Inserting Images Into Documents

Microsoft Word has its own library of graphics, called Clip Art, which can be inserted into documents when required. You can also insert graphics created in other programs such as Adobe Photoshop, Adobe Illustrator, Coral Draw or Paintbrush Pro.
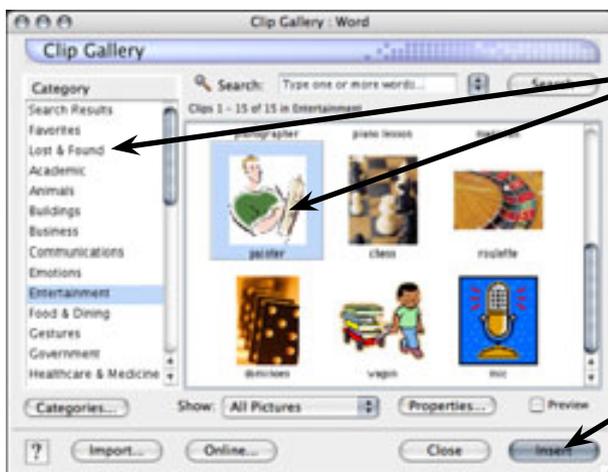
Inserting a Clip Art Image

1   Close the current file and start a new BLANK DOCUMENT.

2   Display the INSERT menu, highlight PICTURE and select CLIP ART. The CLIP GALLERY is opened

3   Select some CATEGORIES from the list in turn at the left of the gallery.
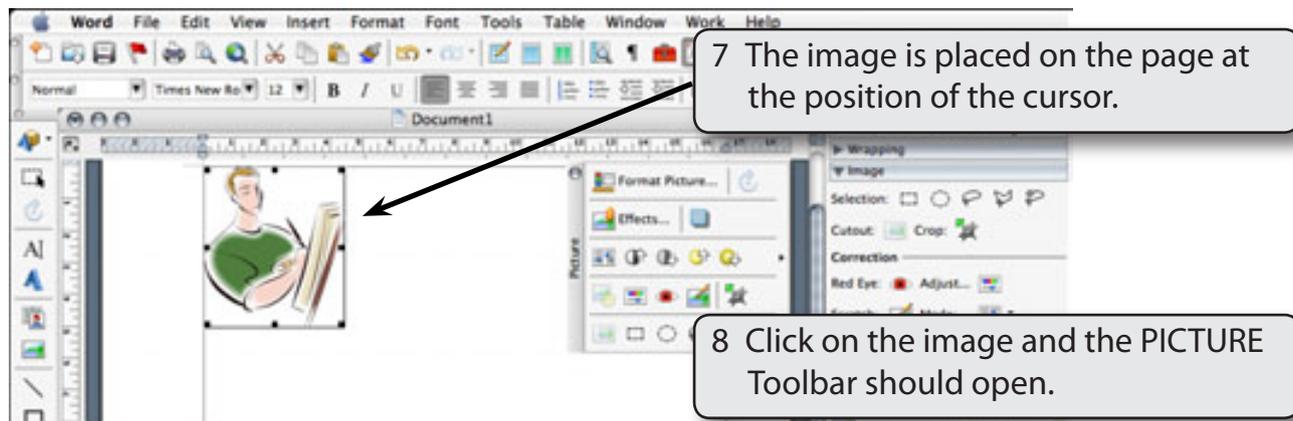
4   Scroll through the images to see what is available.

