How to Save and Insert Images on a CQI Story Board

This document is intended to help your team with saving and inserting images on your Continuous Quality Improvement (CQI) Story Board. The steps recommended in this document will ensure the images you insert in your Story Board are of high enough quality to render easily readable graphics even when resized.

Step 1: Save your document as a PDF with the two steps below.

When you are working in your document, on the document menu click → File → Save As



2. Then in the pop up box that appears click Save as type -> PDF (*.pdf)

Save in:	Desktop	• G 🕸 📂 🛄•		
Recent Places	Libraries System Folder			
Desktop	Robin V. Retension System Adobe PDF Files (* pdf) Abobe PDF Files, optimized Encapsulated PostScript (* Comp. HTML 3.2 (* html,* htm)	d (*,pdf) eps)		
Libraries	System HTML 4.01 with CSS 1.0 (* JPEG (* jog. * jpeg. * jpe) JPEG2000 (* jpf.* jpx.* jp2.* Networ Microsoft Word Document / PDF/A (* odf)	'.html,".htm) *j2k,".j2c,".jpc) (".doc)		
Computer	2014 C PNG (* png) Abstrac PostScript (* ps)			
Network	Tables in Excel Spreadsher CQI Ac Text (Accessible) ("txt) Text (Plain) ("txt)	et (* xml)	-	Settings
	File name: XMI 10 (* xml)		Save	

3. Save the new PDF file with the name of your choice. If this is a subsequent version, you may want to label with the date or version number to keep your records organized.

Step 2: Once your file is saved as a PDF, open the PDF version of the document and save the document as a .tiff file with the two steps helow

two steps below.

 Open the PDF file, once it is opened on the menu click File → Save As



2. Then in the pop up box that appears click Save as type →TIFF(*.tiff, .tif)

Save in:	Desktop	- G 🖄 📂 🖽 -		
Recent Places	Libraries System Folder			
Desktop	Robin VanDerMoere System Adobe PDF Files (* p. Adobe PDF Files, Op Encapsulated PostSi MTML 3.2 (* html, *ht System HTML 4.01 with CSS	df) tripized (*.pdf) tript (*.eps) tm) 5 1.0 (*.html,*.htm)		
Libraries	VEG (`jpg.`jpeg.`ij JPEG2000 (`jpf.`jpx Microsoft Word Docu PDF/A (`,pdf) PDF/A (`,pdf) PDF/A (`,pdf)	pe) .*,jp2,*,j2k,*,j2c,*,jpc) .ument (*.doc)		
Computer	2014 C PNG (* png) Abstrac Post Script (* ps) File fol Rich Text Format (* r	tf)		
Network	CQI Ac Text (Accessible) (*tt)	adsheet (* xml) xt)	[Settings
	File name:		Save	

3. Save the new TIFF file with the name of your choice.

Step 3: Once your document is saved as a .tiff file, to insert the image file into your Story Board follow the steps below.

1. Open the Word file for your Story Board ->



 Place the cursor on your Story Board where you would like to insert the image →

t Deference	Mailiner	Pavian	Story E	Board Te	emplate MI	IECHV [Compat	ibility Mode] - N	licrosoft Word	ł			
it References	s Mailings	Review	View	Dev	eloper	- 1	_					
• 9 • A A	Aa* 🖑		* * <u>*</u> -*	1 F 6	Z↓	¶ AaBbCc	Dé AaBbCcDé	AaBb(AaBb(AaBbCcI	AaBbCcDc	AaBi
npe x ⁵ x, 🦉	- <u>*</u> - <u>A</u> -		3 8	\$≣*	A • 🖽	* 1 Norm	I No Spaci	Heading 1	Title	Subtitle	Subtle Em	Emp
Font	G.		Parag	aph		15g		s	Style	5		
3	2. Assemble th	ne Team		· A	1 3		4			1		
					5. Deve	lop an Improven	ent Theory		A	т		l
				Improvement Theory			Standardize the Improvement and Establish Future Plans 8. Standardize the Improvement or Develop New Theory					
Aim Statement			l									
3	3. Examinethe(Current Appro	bach									l
	Process Map				Test th	DO he Theory for	Improvement					l
	Fishhone Diag)			6. Test	the Theory		9. Est	ablish Futur	re Plans		
- · · · · ·												

- Story Board Template MIECHV [Compatibility Mode] Microsoft Wor 3. Go to the "Insert" Mailings Developer tab on the menu 1 🖓 🔁 🏚 A Signature Line **8 1** Q, To A A Table # 20 01+ S Date & Time Shapes SmartArt Chart Screenshot Hyperlink Bookmark Cross-reference Header Footer Page Number Number Box Parts Cap- 20 Object ige eak Picture Clip Art Eq ribbon and select the Header & Footer Tables Illustrations Links Text "Picture" function -> र्थ म 2. Assemble the Team 5. Develop an Improvement Theory ACT Standardize the Improvement and Establish Future Plans Improvement Theory Aim Statement 8. Standardize the Improvement or Develop New Theory 3. Examine the Current Approach DO Process Map Test the Theory for Improvement 6. Test the Theory 9. Establish Future Plans Fishbone Diagram rds: 111 | 🅉 🔚 📗
- Find the .tiff file you just saved → Select it → Click "insert"



Step 4: Once the image is on your Story Board, to edit the image follow the steps below.

- 👿 🚽 🔻 😈 🔻 Story Board Template MIECHV [Compatibility Mode] Microsoft V 1. Click on the image \rightarrow File Home Insert Page Layout References Mailings Review View Deve Shadow Effects Shadow Effects 🔅 Brightness 👻 🗽 Compress Pictures 🛱 Align 👻 Dashes -× Height: 2.91" ÷ Contrast * Sa Reset Picture "Picture Tools" will open Group -Position Wrap Bing Send Selection & Rotate + Forward + Backward - Pane & Rotate + Crop Width: 2.24" \$ Recolor * \rightarrow Border Arrange Adjust Home Visiting Program Name Home Visiting Program Model: Counties Served: Population Served: Quality Improvement Story Board CQI Project Title CQI Team Members: Act Plan Study Do PLAN Identify an Opportunity and Plan for Improvement nd Insert Ir Board es on a Sti Improvement Theory 1. Getting Started Problem Statement 2. Assemble the Team DO Test the Theory for Improvement 6. Test the Theory Fishbone Diagram Aim Statement Page: 1 of 2 Words: 111 🕉 🛅
- To crop the image select →
 the "Crop" function →

Brightness * 其 Compress Pictures Contrast * Reset Picture Shadow Effects * Adjust	Picture ≡ Weight → Border → Ficture = Weight → Border → Ficture = Weight →	Tapp Bring Send Selection Arrange Arrange	Crop July Width: 224° Crop Size Ta
	Home Visiting Program Name Home Visiting Program Nodel: Counties Served: Population Served:	COI Team Members:	Quality Improvement Story Board CQI Project Title
	PLAN Identify an Opportunity and Plan for Improvement 1. Getting Started	How to Save and Facer Images on a Savy <u>Band</u> 	Improvement Theory
	Problem Statement	a A b B b B c <td></td>	
	2. Assemble the Team	 Provide the second secon	DO Test the Theory for Improvement 6. Test the Theory
	Aim Statement	Fishbone Diagram	

 To resize the image, select the image by clicking on it → drag one corner of the image to the desired size

