Bloom 3 To Add Image

Bloom - To Add Image

To add an image in the Image frame in Bloom, do the following.

1. Click on the image frame to activate it. Then do one of the following.

- Click on the **Change Image** icon in the upper right hand corner. The **Image Toobox** dialog box appears. The **Art Of Reading** button is selected by default. Other sources of pictures you can use are **Scanner, Camera, and File**.

  To insert a picture from the *Art of Reading* collection, click the **Search** box. Type a word that describes what you want to see in a picture. For example, you can type *man*, *woman*, *tree*, *house*, and so on. To begin the search, you can press the **Enter** key, or you can click the **Search** button.

  If one or more pictures matched the word you typed, those pictures appear. A scroll bar appears if there are many pictures. Click the picture that you want to use. Notice that in the right side of the **Image Toolbox**, you see a larger view of that picture, and some copyright metadata. This metadata is part of the *Art Of Reading* file. Select the picture and click **OK**.

  Now you see the picture instead of the picture placeholder. If you hold your mouse pointer over the picture, you see another button. It is the green **Copyright** icon . Click on this button to see the metadata.

  Again, if your picture came from a scanner, camera or a file on your computer, you could click this button to edit your picture metadata.

  To insert an image from a file, click the **File** button. Navigate to the desired file and then select it and click **Open**. Then click **Set up metadata** to enter the copyright information. Fill in the **Credit, Copyright & License** dialog box as appropriate. Then click **OK**.Then click **OK**.

- If your image is in the clipboard, then click on **Paste Image** icon on the lower right hand corner. To setup the metadata, in the upper left hand corner, click **Question Mark** icon.

1. To crop an image, click **Change Image** icon. The **Image Toolbox** dialog box appears.

   Click **Crop** icon. Adjust the bars as desired to show the portion of the image you want to see. Click **OK**.