5   Select the category that you want and click on the required image.

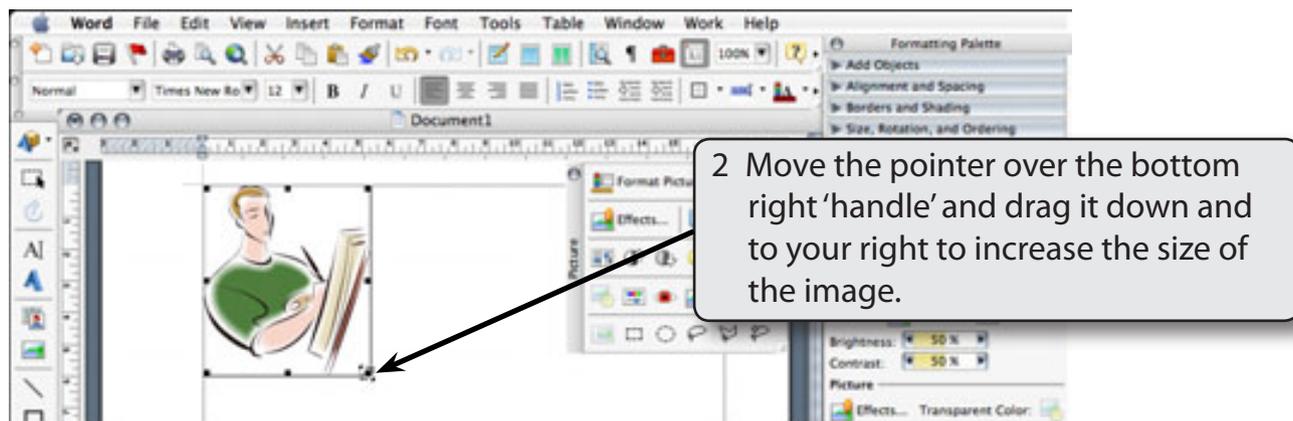6   Click on INSERT to add the image to the document.

NOTE: The SEARCH box allows you to enter words to search for specific image types.

7 The image is placed on the page at the position of the cursor.

8 Click on the image and the PICTURE Toolbar should open.

NOTE: If the PICTURE Toolbar does not open when you click on the image, display the VIEW menu, highlight TOOLBARS and select PICTURE.

Changing the Size of the Image

You can change the size of the graphic as you did for the DRAWING objects by dragging the 'handles' or by using the FORMAT PICTURE dialogue box (FORMAT menu - PICTURE).

2 Move the pointer over the bottom right 'handle' and drag it down and to your right to increase the size of the image.

3 You can accurately resize an object using the FORMAT menu. Display the FORMAT menu and select PICTURE.
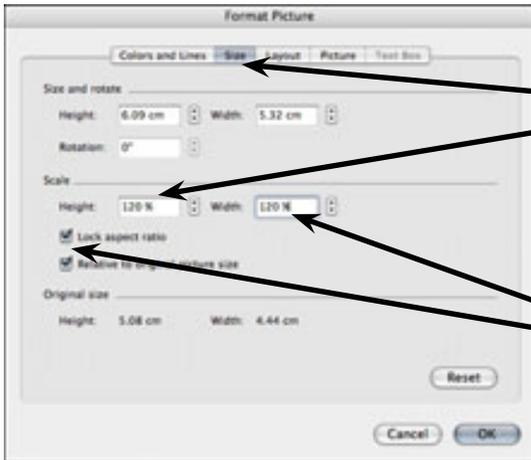
4 Click on SIZE tab and set the HEIGHT box under SCALE to 120%.

5 LOCK ASPECT RATIO should be on, press the Tab key to move to the WIDTH box and it should change to 120%.

NOTE: **Lock Aspect Ratio ensures that the proportions of the image are always kept the same so that the image is not distorted.**
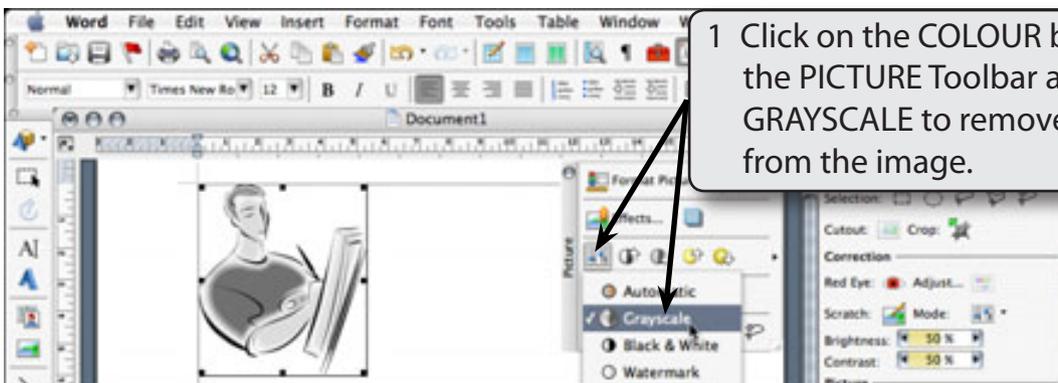
6 Select OK to return to the picture and it should now be 120% of its normal size.

