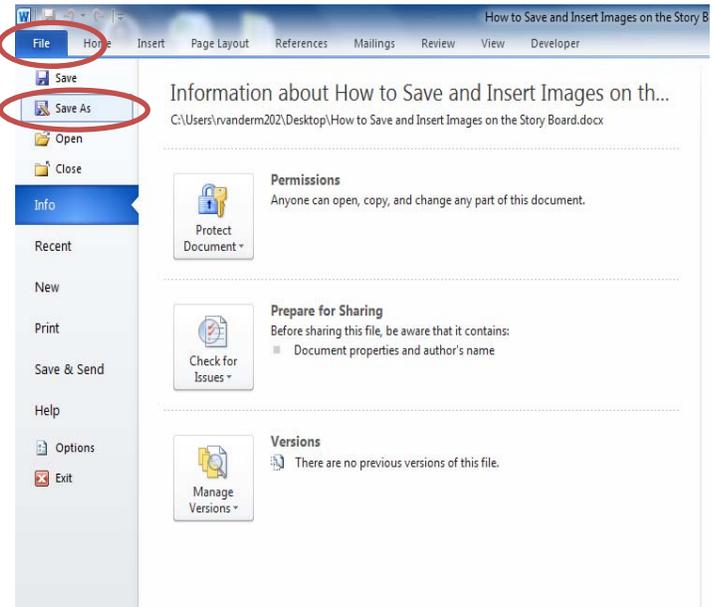


How to Save and Insert Images on a CQI Story Board

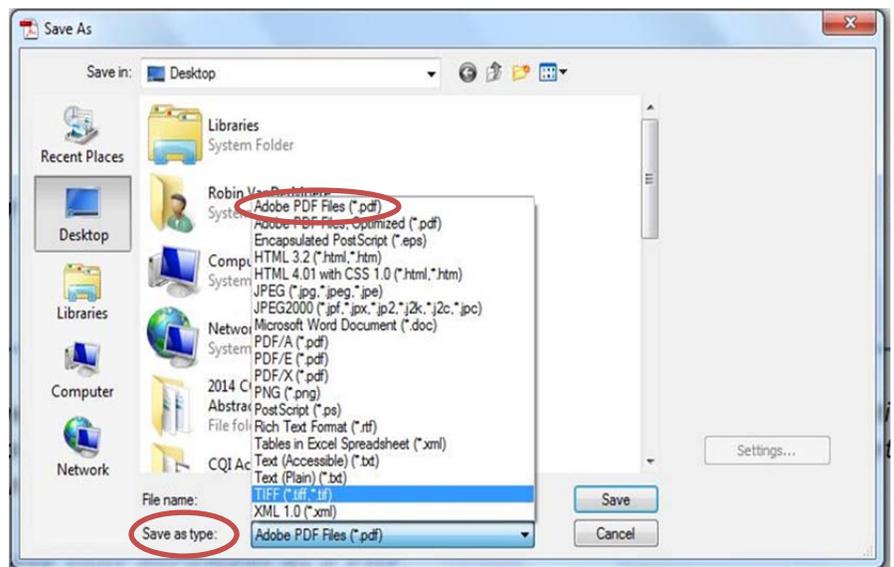
This document is intended to help your team with saving and inserting images on your Continuous Quality Improvement (CQI) Story Board. The steps recommended in this document will ensure the images you insert in your Story Board are of high enough quality to render easily readable graphics even when resized.

