

Office 2001

Graphics



Microsoft Clip Art

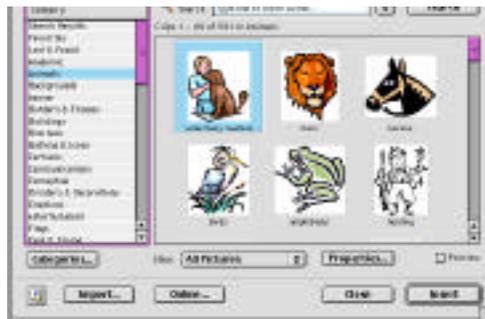
Introduction

Office 2001 wants to be the application that does everything, including Windows! When it comes to graphics capabilities, it comes close. There are many new features available for you to insert graphic items into your documents. We will discuss many of these features in this workshop. Note that although we will be using mainly MS Word 2001 for our examples, these features are also available in PowerPoint and Excel.

Inserting Microsoft Clip Art

Office 2001 comes with an outrageously extensive clipart library. To access this feature, choose **Insert—Picture and drag over to Clip Art**

A Quick Reference Guide



A small application called Microsoft Clip Gallery will launch as seen above. There are literally thousands of clip-art type drawings from which to choose. The list on the left separates the pictures into categories, and thumbnails of the pictures themselves show up on the right. Only 60 thumbnails are shown on a page, but most categories contain more than 60 items. To view more, scroll down to the bottom and click on the index page at the end of the list. When you find a picture you want to insert into your document, double-click on it, or click once and hit the Insert button.

TIP

In this version of Word, you cannot add movies and sounds from the Clip Gallery. Those features are only available in PowerPoint and will be discussed in the PowerPoint Workshop.

Text Wrap



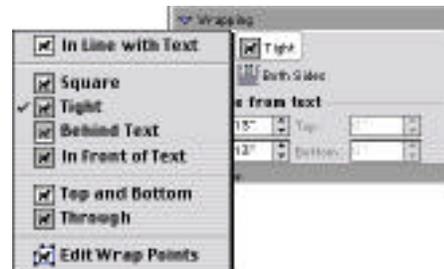
When a picture is inserted into a Word document, it is placed inline with the text. It is just like a letter you type – you can move it like you would cut and paste a word. But it is hard to work with and text doesn't wrap around the picture. Also, you can't ungroup the picture to revise it using your drawing tools. Follow the steps below to adjust the text wrapping on a picture:

1. Select the picture you want to wrap text around.
2. Open the Format Picture dialog box (by clicking on that option on the Picture Palette).
3. If it didn't open in the Layout window, click on the Layout tab to switch. As you can see in the example, the default wrapping style is "In Line with Text".
4. Choose another option. The little pictures show what each style is. Then click the OK button.



Alternatively, you can change the wrap style using the Formatting Palette:

5. Select the picture you want to wrap text around.
6. Click on the arrow next to Wrapping on the Formatting Palette (it probably isn't automatically enlarged).
7. Click on the icon that indicates the picture is In Line with Text. Drag down to your choice of wrap styles.



TIP

Pictures don't have to belong to Word Clip Gallery to be inserted into a document. Images in EPS, GIF, JPEG, PICT and TIFF can also be added using the Insert–Picture command. Just choose "From File..."



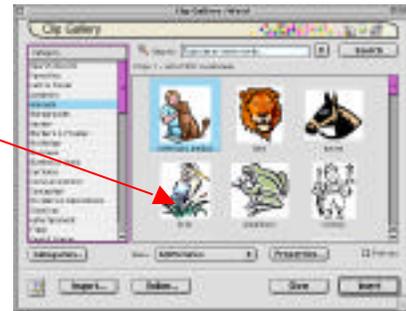
Fancy Pictures

Introduction

As I mentioned earlier, Microsoft wants to rule the software world. With this version of Office, you have such control over your graphics that you may not need an image editing program. (I'm not saying that it's easier to use than an image editing program, though.) To learn about these features, let's actually change some pictures.

Resizing a Picture

1. Open the Clip Gallery. Switch to the Animals category and insert the Bird clip art (located in the lower left of very first screen).
2. Click on the picture. See the little boxes? There's one at every corner and in the middle of every edge.



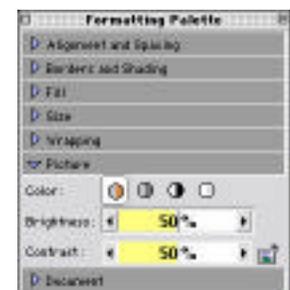
As you move your arrow onto one of the corners, it turns into a little box which "selects" that box. Move onto a corner selection box, hold down your mouse and drag to resize the picture. Make it smaller.