Using the Picture Tool Bar

The PICTURE Toolbar can be used to edit the sketch. A number of the buttons are also in the FORMATTING PALETTE, but not all of them.
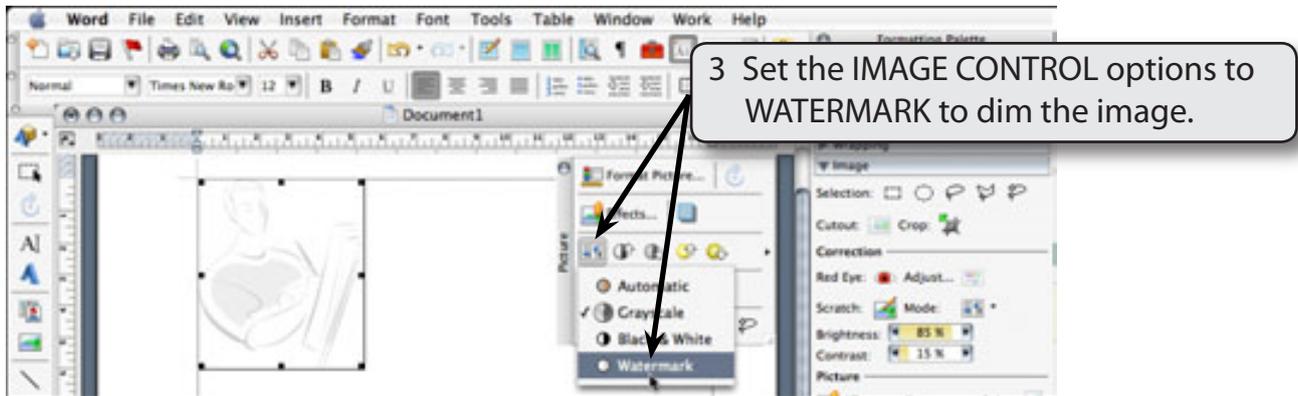
A Image Control

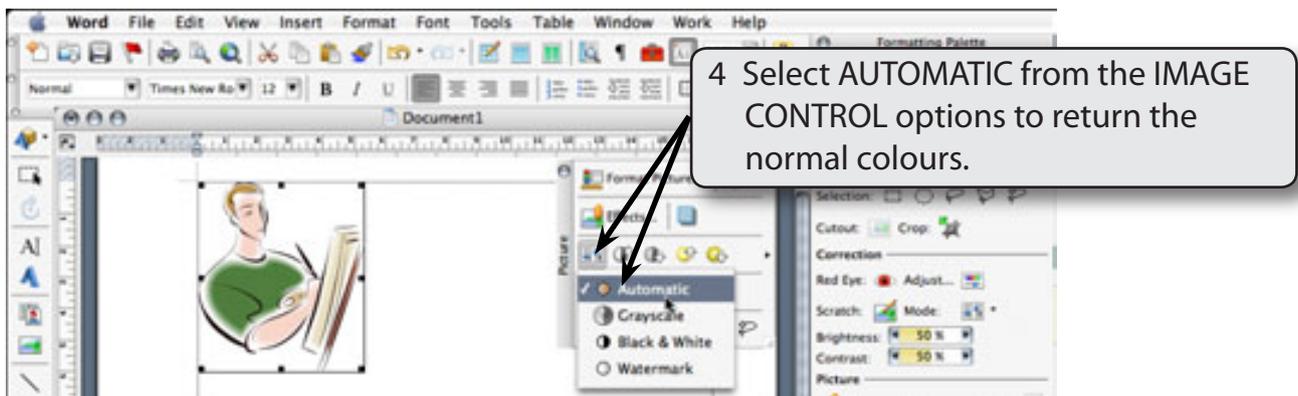The IMAGE CONTROL button allows you to adjust the colour of the image.