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

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



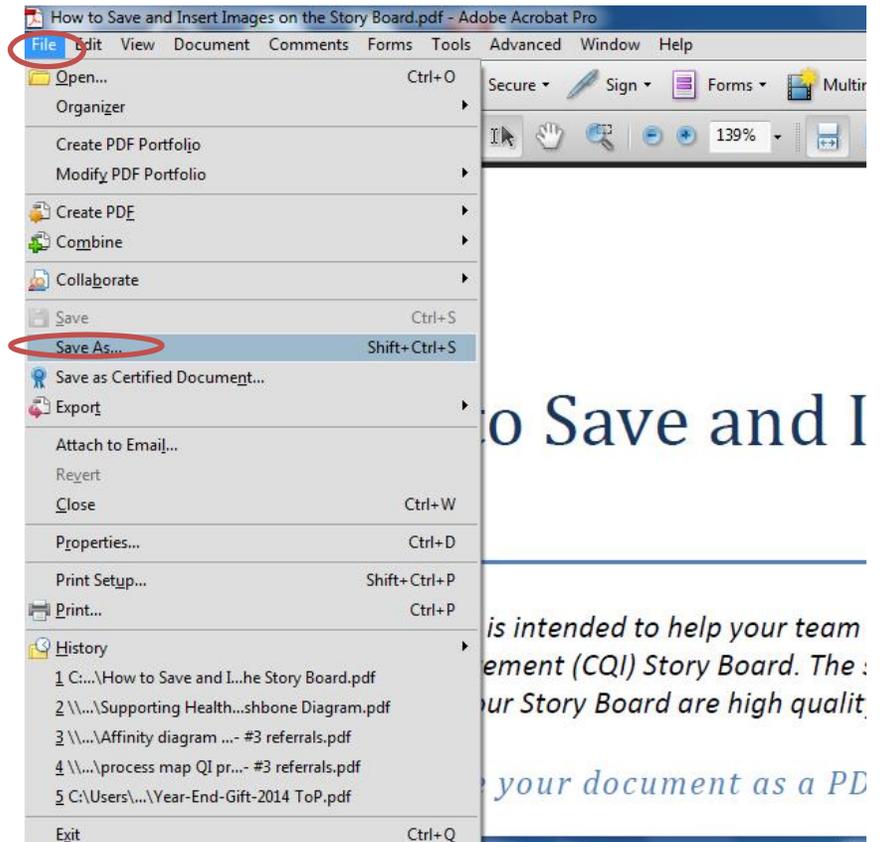
2. Then in the pop up box that appears click **Save as type** → **PDF (*.pdf)**



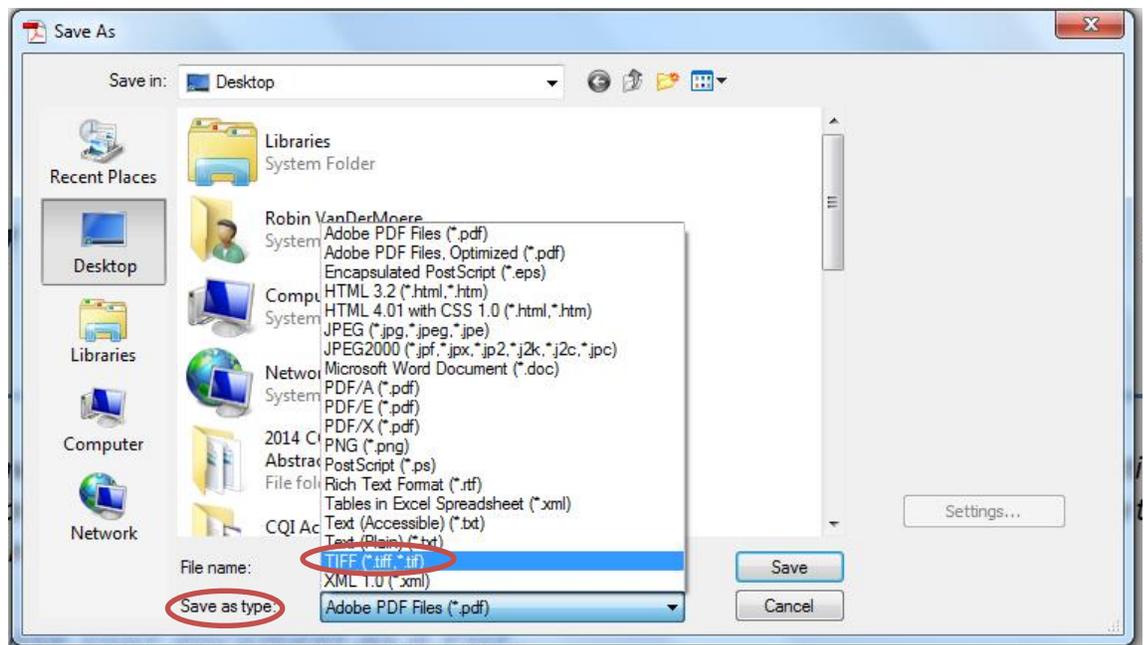
3. Save the new PDF file with the name of your choice. If this is a subsequent version, you may want to label with the date or version number to keep your records organized.

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 below.

