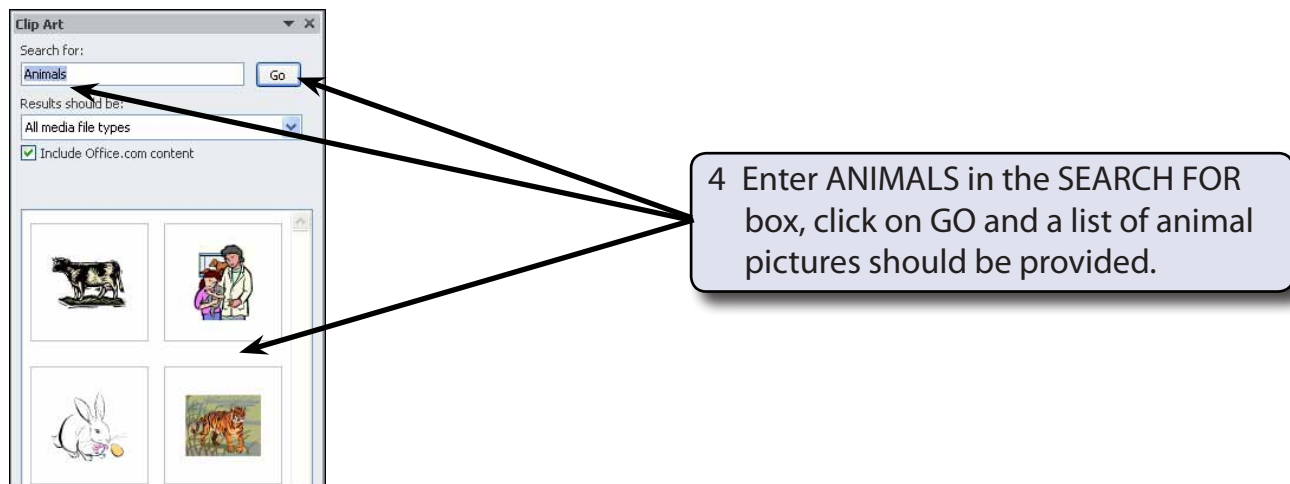
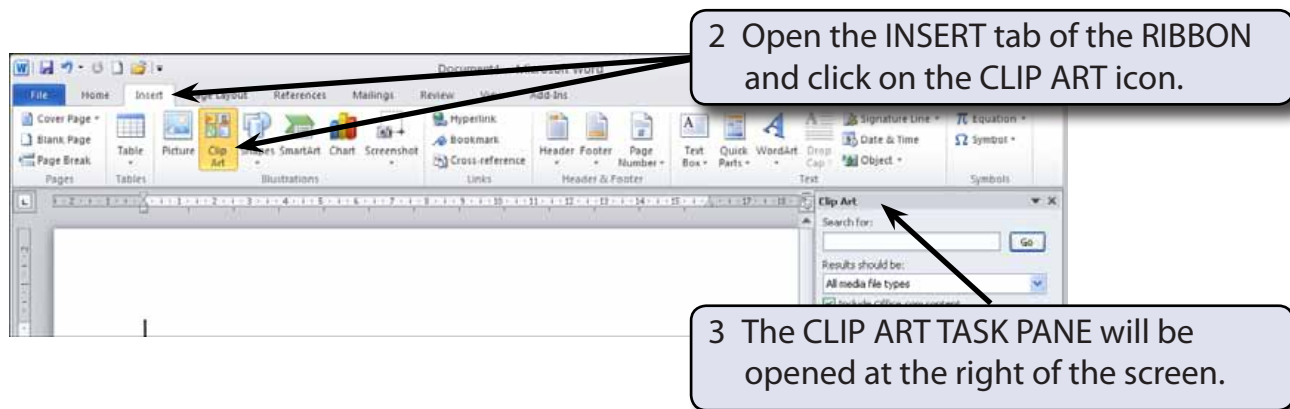