When you resize from a corner, the proportions of the picture remain. If you drag an edge box, instead, that resizes in just one direction, distorting the picture.

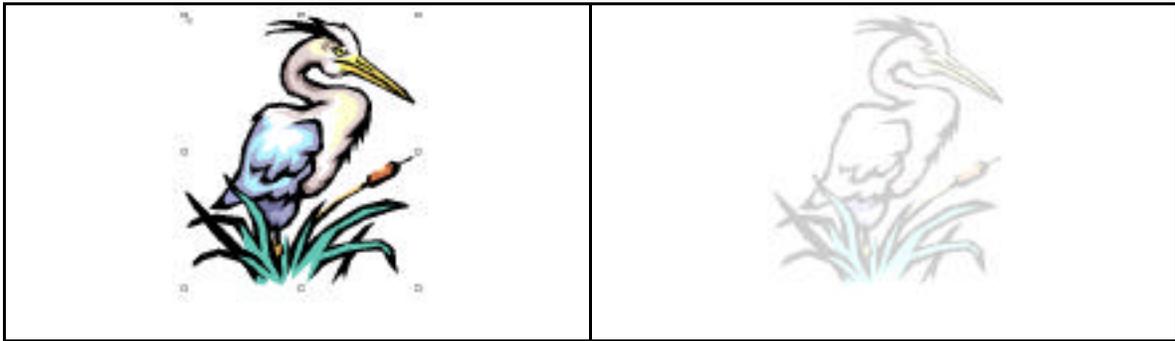
3. You can also resize the picture using the Format Picture box. Click on the Size tab. Using this method you can set the exact proportion from the original size. For example, the original picture comes in at 100%. In the Format Picture box you can set the picture to be 25% wide and 25% high, relative to original size. (This is for people who are graphically challenged.)
4. You can also set absolute size using the Formatting Palette. When you click on a picture, the palette shows features affecting the picture. One of those features is "Size." Click on that arrow to open it up and you'll see the two boxes where you can set the measurements of the picture in inches.

Brightness, Contrast & Color

5. Click on your resized bird picture to select it.
6. On the Formatting Palette, open up the Picture list if it's not already open.
7. The first feature is Color. There are four little circles. They stand for Color, Grayscale, Black & White and Watermark. Go ahead and click on each to see the effect.
8. The Brightness and Contrast sliders allow you to adjust the look of the picture, also. Give it a try.

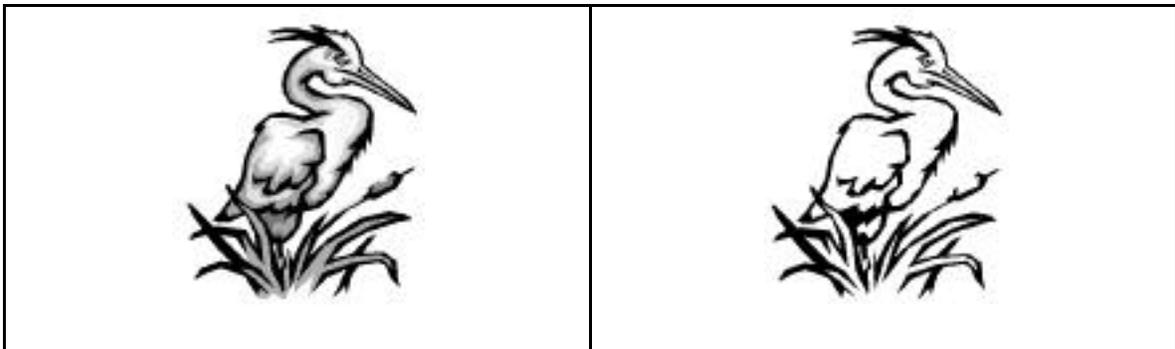


Results of Brightness & Contrast Changes



Original Picture (in color)

Watermark Picture (slight color)



Grayscale Picture

Black & White Picture

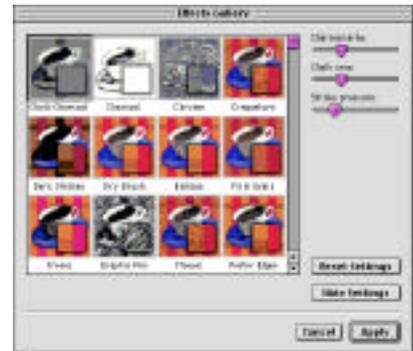
Picture Palette Features

1. Click on your resized bird picture to select it. Change it back to colored, if necessary.
2. Look at the Picture Palette (shown at right). You can alter the picture's brightness and contrast here, also, using the tools in the middle row. We're not going to repeat that here but you can play around on your own.