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



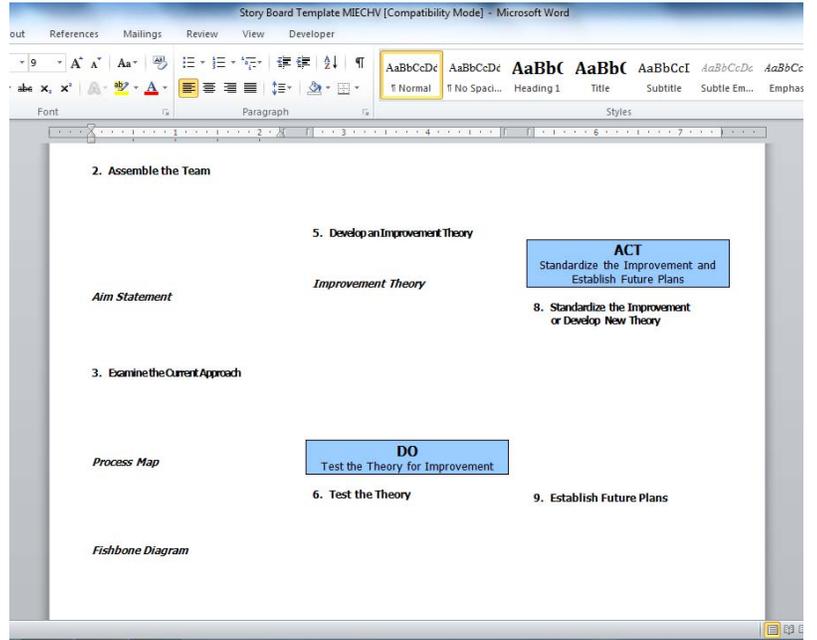
2. Then in the pop up box that appears click *Save as type* → *TIFF(*.tiff, .tif)*



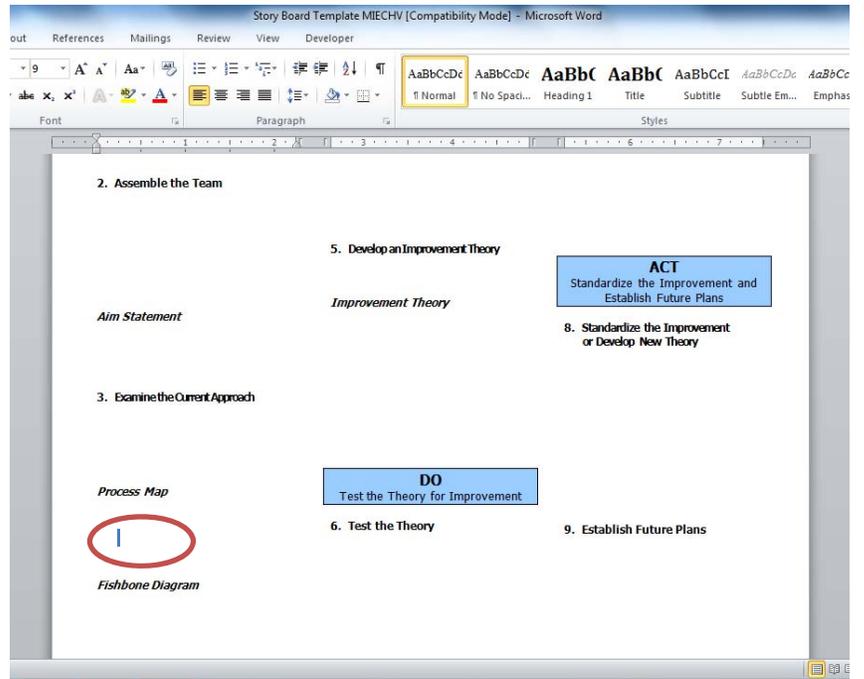
3. Save the new TIFF file with the name of your choice.

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

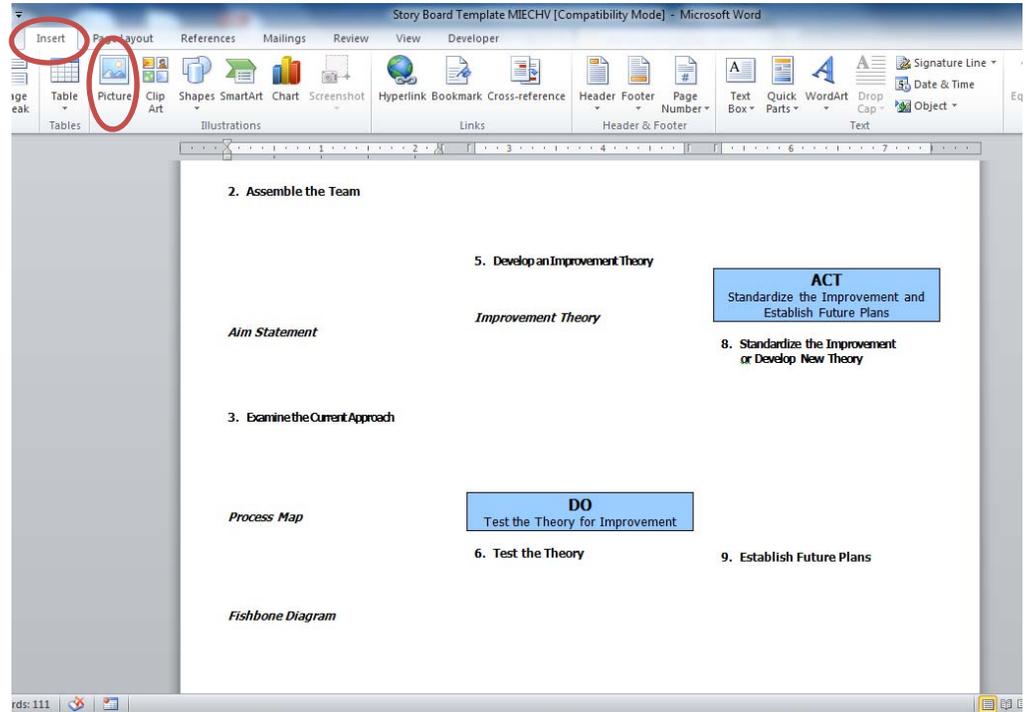
1. Open the Word file for your Story Board →