Inserting Images Into Documents

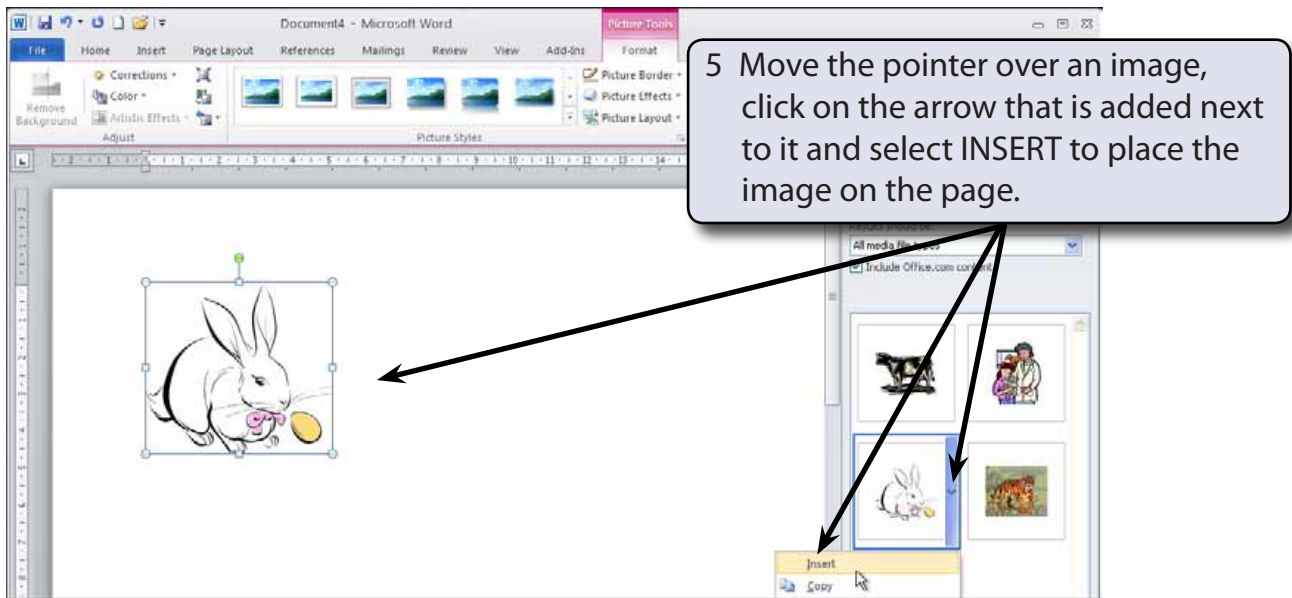
Microsoft Word has its own library of graphics, called Clip Art, which can be inserted into documents when required. You can also insert graphics created in other programs such as Adobe Photoshop, Adobe Illustrator, Coral Draw or Paintbrush Pro.

Inserting a Clip Art Image

- 1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.



