

WordPerfect 5.1 – X4

# SAFEST WAY TO REPOSITION A PHOTO



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Click on the blue, underlined text to go to its linked reference.<sup>1</sup>

1. RIGHT-click on the photo.
2. Ctrl+X to cut it.
3. Ctrl+N to create a new page.
4. Ctrl+V to paste in the photo.
5. Left-click on appropriate macro.
6. Left-click on the photo to select it.
7. Ctrl+X to cut it.
8. Exit page without saving.
9. Move cursor to the LEFT margin of where you want the photo. Even if the photo is going on the right margin, place the cursor on the left margin at the point where you want the top of the photo to appear.
10. Ctrl+V to paste in the photo.
11. SAVE your changes.



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