

Word 97 Graphics

Insert a Graphic

1. Click where you want to insert the graphic.
2. Choose **Insert | Picture**
3. Select **Clipart** or **From File**
4. Select the graphic you want to insert.



This is a Clipart image

Copying Pictures into Your Document

Sometimes the easiest way to get a picture you created with a graphics program into Word is to use the Clipboard to copy the picture.

1. Select the picture or chart.
2. Choose **Edit | Copy** or the **Copy** icon in the **Standard** toolbar.
3. Position the cursor in the document where you want to insert the picture.
4. Choose **Edit | Paste** or the Paste icon in the **Standard** toolbar.

Copying Images from the Web

Images and pictures you see on Web pages can be copied to a file or to the Windows Clipboard. Right-click an image, then choose **Copy** to copy to clipboard or **Save Image As** to display a **Save As** dialog box.

Not all images are free for taking. Do not violate copyright laws.

Resizing Pictures

1. Select the picture.
2. Move the mouse pointer over a black selection handle until it turns into a two-headed arrow.
3. Two options for resizing:

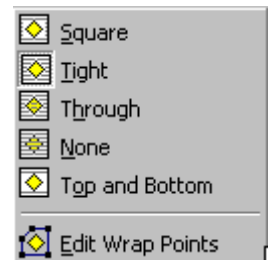
Drag a corner to scale the picture proportionally which keeps the height and width proportions the same.

Drag a side handle to scale the picture nonproportionally.

Text Wrap

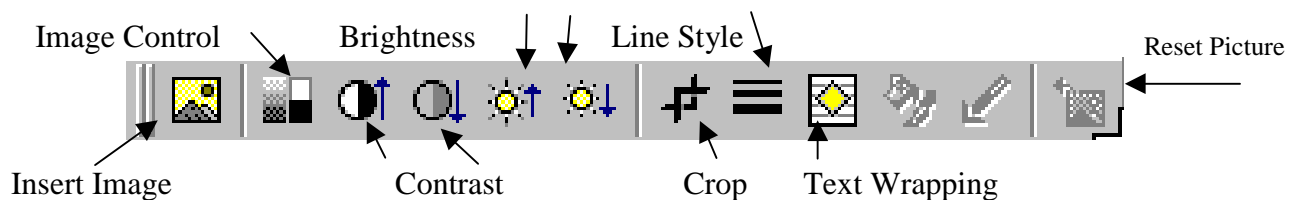
Text will not wrap around a graphic unless you have turned text wrap on.

1. Select the graphic.
2. From the Drawing toolbar select the Text Wrapping icon.
3. Select the type of text wrap from the Text Wrapping menu.



Picture Toolbar

The **Picture** toolbar is displayed whenever you select (click on) a graphic. If the toolbar doesn't display select **View | Toolbars | Picture**



Adding Lines and Borders

To add lines and borders to clipart:

1. Select the image.
2. Select the Line Style icon from the Picture toolbar and choose a line style.
3. Select a color for the line outlining the image from the Drawing toolbar.
4. Select a fill color for the box around the image from the Drawing toolbar .



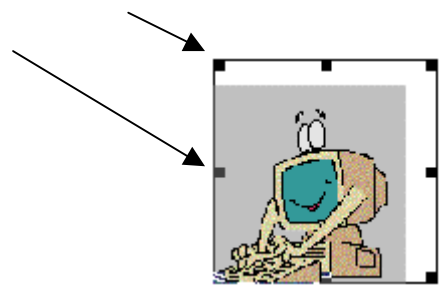
To add lines and borders to graphics:

1. Select the image.
2. From the main menu choose **Format | Borders and Shading**.
3. Select a border style, line style and color .
4. To add **Fill Color** select the image and then select the **Fill Color** icon from the **Drawing** toolbar.

Cropping Pictures



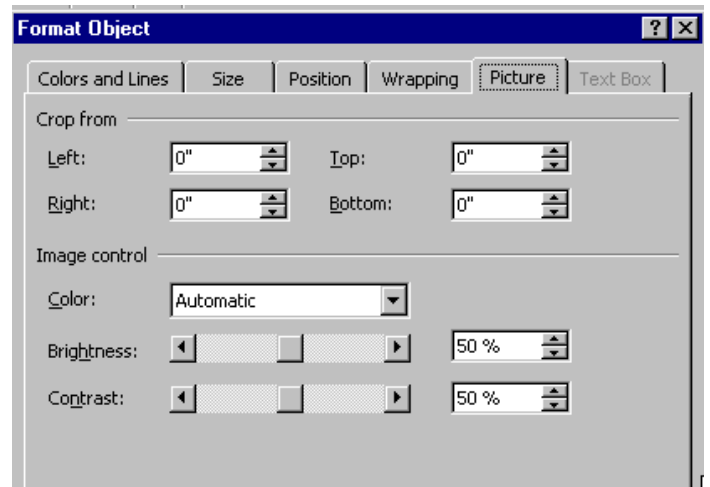
1. Select the picture.
2. Select the Crop tool from the Picture toolbar.
3. Click on a black place holder around the graphic.
4. Click and drag to crop the picture.
5. As you drag, the graphic remains the same size; only the amount of the graphic you see changes. You may need to drag more than one sizing handle to get the cropping effect you want.