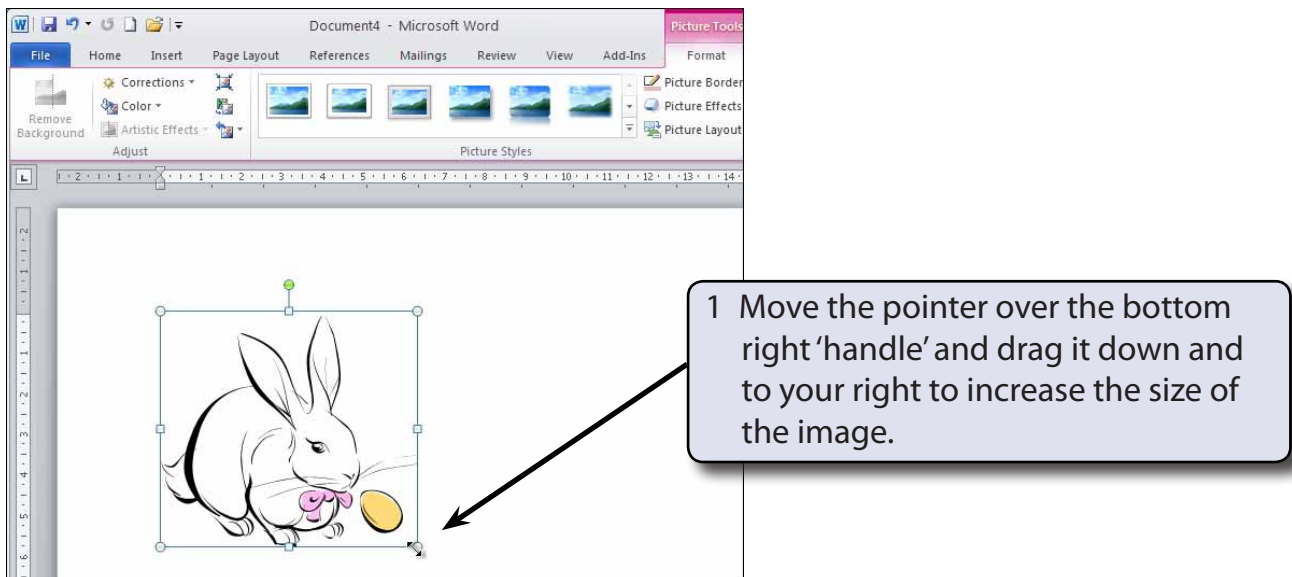
NOTE: The SEARCH FOR box allows you to enter a search for Clip Art in the Clip Organizer and the RESULTS SHOULD BE box allows you to set the type of media (Clip Art, Photographs, Movies or Sound) that is searched for.



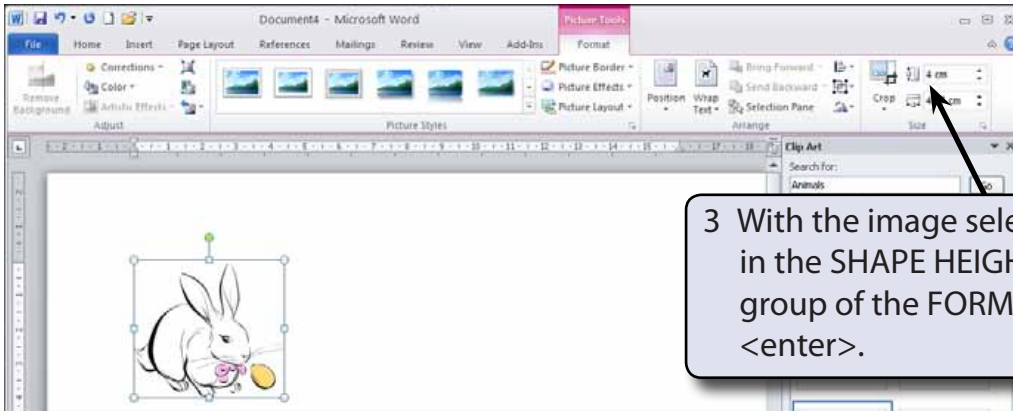
NOTE: You can double click on the Clip Art image itself to insert it if you do not want to see the other options available.

Changing the Size of the Image

You can change the size of the graphic as you did for shapes by dragging the 'handles' or by using the SIZE group of the RIBBON.



