Inline images where possible rather than floating
- Lock Anchors to control position and text flow
- Use the Advanced font options to raise or lower the image with text but keep inline
- Remember to show Paragraph Marks when working with images!



# Questions for Nikki and Angie