Cropping by Exact measurements

You can specify exact measurements for cropping a graphic by :

1. Select the image.
2. Choose **Format | Picture or Object | Picture Tab.**
3. Select the exact cropping measurement from the left, right, top and bottom.



Restore the Picture to its Original Size



To restore the picture to its original settings select the graphic and then click on the **Reset Picture** icon on the **Picture** toolbar.



Insert Word Art



Select a style of WordArt and enter the text.

Edit Text



This feature will allow you to add/modify or delete the existing Word Art.

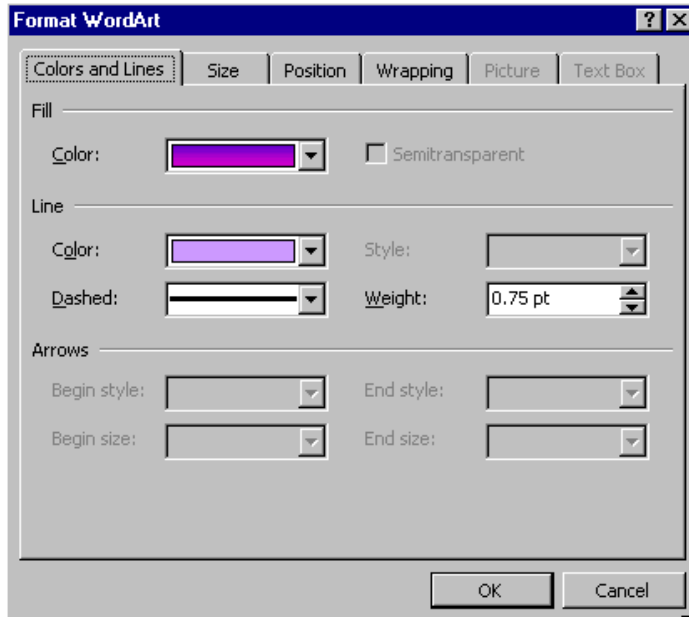
WordArt Gallery



This feature will allow you to change the style of the existing WordArt.

Select the WordArt and click on the WordArt Gallery button.

Format WordArt



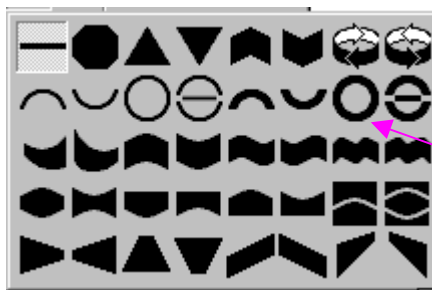
Change Color

Change Size

Change Position

Change Wrapping

WordArt Shape



Change the shape of the WordArt

Before



After



Free Rotate



This feature will rotate the clipart. Select the object and click on the **Rotate** button.

WordArt Same Letter Height



This feature will change all letters so they are the same height.

Vertical Text



This feature will change the text to vertical alignment.

Drawing Tools and Drawing Toolbar



To display the Drawing toolbar, click the **Drawing** icon on the toolbar or select **View | Toolbars | Drawing**

Text Boxes



1. From the Drawing toolbar, select the **Text Box** tool or from the menu select **Insert | Text Box**.
2. Drag to create a text box the size you want.
3. Begin typing to add text. You can add a graphic to the text box if you'd like.



*This is a text box.using the
3D Tool*

**Rotate
Your
Text!**

Text can be rotated within the text box:

1. Click the text box to select it.
2. Choose **Format | Text Direction** to display the available choices.

Drawing Tools

To draw a line, rectangle, oval, arc, or other shape:

1. To display the Drawing toolbar, click the Drawing icon on the toolbar or select **View | Toolbars | Drawing**
2. Click the tool you want to use.
3. Position the insertion point where you want your drawing to start, and then drag.

To draw a **line** at an angle hold down **SHIFT** key while you drag. The line you draw is horizontal or vertical, or is forced to a 30-degree, 45-degree, or 60-degree angle in each of the quadrants.

To draw a **square** or a **circle** hold down **SHIFT** key as you drag the shape.

To draw the **same shape** several times, **double-click** the tool you want to use. When you finish, click anywhere in the document to deselect the drawing tool.

Fill Color, Line Color, Line Style

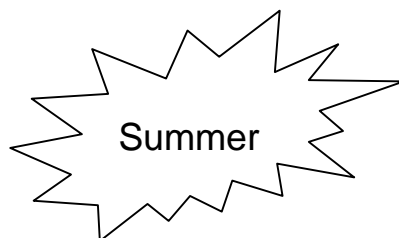


To change the fill color, line color, or line style, select the object, and then choose the style you prefer using the icons from the toolbar.

AutoShapes



From the **Drawing** toolbar, select the **AutoShapes** button to see the menu of categories of shapes that are available.



Change the Stacking or Layering Order



If you've stacked several drawing objects on top of each other, you can move the objects to the front or the back of the stack. You can also place drawing objects or imported graphics in front of or behind the text in your document. Select the icon from the toolbar to:

- Bring the drawing object to the front/back of a stack of objects
- Bring a drawing object in front/behind text
- Place an imported graphic in front of or behind text

Group/Ungroup Drawing Objects



1. Select the group of objects you want to group or ungroup.
2. Choose the **Draw** button from the **Drawing** toolbar.
3. Select Group or Ungroup.

If a group contains other groups, you can click ungroup until all the groups are ungrouped.