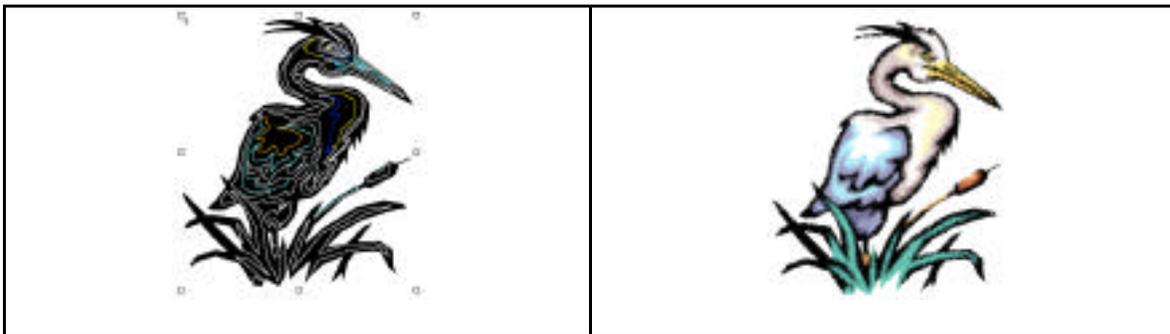


- In the second row, there is the feature called Picture Effects... Click on that option.

This feature allows you to adjust your picture, much like you would using filters in PhotoShop. Choose an effect. Slide the controls over if you want. Click on the Apply button.

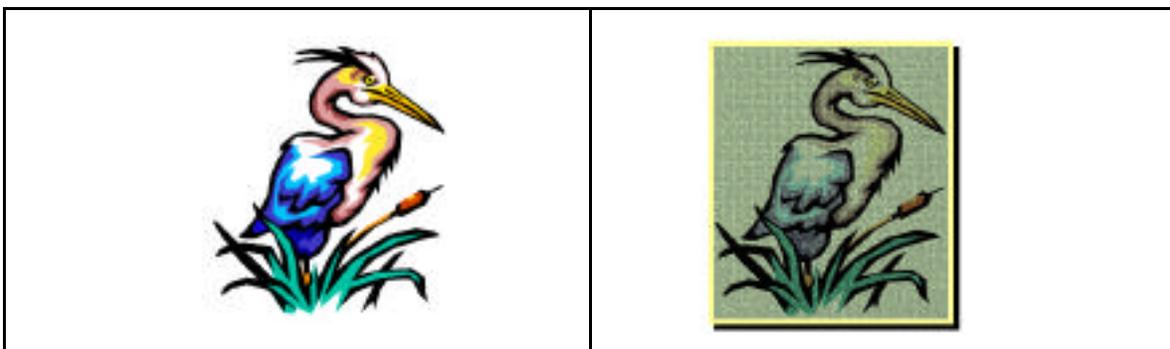


- This is a memory-intensive procedure and it takes a few seconds for the effects to take place. Unfortunately, there is not a preview button so you can check out the effect before you apply it.
- If you don't like the new look, choose Undo from the Edit menu, or click on the Undo Arrow on the toolbar. Try another effect.



Picture "Glowing edges" effect

Picture "Glass" effect (not too effective in small b&w)



Saturated Picture (bright colors)

Totally Adjusted Picture (in color)

6. In the fourth row of icons on the Picture Palette, the second icon  from the left opens the Color Adjustment window.

On the left side, choose a color to adjust. On the right side, slide the indicator to adjust the picture.



The Saturated Bird picture in the table on the previous page was totally saturated. The Totally Adjusted Bird picture had the colors adjusted, which made the background a green-grey color.

Working with Text & Pictures

Introduction

In addition to wrapping text around pictures, it is now possible to place text on top of pictures. Some ways of doing this are more successful than others.

1. Open a new document. Type this text: **Text goes here. Text goes here.**
2. Select what you just typed and change the font size to 18 pts.
3. Copy the selection. Click your I-beam at the end of the text in front of the paragraph marker and paste the words. Repeat over and over until you have about seven lines of text.
4. Place your cursor at the very beginning of the paragraph. Insert the Bird clip art. When you insert the picture, it is too large and it makes all the text flow behind it. So click on the picture and drag the lower right black selection box up to make the picture smaller.
5. While the picture is still selected, open the Wrapping feature on the Formatting Palette. In the very first line, change the style from In Line With Text to **Behind Text**.