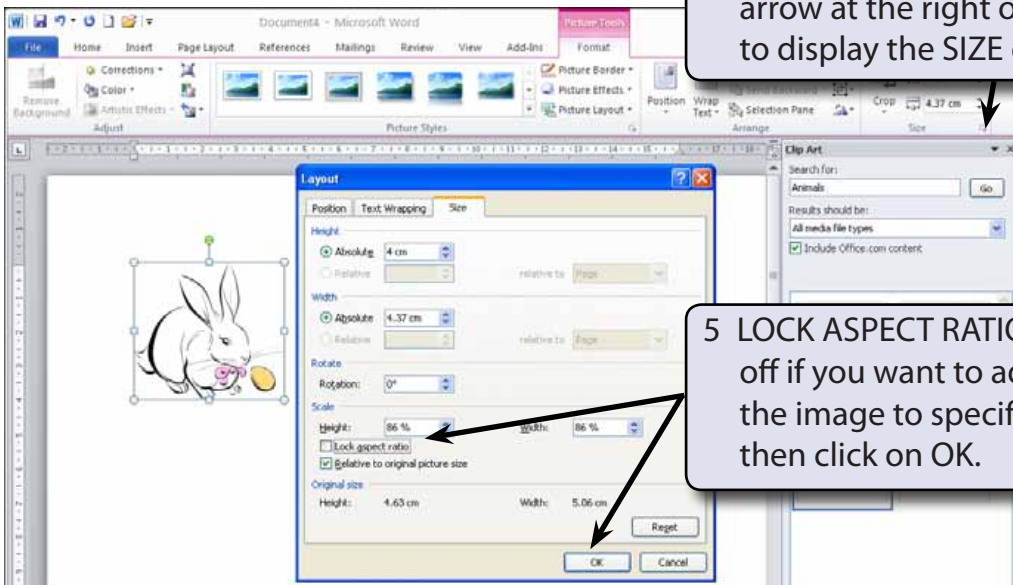
- You can accurately resize an object using the SIZE group in the PICTURE TOOLS - FORMAT tab.



3 With the image selected, enter 4 cm in the SHAPE HEIGHT box in the SIZE group of the FORMAT tab and press <enter>.

NOTE: The image is resized and the SHAPE WIDTH box in the SIZE group adjusted in the same ratio to keep the image size proportional.

4 If you want to adjust the size of an image in more detail, click on the arrow at the right of the SIZE group to display the SIZE dialogue box.



5 LOCK ASPECT RATIO can be turned off if you want to adjust the size of the image to specific dimensions then click on OK.

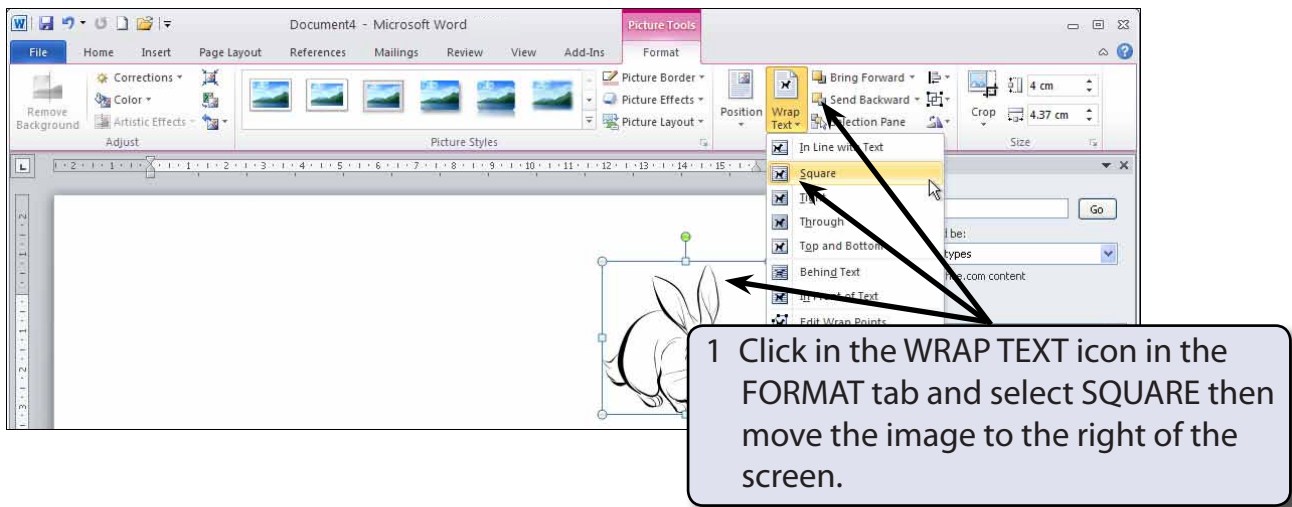
NOTE: Lock Aspect Ratio ensures that the proportions of the image are always kept the same so that the image is not distorted.

