

INSERTING IMAGES INTO TEXT

There may be many instances when you would like to insert a photo or a piece of clip art into a page of text or letter but are not sure how to go about it.

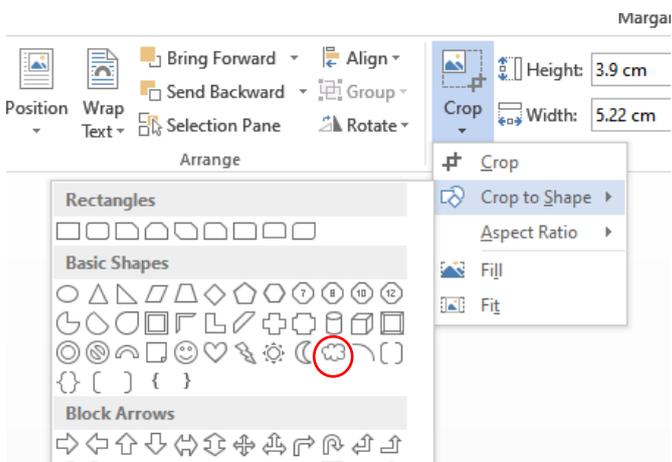
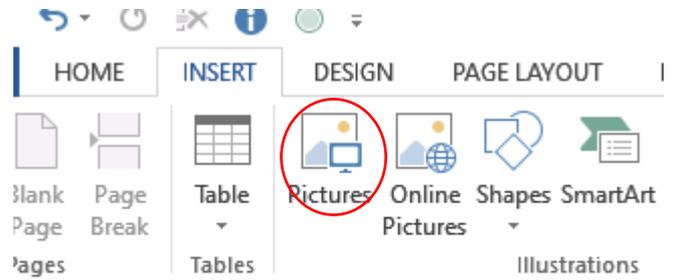
Like all projects first of all create yourself a folder on the desktop and collect all your information that you would like to use into that one place. In that way you will not forget anything and it is much easier when you have only one place to go and look when you want to insert something.

Create your text and for this exercise we will use dummy text. Decide where you want your first insert to be. Go to the **Insert** tab and click

Pictures in the Illustrations group on the ribbon. The new dialogue box that opens will take you to the pictures folder by default. You will have to browse to your folder on the desk top. After the first time, your computer usually remembers where you have been looking and will automatically go back there. Select the photo you want and then click Insert. Your image may be huge but use the

resize handles on the corners to adjust the size. Make sure your image is selected and use the four

headed arrow to now move the image to the appropriate place. If you are still having difficulty shifting the image, go to **Wrapped Text** and select **'Square'**. It should now move anywhere in the document.



It is not unusual to use the crop tool just to trim the image but if you drop down the selection arrow on the crop tool you get the option to **crop to shape** with a dialogue box showing the many shapes available. Click your chosen shape and your image will oblige. If you are not sure about the shape click **undo** and try again. This is only the start of the enhancements that you can carry out.



If you choose an interesting shape, select the picture, right click and choose **Wrap Text**

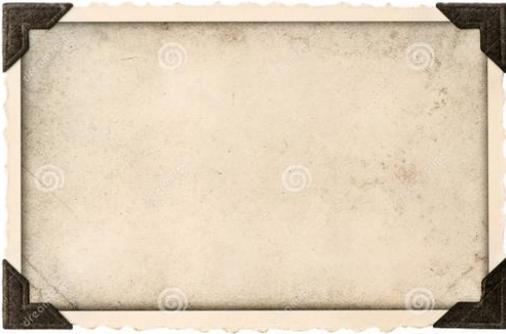
Tight. It is surprising the effect that gives you. It varies according to the shape you have chosen. In this example I have greatly exaggerated the shape to show what happens with the text.

A comment that I will make is be aware of the way your subject is facing. It is recommended practise to have your subject facing into the document and not 'walking out' of it as I have here. You can easily rotate the picture once it is inserted into the document by selecting **Rotate** on the Picture Format Ribbon and selecting **Flip Horizontally**. A word of warning though, don't flip anything that contains text or you will end up with the text 'mirror imaged.'