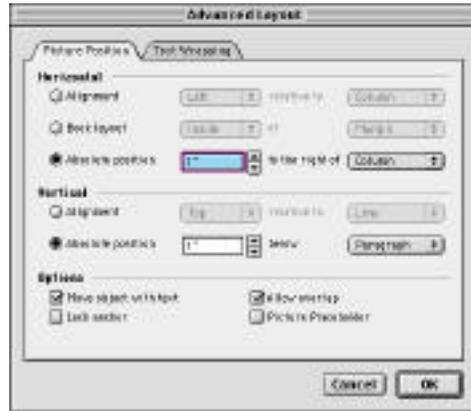
When you do so, the text jumps up to sit in front of the picture. However, it is very difficult to read the text because the picture is too bright.

6. Click on the picture to select it if it's not still selected (it's still selected if you can see the little white boxes surrounding the picture).
7. Open the Picture arrow on the Formatting Palette. Remember, it's right below the Wrapping arrow. Click on the last color option – the one that changes the picture to a watermark.

Well, now you can read the text over the picture, but the picture is VERY faint. Click back on the first icon which will make it regular color again. Before unselecting the picture, go to the Edit menu and Cut the picture. This removes it from the document and places it onto the clipboard.

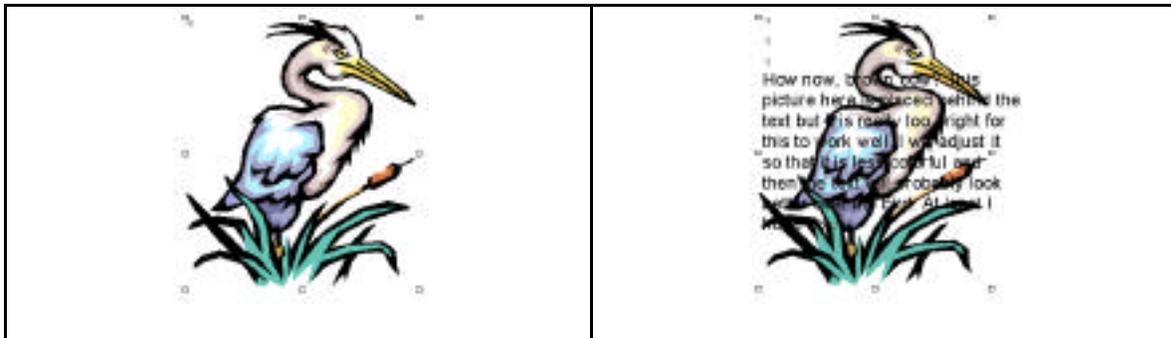
8. Go up to the View menu and drag down to Header and Footer. This opens the header. Click on Paste under the Edit menu. This places the picture onto the document header. At this point, the picture should look bright and the text should look grey. Click on Close on the Header toolbar.
9. You have now returned to the document. The bird is behind the text. It is faint enough to be able to read the text, but bright enough to see the colors.

- You can set where the picture shows up on the page by adjusting it in the Picture Palette. From the Layout tab, click on Advanced Options. In the Absolute Position boxes, type in where you want the picture to appear.



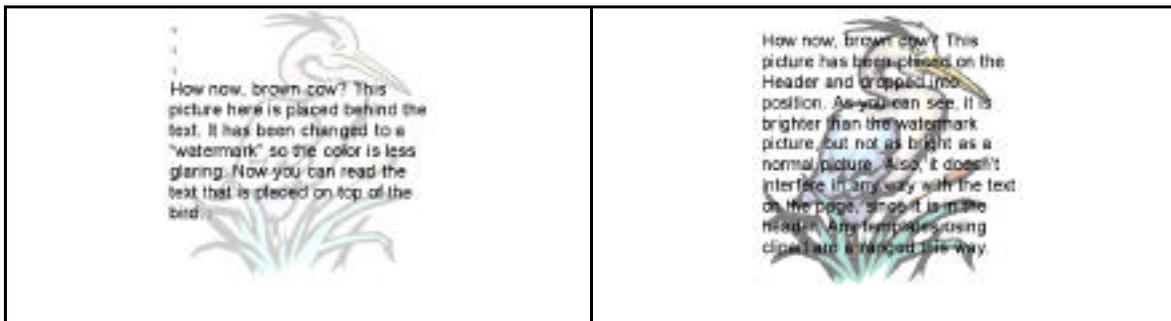
TIP

When pictures are placed onto the header, they will show up on all pages of the document.