Picture Adjustments

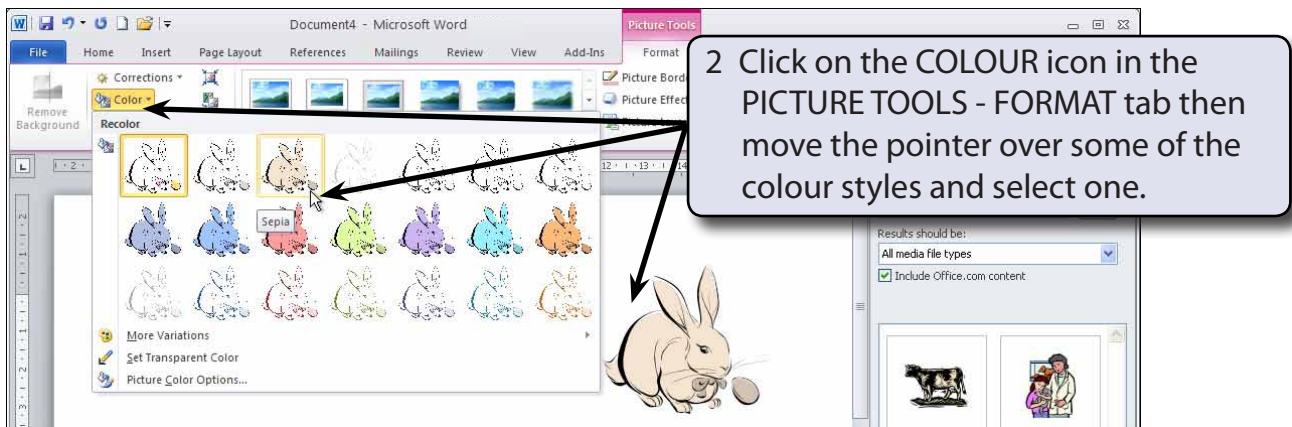
The appearance of an image can be adjusted using the icons in the ADJUSTMENT group.

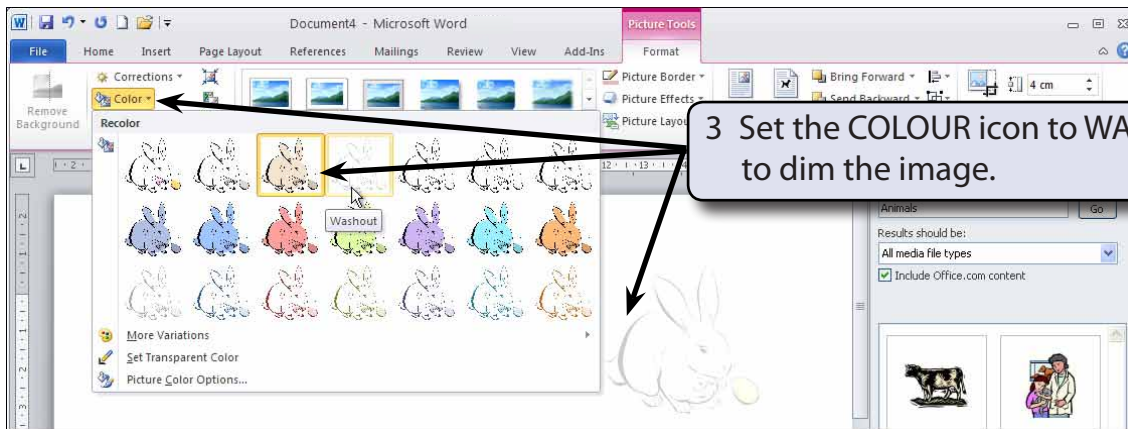
A The Colour Command

The COLOUR icon allows you to set the colour style of the image.



NOTE: Moving the image to the right of the screen will allow you to see the adjustment effects that can be applied to it.





NOTE: Washout is used to create a watermark image when you want text to flow over the dimmed picture.