Recreate a Sepia Style Photograph

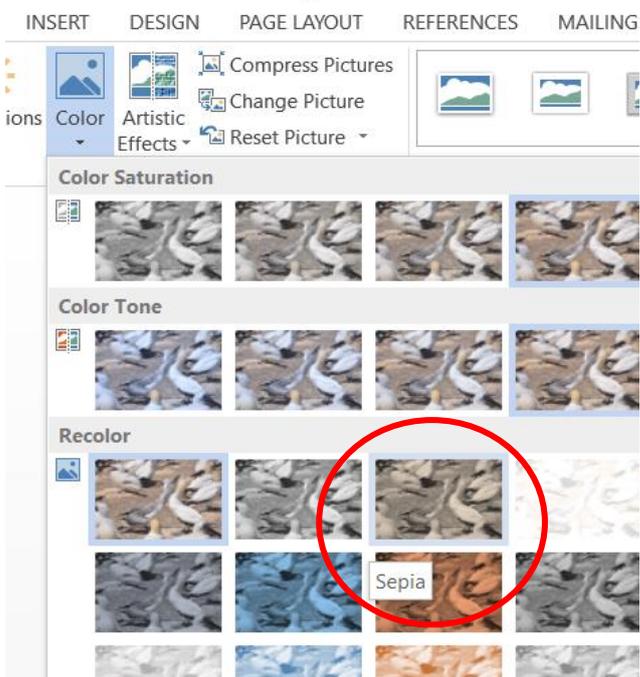
If you are constructing a document of times gone by and you wish to add a photo but the image that you have is in colour, this is how to make appear older than it really is. Browse on the net and find an old style photo frame.



This is what I found. I also needed photo corners so I searched again. This time I came up with what I thought appropriate.



The photo I wanted to use was coloured. Using the colour tool on the ribbon I selected the Sepia option.

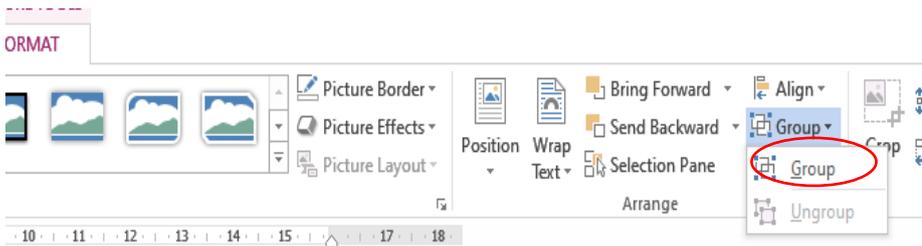


I then brought up the frame and inserted the picture into the space. When I placed the photo into the frame, it was on top of the black corners. This is where I needed the photo corners that I had downloaded from the web to tidy up the picture. This is now ready to be added to your text



To add text to a picture or as a label underneath the picture.

I usually do this by inserting a text box. Click the **Insert Tab** then choose **Text Box** from the **Text** section on the ribbon. I click on **Draw a text box** from the options available. When you have drawn your text box the cursor is flashing to enable you to add text. Type in your text. If you note, the outline of the box is dotted. This is what I call **Edit Mode**. If you click anywhere on the outline it will go solid. I call this **Format Mode**. Whilst you are in Format Mode you can make many changes to your text without having to select the text first. For example you can grow the text by clicking on the large 'A' next to the **Font Size** dialogue box, you can change the font style, the colour, you can also go to the **Drawing Tool** tab, **Text Effects** and from the **Transform option** you can change the look of your text. If you wish to edit the text you have to revert the text box to **Edit Mode**. This is done by clicking inside the box. The perimeter of the text box reverts to a dotted line. It is purely a matter of personal choice but I prefer to have no fill and no line around the text box making it appear as part of the picture



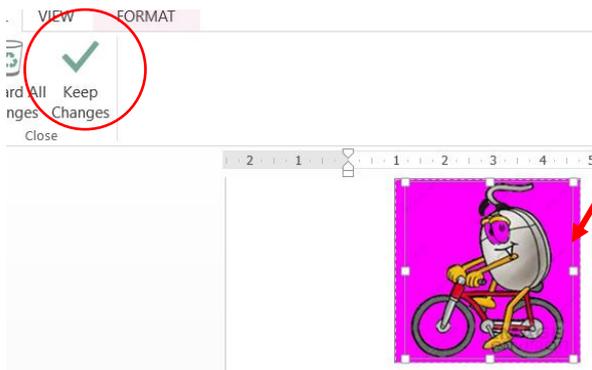
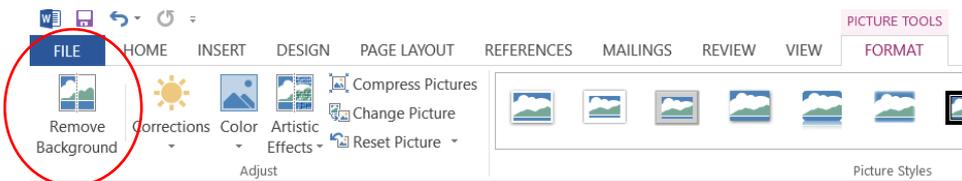
It is good practise to Group both these objects together because if and when you decide to move the picture, if they are not grouped the picture will move and leave the text box behind. If you group them they move as

one and will stay grouped until you 'Ungroup' them. Select the picture, hold down the shift key and select the text box. Both objects are now selected, drop the reveal arrow against **Group** and choose **Group**. Both objects are now treated as one