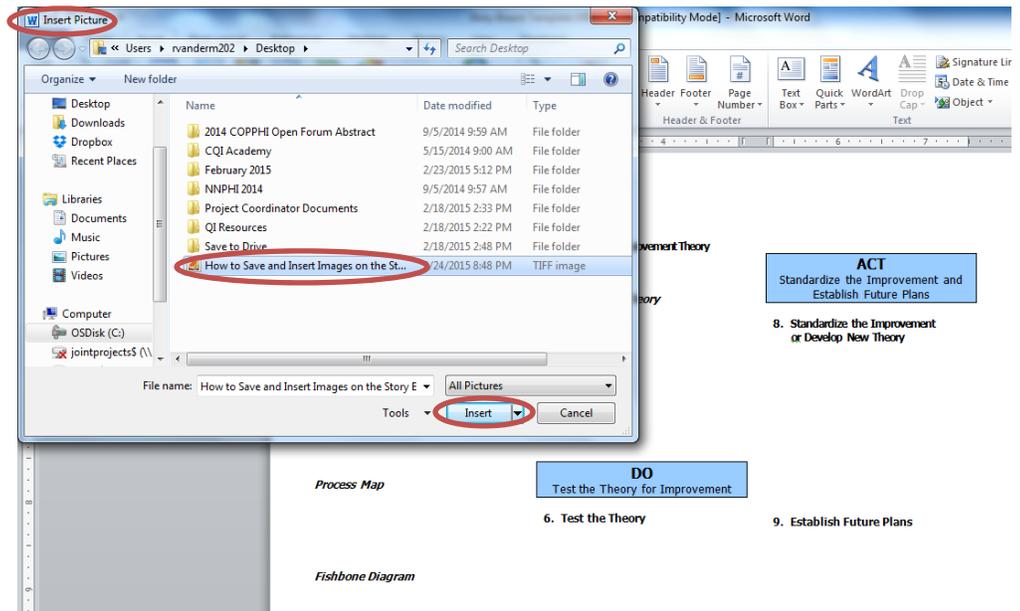
2. Place the cursor on your Story Board where you would like to insert the image →



