

# Working with Graphics and Images in WORD

## Inserting a Image from Clipart

1. Select **Insert** then **Picture**. Then click **Clip Art**
2. Click on the **categories** on the Left and you will see images displayed in the centre of the screen. Use the scroll bars to browse the images.
3. Click the image of your choice
4. Click **Insert** (if required insert the CD Rom now and click OK)

## Inserting a Image from a file

This could be one you have created in Image Manipulation or a scanned image or an image you downloaded from the Internet

1. Select **Insert** then **Picture**. Then click **From File**
2. Go to the drive and directory which contain your image, click on the Image and then click **Insert**

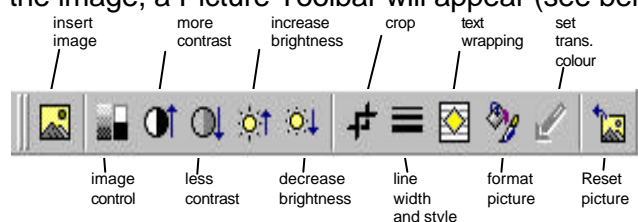
## Resizing an image

1. Click once on the image you want to resize
2. Move your cursor over one of the corner points of the image (black square) press and hold down and drag the cursor in to reduce the size of the image and out to increase the size of the image.

Note: only use the corner points to resize images as this will keep the image in proportion

## Formatting your image

When you have selected the image, a Picture Toolbar will appear (see below)



## Wrapping

Wrapping is the position of the image in relation to the text around it, you get text to flow around and image or over the top of an image

**Using images in WORD is easiest if you take off all wrapping.** However if you are inserting an image into a newsletter where there is a lot of text around the image you will have to use wrapping options such as `Square` or `Tight`

## Changing the wrapping of an image

1. Select the image
2. Click on the **Wrap** button
3. Click **None** (or appropriate wrapping format)

## Cropping your image

1. Click once on the image. You should now see a Picture Toolbar appear on your screen
2. Click on the **Crop** Button
3. Place the cursor over the corner or side points, press and hold down the left mouse button and drag the picture area around the section of the image you want to keep
4. Click off the image to deselect

## Other Formatting – Click on Image first



### **Fill Colour**

Click on Format Picture Button, click on Colour and Line, Opposite Fill Colour click down and select fill colour



### **Greyscale**

Image Control button then Greyscale



### **Reduce Brightness**

Click on Reduce Brightness button until desired affect achieved



### **Line around image**

Click on Format Picture Button, click on Colour and Line, Opposite Line Colour click down and select line colour, thickness and style



### **Watermark**

Image Control button, then Watermark

Experiment with different options to get the effect you want.

## Inserting a Graphic Shape

Graphic shapes such as squares, ellipses, stars etc can be inserted from the Drawing Toolbar which should be situated at the bottom of your screen (if not click on **View, Toolbars, then Drawing**)

1. Click on the Oval or Rectangle Buttons on the Drawing Toolbar

OR

2. Click on **Autoshapes** to view other graphic shapes available
3. Press and hold down your left mouse button and drag right and up until you have reached the required size.

4. Resize the graphic as for Images
5. To change the wrapping of the graphic or the colour of the Fill or Line, click on the image, place cursor over graphic and press the right mouse button and Click **Format AutoShape..** and select **Wrapping** or **Colour and Line**