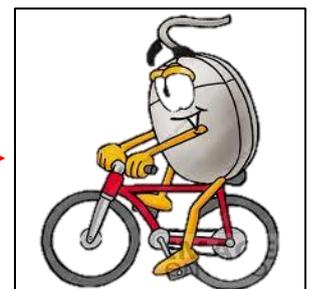
Remove Background tool

This is very useful if the image contains a white background as shown in the Mouse on the Bike clip, sometimes it may also contain a watermark.

With your picture selected, look to the left hand end of the ribbon of the Picture Format toolbar, the click on the **Remove background** icon.



This is what happens to your image. If you look carefully, you see a border around the inside of the rectangle. This needs to be extended outwards to clear the image but still inside the perimeter. Then click on **Keep Changes** on the ribbon. This is the result. No background and it has also taken out the watermark.



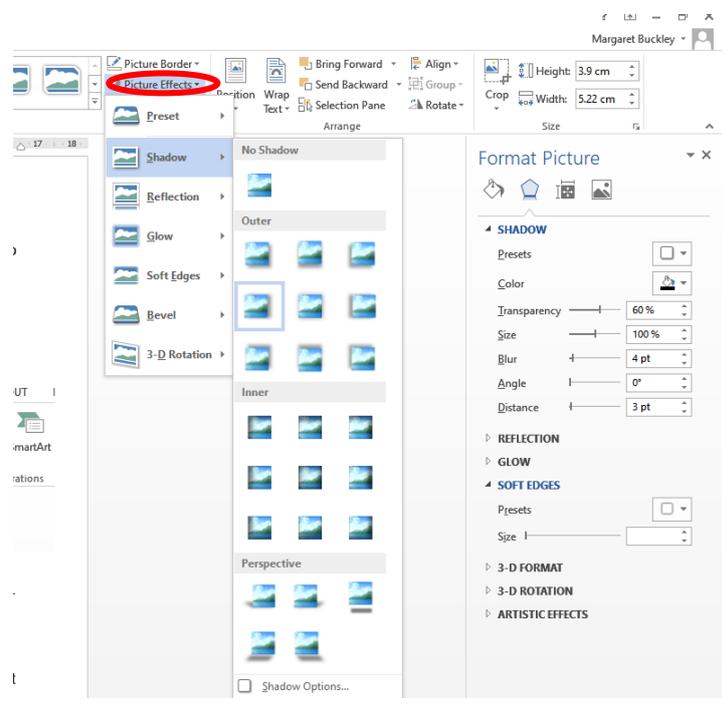
Adding shadow



You can add shadow to the text in a text box and also to the outside of a text box for effect

Added shadow to Gannets picture.

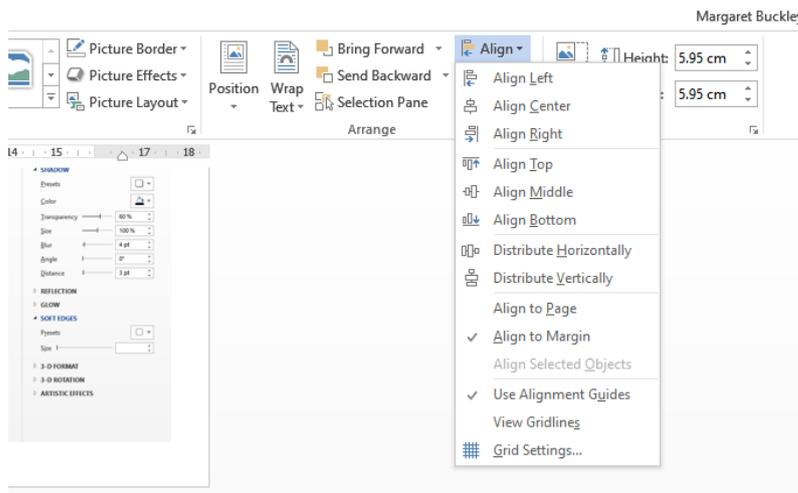
Select the picture and click on the **Picture Format** tab. To the right of the Picture Styles Group on the ribbon you will see **Picture Effects**. When you click this, there are seven options available which will give you many and varied styles to create. Each option will throw out a further menu with more selections available for that particular effect. If you choose the option at the bottom of the menu, it will open up the side bar where you can be more detailed in your actions. This is where we will use some of the effects



