

CONTENT STUDIO

INSERTING GRAPHIC FROM FILE

Content Studio has the option to import graphics to be edited. This is useful when adding text to an existing graphic or background.

INSERTING A GRAPHIC

1. On the Home tab, click on the **Media Item** button from the **Quick Insert** group (see figure 1).
2. Choose **Picture** from the drop down menu.
3. Browse to where the desired picture is located and choose **Open** (see figure 2).
4. Choose **Import** from the **Image Import** window (see figure 3).

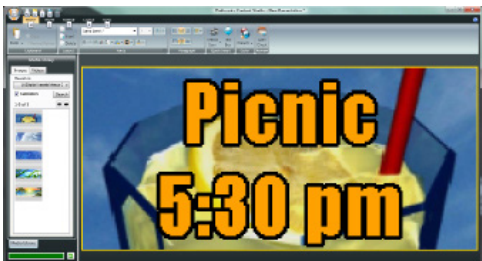
Venus software supports the following graphic image types:

- jpg
- bmp
- png
- tif or tiff
- gif
- psd

5. Once imported, add text by inserting a text box.

✓ **Tip:** Remember to use a thick outline or shadow placing text over a graphic (See figure 4).

GOOD



BAD

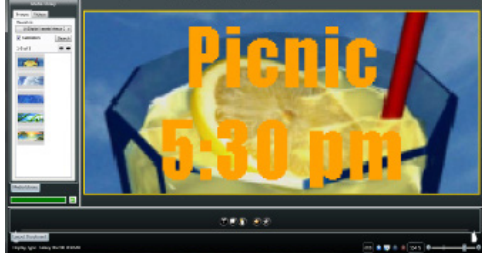


Figure 4: Outline the text in black for the greatest readability.

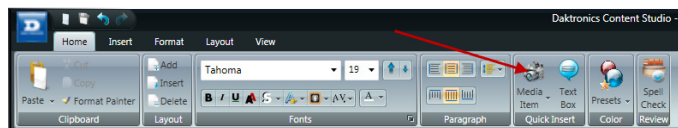


Figure 1: Insert a Graphic from the Home Tab.

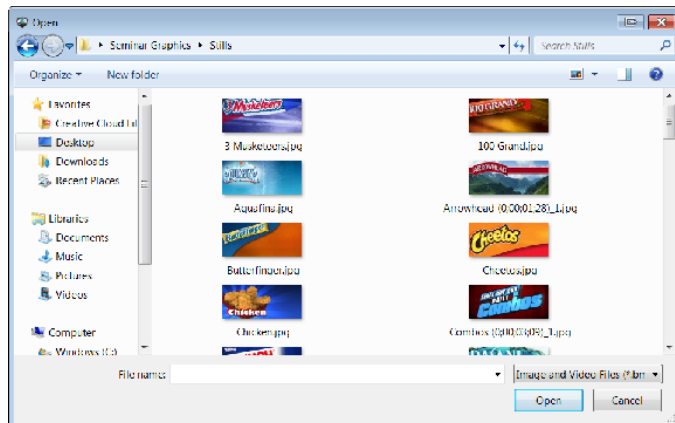


Figure 2: Browse Files

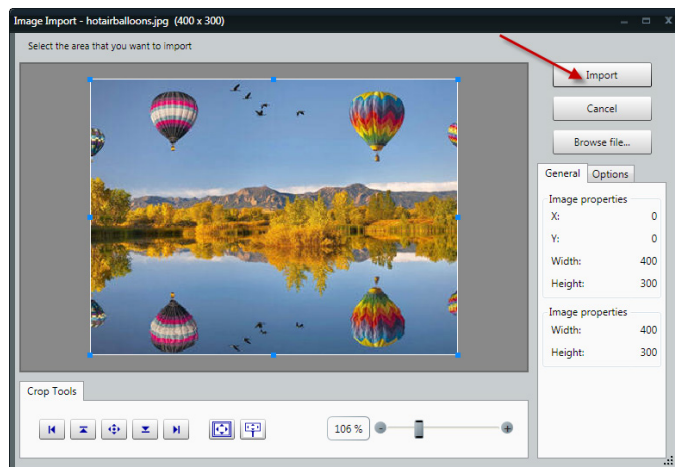


Figure 3: Import the graphic into Content Studio.