3. Go to the "Insert" tab on the menu ribbon and select the "Picture" function →

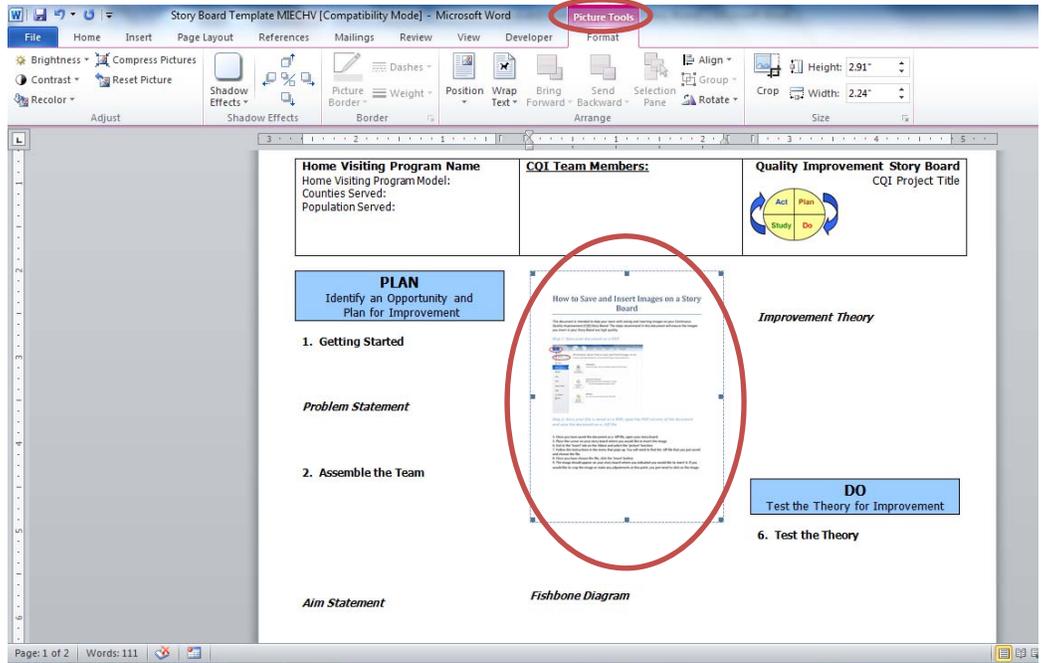


4. Find the .tiff file you just saved → Select it → Click "insert"

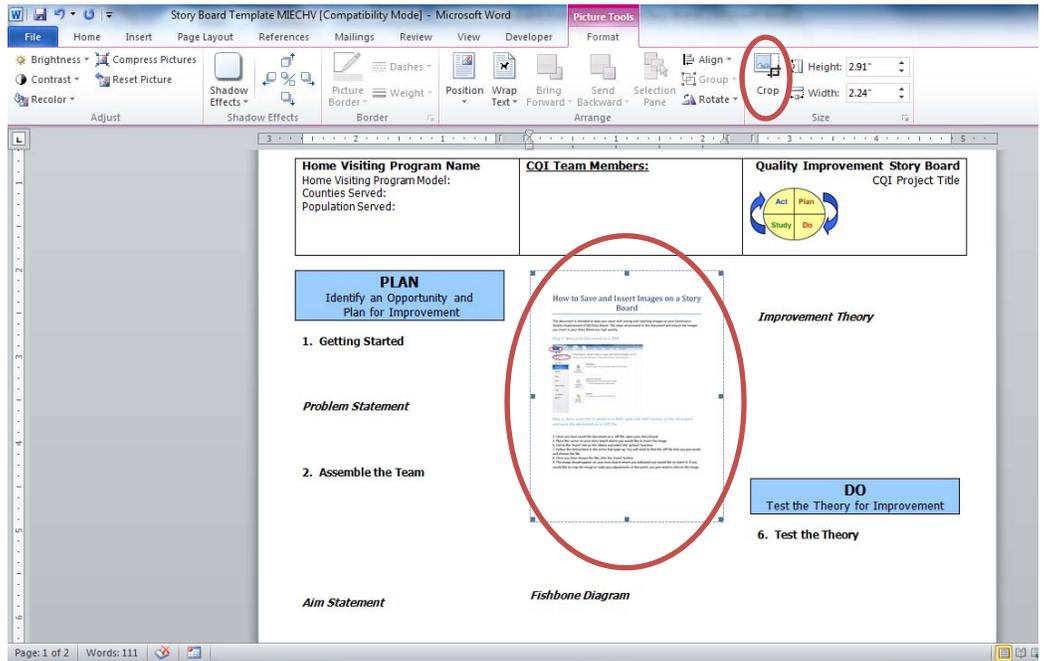


Step 4: Once the image is on your Story Board, to edit the image follow the steps below.

- 1. Click on the image →
“Picture Tools” will open
→



- 2. To crop the image select →
the “Crop” function →



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

The screenshot displays the Microsoft Word interface with the 'Picture Tools' ribbon selected. The ribbon includes options for adjusting the image, such as 'Crop', 'Size', 'Position', and 'Wrap Text'. The main content area shows a 'Quality Improvement Story Board' template with the following sections:

- Home Visiting Program Name:** Home Visiting Program Model: Population Served:
- COI Team Members:**
- Quality Improvement Story Board:** CQI Project Title
- PLAN:** Identify an Opportunity and Plan for Improvement
 - 1. Getting Started
 - Problem Statement*
 - 2. Assemble the Team
 - Aim Statement*
- How to Save and Insert Images on a Story Board:** A screenshot of a Word document showing image insertion steps.
- Improvement Theory:**
- DO:** Test the Theory for Improvement
- 6. Test the Theory
- Fishbone Diagram:** A diagram with a red circle around its bottom-left corner, indicating it is being resized.

The status bar at the bottom indicates 'Page: 1 of 2' and 'Words: 111'.