Alignment

To add a more professional finish to your document, perfect alignment makes the difference. If you place your headings in a text box, make the box a snug fit, with the text box selected, choose the reveal arrow at the side of **'Align'** on the **Picture Format Ribbon** and choose **Align Centre**. Your text box will jump very nicely into the centre of your document. Likewise if you have more than one object on your page, it is pleasing to the eye to have them aligned either vertically or horizontally. To

do this, select the objects you wish to align by selecting the first one then holding down shift to select the others in turn so they are all selected. From the Align dialogue box make your choice of how the objects are to be aligned. Experiment to see the effects but do not choose middle or centre, they will end up all being stacked up on top of each other! Remember your best friend the **Undo Button** to revert back to something that you are happy with.



If I am using horizontal text boxes together, I make them the same size using the measurement boxes to the right of the crop button then I align them usually choosing **Top**. The same applies to vertical text boxes using left or right to align vertically.

Show Gridlines

From View > Gridlines. Gridline setup is accessed from the Format tab > Align > Grid Settings

'Lost' Item

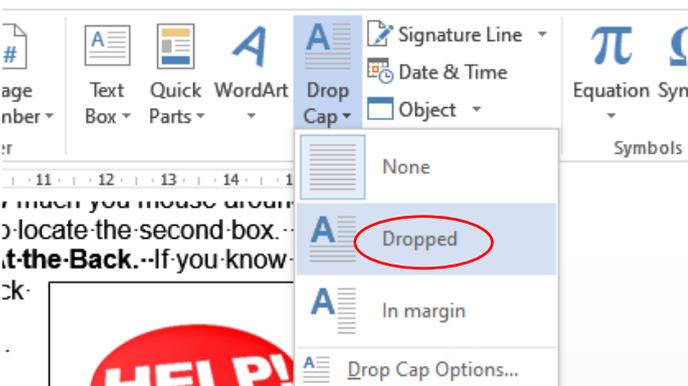


You can see here that I have got something behind the 'Help' clip art. Outline of the second box is visible but if I click the mouse anywhere I will lose the outline and will only be able to pick up the outline of the clipart. No matter how much you mouse around and try clicking, it is almost impossible to locate the second box. This is because it is behind the clip art or **At the Back**. If you know how to find it, it is not too difficult at

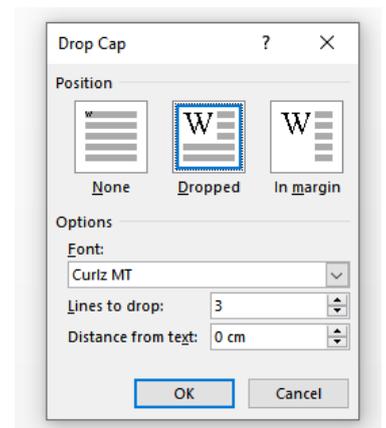


all. Click into the previous object in the document to select it then press the **Tab key**. How this works is that it highlights each box as it progresses through the document. When your hidden box is highlighted you can go to the **Drawing Tools Tab**. Click on the **Bring Forward** reveal arrow, select **Bring to Front** and your second box is now visible.

Fancy First Letter or Drop Cap



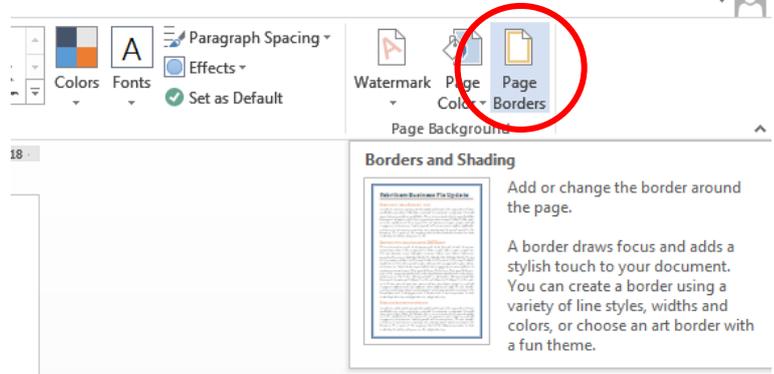
A drop cap, basically the first letter of the first word of a paragraph displayed in a large font, can add a touch of style or class to a document. To add a drop cap position your cursor in the paragraph where you would like to see a drop cap. Click on **Insert** Click on **Drop Cap** in the text section of the ribbon. A "Drop Cap" dialog box drops down select **Dropped**. If desired, select the dropped letter and change the font of the letter. If you select **Drop Cap Options** the following box is what you see



