

Tip Sheet: Inserting graphics in your lab report (Windows)

In order to insert figures from your experiments in your lab reports, you will need to first create graphics files of your figures that can be imported into your word processor program. See the tip sheet for “Exporting graphics from IGOR”

We will assume that you are using some version of Microsoft word on a Windows machine.

Inserting graphics in Word for Windows:

You should have your graphics in the *.PNG format as specified in the “Exporting Graphics” tip sheet.

To insert the figure into your document, place the cursor in your document where you want the figure to appear. From the menu, select Insert | Picture | From file ... then navigate to the file you want to insert and select it. The picture will be inserted in the document. You can resize the picture by clicking on it and then dragging the boxes at the corners. Once you have sized the figure to your liking, you can create a caption for the figure by right-clicking on the figure and selecting Caption from the menu. Then type in the caption and format it the way you want it. You will end up with something like this:

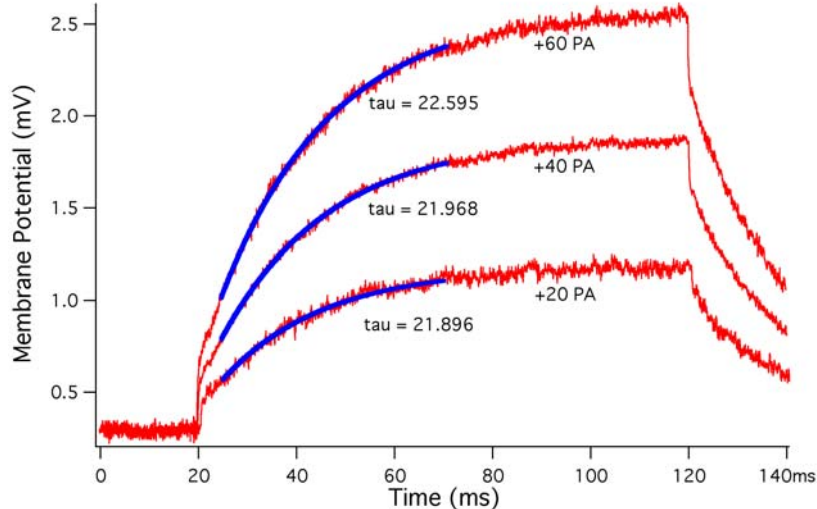


Figure 1. Changes in potential of a model cell to 100 ms current steps from 20 to 60 pA in 20 pA increments. Single-exponential fits are shown as blue lines.