Children's Services Quick Guide

How to place an image into a document

Images can only be inserted into a Mosaic form that has the specific image placeholder. Images need to be in the format of jpg (jpeg), png, or gif.

Please note: documents in other formats such as pdf, docx etc cannot be inserted. The maximum size of image file you can place in a document is 2 MB.

Converting an image into the correct format

The following steps will only need completing if the image is not in the correct format to be placed into a Mosaic form.

Load the Snipping tool by clicking on the Windows icon in the bottom left hand corner. You can then use the Search field and enter **Snipping Tool**. Select **Snipping Tool** to open the programme. Once this has been loaded it will appear in your Most Used list whenever you click on this icon in future.

Have the document you wish to convert open on your desktop. Click on the Snipping Tool icon ![snipping tool icon] on your tool bar to open the Snipping tool. Click on the ![New snip icon] new snip icon and click and drag a box around the area that you want to convert into an image. The image will now appear in the Snipping Tool screen.
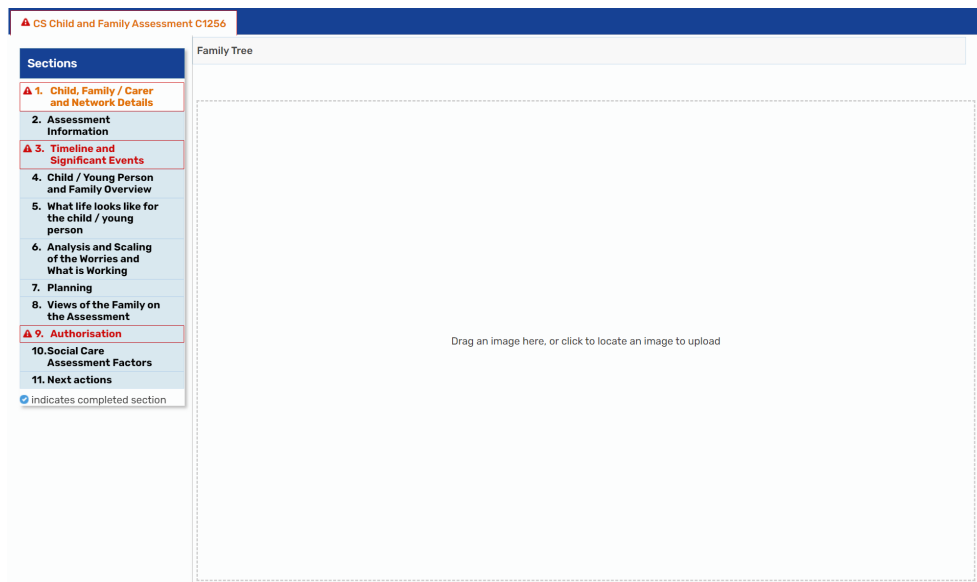
Placing an image into a document
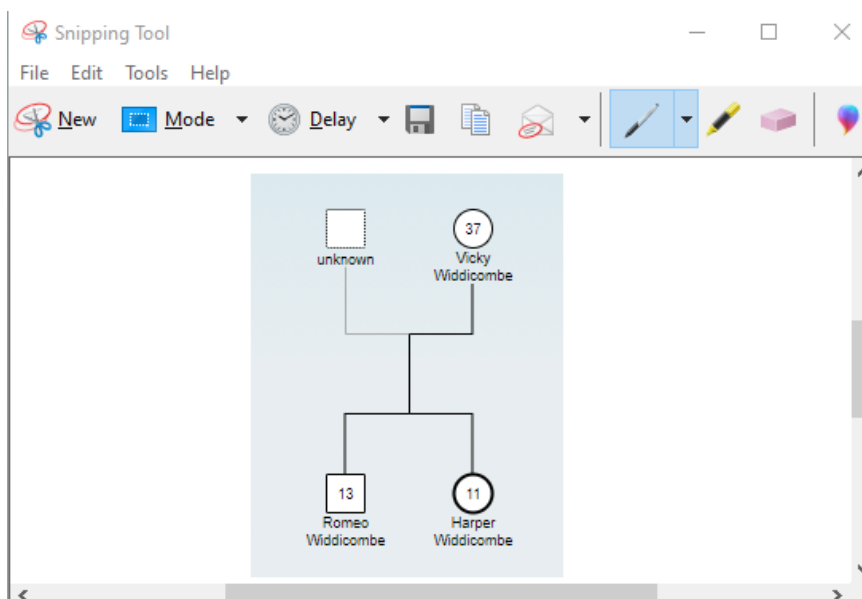
Finally click on the 💾 save icon to save the document to a network folder.

Placing an image into a document

Navigate to the relevant section in the Mosaic form. You will see a dotted rectangle.

Click on the rectangle and your file browser will open. Navigate to where you have saved the document that you wish to upload.

Double click on your image to insert it into the document. You may also single click the image and then click on the **'Open'** button.

If a picture has been uploaded in error, click on the **Clear** button and the image will be removed from the document. The dotted rectangle will appear where a new image can be selected and uploaded by repeating the steps outlined above.