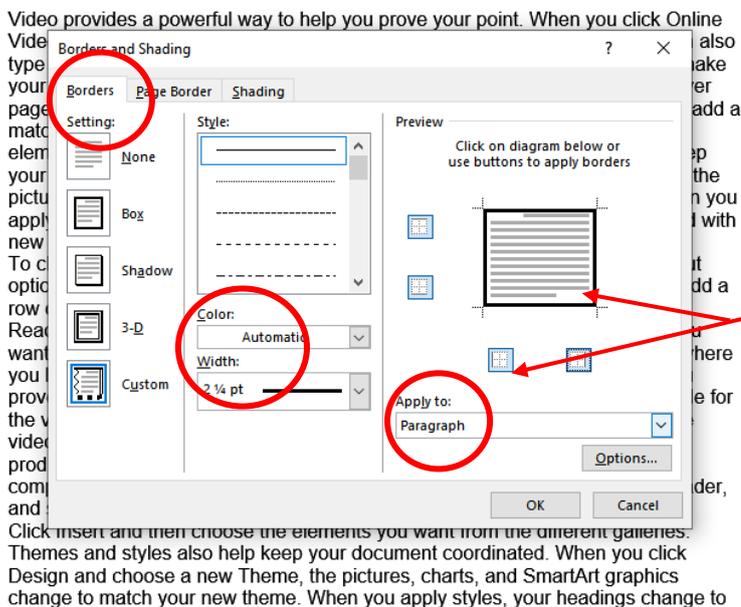
Example of a Dropped Cap with the number 3 in **Lines to drop**. I haven't changed the **Distance from text** but I have changed the font. You have to click the fancy letter to select it as it is treated as separate from the rest of the text. .

Creating a paragraph border

Place the insertion point into the paragraph that you wish to create the border around. From the ribbon choose the **Design tab**. At the right hand end of the ribbon click on the **Page Border** option.



The following dialogue box will open

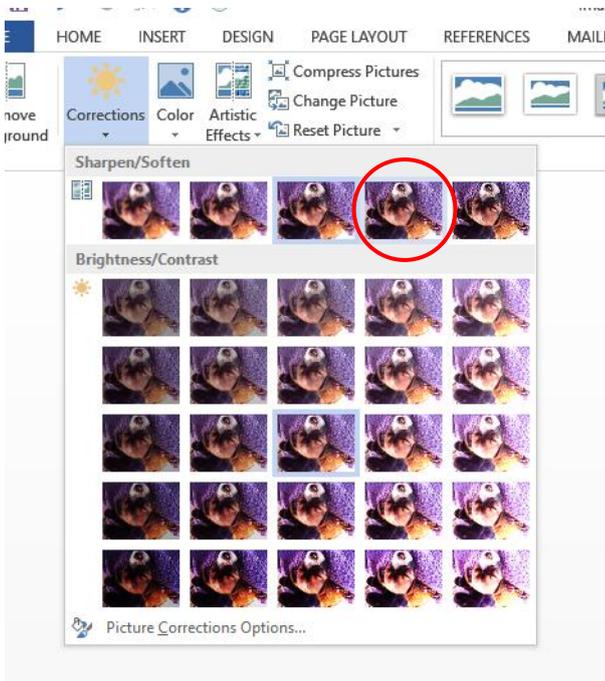


Click on the **Borders** Tab then select **Custom**. There is a slot where you can **change the colour** of your border plus a **width** choice to decide the thickness of the line. Each of the **small boxes** needs to be selected, click, to show a **complete box** around the preview. In the **Apply to** slot choose **Paragraph**. **Click OK** and the result should be a very neat bordered box in your text document. See below

and sidebar.

Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also



When I am satisfied with my work, I will select the picture and go to the **Picture Tools** tab and select **Correction** on the left hand side of the ribbon. The top row is **Sharpen/Softener**. I will click one box to the right and this will sharpen the picture by 25%

Below is a good example of how aligned objects give a balanced effect.

	YES	NO
I hope that you have enjoyed this presentation	<input type="checkbox"/>	<input type="checkbox"/>
Have you learned anything new?	<input type="checkbox"/>	<input type="checkbox"/>
Are you going to give it a try?	<input type="checkbox"/>	<input type="checkbox"/>
Are you going to tell your friends about how to add images to text?	<input type="checkbox"/>	<input type="checkbox"/>
Have you got any ideas what you would like covered in these sessions?	<input type="checkbox"/>	<input type="checkbox"/>
Have you got any constructive criticism?	<input type="checkbox"/>	<input type="checkbox"/>