Original Picture

Original Picture behind text



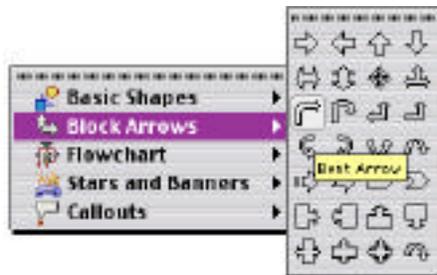
Watermark Picture behind text

Original Picture placed in header

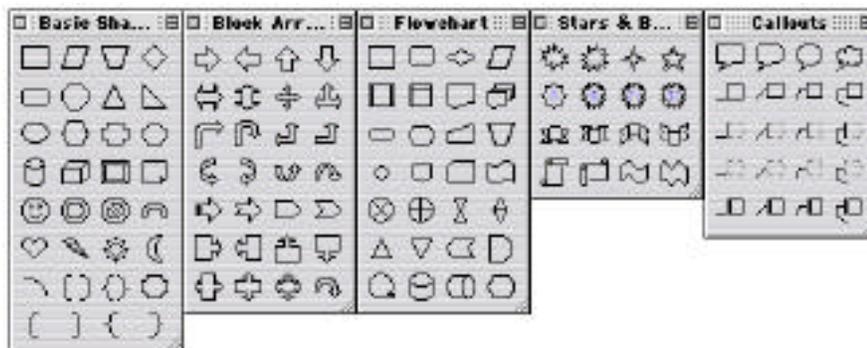
AutoShapes

AutoShapes are ready-made shapes including lines, boxes, circles, stars, etc. There are at least two ways to insert an AutoShape.

1. With the Drawing toolbar open, press on the AutoShape icon , drag up to the desired category and choose a shape from the AutoShape pop-up menu



2. From the Insert menu, choose Picture–AutoShape. The AutoShape toolbar will appear from which you can choose your shape. Here are the different categories:



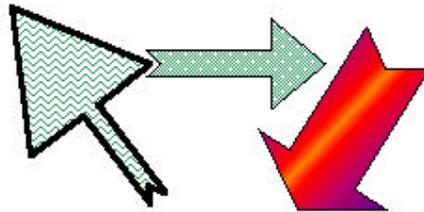
3. Once you've clicked on a shape, move your cursor to where you want the figure and click to get a default-sized shape. If you want more control over size, hold down the mouse button, and drag until the shape is the size you want. If you hold down the shift key while dragging, the AutoShape will be proportionally even (square/circle).
4. On some AutoShapes you will notice a small yellow diamond, or maybe even more than one. These little spots allow you to reshape the AutoShape. For example, by moving the little yellow diamond on a starburst it makes the rays longer and skinnier, or shorter and fatter.

Some adjustments you can make to your AutoShape using the tools on the Drawing toolbar include:

1. Filling in with: a color, texture, pattern or photograph:



2. Changing the color and thickness of the lines, or rotating the object:



These are examples of the same AutoShape, just manipulated.

3. Giving a shadow. Try adjusting the shadow's color.
4. Making object 3-D
5. Placing text inside the AutoShape. Callout autoshapecs are designed to include text so once you've created one, a text cursor is ready for you to add text.

Other autoshapecs don't include text automatically. To add text you have to make a text box using the Textbox Icon on the Drawing toolbar. Select that tool, then click on the created autoshapec. A text box appears, ready for you to start writing in it. You no longer have to group these items together.

My advice is to take some time playing around with all the AutoShape options and figuring out what they all do. I can't possibly explain each option to you, but you can come up with some pretty awesome results with very little effort.

Word Art

Borders

Introduction

You can put borders around paragraphs, table cells, pictures and pages. Almost anything you can think of can have a border around it.

To put a border around a paragraph/table/picture:

1. Select it and choose **Borders and Shading...** from the **Format** menu. A dialog box will appear from which you can choose type, color, style and more. Click **OK**.



If you want a border around a page:

2. Don't select anything first. Choose **Borders and Shading...** from the **Format** menu.
3. Click on the tab for **Page Border** and a different dialog box will appear. You have very much the same options with an additional new one. Down at the bottom of the middle column there is now an **Art** option.
4. Click and hold on that option and a whole slew of fancy borders becomes available. Drag down until you find a border you want and let go. Click **OK** and your page now has a border.



TIP

It is very difficult to scroll down this list with G3s and G4s because the computer scrolls too fast. With a little bit of practice you will learn how to see a bigger list. What you do is to scroll down the list a ways—to past the colored borders, then let go on any border. If this isn't the border you want, then click on the button again and the list will reappear, now extending from the top of the monitor to the bottom. It's difficult to explain, but with practice you'll get it.