1 Click on the COLOUR button in the PICTURE Toolbar and select GRAYSCALE to remove the colour from the image.

2   Set the IMAGE CONTROL to BLACK AND WHITE to see the effect of that option.

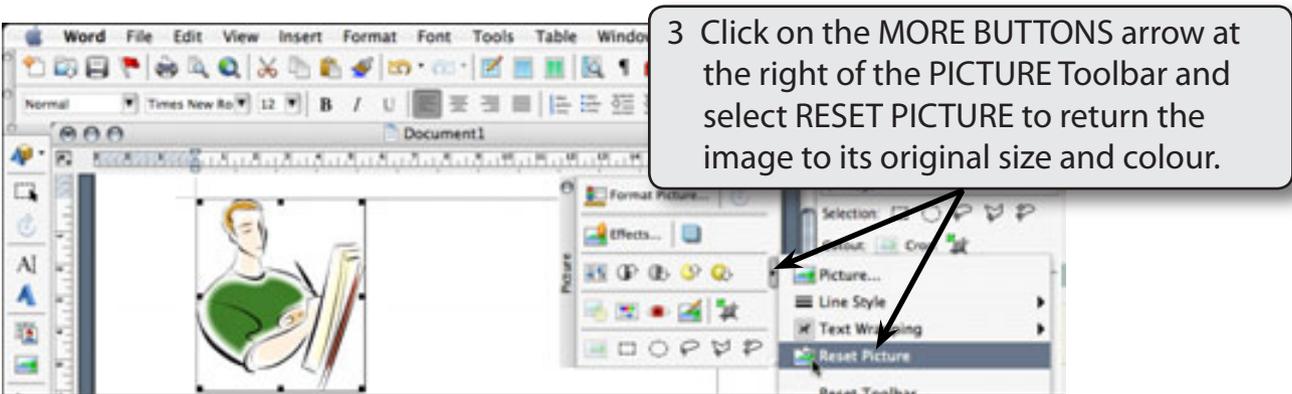3 Set the IMAGE CONTROL options to WATERMARK to dim the image.

NOTE: **Watermark is used to create a faint image so that text can be read over it.**

4 Select AUTOMATIC from the IMAGE CONTROL options to return the normal colours.

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B   Contrast and Brightness

1 Click on the MORE CONTRAST button in the PICTURE Toolbar a few times to increase the colour intensity of the image.
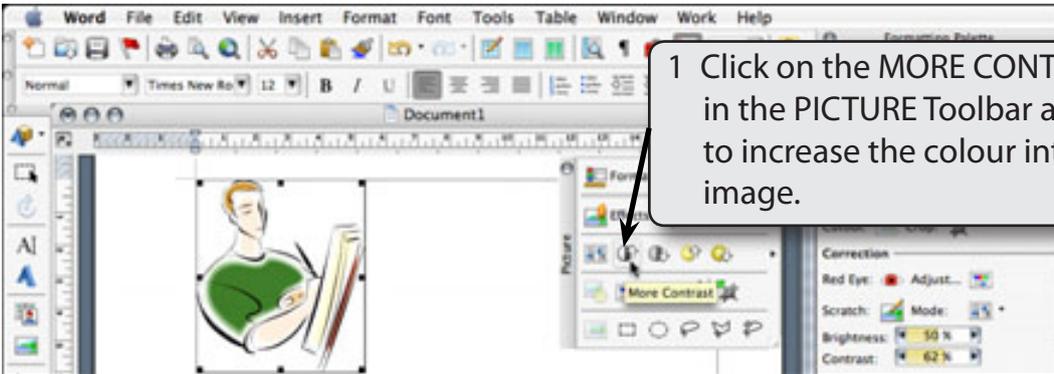
2   Try clicking on the LESS CONTRAST, MORE BRIGHTNESS and LESS BRIGHTNESS buttons to see the effect of the buttons. These buttons control the way the colours are displayed.

3 Click on the MORE BUTTONS arrow at the right of the PICTURE Toolbar and select RESET PICTURE to return the image to its original size and colour.

C   Cropping Images

The CROP button allows you to display just part of a sketch. It can be used rather than editing the image in graphics program.

1 Click on the CROP button in the PICTURE Toolbar.

2 Drag a 'handle' so that just part of the image is visible.